

POLICIES OF THE BOARD OF RURAL FIRE CONTROL

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ORDINANCE ESTABLISHING THE BOARD OF RURAL FIRE CONTROL

LEGISLATIVE FINDINGS:

The County Council, as the governing body of York County, finds that there was established by Act 627 of the Acts and Joint Resolutions of the South Carolina General Assembly, 1954, a Board of Rural Fire Control of the county. The County Council further finds that there is a need for the Board of Rural Fire Control of the county to be continued, and that the state legislature has mandated the county governing body of each county in the state to provide by ordinance for the appointment of all boards and commissions whose appointment is not provided for by the general law or the constitution. This section and the following sections are intended to comply with such mandate, and to provide for the structure, organization, composition, powers, duties and functions of the Board of Rural Fire Control of the county, and to provide for the other matter relating to the Board of Rural Fire Control of the county.

(Ordinance # 85, Adopted April 11, 1981)

PURPOSE AND OBJECTIVES:

The purposes and objectives of the Board of Rural Fire Control of the county shall be:

- 1) To organize, establish and assign areas of fire control responsibilities throughout the county, so as to obtain maximum fire coverage of the entire county, commensurate with the personnel and equipment available.
- 2) To supervise and oversee the rural fire departments organized in the county.
- 3) To provide firefighting equipment to be used to control, fight and extinguish any fire within any area of the county covered by a fire department to which such equipment is assigned, or anywhere in the county, without regard to its location. Also, to provide other equipment necessary to perform other duties and functions within the scope of duties, if funds are available.
- 4) To supervise the assignment of equipment among rural fire departments and to supervise and administer the use, operation, maintenance, upkeep, and housing of firefighting equipment.
- 5) To administer funds appropriated by the County Council to the Board of Rural Fire Control of the county for the purchase, maintenance, upkeep, and housing of equipment and the conduct of the firefighting activities in the county.
- 6) To examine and approve or disapprove all vouchers submitted for expenditures. Call for annual audit of funds provided to the fire departments by the Board of Rural Fire Control.
- 7) To receive and disburse funds, subject to the ordinances adopted by the County Council and the rules and regulations applicable to boards, agencies and commissions.
- 8) With the approval and authorization of the County Council, to borrow funds for the purpose and objectives of the Board.
- 9) To have such other powers, duties, and functions, not inconsistent with the provisions hereof, as are provided by law.

(Ordinance # 85, Adopted April 11, 1981)

COMPOSITION, ORGANIZATION, AND APPOINTMENTS:

The Board of Rural Fire Control of the county, as created by the act in the previous section, as amended from time to time, is hereby continued and shall hereafter have the composition, structure, organization, powers, duties and functions established herein.

The Board of Rural Fire Control shall consist of nine (9) members to be appointed by the County Council as follows;

- 1) One (1) member shall be appointed from each of the seven (7) County Council districts of the county.
- 2) Two (2) members shall be appointed by the County Council at large from the county after receiving recommendations from the York County Fire Chief's Association.

The initial appointees of the Board of Rural Fire Control of the county shall have the following terms of office:

- 1) Three (3) members shall be appointed to serve three (3) year terms.
- 2) Three (3) members shall be appointed to serve two (2) year terms.
- 3) Three (3) members shall be appointed to serve one (1) year terms.

After initial appointments to the Board hereunder, members shall be appointed to three (3) year staggered terms, with three (3) members being appointed each year. Board members shall hold office until their successors are appointed and qualified. Any vacancy in the membership of the Board shall be filled in the same manner as the original appointment, for the unexpired term.

All appointments to membership on the Board of Rural Fire Control of the county shall be transmitted to the Clerk of Court for the county, who shall properly record such appointments among the permanent records in the Clerk's Office. No member shall be appointed to serve more than two (2) full consecutive terms on the Board. Previous service on the Board for a full term shall be counted in determining a member's service on the Board for the purpose of the limitations established by this section, but partial terms of service on the Board shall not be considered for purposes of the limitations contained in this section. No member shall be reappointed to the Board after serving two (2) consecutive terms until a minimum of one (1) year has elapsed since the last service of such member on the Board.

Members of the Board serve without pay, but travel and other incidental expenses may be provided by the Board; subject to the rules, policies, and procedures established by the county for county boards, agencies, and commissions. Note: The Board approved providing meals at meetings in lieu of reimbursement for travel.

