

## **Chapter I . The Underhill-Jericho Fire Department, Inc.**

In 1913, the Underhill Fire Department was formed to provide fire protection to the Town of Underhill and what is known as the Riverside section of Jericho. The Department started with a 75-gallon soda acid and water chemical tank mounted on an axle and two wagon wheels, which was housed in the building across from the current Jacob and Son Store on Park Street.

In 1936, a new fire station was built at the corner of Park Street and Route 15. The station was built to store the Department's newly purchased 1927 Packard, which had two 40-gallon soda acid and water tanks mounted on it. Also in 1936, the town of Jericho started making contributions for fire protection, so the Department became known as the Underhill-Jericho Fire Department. At this time the Department consisted of eight or ten men who went to fires.

In 1952 a new brick fire station, with a steel roof and two bays, was built on a parcel of land that had been donated to the Fire Department by Archie and May Kirby. The station was located on Route 15 in Underhill, and was the home base of the Fire Department.

Don and Alice Rivers donated a second parcel of land to the Department in the mid-1970s, and by 1982 the Department had a second station. This brick veneer station, also with a steel roof and two bays, is located on Browns Trace in Jericho Center. With this additional station the Department can provide greater fire protection to the Town of Jericho through quicker response time to emergency calls.

In 1997, the Underhill Station was replaced with a new 10,800 square foot facility. The new building was designed with future growth of the communities in mind. Four large bays now house four of five emergency vehicles currently used by the Fire Department. The main building contains Dispatch, Fire Chief's office, Officer's office, a Conference room, kitchen, and a large Meeting/Training room.

Today the members of the Underhill-Jericho Fire Department respond to an average of 135 emergency calls per year, ranging from all types of fires and car accidents to floods and downed power lines. We respond to these calls with five pieces of fire fighting apparatus, which are distributed between the two fire stations.

Today's apparatus consists of a:

- 2007 International 7400, 4 door 1250 gallon per minute attack pumper, (9E11)  
Dedicated to Honorary Chief Randy H. Clark for 50 years of service to UJFD
- 2002 International 7400, 4 door 1250 gallon per minute attack pumper, (9E5).
- 1986 International 2,000 gallon per minute attack pumper, (9E1).
- 1990 International 1,700-gallon tanker and foam truck, (9Tanker2).
- 1993 International four-wheel drive, LDH, 1250 gpm water supply pumper, (9E4).
- 2002 International 7400, 4 door, Heavy rescue truck, (9R1).
- 1984 Chevrolet four-wheel drive utility body support truck, (9U3)

These trucks, and the stations that house them, are equipped with modern fire fighting equipment. This enables the Department to provide professional protection to the communities of Underhill and Jericho.



420 VT Route 15  
Underhill, VT



288 Browns Trace  
Jericho, VT

The members of the Underhill-Jericho Fire Department do more than fight fires. We also take time out to get together and enjoy some activities that are a little less serious than fighting fires and saving lives. We hold an annual Labor Day Chicken Barbecue to raise money. We participate in numerous parades throughout the year, one of which is the State Firefighters' Convention. This is a weekend when firefighters from all over the state take time out to get together and also be a little less serious. They compete against each other in muster games that are all associated with fire fighting equipment. The Department Christmas Dinner is also a fun occasion where the firefighters, their spouses, and friends enjoy an evening out. Many awards are given to members in recognition of special contributions made throughout the year to the Department and its communities. It is a fun time at a year's end of hard work and dedication.

We, the members of the Department, spend many hours training on the use of our equipment, as well as attending area fire schools to improve our knowledge in the area of fire protection. We also spend many hours keeping the apparatus clean, shiny, and in top serviceable condition.

The men and women of the Underhill-Jericho Fire Department are a group of individuals who are very dedicated to the service they provide, so that the towns of Underhill and Jericho have one of the best trained, best equipped, and most highly respected Fire Departments in the State of Vermont.

## **Chapter II . A Guide to the Applicant**

This booklet was written to guide individuals step by step through the process of becoming a member of the Underhill-Jericho Fire Department Inc. The job of fire fighting is much more demanding than in the past. In the early days' firefighters had no responsibilities other than to respond to extinguish fires. The fire service has come a long way since those early days. In recent years, new programs have been introduced and new policies have been adopted to better serve the towns and our members.

The fire service has started a new generation of service and enlightenment because of new training, education and information. Our apprenticeship course and Department training are designed to best educate you in becoming a member of this new generation.

Our application process may at first seem extensive. However, responding to people's emergencies and the fire service is very serious business. The process of becoming a member of our Fire Department is explained in this guide.

Review all information in this booklet, beginning with the Department Bylaws which are the laws set up to govern our Department. Next, review the Department SOGs (Standard Operating Guidelines) which explain how, in most cases, general operations are to proceed. Read the Safety Guidelines that are set up to best insure your personal safety, as well as the safety of everyone in our Department.

Review and fill out all applicable lines on the application (available for download at the UJFD website, [ujfd.org](http://ujfd.org)). Once you have completed the application return it to a member on the Membership Committee, they will review your application and contact you to set up a date to meet with you at an oral screening. This screening enables us to meet with you so we may introduce the Fire Department and ourselves as well as answer any questions you may have.



**CONTROLLED BURN TRAINING**

Following a report from the Membership Committee, a vote will be taken by the membership of the Department for approval of the applicant to apprentice membership. Upon approval to apprentice membership you will receive a portable radio and a key to both fire stations. You will be asked not to respond to fire calls. However, you are welcome to come to either station during a fire call to help put the apparatus back into service. The following Tuesday you will begin an apprentice training course. This course is an introductory program designed to acquaint you with the highlights of a firefighter's duties as well as other fire-related subjects. At the completion of Unit 3 of this course you will be issued bunker gear with the appropriate markings for an apprentice member. At this time you will be able to respond to fire calls. During your apprenticeship you will be training and learning. Therefore you will serve in a somewhat limited capacity than those members with more experience with the UJFD. You will be shown locations of basic key tools and items, which we carry on our fire apparatus. You will need to demonstrate that you know these locations on each individual truck to a Membership Committee person before you are allowed to ride that apparatus to fire calls, unless directed by the Officer or Senior Fire Fighter Present.

You will be on probation from the start of your apprenticeship course until you have fulfilled all requirements set forth for apprentice members. This probationary period is a time frame in which you should make the decision of whether or not you wish to continue in the fire service. Also during this time the entire Department will be observing you and your performance to see how well you are retaining your new knowledge and skills.

At the end of your probationary period, a vote will be taken by the entire membership of the Department. You will be dismissed from that portion of the business meeting on the week of this vote. If accepted, you will become a full member of the Fire Department and will be awarded with the presentation of your badges at the following business meeting.

If you have any questions or problems about this procedure, or any other Fire Department items, please feel free to talk to anyone on the Membership Committee. Our job is to help you in any way we can. We want you to be happy belonging to our family of firefighters.



PICKUP TRUCK FIRE

**Chapter III . Bylaws**

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## **Article 1**

### **Purpose**

The Underhill-Jericho Fire Department, Inc. is organized with the intention of saving lives and protecting property to the best of its ability in the towns of Underhill and Jericho and the vicinity in the event of fire or extreme emergency and to better educate firefighters in the Department. This Department is formed as a non-profit corporation and shall be known as the Underhill-Jericho Fire Department, Inc.

## **Article 2**

### **Intoxicating Beverages**

The use of intoxicating beverages or drugs shall be prohibited within the fire station, on Fire Department premises or in the line of duty. The sociable use of intoxicating beverages shall be permitted during Fire Department functions held off Fire Department premises except to the operators of Fire Department vehicles and on the vehicles themselves.

## **Article 3**

### **Membership**

The membership shall be maintained at thirty-three (33) Firefighters, plus Fire Police, Fire Medics, a Radio Operator, Fire Specialist, and Auxiliary. The membership shall consist of those associated with the Underhill-Jericho Fire Department as of the date of these Bylaws and any others, duly elected by a majority of those present and voting at any properly warned meeting of said Underhill-Jericho Fire Department Inc. Members sixteen (16) or seventeen (17) years of age will comprise of no more than ten percent (10%) of the membership.

Any person sixteen (16) or seventeen (17) years of age of good character who has the ability to pass a physical examination given by a designated physician, at the expense of the Department, within thirty (30) days after acceptance to apprenticeship shall be eligible for membership in the Department, with written permission from their parent or guardian. They must maintain an average of C or better in high school. Each applicant age sixteen (16) or seventeen (17) years of age will serve in learning and training capacity only. The duties and responsibilities do not include interior structural fire fighting, operation of Department apparatus or any hazardous or life threatening situations determined by the Officer in Charge.

Any person from the age of eighteen (18) of good character who has the ability to pass a physical examination given by a designated physician, at the expense of the Department, within thirty (30) days after acceptance to apprenticeship shall be eligible for membership in the Department as an active firefighter.

Auxiliary membership may include any person sixteen (16) years of age or older and that has an immediate relationship (i.e.: husband, wife, boyfriend, girlfriend, son, daughter, father, mother, etc.) to a member of the Underhill-Jericho Fire Department or a member of the community of Underhill or Jericho that has demonstrated a dedication to the Underhill-Jericho Fire Department.

Auxiliary members are bound to follow the by-laws and SOG's of the Underhill-Jericho Fire Department as it pertains to their job assignments. Auxiliary members shall be encouraged to attend the first two (2) classes of the apprentice training program.

To maintain the ability and readiness of all active members, the Officers may request any or all members to have a physical examination at the expense of the Department, by a designated physician. Should a member refuse or fail such examination said member will be given written notice and said member then may resign from active service. Should said member fail to resign and turn in all active service equipment, then it is the responsibility of the Officers to immediately remove said person from active service in the best interest of those concerned so as to continue providing the highest level of safety and performance of the Department.