The Board of Rural Fire Control of the county shall meet at regular intervals, but no less frequently than once each two (2) months. The chairman of the Board or a majority of the members of the Board may call a meeting at any time. The Board shall maintain records of all proceedings. Any member who shall be absent from fifty (50) percent or more of the meetings of the Board during any calendar year shall be deemed to have forfeited such person's membership on the Board and shall be removed without further action by the Board of the County Council. It shall be the responsibility of the Board secretary to notify the Board, the offending members and the County Council of such absences, removal and vacancies; the County Council shall fill any vacancy so created in the manner of the original appointment, for the unexpired term of such Board member. (Ord. # 85, 4-11-81; Ord. # 1589, 3-6-89)

CALLING SPECIAL MEETINGS; QUORUM:

Special meetings may be called by the chairman or majority of the members of the Board for transaction of official business, but no special meetings shall be held unless all members are notified in writing twenty-four hours in advance of such meeting.

Five (5) members of the Board shall constitute a quorum for the transaction of official business. (Ord. # 4, 2-7-77)

MEETINGS OPEN TO THE PUBLIC:

All meetings of the Board of Rural Fire Control shall be open to the public. However, the Board may have executive session upon the request of any three (3) members of the Board for the purposes outlined in section 30-4-70, Code of Laws of South Carolina 1976.

Executive sessions may be held concerning other matters that those enumerated above in keeping with section 30-4-70 of the Code of Laws of South Carolina 1976, as amended. (Ord. # 4, 2-7-97)

CONDUCT OF MEETINGS:

Meetings to be opened with prayer: Every meeting of the Board shall be opened with prayer.

Decorum in speaking: Every member, when about to speak, shall address the chair as "Mr. Chairman", and in speaking, shall avoid disrespect to the Board and any personalities; and shall confine the speaking to the question under consideration.

When members address the chair: The chairman, when addressed by a member shall recognize the member by name. The member who shall first be recognized shall be first heard; and if several shall address the chairman about the same time, the chairman shall decide who was first to speak and shall recognize such member.

Requests to be heard: Should any person, group or organization request to be heard upon any matter at a regular or special meeting of the Board, such person, group, or organization should request the chief administrative officer to place such matter on the agenda for a meeting at least seven (7) days prior to the date set for such meetings. This requirement may be waived in cases of great urgency if the matter is presented in writing and every member of the Board provided with a copy prior to the commencement of the meeting or as otherwise specified in the agenda.

Matters not within the Board jurisdiction: No matter shall be entered on the agenda or heard by the Board unless it is within the Board's authority or jurisdiction, provided, the Board may entertain requests that it make recommendations to other governmental bodies, departments or agencies.

Recognition of persons: When any person, including any employee of the county, is heard by the Board as provided in subsection (d) above, that person, when such person has completed the presentation, shall be seated and no person other than a member of the Board will be recognized to make any statement on such matter unless requested to do so by the Board or by any member of the Board through the chairman. (Ord. # 4, 2-7-77; Ord. # 8, 3-21-77)

PARLIAMENTARY PROCEDURE:

Members may appeal from decision: All questions of order shall be determined by the chairman in the first instance without debate, or with such debate as the chairman, in such chairman's discretion, may permit; but any member may appeal to the Board from the decision of the chairman.

When motions debatable: All motions, except motions to adjourn, to recess and to lay on the table,

PARLIAMENTARY PROCEDURE (continued):

shall be debatable.

Roll call vote: Upon any question, at the request of any two (2) members, a roll call vote shall be ordered; whereupon the clerk shall call the roll and take the names of all who voted "ayes", and all who voted "no", which the clerk shall enter in the minutes. Any member may have such member's vote recorded on any question.

Note: The Board approved a policy that the results of all motions that are not unanimous will be recorded with the individual member vote being recorded.

When members may not vote or do business with the county:

- 1) Any member of the Board who has a substantial interest in any business which contracts with the county for sale or lease of land, materials, supplies, equipment or services, or who personally engages in such matters, shall make known that interest and refrain from voting upon or otherwise participating in such person's capacity as a member of the Board in matters related thereto, as provided by section 4-9-180 of the Code of Laws of South Carolina 1976, as amended.
- 2) No member of the Board or no business with which a member of the Board is associated shall enter into any contract with a governmental agency or department which is to be paid in whole or part out of government funds, as provided by section 8-13-460 of the Codes of Laws of South Carolina 1976, as amended.