The duties and responsibilities for the position of active firefighter include but are not limited to interior structural fire fighting, operations of all Department fire fighting equipment and front line participation in any hazardous or life threatening situations. All positions except for Fire Specialist and Auxiliary do include "RED LIGHT PERMITS" privileges, which may be revoked by the Chief, or any Officer at the direction of the Chief for vehicle operation deemed unacceptable.

Any member leaving town for more than seven (7) days shall report such absence to the Chief of the Department in writing prior to leaving. Any member who is sick or incapacitated shall notify the Chief of such condition as soon as possible in writing. Any member returning from being incapacitated must provide a statement from their doctor that they are physically fit for Fire Department duties. Vacancies may be filled temporarily.

Upon dismissal notification shall be given to deliver all property belonging to the Department to the Chief or Clerk at once. Any person being dismissed from the Department may not reapply for membership for a minimum of two (2) years after vote of dismissal.

Any member who leaves the Department under their own will may reapply for membership. The Officers will determine the time frame in which they will be able to reapply. The person will go through the screening process so the Membership Committee can determine the stage in which the individual will start the apprentice program if needed.

Once an active female member of this Department becomes pregnant, she shall notify the Chief and immediately take a leave of absence from active duty. She will remain on inactive duty until the completion of her pregnancy and until her Doctor gives written permission for her to return to active duty. She may however, attend meetings on a regular basis if she so desires or she may assist the dispatcher if the need arises.

Every member shall have a number or title and be worked by said number or title at fires and drills.

All names of active members will be on an active list at the station. Upon leaving the Department their names will be placed on the honor roll list, which will also be posted at the station, noting dates of service and highest office served.

### **Requirement to Become a Permanent Member**

Applicants shall submit their request for membership in writing on forms provided by the Department. Each application for membership shall be presented to the Membership Committee. The Committee will then set up a time to meet with the applicant for a screening. At the next business meeting or prior convenient opportunity, following a report by the Membership Committee, a vote will be taken by the membership of the Department for approval of the applicant to apprentice membership.

Upon approval of the applicant or applicants by the members of the Department, they will begin a twelve (12) month probationary period and will be known as an apprentice member. Apprentice members will be notified when the next apprenticeship course will begin.

Each apprentice member will complete an apprenticeship program set up by the Underhill - Jericho Fire Department. This training period will last for approximately 1 full year once it commences. During this time, all apprentice members will remain under the direct supervision of the Membership Committee. At any given time during the apprentice period the Membership Committee may bring forth any issues or concerns regarding apprentice members to the membership. This can result in a vote by the membership to immediately dismiss the apprentice member. As stated earlier in this article, any person receiving a vote of dismissal may not reapply for membership for a minimum of two (2) years. Apprentice members receiving a vote of dismissal shall immediately return all property belonging to the UJFD to the Membership Committee.

The first half of this probationary period, called the "Basic Apprenticeship Phase", is a highly structured program during which new apprentice members will be briefed with the history and organization of the UJFD, issued bunker gear and other proper safety equipment, and taught the basic purpose and utilization of the department's apparatus and equipment. This training shall be coordinated and/or conducted by Membership Committee members. It is crucial for apprentice members to maintain consistent attendance at these training sessions. Apprentice members must provide a minimum of 24-hour advanced notice to the Membership Committee of any absences during the Basic Apprenticeship Phase. It is also the responsibility of the apprentice member to promptly schedule and complete a make up session with a membership Committee member for any missed trainings during the Basic Apprenticeship Phase. More than 2 missed training sessions during the Basic Apprenticeship phase may warrant a suspension, and the apprentice member may then have to wait to complete their training with the next basic apprentice class.

During the second half of the probationary period, called the “Advanced Apprenticeship Phase”, apprentice members will train with the UJFD membership and must meet all attendance requirements described in the Underhill-Jericho Fire Department Standard Operating Guidelines under “Requirements for Attendance”.

An apprentice member will not be allowed to vote on Department issues during their probation period.

Apprentice members will be given a performance review by the Membership Committee roughly every 3 months during their probationary period. These reviews may be presented to the Chiefs at their monthly meetings and to the membership prior to voting on the apprentice member for full membership.

Once the apprentice member has successfully completed all requirements of the probation period, a Department vote will be taken for permanent membership at the next business meeting. Apprentice members eligible for permanent membership will be instructed not to attend this meeting. Final approval will be decided by a majority vote of Department members at this business meeting, and with a favorable vote they will receive badges and their dress uniforms.

If an unfavorable vote is taken, the apprentice member shall return property belonging to the Fire Department to the Membership Committee at once. Any apprentice member not receiving a favorable vote by the Department may not reapply for membership for a minimum of one (1) year.

## **Article 4**

### **Special Memberships**

#### **Honorary Member**

Honorary membership shall be presented to any non-member in recognition of an outstanding contribution to the Underhill-Jericho Fire Department. Honorary membership may be conferred at any regular meeting or annual meeting by a majority vote of the members present.

Those elected to honorary membership prior to May 1987 shall receive when present at meetings and fires the same pays and voting privileges as active members of the Department.

A plaque shall be presented to honorary members at the Annual Banquet or a special event as voted by Underhill - Jericho Fire Department members. A plaque with the person name, date, and general description of recognition/outstanding contribution will be kept up to date by the Awards Committee and will be displayed at the fire station.

## **Service Member**

Service membership shall be awarded to all members having a minimum of one (1) year and a maximum of five (5) years as an active member. Their names will be placed upon a plaque showing name; date joined, and dates leaving active membership.

## **Associate Membership**

Associate membership will be awarded to all members leaving active membership having served five (5) to twenty-five (25) years or serving as an Officer. An associate member may not attend fires as a firefighter and will not be issued fire fighting gear or a pager.

They will be issued two (2) complimentary Bar-B-Q tickets. A plaque will be presented to an associate member at the Annual Banquet or a special event voted by the membership.

Associate members' name tags will be color coordinated and will show name, highest rank, and date they joined Underhill-Jericho Fire Department and the date they left active membership.

The plaque will be kept up-to-date by the Clerk of the Department and will hang on the fire station wall.

## **Life Membership**

Life membership will be awarded to all present and future Underhill Jericho Fire Department members, which serve a minimum of twenty-five (25) years as an active member.

Upon serving twenty-five (25) years, the member will be presented a life membership plaque, life membership badge, and will receive for the rest of their life two (2) free tickets to the annual chicken Bar B - Q and two (2) free meals at the Annual Banquet.

The names of all life members will be engraved on a gold nametag giving name, highest rank and date joined, as well as the date they left active membership.

While an active member, a life member may serve as any active member does, which includes holding any office and serving on committees.

When a life member leaves active service, they may not attend fires as a firefighter, will not be issued fire fighting gear or a pager.

A life membership plaque will hang on the wall of the fire station and will be kept up-to-date by the Clerk. Life members will be presented a plaque and badge at the Annual Banquet or other time at the discretion of the Chief.

## **Honorary Chief**

## **Duties of an Honorary Chief**

An Honorary Chief having served the Department for ten (10) years or more as its Chief and wishing to remain active will when called upon give his advice at:

1. Officers meetings
2. General meetings
3. Committee meetings
4. Fires
5. Drills

They shall have only a tie-breaking vote if current on issues unless at a general meeting where he/she will have the same power as a regular member.

The Honorary Chief shall be governed by the by-laws of the Department, however, he/she will not serve as a committee member whereby limiting the participation of the regular membership.

The Honorary Chief shall guide his/her followers to the best of his/her knowledge for a smooth transition of change of Officers, with past situations of the Department, involving but not limited to town government, land, trucks, buildings, personnel and training.

The Honorary Chief's uniform shall be one of distinction to show pride and leadership qualities for his/her years of service.

1. Dress - Hat: White/Gold Badge (Honorary Chief) / Gold Band  
Shirt: White/Gold Badge (Honorary Chief) / Gold Arm Braid  
Tie: Black  
Pants: Navy Blue  
Socks: Navy Blue (not furnished)  
Shoes: Black
2. School/Meeting or other: Same as above
3. Fire - Helmet: White/Shield (Honorary Chief)  
Coat: White "Honorary Chief" lettering  
Boots: Standard  
Bunker Pants: Optional (not furnished)
4. Radio: Optional at the discretion of the Officers

## **Article 5**

### **Bob King Memorial**

Membership in the Bob King Memorial will be voted by a majority of the members present at any regular meeting. The following qualifications are required:

- Death while an active member of the Department, or

- Death after serving five (5) years of faithful service to the Department.

A plaque will hang on the wall of the fire station with the names of those Department personnel and the year in which they died. The Clerk will keep the plaque current.

## **Article 6**

### **Equipment**

Fire fighting equipment owned by the Department will not be rented and will be housed at the fire stations, except for the equipment issued to the members of the Fire Department. The member may keep in his/her possession the equipment issued to him/her by the Department.

If the equipment in possession of the member is lost or damaged through his/her negligence, then the Officers shall determine to what extent, if any, the member shall be responsible.

Any equipment loaned will be at the discretion of 2/3 majority of the Chiefs.

Equipment to be sold or given away will be voted on at any regular meeting.

## **Article 7**

### **Duties of the Members**

Every member, upon notification of an alarm, shall report to the fire station until notified by the dispatcher "all trucks are on the road". Members shall then report to the fire scene unless directed otherwise by the Officer in Charge.

Personal and Fire Department issued gear will be kept clean and serviceable and will be inspected on a quarterly basis by the Safety Committee. Every member should maintain a high level of fire fighting proficiency through regular participation at Department drills and are encouraged to participate in at least six (6) hours of training per year at approved courses in addition to the requirements of the Underhill-Jericho Fire Department.