When debate is in order: No motion shall be debated until it shall have been stated by the chairman. Any motion shall, if desired by the chairman or any other member, be reduced to writing and delivered to the chairman and read, before it shall be debated.

Suspension of question: A question before the Board shall be suspended by:

- 1) A question of order;
- 2) A question of privilege; and
- 3) A question of taking a recess.

Debate may be interrupted: When a question is under debate, no motion besides those mentioned in the next preceding rule shall be received, except:

- 1) To adjourn or recess;
- 2) To lay on the table;
- 3) For the previous question;
- 4) To adjourn debate to a subsequent meeting;
- 5) To commit or recommit;
- 6) To strike the ordaining or resolving words;
- 7) To amend.

Precedence of motions: A motion to strike the ordaining words of an ordinance, or resolving words of a resolution, shall have precedence over a motion to amend, and, if carried, shall be considered as equivalent to rejection.

Motion to adjourn and to recess: Motions to adjourn, recess and to recess subject to the call of the chair shall always be in order, except while the Board is actually engaged in deciding a question.

Substitutions in the chair: The chairman, in the absence of the vice-chairman, or the vice-chairman, when the vice-chairman is presiding, may name a member to fill such vice-chairman's place during an occasional absence from the chair, but such substitution shall not extend beyond an adjournment. In the absence of the chairman and vice-chairman, the Board shall elect an acting

PARLIAMENTARY PROCEDURE: (continued)

chairman to serve until the return of the chairman or the vice-chairman.

Receipt of information: When a member of the Board receives any information or is presented with any matter which will ultimately require action by the Board, such member shall promptly report such matter to the chairman for further action by the Board. No action shall be taken by any committee of the Board until it first has been presented to the Board, or is officially assigned to a committee by the chairman.

Note: The Board followed this procedure at one time but has gotten away from referring matters to committees. The SOP committee is recommending that this procedure be followed unless the matter is an emergency or it can be justified to take action without referring to the proper committee.

Parliamentary procedure not specified in these rules: In all particulars not determined by these rules, or by law, the chairman or other presiding officer shall be guided by the previous usage of the Board or by parliamentary law and procedure as it may be determined from Roberts Rules of Order. (Ord. # 4, 2-7-77)

COMMITTEES OF THE BOARD:

The Board shall be comprised of three (3) standing committees as set forth below and such other committees as may be appointed from time to time by the chairman with the consent of two (2) additional members of the Board. Each standing committee shall consist of three members of the Board, and such other appointees as may be designated herein

Note: The Board has three (3) standing committees. Additional committees are appointed as necessary. Standing committees are as follows: Finance, Equipment, and Accident Review.

The chairman of the Board shall within ten (10) days after the first regular meeting of the Board after officers are elected, or as soon thereafter as practicable, with the approval of four (4) additional members of the Board, appoint the standing committees of the Board. The chairman shall also appoint a member of each committee to serve as its chairman; but no member of the Board shall be appointed as chairman of more than one (1) standing committee.

Members of standing committees shall serve for a term of two (2) years unless removed from such committee by the chairman with the consent of such member.

Note: The Chairman appoints the committee members, who serve until new appointments are made by the chairman.

The chairman of the Board shall be a member of all standing committees, ex-officio. The chairman may be designated a member of any standing committee other than ex-officio member. The chairman should not be counted toward the determination of a quorum nor be entitled to a vote on any committee of which such chairman is only an ex-officio member. On all committees of which such chairman is designated a member other than by being an ex-officio member, such chairman shall be counted toward determining a quorum and be entitled to vote on all matters coming before such committee.