## **Article 8**

### **Officers and Offices of the Department**

The Line Officers of this Department shall be:

Chief  
First Assistant Chief  
Second Assistant Chief  
Captains (two)  
Lieutenants (two)

The Administrative Offices of this Department shall be:

Moderator  
Clerk  
Treasurer

The order of elections for Administrative Offices and Line Offices are the following:

Moderator  
Clerk  
Chief  
First and Second Assistant Chiefs  
Captains  
Lieutenants  
Treasurer

The Officers and Offices will be elected at the annual meeting with the following exceptions:

Chief elected every two- (2) years  
Treasurer elected every two- (2) years

It shall require a majority of the voters present and voting for election of the above Officers and Offices. No person shall hold more than one Line Office or one Administrative Office. Any candidate for a Line Office must have three (3) years fire fighting experience with the Underhill-Jericho Fire Department or a similar Department and have completed a basic fire fighting course approved by a majority of the Officers of the Department.

All Officers and Offices will be nominated a minimum of thirty (30) days prior to an election. Each member shall be mailed a notice as to the persons and the offices for each election at least ten (10) days prior. Nominations may be in writing, signed by a minimum of 10% of the Underhill-Jericho Fire Department members, or may come from the floor at a meeting (business) prior to thirty (30) days. Any person nominated can be nominated for a lower position without thirty- (30) day's prior notice.

#### **Office of Chief**

The Chief shall be charged with the responsibility to extinguish fire and be responsible for overall training of the Department. The Chief shall have command of the Department when on duty.

The Chief shall be elected for a two- (2) year term and must have served as either First Assistant Chief or Second Assistant Chief prior to becoming Chief.

The Chief shall see that a suitable place is provided for meeting and all proper use of the Department, and shall call regular and special meetings of the Department for drills and business, or when requested in writing by three (3) members as provided in Article 26.

Any chief who has served in that capacity continuously for ten (10) years will automatically be promoted to Honorary Chief, at the end of 10 years, and will retain said title.

#### **Office of First Assistant Chief**

It shall be the responsibility of the First Assistant Chief to perform the duties of the Chief in his/her absence, to aid the Chief in locating the cause of the fire, to plan the attack to extinguish the fire and to investigate and be responsible for water supply.

#### **Office of Second Assistant Chief**

It shall be the responsibility of the Second Assistant Chief to perform the duties of the Chief or First Assistant Chief in their absence.

He/she is also responsible for an appointed truck, care and cleaning of the truck, training firefighters on the truck and taking charge of the truck at fires when practical.

#### **Office of Captain**

It shall be the responsibility of the Captain to perform the duties of a higher-ranking Officer in their absence.

Each Captain is also responsible for an appointed truck, care and cleaning of the truck, training of firefighters on the truck and taking charge of the truck at fires when practical.

#### **Office of Lieutenant**

It shall be the responsibility of the Lieutenant to perform the duties of a higher-ranking Officer in their absence.

Each Lieutenant is also responsible for an appointed truck, care and cleaning of the truck, training of firefighters on the truck and taking charge of this truck at fires when practical.

#### **Office of Clerk**

The Clerk shall notify the members of all special meetings in such a manner provided herein, shall act as secretary of all meetings, shall keep an accurate record of all such proceedings and shall furnish each member with a copy of these by-laws. The Clerk shall also act as Clerk of the Corporation. The Clerk shall keep a roster of the members, fires, meetings and drills they attend.

### **Office of Moderator**

The Moderator shall preside over all meetings using Robert's Rules of Order, latest edition, to govern procedure. The usual course of business at meetings otherwise voted shall be:

- Call to order by the Moderator, or if absent, by the next highest ranking Officer
- Call of roll by the Clerk and the reading of the minutes of the last meeting
- Officers' Reports
- Committee Reports
- Standing Committees
- Special Orders
- Election of Officers, if any are to be elected
- Unfinished or old business from previous meetings
- New business
- Adjournment

### **Office of Treasurer**

The Treasurer will have charge of all operating funds of the Department. The Treasurer shall keep an accurate account of all income and all expenses and attend Officer's meetings.

### **Office of Auditors**

The Auditors shall examine all accounts of the Department at least once a year and at such times as requested by the Chief or as they at their own discretion deem advisable.

If said accounts are correct, they shall approve the same and in case of discrepancy, they shall immediately report it to the Chief of the Department at the next regular meeting for appropriate action. There will be three (3) Auditors, one elected each year for a three (3) year term.

### **Office of Auxiliary Sergeants**

Auxiliary leadership shall consist of two (2) Sergeants. The Sergeants will act as the liaisons between the Auxiliary and the Department and will oversee the Auxiliary activities. The Sergeants will be appointed by the officers for a two (2) year term.



CONTROLLED BURN TRAINING GROUP PHOTO

## **Article 9**

### **Meetings and Drills**

The Clerk at 7:00 p.m. sharp will take attendance, and members must be present and stay until dismissed by the Officer in Charge. Members will receive attendance credit and pay unless so noted by the Officer in Charge.

Department drills are scheduled on Tuesday of each month as follows, unless otherwise noted at the previous meeting:

- First Tuesday of the Month.....Maintenance Night, Training Meeting and Chief's Meeting
- Second, Third and Fourth Tuesday of the Month.....Department Training
- Fifth Tuesday of the Month.....Business Meeting

At the start of (7:00PM) each of the Maintenance and or Training nights we will start with, attendance, announcements and any department business that needs to be attended to.

The second Tuesday of January will be designated as the Annual Business meeting. Due warning shall be mailed to each active member at least ten (10) days prior to the meeting.

## **Article 10**

### **Definition of a Quorum**

A majority of those members present and voting shall be a quorum and shall be enough to carry a motion unless otherwise provided by the Bylaws or the Law of the State of Vermont.

## **Article 11            Voting**

Each member in good standing shall be entitled to one vote in all proceedings of the Department. The Chiefs, Clerk and Moderator present at that meeting will determine good standing. Their decision will be based on but not limited to the person's ability to attend drills, meetings, alarms, and actual attendance, as well as their knowledge of the vote in question. Voting on money issues will be done by ballot and any other issues requested will also be done by ballot.

The following guidelines will be used when electing Officers and Administrative positions:

Majority vote is required for election – greater than 50% of members present, and authorized a vote IAW Article 11 of the bylaws.

When more than 2 candidates have been nominated for the position of Officer, and a majority vote for the first Officer position is not achieved, a second vote will be taken. The candidate(s) with the lowest vote count will be temporarily excused.

If a majority vote is not achieved on the second vote, a third vote will take place. If there are more than 2 candidates still remaining, the candidate with the lowest vote count will be temporarily excused. Voting will continue until two candidates are remaining.

If a majority vote is not achieved between the two remaining candidates after two consecutive votes, the Fire Chief, First Assistant Chief and Second Assistant Chief will vote to elect an Officer.

Once the first Officer position is filled, voting will continue to fill the second Officer position using the format described above with the remaining candidates.

Ex: 28 members present and eligible to vote, majority vote required to win election will be 15 votes minimum.

Candidate	X – received 8 votes
Candidate	Y – received 10 votes
Candidate	Z – received 10 votes

Second vote is taken. Candidate X will be temporarily excused

Candidate	Y – received 14 votes
Candidate	Z – received 14 votes

No majority vote achieved, and a third vote will be taken.

Candidate	Y – receives 13 votes
Candidate	Z – receives 14 votes

No majority vote achieved, Fire Chief, First Assistant Chief and Second Assistant Chief vote to elect an Officer.

Candidate	Y – receives 1 vote
Candidate	Z – receives 2 votes

## **Article 12**

### **Pay**

Each member will receive \$20.00 for each meeting or drill attended.

Each member will be paid for responding to each alarm as follows:

- A) Members will be paid \$8.00 per hour with a minimum of \$8.00 per call.
- B) Fire Police will be paid an additional \$.80 per hour with a minimum of \$8.80 per call.
- C) Lieutenants will be paid a salary of \$300.00 per year in addition to his/her hourly pay.
- D) Captains will be paid a salary of \$450.00 per year in addition to his/her hourly pay.
- E) The 2nd Assistant Chief will be paid a salary of \$525.00 per year in addition to his/her hourly pay.
- F) The 1st Assistant Chief will be paid a salary of \$625.00 per year in addition to his/her hourly pay.
- G) The Chief will be paid a salary of \$750.00 per year in addition to his/her hourly pay.
- H) The Clerk will be paid a salary of \$180.00 per year in addition to his/her hourly pay.
- I) The Treasurer will be paid a salary of \$525.00 per year in addition to his/her hourly pay.

This amount will be paid quarterly; less any deduction owed to the Department. Deductions from pay for purchases will not exceed the current dollar amount of any member's pay unless approved in writing by a majority of the Officers.

This pay scale is intended to provide a stipend for volunteer members and as a reward for their service. It is not intended to create an employer-employee relationship. It is not intended to be depended upon as a matter of economic reality by any member. This pay scale shall not apply to any employees of the UJFD.

## **Article 13**

### **Purchases**

Any purchases pertaining to the Fire Department, other than regular maintenance and budget items shall be voted upon by a majority of the members present at any meeting. Any or all purchases over \$2,000.00 will be put out for quotations, with a minimum of two requests from qualified vendors.

## **Article 14**

### **Accounts payable**

The Officers will okay the paying of all budget accounts at their monthly meeting.

Yearly budget will be discussed and must be voted by a majority of the members at any regular meeting.

At the discretion of the Treasurer, bills may be paid before the regular Officer's meeting if said payment is necessary to receive a discount. A regular monthly bill such as utilities or insurance, which requires prior payment to regularly scheduled Officer's meeting, may be paid to avoid penalty or cancellation of said service.