COMMITTEE MEETINGS:

Committee meetings shall be held on the call of the chairman of such committee upon three (3) days notice of such meeting to each committee member. A quorum of each standing committee shall consist of two (2) of its members. All committee reports and recommendations shall be delivered to the chairman of the Board by the chairman of such committee for the presentation to the Board at

the next regularly scheduled meeting. (Ord. # 4, 2-7-77)

OFFICERS OF THE BOARD:

The board shall, during the May meeting each year or as soon as practicable thereafter, elect from its membership a chairperson, a vice-chairperson and a secretary-treasurer. The officers shall be elected to serve terms of one year, commencing after completion of the election process, and shall continue in office until their successors are elected and qualified. Officers of the board shall serve without pay, but officers may be reimbursed for travel and other incidental expenses; subject, however, to the rules, policies, practices and procedures applicable to boards, agencies and commissions of the county.” (Ord. # 4114, 12-15-14)

MEMBERS SUBJECT TO STATE STATUTES AND COUNTY ORDINANCES:

Members of the Board of Rural Fire Control of the county shall be subject to and governed by the statutes of the state and the ordinances of the county and all rules and regulations promulgated pursuant thereto relating to county departments, agencies, boards and commissions and members thereof. (Ord. # 85, 4-11-82)

YORK COUNTY RURAL FIRE DISTRICT:

In order to protect the general health, safety, and welfare of the people of the county, there is created and established the rural fire district. (Ord. # 111, 12-13-82)

Note: Several special fire districts have been created as special tax districts of the county and shall continue in full force and effect as if set out at length herein. These special districts are separate from the county rural fire district.

AUTHORITY:

The County Board of Rural Fire Control is created under the authority provided to local governmental units in sections 4-9-30(5) and 4-19-10 of the Code of Laws of South Carolina, 1976, as amended.
(Ord. # 111, 12-13-82)

JURISDICTION:

The provisions hereof pertaining to the Rural Fire District shall apply to all lands in the unincorporated portions of the county. (Ord. # 111, 12-13-82)

ADMINISTRATION:

Rural fire service provided within this district shall be administered by the County Council through the Board of Rural Fire Control of the county (herein referred to as the Board), the structure, organization, composition, powers, duties, functions, and responsibilities, of which are described in this article.
(Ord. # 111, 12-13-82)

TAX LEVY:

There will, annually, be a special ad valorem tax levy by the County Council, to be recommended by the Board and determined by the Council upon all taxable property within the district, for the purpose of defraying the costs of providing rural fire protection services. All monies collected from the tax levy shall be placed in a fund restricted to providing fire protection services within the County Rural Fire District. (Ord. # 111, 12-13-82)

PLANNING:

The Board retained Eckman Associates to conduct a Fire Protection Study of the fire protection needs of the Rural Fire Program. The study included long range and short range recommendations.

The Board depends on the York County Fire Chief's Association, the Director of the Department of Fire Safety, and the committees of the Board for developing short range plans.

Fire Protection Master Plan:

The Fire Protection Master Plan will be updated as often as necessary.

FIRE DEPARTMENTS:

There are sixteen (16) fire departments in York County that participate in the rural fire system. Several of these fire departments have sub-stations and several other departments are in the process of building sub-stations.

There are three (3) basic types of fire departments in the rural fire system:

- 1) Suburban - have a population of at least five thousand (5,000) people, have 500 or more non-residential buildings and a total property value of \$200,000,000.
- 2) Rural - are rural in nature, or with no municipality that has a population in excess of 300 people.
- 3) Combination - are municipal fire departments that have at least one pumper supplied by the municipal government and have been provided by the Board of Rural Fire Control with a fire engine, tanker, service/equipment truck and grass truck to protect the surrounding rural area outside the corporate limits.

Note: These classifications or types of fire departments were developed by Eckman Associates to be utilized in the Fire Protection Master Plan Study that was developed to assist in long range planning.

A Fire Department Substation is defined as a heated and enclosed accessible building which is large enough to house an Engine 24 hours a day, 7 days a week, and otherwise meets all applicable building and zoning codes for York County.

SPECIAL FIRE TAX:

The County Council approves an annual special ad valorem tax to be levied upon all taxable property in the unincorporated areas of the county. All monies collected from the tax levy shall be restricted to providing fire protection services within the unincorporated areas of the county. (Ord. 111, 12-13-82) Unincorporated: means not within any of the municipal boundaries of York County.

Allocations of Funds for Fire Department's Operations in the unincorporated areas:

SPECIAL FIRE TAX (continued):

Part 1: Base allocation - the current level of funding for base allocation is 60% of the operation budget. Each fire department will receive an equal amount from the operation's portion of the budget.