## **Article 15**

### **Vacancies**

If a vacancy occurs in the office of the Chief, the highest-ranking Assistant Chief shall assume the duties and title of Chief.

If a vacancy occurs in the office of First Assistant Chief, the Second Assistant Chief shall assume the duties and title of First Assistant Chief.

If a vacancy occurs in the office of Second Assistant Chief, one of the Captains shall be elected to that position as per Article 8.

If a vacancy occurs in the office of Captain, one of the Lieutenants shall be elected to that position as per Article 8.

If a vacancy occurs in the office of Lieutenant, a qualified member shall be elected to that position as per Article 8.

## **Article 16**

### **Amendment of the by-laws**

Any member wishing to amend the by-laws of this Department must present in writing the proposed amendment to the by-law Committee. That Committee will work with the person or persons submitting the proposed changes.

The by-laws shall be amended by a 2/3-majority vote of the members present at the annual meeting, or at a monthly meeting. A ten- (10) day prior written notice of change to all members will be mailed or hand delivered by the Clerk.

## **Article 17**

### **Underhill-Jericho Fire Department of the Year Awards**

The Firefighter, Fire Officer and Fire Police of the year awards shall be presented annually by the "Underhill-Jericho Fire Department of the Year" Awards Committee. The Committee shall consist of at least two (2) active honorary members and the Chief. If there are not two (2) active honorary members available for this committee, then two (2) members can be appointed by a majority vote of the Officers of the Department.

This committee shall be formed at the first business meeting after the annual meeting.

All voting members shall submit nominations for the awards to the Awards Committee six (6) weeks prior to the annual Christmas dinner. The nominations shall be submitted on the award nomination form. The Awards Committee shall have chosen the winning nominees and have had the plaques engraved prior to the Christmas dinner. The Chief shall present the awards to the winners at the Christmas dinner and honorable mention shall be made for all those who were nominated.

Any member on the Committee who is eligible for an award is not allowed to tally votes for the award that he/she is eligible for.

Underhill-Jericho Fire Department of the Year award winners' names shall be submitted annually to the Vermont State Fire Fighter's and Chittenden County "Fire Fighter's of the Year" Awards Committee for consideration of each respective award.

## **Article 18**

### **Safety Committee**

The Safety Committee shall consist of two (3) members, one elected each year for a two- (3) year term, and shall be an Administrative Office.

It will, at the discretion of the Chief, document the Department's safety policies including guidelines pertaining to fire response, fire scene activities, and utilization of personal protective equipment.

It shall maintain an awareness of regulations pertaining to firefighter safety, and will also be responsible for implementing a firefighter safety education program for the Department.

## **Article 19**

### **By-law Committee**

The by-law Committee shall consist of three (3) members.

The duties of the by-law Committee shall be to have good understanding of the by-laws and to work with any member wishing to amend the by-laws. There will be three (3) members of the Bylaw Committee; one elected each year for a three- (3) year term.

## **Article 20**

### **Definition of a majority**

The number greater than half the total members present and voting will be a majority.

## **Chapter IV . Standard Operating Guidelines**

### **Table of Contents**

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## **Purpose**

The purpose of the Standard Operating Guidelines is to inform Fire Department personnel by providing members with complete information and general knowledge as it relates to the proper function and duties of Department members.

## **Responsibilities of Members**

In order to perform Fire Department duties, members must familiarize themselves with the contents of this manual.

## **Adoption and/or Revision**

This manual is subject to periodic reviews and revisions. The Department Officers at any regular Officers meeting must approve subsequent changes.

## **Alarms**

## **Alerting Procedure**

Fire Department personnel are alerted to an alarm by Williston Dispatch, who shall activate the fire alerting tone, followed by a verbal announcement over the radio. An officer of the Department will acknowledge the tone and message and will repeat type of call and location. When the UJFD Dispatcher signs on the air, he/she will also acknowledge the call and provide specific directions to the call.

## **Second Alarm**

A second alarm is sounded at the discretion of the Officer in Charge. It will be used when more manpower is needed at the scene. In such cases, the base operator will sound the fire alerting tone, followed by a verbal announcement over the radio. The base operator will then place calls to members who are at work using their work phone numbers.

## **Silent Alarm**

A silent alarm will be sent when only a few members are needed for a non-emergency situation. In this case, a fire alerting tone may be sounded. A verbal announcement will be sent by radio. During a silent alarm, all personal and Fire Department vehicles will respond Code 2 to the requested scene.

## **Two Calls at the Same Time**

If two calls come in for different emergencies, the fire alerting tone will be activated twice, once for each call. The Officer in Charge shall direct personnel and trucks to each appropriate scene.

## **Weekly Radio Test**

A test of the radio and fire alerting system will be performed at each maintenance drill.

## **Radios**

### **Issuance of Radios to Members**

Each member will be issued a pager or portable radio. Each member will keep the radio in its case at all times. If a radio is damaged or lost due to the negligence of a member, that member may be held responsible for the cost of replacing the radio.

### **Radio Transmission**

Talk over radio channels is reserved for essential information only. "10 codes" will not be used. All communication over radio channels should be in speaking English. At no time should names of injured persons be transmitted over radio channels. If such information must be relayed to the base station, place a telephone call to the base.

#### Radio "900" Codes

900	Underhill Station Base Radio	
990	Jericho Station Base Radio	
9C1	Fire Chief	
9C2	1 <sup>st</sup> Assistant Chief	
9C3	2 <sup>nd</sup> Assistant Chief	
9K1	Captain	
9K2	Captain	
9K3	Lieutenant	
9K4	Lieutenant	
FP1	Fire Police	
FP2	Fire Police	
FP3	Fire Police	
FP4	Fire Police	
FP5	Fire Police	
9E1	Truck #1, Attack Pumper	(990/900)
9Tanker2	Truck #2, Tanker and Foam	(900)
9Utility3	Truck #3, Utility/Heavy Rescue	(900)
9E4	Truck #4, Water Supply/Reel	(900)
9E5	Truck #5, Attack Pumper	(900)
9R1	Truck #6, Heavy Rescue	(900)
9E11	Truck #7, Attack Pumper	(900/990)

### **Responding to an Alarm**

#### **Emergency Response**

Upon notification of an alarm, all fire personnel will report to their respective fire station. Once all trucks have reported to be on the road, other responding personnel may report directly to the scene.

The Chief Officers and Fire Police will report directly to the scene upon notification of an alarm.

### **Emergency Response Codes**

Responding personnel will adhere to whichever of the following categories is in effect. Response Codes are transmitted over radio channels:

*Code 3* - Use red lights and sirens.

*Code 2* - Do not use red lights or siren. Return to normal driving.

**Proceed with Caution** - Be alert to hazards en route to or at the scene.

### **Personal Vehicles**

Members who are responding to an alarm will do so with DUE REGARD FOR THE SAFETY OF OTHERS. Members will come to a complete stop at intersections before proceeding. These intersections would be intersections that you would normally have to stop at during non emergency response. Speed can be higher than the posted speed limit during an emergency response only under favorable conditions. Favorable conditions for the purpose of this document are described as light traffic, good road conditions, and clear visibility. If favorable conditions exist, speed should be no greater than ten (10) MPH over the posted speed limit.

Out of town emergency response for anything other than a TRUE EMERGENCY will not be permitted. The exception would be for responding department vehicles to a mutual aid call.

If any complaints are received for inappropriate emergency response driving the Chiefs will investigate and if the complaints are determined favorable there will be a written warning to the member in which the complaint was directed. If a second complaint is found favorable for emergency response the individual will be suspended from fire department duties for a period of thirty (30) days. The third complaint found to be favorable by the Chiefs, said member will be excused from the department. A member can be excused from the department by a 5\7 majority vote by the officers before the three (3) complaints if the offense is deemed as gross negligence.

When at a scene, members will park their personal vehicles short of the scene and on the same side of the roadway, unless otherwise directed. Lights should be turned off to minimize distraction of passers-by from the Fire Police.

## **Responding Fire Trucks**

Fire Trucks responding to an alarm will do so with ***DUE REGARD FOR THE SAFETY OF OTHERS***. Fire Trucks will come to a complete stop at intersections before proceeding. These intersections would be intersections that you would normally have to stop at during non emergency response. Speed can be higher than the posted speed limit during an emergency response only under favorable conditions. Favorable conditions for the purpose of this document are described as light traffic, good road conditions, and clear visibility. If favorable conditions exist, speed should be no greater than ten (10) MPH over the posted speed limit.

If any complaints are received for inappropriate emergency response driving the Chiefs will investigate and if the complaints are determined favorable there will be a written warning to the member in which the complaint was directed. If a second complaint is found favorable for emergency response the individual will be suspended from fire department duties for a period of thirty (30) days. The third complaint found to be favorable by the Chiefs, said member will be excused from the department. A member can be excused from the department by a 5\7 majority vote by the officers before the three (3) complaints if the offense is deemed as gross negligence.

Only members completing the Underhill-Jericho Fire Department Driver Qualification program for said truck will be permitted to drive. The exception will be for members performing driver training or when an officers directs someone at their discretion to drive that specific truck. For apparatus qualification, refer to, ***AAPPARATUS QUALIFICATION@*** in this manual.

### ***Definitions:***

**DUE REGARD** - What a reasonable careful person performing similar duties and under similar circumstances would act in the same manner for the safety of others.

**TRUE EMERGENCY** - A situation in which there is a high probability of death or serious injury to an individual or significant property loss and you as a individual can reduce that probability.

**GROSS NEGLIGENCE** - reckless disregard of the consequences of an act to another person. It occurs when a person=s actions, or lack of, result in the failure to exercise even a slight degree of care.