Note: These funds provide the basic needs of fire departments such as: lights, fuel and telephone, and a limited amount for equipment.

Part 2: Allocation determined by the number of residences in the individual fire district - 10% of the operation budget is allocated to the fire departments based on the percentage of the total number of residences located within an individual fire district.

Note: If a fire department has 25% of the total number of residences in the unincorporated area of York County within their district, that department will receive 25% of the funds allocated for that portion of the operations budget.

Part 3: Allocation determined by the population of the individual fire district - 10% of the operations budget is allocated to the fire departments based on the percentage of the total population of the unincorporated area of York County residing within the fire district.

Note: If a fire department has 25% of the total population of the unincorporated areas of York County residing within their district, that department will receive 25% of the funds allocated for that portion of the operations budget.

Part 4: Allocation determined by the property value of the individual fire district - 10% of the operations budget is allocated to the fire departments based on the percentage of the total property value of the unincorporated areas of York County located within the individual fire district.

Note: If a fire department has 25% of the total property value of the unincorporated areas of York County within their district, that department will receive 25% of the funds allocated for that portion of the operations budget.

Part 5: Allocation determined by the number of commercial buildings located within the individual fire district - 10% of the operations budget is allocated to the fire departments based on the percentage of the total number of commercial buildings of the unincorporated areas of York County located within the individual fire district.

Note: If a fire department has 25% of the total number of commercial buildings of the unincorporated areas of York County located within their district, that department will receive 25% of the funds allocated for that portion of the operations budget.

Fire departments will receive a check once a month amounting to one twelfth of their annual allocation. York County will conduct an audit annually of the funds received by the fire departments. Copies of the audit report from the audit will be submitted to the members of the Board of Rural Fire Control.

FUNDING FOR SUB-STATIONS:

Substations receive 25% of the main station's level of funding, with a \$5000 minimum. (March 22, 2007)

FUNDING FOR FIRST RESPONDERS/EMERGENCY MEDICAL SERVICE:

York County does not have a policy that prohibits any individual fire department from providing first responder, extrication, or emergency medical services. However, the Board of Rural Fire Control agreed that any fire department that desires to provide these services should be aware that, at this time, any additional funding, additional equipment, additional vehicles, additional insurance and any other necessities required to provide these services will be the responsibility of the individual fire departments. The Fire Board may fund these activities in the future if funds are available. (December 17, 2009).

SCOPE OF OFFICIAL DUTIES:

The official duties of firefighters at the present time are determined by the policies and procedures of the individual fire departments. The accidental insurance coverage being provided by the county requires that firefighters be functioning within the official scope of their duties to receive insurance coverage.

The scope of duties for fire departments have been expanding in accordance with national trends in the fire service and due to the closure of rescue squads. The following scope of duties may be performed by fire departments that have received necessary training and appropriate certification when required. All fire departments will provide firefighting services. Individual fire departments will determine which of these duties, beyond firefighting, they will perform. It is not mandatory that fire departments perform all of these duties. Some of the duties may be performed by specialized teams made up of firefighters from the individual fire departments, the teams may include members of other agencies, subject matter experts that may not be affiliated with a fire department and other personnel deemed necessary. Examples of teams may include, but are not limited to the following; Hazardous Materials Team, Trench Rescue Team, Swift Water Rescue, High Angle Rescue, Structural Collapse, Confined Space Rescue, Dive Team, Urban Search and Rescue, Wildland Firefighting Team, etc. The County Training Officer will assist teams in developing the training and other requirements of team members. The official scope of duties are as follows:

1. **Firefighting Duties** – Includes all structure fires (e.g., residential, commercial, storage, agricultural, manufacturing, etc.), all vehicle fires, equipment fires, aviation fires, utility service fires, grass fires, wildland fires, flammable liquid/gas/solids fires, agricultural product fires, trash fires, dumpster fires, and any other type of fire threatening life or property.
2. **Hazardous Materials (Haz Mat) Duties** – To investigate, monitor, isolate, confine, extinguish, control the spread of the material, . This includes all spills, leaks, and releases of hazardous materials and/or materials thought to be hazardous material (includes chemical, radiological, biological, WMD, etc.).
3. **Rescue Duties** – Include vehicle extrication, other types of entrapment, trench rescue, swift water rescue, high angle rescue, low angle rescue, structural collapse, confined space rescue, urban search and rescue (USAR), wide area search for individuals, dive team response, elevator rescue, lock in/lock out situations involving life safety, and any other type of rescue involving life safety.
4. **Medical Care Duties** – Firefighters who are properly trained may provide basic first aid, CPR, and AED care. Fire Departments that have approved medical response programs can provide medical care to the level of their program certification (e.g., EMR First Responder Program, Basic EMT First Responder Program, BLS, or ALS).
5. **Other Fire Department Duties:**
 - **Motor Vehicle Accident (MVA) Response** for providing a safe scene, spill control, fire control, assisting EMS, lighting, cleanup, and etc.
 - **Transportation incidents** (e.g., truck, rail, airplane, boat, etc.)

SCOPE OF OFFICIAL DUTIES (continued):

- Landing Zone (LZ) set up, securing the scene, providing fire protection standby, etc.
- Fire alarm and other types of alarm investigation
- Check detector/alarm problems (e.g., smoke, heat, waterflow, CO detectors, etc.)
- Check for carbon monoxide or other gases
- Wash downs
- Lock ins/lock outs (non-life threatening)
- Utility line problems (e.g., down, smoking, arcing, etc.)
- Trees blocking roadway, on top of vehicles, on buildings, or on utility lines or equipment
- Storm or natural disaster damage
- Flooding of residential buildings, commercial buildings, roads, streams, low areas, etc.
- Animal Rescue
- Traffic Control
- Smoke, fume, odor removal
- Standby for fireworks shows or entertainment events.
- Providing automatic aid or mutual aid to other fire departments or agencies within York County, in other counties, or in other states
- Standby or move ups for other fire departments
- Training activities
- Bomb Threats
- Assisting other agencies (e.g., SLED, SCHP, YCSD, ATF, Emergency Management, EMS, fire investigations, etc.)
- To assist persons in distress due to situations not listed above
- To respond to any call where PSC dispatches a fire department to investigate and address situations not listed above

Examples of not operating within scope of duties:

- Responding to an emergency without being dispatched by PSC or without notifying PSC of an emergency prior to responding.
- Participating in firefighting activities without the knowledge of the incident commander.

USING PERSONAL VEHICLES AS AUTHORIZED EMERGENCY VEHICLES:

Fire departments that allow firefighters to use personal vehicles as authorized emergency vehicles must train firefighters on S.C. Code §§ 56-5-170, 760, and 4700 that pertain to the operation of authorized emergency vehicles. Firefighters must comply with these statutes to operate personal vehicles as authorized emergency vehicles within the scope of duties.

INSURANCE FOR FIREFIGHTERS:

Tort Insurance Coverage:

The county provides tort or liability insurance coverage for all volunteer firefighters within the jurisdiction of the Board of Rural Fire Control. This coverage will provide liability insurance coverage for acts or omissions, provided the firefighter or Board member is acting within the official scope of his/her duties.

ACCIDENTAL INJURY INSURANCE COVERAGE:

Subject to an annual roster audit, the Board provides insurance coverage for accidental injuries through Workers' Compensation and a supplemental accident and sickness policy for Volunteer Firefighters rostered in Departments in the unincorporated areas of the County.

For paid municipal firefighters, paid tax district firefighters, and municipal volunteer firefighters, Workers' Compensation insurance is provided by the municipality or district which hired the firefighter, or the municipality which rostered the volunteer. For municipal firefighters, paid tax district firefighters, and municipal volunteer firefighters, the Board provides supplemental accident and sickness coverage up to the limits established by the Board, subject to periodic review and change. Nothing shall prevent a municipality or district from obtaining additional supplemental coverage for its paid firefighters and volunteers. For purposes of insurance coverage and the annual roster audit, policies issued for rostered municipal volunteers will be considered primary.

The insurance policy will be updated as needs change.

Each year Departments shall provide to the Board a list of members, as follows:

- (1) Active Firefighters
- (2) Full time paid employees
- (3) Firefighter Association members
- (4) Multiple Department members

The roster list shall be produced each year and presented to the Board no later than August 1.