All trucks will report over the radio channel to the base when they leave the station, and they will report the number of members riding on the truck. All trucks will also report over the

radio channel to the base when they reach the scene, and when returning to their base. Trucks that return to the Jericho Center Station will report to the base when they have returned to the Jericho Center Station.

No member will ride on the outside of any fire truck.

All members who ride on a fire truck will be secured by a seat belt and or shoulder harness at all times.

Only fully qualified, air pack trained members will ride in the air pak equipped seats when responding to or returning from calls, unless otherwise directed by an Officer.

### **Call Canceled**

If a call is canceled while trucks are en route to the scene, those trucks that are en route may proceed to the scene under Code 2 conditions to familiarize members with the location.

### **Station Standby Calls**

All members will respond under Code 2 conditions to their respective stations. An Officer will send a truck and personnel to the standby station. The Officer who has been sent to the standby station will report updated information over the radio channel upon arrival at that station. Personnel may be released from the stations at that time. The Department will not send more than fifty percent (50%) of available personnel out of town at any one time.

### **Heavy Rescue and Mutual Aid Response**

All members are to report to the station. The officer in charge will assemble a crew. There will be a minimum of three firefighters and a maximum of six firefighters to respond with the truck. This crew should include at least one line officer. All members on the crew will be very well trained in extrication. If a firefighter does not feel comfortable doing extrication he/she will so note this to the officer in charge and another firefighter will be chosen. The team will respond together, i.e., if the call is in Richmond the truck and crew will meet up at the Jericho Center Station and respond as a team; if the call is in Cambridge the truck and crew will meet up at the Underhill Station and respond as a team.

## **Mutual Aid to a Scene**

All members will respond to their respective stations. The Officer in Charge will advise as to which trucks will respond. Each truck that responds to a mutual aid call will carry fully qualified firefighters. No extra personnel will be sent to an out of town scene until the Officer in Charge appoints a detail of firefighters and Officers to go to the out of town scene. Once at the scene, the detail will be under the guidance of the local detail Officer. The Underhill-Jericho Fire Department Officer at the scene will report to the Underhill-Jericho Fire Department Chief and base to give an updated status of the scene, by the best available communications method.

## **Common Response**

If a tanker is requested for mutual aid to a scene, the water supply truck 9E4 will also report to the scene.

## **Grass Fires**

A pumper will be the first unit to respond. If the call is in Jericho, Truck 9E1 will respond first, even in the event that Truck 9E5 has reported that it is on the road. If the call is in Underhill, Truck 9E5 will respond first.

## **Fire Ground**

## **General Rules**

All Officers and members on the fire ground will be in full protective gear at all times. Any person who does not comply will be ordered off of the scene. Failure to comply will result in the penalties outlined in the Safety SOP. Protective gear may be removed when instructed by an Officer due to heat.

Safety precautions will be observed at all fires and drills. Refer to the Safety SOP for guidance. All trucks will stay on hard surfaces unless otherwise directed by an Officer.

If there is no Officer present at the scene, a full member will designate him or herself as "Officer in Charge" until an Officer arrives at the scene. At that time, command will be passed to the arriving Officer, if so wished.

If a member is assigned a task, that member will complete the task assigned. If asked to do a different task, the member will advise of the initial task. Do not abandon the initial task.

While at the scene of any emergency, no member of the Underhill-Jericho Fire Department will criticize another member, Officer, or the efficiency of the operation. This includes any members of other Departments at the scene.

All members shall be prepared and trained to become an interior firefighter at any fire.

At the scene, the Fire Police shall set up traffic controls as soon as possible. They shall place warning signs at a minimum of 500 feet away from the scene. They will use all available warning devices to protect themselves and all others that are on the scene.

### **Fire Ground Truck Placement**

**Attack Truck:** Position approximately 50 feet beyond the scene and on the same side as the fire. In long driveways, the attack truck should lay in as directed by an Officer. At night, the first available member should start the generator and set up lights. If an Officer is on the truck, that Officer should occupy the front passenger seat.

**Tanker:** Position approximately 50 feet in front of the pumper. Pull 4" supply line off back in order to supply the attack pumper. At large fires, remove and set up the portable pond, and fill it. Once the portable pond is filled, leave the inchworms and depart to fill the tanker at the best location.

**Water Supply Truck:** Back up to the portable pond, pull off extra 5" hose on the reel, and start to lay hose to a dependable water source. Once at the water source, put in the hydraulic pump, and then put in hard suctions or portable pumps. Radio to the attack pumper before charging any lines. When the water supply truck is not needed, look for possible water sources before returning to the base.

**Rescue/Utility Truck:** This will be placed where needed for rescue operations and grass fires. This truck will be used as a command post when marked by a flashing green light.

### FULLY INVOLVED BARN FIRE



### **Car Accident Response Within Our Primary Coverage Area**

The Chief, 1st Assistant Chief, and 2nd Assistant Chief will respond directly to the scene. All other members will respond to their respective fire stations.

#### **From Underhill Station:**

Truck 9R1 shall respond first with a minimum crew of four (4), preferred is a crew of five (5). To respond with less than four (4), permission must be obtained from the highest-ranking officer responding.

Truck 9E5 shall respond second with a minimum crew of three (3), preferred is a crew of five (5). To respond with less than three (3), permission must be obtained from the highest-ranking officer responding.

Truck 9Tanker2 shall respond if requested, or if permission is granted from the highest-ranking officer responding. (Decision for response of 9W2 shall be based on but not limited to; how many personnel will respond with 9W2? Is 9E1 responding? Location and seriousness of accident).

**From Jericho Center Station:**

Truck 9E1 will respond with a minimum crew of two (2), preferred is a crew of three (3). To respond with less than two (2), permission must be obtained from the highest-ranking officer responding.

All other members who are not riding on a truck should carpool from the fire station to the scene, in order to minimize the number of parked vehicles at the scene.

## **Fire Department Training and Schools**

### **Training Program**

Except for special training, meetings, holidays, or other instances deemed necessary by the Officers, all active members will meet at the fire stations on Tuesdays at 7:30 p.m. for training.

Each Officer will be in charge of planning the training for at least one-month.

The Safety Committee will prepare training on safety issues at least once a year.

### **Fire Schools**

Each member classified as a firefighter will be required, once a year, to take part in one state certified training course. This training will be conducted at the expense of the Department.

### **New Members**

All new members will attend the basic Underhill-Jericho Fire Department Apprentice Course.

### **Certification of Interior Firefighting**

All active members shall be trained to perform as an interior firefighter. In order to receive certification, a member must be free of any health defects. Members must be free of long hair (past the bottom of the ear lobes), or touching the shoulders in back. The member must have satisfactorily completed the VSFA essentials fire fighting course. The member will be at least 18 years of age.

### **Maintenance**

All fire apparatus and equipment shall be maintained in a ready condition at all times. If this is not possible, the out of service apparatus will be announced over the radio channel and a notice will be placed in each station.

All members will return to the fire stations after any operation of the Department to wash and service all apparatus and equipment. An Officer upon completion of their assigned tasks will release them.

All members are responsible for maintaining their turn out gear (bunker gear) in such a manner that it is clean, neat and available for immediate use. Members will use only the gear that has been issued to them. No gear is to be borrowed from other members.

Any major repairs to be done on Fire Department apparatus will be done in a proper repair facility by a qualified mechanic. The Truck Officer shall be notified, and will authorize any minor repairs and/or replacement of any defective equipment that is covered under the budget.

Drivers will be responsible for notifying the Truck Officer of any problems that arise in the operation of the trucks or equipment.

All portable equipment will be serviced and checked for proper operation at all maintenance drills. This includes portable pumps, generators, fittings, ladders and any other equipment.

## **Safety**

### **Protective Clothing**

Full protective clothing shall be worn by fire fighting personnel when responding to a call so as not to cause a delay in any fire fighting operation when those personnel arrive on the scene.

### **General Safety**

Eye protection shall be utilized when operating tools that may cause eye injury, and in all other situations where the need of eye protection seems needed.

Members who use pull-up hip boots may not respond to a call wearing shorts.

Members who are assisting rescue personnel with a patient shall wear rubber gloves when exposed to the patient.

Any member who shows a decrease in physical or mental capabilities over a period of time shall be placed on a medical leave of absence until the problem is resolved. That member may not return to full active service until the Officers receive a letter from a physician stating the results of an examination and test, and a clearance that the member is fit for full active duty.

If a member is ill at a fire scene, that member will not return to that fire scene.



**BURN DEMONSTRATION AT HARVEST MARKET**

## **Public Information**

### **Introduction**

It is the policy of the Underhill-Jericho Fire Department to establish and maintain a positive operating relationship with the news media.

### **Responsibility**

The Officer in Charge will be responsible for the management and release of all public information, whether on the fire ground or at the station. All inquiries from news personnel or news agencies will be directly referred to the Officer in Charge.

### **Guidelines for Release**

Information must be accurate, factual, and complete, so as to avoid any misunderstandings.

Information to make the story interesting should be volunteered, such as the number of units responding, the identities of those units, first crew in, involvement in the fire, etc.

Do not release the names of fatalities - Please refer to the State Police.

Try not to place a monetary value on losses. Indicate damage was "minor", "considerable", or "extensive".

## **General Rules and Conduct**

All meetings of the Department will be open to anyone that wishes to attend. When personnel issues are being discussed, an Officers Meeting may be closed.

Alleged misconduct will be reported as soon as possible to the Officers of the Department. The Officers will then investigate the alleged misconduct and if misconduct is found there will be a written warning to the individual or individuals. Upon a second finding of misconduct there will be a suspension of fire department duties for a period of thirty (30) days. Upon a third finding of misconduct the member or members will be removed from the Department. If the misconduct can affect the safety of the members or the public, the officers can elect to remove the member or members from all or some of their fire department duties while the Officers investigate the alleged misconduct. If the situation is serious enough this process can be bypassed and a member can be removed from the department by a 5\7 majority vote by the officers. Misconduct can be but not limited to, response to alarms, conduct towards other members, actions at emergency calls, actions at department functions, or actions outside the department that could damage the integrity of the department.

Any matters of safety will be reported to the Safety Committee and the Department Officers.

No member shall use unnecessary profane language.

No person, at any time, is permitted to sit on the cupboards.

The fire stations will not be used as a "hang out". Anyone who is in or around the stations should be involved in Fire Department business, or in a meeting.

Dispatch office computer is to be used by Dispatcher only.

## **Fire Police**

1. All issued equipment will be kept in good, clean and operable condition and will be kept in your personal vehicle so it will be immediately available for use on all calls.
2. Orange traffic coats, pants, hard hats, and reflective vests will be kept clean for a neat and highly visible appearance. They should be kept in a duffel bag to keep clean.
3. PREPARE TO STOP signs should be cleaned periodically (wiped off) and checked to be sure the sign and base work easily. These signs **MUST BE USED AT EVERY CALL TO WARN ONCOMING TRAFFIC.** (Remember you are subject to a fine of up to \$200 for not properly using the equipment issued to you)
4. Flashlights should be checked periodically and bulbs or batteries replaced to keep at maximum effectiveness.
5. STOP AND SLOW reflective signs **MUST BE USED TO CONTROL TRAFFIC.**
6. A minimum of six flares should be kept in your vehicle at all times. They should be kept in the interior so they do not absorb moisture.
7. Roof lights, **MUST BE APPROVED BY THE CHIEF AS TO TYPE**, and should be kept clean and operable at all times. Flashing headlights will not be used at night and when used during daylight should be used with discretion upon arrival at the scene when you are set up.
8. The first Fire Policeman to the scene will go to the far end (past the scene, check by radio maybe someone is already on the far end) to block or divert traffic. The second will set up before the scene. The third will set up where best suited to the situation - i.e. near the trucks in the case of one way traffic; at an entering cross road; etc.
9. PREPARE TO STOP signs will be set up depending on the road. Route 15 or highly traveled route at least 1/2 mile on a straight stretch to warn traffic prior to rounding a corner or brow of hill. **AGAIN WE MUST STRESS THAT THESE SIGNS ARE OF THE UTMOST IMPORTANCE!**
10. Fire Police responding to a scene should announce on your radio (Dept. Channel) your assigned number responding when the channel is clear of trucks and officers so it will be know who and how many are responding. The plan of action should be thought out on your way to the call based on what you hear from the first officer on the scene.
11. **AT ALL TIMES, TRY TO WORK WITH THE OFFICER IN CHARGE TO MAINTAIN AT LEAST ONE WAY TRAFFIC.** The traveling public is not prepared for any delays in their travel. A detour may be necessary at times to keep traffic flowing. Try to have someone or something at detour intersections.
12. Radios should be kept on channel #1 (Fire Dept.) at all times until we are set up at the scene then switch to channel #2 (Fire Police) unless you are told to switch to channel #2 by

an officer or another Fire Police in route. Monitor Fire Department communications on your pager while on channel #2 so you will be aware of what is going on or if an officer wants to communicate with you. Keep communications short and talk clearly.

13. Signals telling motorists to stop or to go should be made with clear motions especially at night should flashlights be used. SLOW AND CLEAR

14. While controlling traffic at a scene; a motorist refuses to obey your stop or detour directions, try to get a license number and description of the driver. Also, immediately advise an officer and other Fire Police so they can attempt to stop the vehicle and so they will be aware of the possible hazards.

15. Fire Police will be furnished a badge and it must be visible.

16. At times Fire Police will be used to control crowds as well as traffic therefore be prepared.

17. It is against the law and punishable by fine to:

- a. Follow a fire truck closer than 500 feet
- b. Drive over a charged fire hose

However, most drivers are unaware of these laws and will not know unless you tell them.

18. Our large diameter hose can not be driven over by the average car. It not only will ruin the hose; it will tear off the exhaust or other parts under the car. (We have had a firefighter try it!)

19. While on scene, fire police must wear their helmet and orange coat or reflective vest.

20. Fire Police will train with the firefighters on drill night handling traffic. If their services are not needed, they will pre-plan areas of possible detours and hazards they may be faced with at the next call.

# Auxiliary Membership

Adopted April 1, 2003

## Level of Membership

- A. Basic Level / Administrative
  - 1. Assist the line officers or committees
    - a. Line officers
    - b. Clerk and Treasurer
    - c. Auditors
    - d. By-law committee
    - e. Sick committee
    - f. Boy Scout Committee
    - g. Fire prevention
    - h. Finance committee
    - i. Car seat safety inspection
    - j. Grant writing
  - 2. Provide emergency child care
  - 3. Planning family functions
  - 4. Shuttle equipment and drinking water to emergencies
  - 5. Prepare food for emergencies
  
- B. Advanced Level Fire Ground Operations/Administrative
  - 1. Operate firefighter rehab at emergency calls and drills as directed
  - 2. Back-up dispatcher as directed
  - 3. Back-up traffic control
  - 4. Assist command at emergency calls and rills as needed
    - a. Accountability board
    - b. Scribe for notes
    - c. Air bottle change out and fill
  - 5. Any listed function of Basic level Auxiliary duties

## **Training:**

Basic level:	Recommended to take the first two sections of apprentice training
Advanced level:	Apprentice (first two sections) Intro to ICS (UJFD or state course) Traffic control (UJFD or other) Air bottle (quarterly) Dispatch (semi-annual)

The complete Apprentice class is open to all Auxiliary members.

## **Issued equipment:**

1. Long sleeve polo shirt with logo
2. Short sleeve polo shirt with logo
3. Department dark blue t-shirt
4. Station key
5. Auxiliary pager – Advanced Level only
6. Auxiliary reflective vest

## **Activation of Auxiliary:**

1. The auxiliary tone will be sent over 155.775 for auxiliary members to report to the Underhill station.
2. The department dispatcher shall send out the auxiliary tone automatically for the following emergencies.
  - a. All wild land fire calls
  - b. Mountain rescue calls within our towns
  - c. Confirmed working structure fires and hazmat callsThe first priority for these automatic calls will be drinking water for rehab.
3. The auxiliary may also be activated by Incident Command
4. Basic level Auxiliary members will be activated via a phone list.

## **Operation at emergency scenes:**

1. Members shall wear the auxiliary reflective vest
2. Auxiliary members shall only be allowed in the safe zone and/or traffic control areas.

## **Apparatus Driver Qualification**

No member will be allowed to operate any Department vehicle under any circumstance, other than for the purpose of training, for a period of two years from the date of being accepted to the Department. Also, in that time period before driving will be allowed, that member must have satisfactorily completed the Basic Essentials course, Fire Pumps I, Fire Pumps II, offered by a designated fire training service. That member must also have satisfactorily completed the Underhill-Jericho Fire Department Safe Driving Program. The member must also operate the pump satisfactorily under the supervision of a Department Line Officer.

This process, other than the driving and pump test, may be bypassed by a 5/7 vote of the Officers, based only on prior fire fighting experience. The driving privilege of Department vehicles may be revoked by a 5/7 vote of the Officers as they may see necessary.

Anyone other than the members of the Driver Training Committee, or the seven Line Officers, must notify one of the three (3) Chiefs before a truck is taken out of the station to be trained on.

## **Backing Up of Fire Apparatus**

When backing any fire apparatus, the passenger riding in the truck will assume responsibility for backing into the station, or any location where the visibility of the driver may be restricted.

## **Payroll Deduction Policy**

Any member wishing to make charges against their payroll must follow these rules:

1. Any purchases must be of fire fighting material; i.e.: red lights, sirens, bunker gear, scanners, Fire Department T-shirts, Christmas dinner, convention rooms, etc.
2. The minimum deduction amount allowed will be \$25. 00 the maximum deduction amount allowed will be \$100. 00. If the purchase is over \$100. 00 then you **MUST** get approval from the majority of the Officers at a regular Officers meeting. If your total deductions for the year reach \$300. 00 then any other deduction must be approved by a majority of the Officers at a regular Officers meeting, *no matter what the amount!* If you are wishing to make a purchase of over \$100. 00 you may either make it in writing or in person at an Officers Meeting. You must state how many fire calls are on your paysheet, the approximate amount to be purchased, the item to be purchased, and the supplier you wish to purchase it from.
3. Before any deduction can be made, you must have at least that amount in your payroll. The easiest way to get this figure is to count the number of fire calls on your paysheet and then multiply that number by \$5. 00; for example: 35 fire calls @ \$5. 00 each would be \$175.
4. Any purchase to be made must be billed on open account to the Underhill-Jericho Fire Department for payment. There will be no checks written and given to the member making the purchase. If a vendor is questioning the charge to the Fire Department, they may contact the Chief for approval and billing instructions.
5. If any member makes more deductions than their payroll totals, they will receive a bill for the remaining amount, which will be due within 30 days from the date of the bill, unless the Officers agree another payment plan to. If a member has an outstanding balance from the previous year, no other deductions will be allowed until the debt is paid off in full.
6. If you charge an item to the Underhill-Jericho Fire Department greater than \$100. 00 or if your total deductions are greater than \$300.00 without prior approval from the Officers, you may be asked to pay for the purchase.
7. Remember that this is a privilege to charge against your payroll, not a right. It is considered an interest free loan for up to twelve (12) months. You may find out the total of your deductions from any of the Officers.

## **Requirements for Attendance**

**ADDED to S.O.G.'s by the Officers 9/7/04**

All active members, with the exception of Auxiliary and Specialists, must maintain a 70% average attendance at scheduled training sessions, as well as a 70% average attendance at business meetings and maintenance drills, and a 25% average attendance at emergency calls during a consecutive 6-month period. Attendance will be reviewed quarterly and acted upon semi-annually. Members who fail to comply with this policy will be subject to administrative action. Before administrative action is taken members shall first be counseled by the Board of Officers and made aware of their training deficiencies. Administrative actions may include, but are not limited to, probation or dismissal by a 5/7 vote of the Officers. Probation will be for a consecutive 3-month period during which time:

- the Member will not participate in S.C.B.A. operations.
- the Member will not ride in or operate Department vehicles.
- the Member will demonstrate that attendance can be brought to standards.

At the end of the 3-month probationary period, the Officers will review the member's status.

Any U.J.F.D. member who is unable or not required to meet the aforementioned attendance requirements shall not be allowed to vote during administrative office elections or on any issues pertaining to membership acceptance to, or dismissal from, the Department.

*If for any reason a member knows that he/she cannot fulfill their training and/or meeting requirements, they shall note so in writing to the Board of Officers for consideration.*

If attendance cannot be brought up to standards, the Officers may recommend a leave of absence or resignation, whichever is determined to be in the best interest of those concerned so the Department may continue to perform at the highest level of safety and professionalism. A member may request a leave of absence for a maximum of 6 months. (Article 3 of the Bylaws shall overrule this leave of absence.) The request must be in writing to the Board of Officers for review and consideration. Members leaving town for more than 6 months for work, school, etc. will be asked to resign from the Department.

## ***RESPIRATORY PROTECTION SELF CONTAINED BREATHING APPARATUS GUIDELINE***

**SCOPE:** This Standard Operating Guideline outlines the use, maintenance, inspection procedures and responsibilities for Self Contained Breathing Apparatus. (SCBA)

- 1.** All firefighters will use Self Contained Breathing Apparatus where the atmosphere is hazardous, suspected to be hazardous, or may rapidly become hazardous to a firefighter's health. SCBA will be worn until the Incident Commander, Senior fire officer or Senior firefighter has determined that the atmosphere is sufficiently clear of smoke, chemical fumes or any other toxic gases to allow safe entry without SCBA. Any member, at his or her discretion, will have the option to continue using SCBA after the atmosphere has been determined to be safe. Members using SCBA shall not compromise the protective integrity of the SCBA for any reason when operating in a hazardous atmosphere. When personnel are in any atmosphere that the quality of air is unknown, at no time will the face piece be removed or disconnected from any portion of the SCBA that may allow the ambient atmosphere to be breathed. Emergency responses which do not require SCBA will be specified by the Incident Commander.
  
- 2.** All firefighters must meet the following provisions to perform fire department operations that require the use of SCBA:
  - a.** Be a member or apprentice member of the UJFD, 18 years of age or older.
  - b.** Be free of any medical condition that would aggravate, cause or could cause personal injury while using SCBA. It is the responsibility of the firefighter to inform the Incident Commander, Senior Fire Officer or Firefighter present that such a medical condition exists.
  - c.** Be trained in the operation and use of SCBA.
  - d.** Be free of any facial hair that will interfere with the ability of the face piece to seal. (NFPA 1500)
  - e.** Complete a quantitative fit test administered by the UJFD, initial certification, and conducted annually. (NFPA 1500)
  - f.** Demonstrate proficiency of use at required training drills.

Items **a**, **c**, and **e** may be waived at department training drills, while operating in non-hazardous environments to facilitate instruction of new or certifying personnel.

3. Before entering any hazardous atmosphere each firefighter will perform a seal check and a positive pressure check on their SCBA to ensure proper and safe operation of the unit.

The test will be as follows:

- a. Pressurize the system by opening the air cylinder valve fully.
  - b. Don the face piece, tightening all straps.
  - c. Place the palm of your hand completely over the regulator opening, inhale and verify the face piece collapses against the face.
  - d. Connect the regulator to the face piece.
  - e. Inhale to release the air saver switch and start normal breathing
  - f. Verify heads up display indications match cylinder pressure gauge.
  - g. Lift the edge of the mask from your face, slight airflow should be felt. This flow should stop upon release of the mask edge. If any airflow continues the mask should be readjusted, and checked for foreign object interference between the face and mask such as hair.
  - h. Repeat this process until a proper seal is obtained.
4. All members are responsible to monitor personnel for signs of fatigue, and physical or emotional stress. A firefighter will have the option to be rotated to rehab or less strenuous duties after emptying two, 30-minute air cylinders or one, 60-minute cylinder. The Incident Commander, Senior Fire Officer or Firefighter present have the option of modifying the number of air cylinders used by an individual based on the well being of the firefighter and the emergency situation. Firefighters will immediately leave the hot zone upon the sounding of the low cylinder alarm(s).
  5. Firefighters using SCBA shall operate in teams of two or more.
  6. Each member will monitor assigned personnel's location and elapsed time using SCBA during emergency operations or training sessions. This will be done by collecting firefighter identification tags. Rosters and ID tags should be delivered to the Incident Commander as soon as possible to provide for personnel accountability. Any time interior fire fighting operations are in progress, the Incident Commander should direct a personnel accountability report (PAR) at least every 20 minutes. An immediate search will be conducted for any unaccounted firefighter(s).
  7. Each firefighter will be issued his or her own individual mask. It is the individual's responsibility to inspect and clean this equipment after every use, and at least monthly following the manufacturer's instructions. The mask will be cleaned with a mild soap and water solution, disinfected using Scott Multi-Wash, thoroughly dried and placed into proper storage. Alcohol preps, bleach and other disinfectants that deteriorate rubber will not be used.

- 8.** The Fire Chief will designate qualified individuals to perform maintenance and inspections of SCBA equipment as required by the manufacturer. They will also perform random inspections of SCBA to ensure that they are being properly utilized and maintained. They will also track hydrostatic testing and documentation of SCBA cylinders as specified by the manufacturer. Individuals in charge of the SCBA program will complete the manufacturer's field maintenance course or its equivalent training.
- 9.** Maintenance other than field level will be contracted out to commercial SCBA service agencies.
- 10.** All breathing apparatus will be inspected at least monthly and after each use in accordance with manufacturer's guidance. A historical record of inspections and maintenance will be maintained on an approved form or automated system.
  - a.** The fire department will have 100% backup of spare SCBA cylinders. E-1 and E-5 will carry a minimum of one spare air cylinder for each unit carried onboard. Spare air cylinders will be stored on E-1, E-5, and R-1.
  - b.** Air cylinders will be filled at approved filling stations.
  - c.** Units found to be defective will immediately be removed from service for repair or replacement. The unit will be tagged with an explanation on why it is out of service. Personnel assigned responsibility for maintaining breathing apparatus will be notified any time a unit fails so maintenance can be performed. Annotation of all maintenance performed will be recorded on an approved form or automated system.

Adopted: May 2007

## **Chapter V . Safety Guidelines**

### **A Word from the Safety Committee**

The Underhill-Jericho Fire Department Safety Committee was started in 1981. One of the responsibilities given to the Committee was to document and maintain the Department's safety guidelines.

This section is intended as a reference guide. The subjects that are covered here are only the tip of the iceberg.

As members of the Fire Department, we are faced with the worst of all situations. Those situations bring danger to us the moment the alarm is sounded.

The Fire Department is a family. Each member gives so much to help his fellow firefighter. We sometimes take away as much from our wives, children, boyfriends, girlfriends, and parents. We owe it to them to return safely.

The Underhill-Jericho Fire Department Safety Committee hopes that this section helps to remind us of the dangers that come with our hobby.

### **Personal Health**

#### **Realistic Assessment of Abilities**

At fire calls, you must make a realistic assessment of your physical abilities, which should not be clouded by recollections of earlier achievements. Chances are that your capabilities may have slipped with the passage of time.

You must not try to do more than you are capable of doing. Assess your physical limitations realistically, and restrict your activities accordingly. Do not compare yourself to others as you set your own limits.

## **Fatigue**

Fatigue is physical or mental exhaustion. It is an overwhelming feeling of weariness, or lack of energy and enthusiasm.

### **The symptoms of fatigue can include:**

- Nervousness
- Anxiety
- Depression
- Irritability
- Headaches
- Difficulty in Concentrating

The best way to prevent fatigue is to stay in good health, observing a good diet and exercise.

## **Fire ground Injuries**

Any firefighter who is injured in any way during fire fighting operations shall notify the Officer in Charge so that proper actions may be taken. Firefighters working on the fire ground should be constantly aware of factors or conditions affecting their personal safety and health.

## **Mental Health**

Just as recognizing the symptoms of physical illness is an important part of physical health, recognizing mental illness is a vital part of mental health. No one would hesitate to consult a doctor in the case of a broken leg or measles, but far too many people still feel that mental illness is somehow shameful. They ignore or avoid recognizing the symptoms for as long as they can.

Anyone who feels that his or her behavior, or that of someone close to him or her has changed seriously, producing difficulties at work or observed changes in thinking and emotional control, should consult the Chief of the Department and a family doctor.

## **Protective Gear**

When a firefighter answers an alarm, that firefighter has very little idea of what he is about to face. For this reason, each firefighter is issued protective gear. The firefighter who is properly clothed will be more efficient and comfortable. That firefighter will be able to work better, and when wearing full protective gear properly, that firefighter will be more effective as well as safer.

### **The definition of Full Protective Gear is:**

- Helmet with a liner and face shield
- Bunker coat
- Boots and Bunker Pants
- Gloves
- Nomex Hood

## **Care of Protective Clothing**

## **Cleaning**

Most gear can be cleaned with a mild soap and water. Gear should be thoroughly dried before storing.

Do not dry in direct sunlight.

If gear is in need of repair, bring it to the Safety Committee.

## **Weather Conditions**

### **Freezing Weather**

During the winter, even a simple fire can become a safety problem. Freezing weather indicates the possibility of frozen hydrants and hose lines. Ice will quickly coat roofs and ladders, making outside operations hazardous and slow. Members who are heavily clothed move more slowly and are less efficient, particularly when exposed to severe weather for too long a time. Snow, sleet and icy conditions make driving hazardous and tend to slow response times.

### **Staying Warm in the Winter**

Clothing should consist of a number of light garments.

None of the garments should be tight enough to reduce blood circulation.

Keep head and neck covered.

Replace wet clothing with dry clothing as soon, as is possible.

Limit the time you are exposed to the wind.

## **Summer Considerations**

The summertime is a time when a lot of people are out enjoying the fine weather, with children playing, people on bicycles or jogging. For the firefighter, this brings heat hazards. As we use the new style astro gear, heat becomes even more of a problem.

### **To stay cool in hot weather, try to follow these few rules:**

- Keep clothing light and not tight
- Notice signs of fatigue and heat hazards
- Drink plenty of water
- Keep head and neck damp.

The warm weather brings thunderstorms, and these storms can cause tree limbs and power lines to fall. They can cause rivers to rise fast and flood some roads. Never drive through water, which has covered a road, as the road may be washed out underneath the water. Summertime also brings grass fires. Indian tanks are heavy and they slosh. When lifting a tank, use your knees to reduce back injuries. When walking in the woods, always look for roots, branches and logs, which might be hidden. When using a chain saw, use your eye shield and know the proper way to cut with a chain saw.

## **Fire Station Safety**

A number of safety problems can exist in the fire station itself. A few guidelines can be followed which can eliminate most hazards.

- Do not run trucks inside the station for an extended amount of time.
- Wash and fill apparatus outside the station whenever possible.
- Refuel gas powered equipment outside the station.
- Never stand to the rear of a vehicle which is backing into the station.
- Always have a person to direct the driver when the driver is backing up.
- When entering the station during an alarm response, approach the doors with caution. A vehicle may be leaving the station.
- When washing apparatus, do not horse play.
- The fire station parking lot can become very slippery in the winter. Slow down before pulling into the parking lot.

## **General Fire Scene Activities**

The personal safety of the public, and every member of the Fire Department, is the most important task we have during the performance of our duties at the fire scene. A firefighter will be asked to accept a much higher level of risk than normally encountered in daily life. Here are a few guidelines to reduce that risk:

- Wear full protective gear at all fires and drills
- Follow the "Two Man Rule"; i.e. a building must not be entered without another firefighter accompanying you.
- When working on a roof, be aware of others before lowering any articles.
- At night, set up lights as soon as possible.
- Use wheel chocks when parking trucks.
- Allow another firefighter to replace you when fatigue becomes a problem.
- Never straddle a charged hose line.
- Have adequate amounts of people for each task, i.e. hose lines, raising ladders, etc.
- Do not smoke at a 10-50 or Hazmat scene.
- Use cones and other traffic warning devices when traffic is obstructed.

## **The 10 Standard Fire fighting Orders**

1. Keep informed of fire weather conditions and forecasts.
2. Know what your fire is doing at all times; observe personally and use scouts.
3. Base all actions on current and expected behavior of the fire.
4. Have escape routes for everyone and make them known.
5. Post a lookout when there is possible danger.
6. Be alert, keep calm, think clearly, act decisively.
7. Maintain prompt communication with your personnel, your boss, and adjoining forces.
8. Give clear instructions and be sure they are understood.
9. Maintain control of personnel at all times.
10. Fight fire aggressively, but provide for safety first.

## **Other Safety Items**

No member should operate a Department tool or apparatus unless he or she has had training and can operate it safely.

When working around energized electrical service or equipment, Department members must utilize a "Hands Off" policy. Qualified utility company personnel will be called to handle these situations.

The use of red lights at a scene should be cut down to a minimum so that the drivers of approaching vehicles are not distracted away from the Fire Police.

**Chapter VI .        Appendices**  
Appendix 1    Sexual Harassment Policy

Underhill Jericho Fire Department (“UJFD”) does not tolerate sexual harassment of its members or applicants for membership by officers, members or members of the public, whether male or female. Sexual harassment is a violation of UJFD’s policy and is unlawful under state and federal law. UJFD is committed to vigorously enforcing its policy against sexual harassment, and officers or members who are determined to be engaging in such harassment will be disciplined and possibly terminated.

Sexual harassment is a form of sex discrimination and is defined as “unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- (1) submission to that conduct is made either explicitly or implicitly a term or condition of membership;
- (2) submission to or rejection of such conduct by an individual is used as a basis for membership decisions affecting that individual; or
- (3) the conduct has the purpose or effect of substantially interfering with an individual’s work performance or creating a hostile, intimidating, or offensive working environment.”

Examples of sexual harassment include, but are not limited to the following, when such acts or behavior come within one of the above definitions:

- either explicitly or implicitly conditioning any term of membership (e.g., continued membership, wages, evaluations, advancement, assigned duties or shifts) on the provision of sexual favors;
- touching or grabbing a sexual part of a member’s body;

- touching or grabbing any part of a member's body if it is known or should be known that such physical contact was unwelcome;
- continuing to ask a member to socialize on or off-duty when that person has indicated he or she is not interested;
- displaying or transmitting sexually suggestive pictures, objects, cartoons, or posters if it is known or should be known that the behavior is unwelcome;
- continuing to write sexually suggestive notes or letters to a person if it is known or should be known that the person does not welcome such behavior;
- referring to or calling a person a sexualized name if it is known or should be known that the person does not welcome such behavior;
- regularly telling sexual jokes or using sexually vulgar or explicit language in the presence of a person if it is know or should be known that the person does not welcome such behavior;
- derogatory or provoking remarks about or relating to an employee's sex or sexual orientation;
- harassing acts or behavior directed against a person on the basis of his or her sex or sexual orientation;
- off-duty conduct which falls within the above definition and affects the work environment.

If you feel that you have been subjected to sexual harassment, or that you have witnessed someone else being subjected to sexual harassment, UJFD strongly encourages you to report such conduct. You are encouraged to do so first by directly informing the offending person that such conduct is offensive and must stop. If you do not wish to communicate directly with the offending person, or if direct communication has been ineffective, you are encouraged to report the conduct as soon as possible to the Chief or to \_\_\_\_\_, whomever you feel more comfortable with. If you do not feel comfortable reporting to either of those persons, you should speak to any other officer of UJFD with whom you do feel comfortable.

UJFD will not retaliate or take any adverse action against you for reporting any sexual harassment that you experience or witness, or for cooperating in an investigation of potential sexual harassment. If you believe that you are being retaliated against, you are strongly encouraged to report that conduct in accordance with the above procedure.

Officers are required by this policy to report any sexual harassment reported to them, or witnessed or suspected by them. Officers who violate this aspect of the policy will be disciplined or possibly terminated.

All members are required by this policy not to retaliate against a member who reports sexual harassment or who cooperates in an investigation of potential sexual harassment, or take any action that adversely affects the working conditions of the reporting or cooperating member as a result of that report or cooperation. Members who violate this aspect of the policy will also be disciplined or possibly terminated.

In the event UJFD receives a report of sexual harassment, or otherwise has reason to believe that sexual harassment is occurring, UJFD will take all necessary steps to ensure that the matter is promptly and thoroughly investigated. UJFD is committed to taking, and is required by law to take, appropriate action if it learns of potential sexual harassment, even if the potentially harassed member does not wish to make or pursue a complaint. All reports and investigations of sexual harassment will be handled confidentially insofar as is possible in light of UJFD's obligation and commitment to investigate such reports thoroughly, but all reports and investigations will be handled with concern for the privacy and reputations of the individuals involved. UJFD may take appropriate action while the investigation is ongoing, and before reaching any conclusions regarding the merits of the report, to minimize the possibility of any additional harassment.

Upon the conclusion of the investigation, if UJFD determines that sexual harassment did occur, UJFD will take such corrective action as is necessary or appropriate, up to and including termination of the membership of the harassing member, to ensure that the harassment will cease, no retaliation will occur, and all other violations of this policy are remedied.

If you are dissatisfied with the actions taken by UJFD, or are otherwise interested in doing so, you may file a complaint of discrimination by calling or writing any of the following state or federal agencies:

1. **Vermont Attorney General's office**, Civil Rights Unit, 109 State Street, Montpelier, VT 05602, tel: (802) 828-3171 (voice/TDD). Complaints should be filed within 300 days of the adverse action.
2. **Equal Employment Opportunity Commission**, 1 Congress Street, Boston, MA 02114, tel: (617) 565-3200 (voice), (617) 565-3204 (TDD). Complaints must be filed within 300 days of the adverse action.

Additional copies of this policy are available from  
\_\_\_\_\_.

## **Chapter VII . Acknowledgment**

In 1990, the membership of the Underhill-Jericho Fire Department, Inc. voted to establish a new procedure to accept new applicants. Five members of the company volunteered to take on the task of organizing the application process.

The new program was the result of many hours of work and meetings to create the best program possible.

The Membership Committee and the Underhill-Jericho Fire Department would like to thank you for taking the time to review this booklet. We hope that this guide has helped you to understand our Fire Department and the application process. We look forward to having you serve with us as an active member.

This manual was prepared by Mike Greenia, was accepted and adopted by the Officers of the Underhill-Jericho Fire Department, Inc. on November 7, 1989. All information in this manual is department policy unless other wise directed.

The founding members of the Membership Committee:



**Bob Stone    Tim Clark    Lee Dumas    Mike Greenia    Loni Morse**

Special Thanks:

Chief David Tillotsen

Honorary Chief Randall H. Clark

Paul Harriman