Worker's Compensation benefit is calculated per the following from the SC Code of Laws, as may be amended from time to time:

SECTION 42-7-65. Average weekly wage designated for certain categories of employees.

Notwithstanding the provisions of Section 42-1-40, for the purpose of this title and while serving in this capacity, the total average weekly wage of the following categories of employees is the following:

(2) for all voluntary firemen of organized voluntary rural fire units and voluntary municipal firemen, thirty-seven and one-half percent of the average weekly wage in the State for the preceding fiscal year;

MINIMUM REQUIREMENTS FOR FIREFIGHTERS:

New members must be added to the South Carolina State Fire Marshal (SCSFM) roster and to the South Carolina State Firefighters Association (SCSFA) roster either using the on-line databases or by relying on the Department of Fire Safety (DFS) to accomplish this. The DFS shall be notified of any roster additions or deletions in order to update the official county roster as soon as they are accepted into a fire department or removed from a fire department.

Firefighters must complete Bloodborne Pathogen Training and begin the Hepatitis B vaccination series, or decline the vaccinations, before participating in firefighting activities. Firefighters must sign a denial form if they decline the vaccine. This is a requirement of OSHA.

Firefighters must successfully complete the required training before participating in firefighting activities. This is a requirement of OSHA.

Firefighters must have successfully completed the OSHA required Training before participating in interior firefighting activities. The Board may issue protective clothing as needed and when available.

While individual fire departments are responsible for determining who is approved to operate the

MINIMUM REQUIREMENTS FOR FIREFIGHTERS (continued):

vehicles stationed in their department, the Board of Rural Fire Control requires that firefighters must successfully complete the Emergency Vehicle Driver Training Course (1210) by January 1, 1997, before driving any fire apparatus that is owned or insured by York County.

APPARATUS PROVIDED TO FIRE DEPARTMENTS:

Number and type of apparatus provided to fire departments for unincorporated areas:

Fire Engines:

Fire engines will be provided in accordance with the following criteria.

- 1) Fire districts with less than 10,000 population will be provided one front line fire engine.
- 2) Fire districts with greater than 10,000 population or significant industrial development will be provided two front line fire engines at the Board's discretion.
- 3) Reserve, or second out fire engines may, at the Board's discretion, be provided as they become available. If departments do not maintain the reserve fire engines in good working condition, the engine will be reassigned.

Tankers:

All fire departments will be provided one tanker.

Grass Units:

All fire departments will be provided one four wheel drive grass unit.

Note: The original replacement plan replaced all grass units in service at that time, regardless of who owned the grass unit.

The above apparatus policy was adopted in 1985, and was updated to comply with the recommendations of the first Fire Protection Master Plan Study which was completed in 1987.

Aerial Devices:

The Board approved a policy of providing the following four departments with aerial devices: Bethel, Lesslie, Flint Hill, and Newport. The placement of these units would place aerial devices in the areas of the county where the development warranted aerial devices. This policy was approved in 1991.

The City of York was provided an aerial device as part of an agreement between the City of York and the York County Council for the City of York Fire Department to continue providing fire protection for the unincorporated areas of the York Fire District.

Service/Equipment Trucks:

The Board will provide a service/equipment truck to each fire department beginning with fire departments that do not have an aerial device.

APPARATUS PROVIDED FOR SUB-STATIONS:

New apparatus will not be provided for sub-stations. (Apparatus is provided based on population and development of fire districts.) As apparatus is replaced, the Board will consider the need for apparatus at sub-stations.

REPAIRS TO APPARATUS:

County-owned apparatus will be maintained and insured by the Board. The cost of most repairs will be the responsibility of the Board.

The Board will provide preventative maintenance for service trucks owned by individual fire departments that have not been provided with a county-owned service/equipment truck or aerial device. The Board has given the shop supervisor approval to make necessary emergency repairs to fire apparatus. All other repairs exceeding \$500 must be approved by the Board. Apparatus must be accepted into the county fire system to participate in this program.

The Board will provide preventative maintenance for all other vehicles owned by the individual fire departments. Vehicles must be accepted into the county rural fire system. Items such as light bulbs and belts, found defective during servicing, will be repaired.

All repairs must be approved by the shop supervisor, or the fire department will be responsible for the cost of the repairs.

The Department of Fire Safety will be responsible for replacing tires on county-owned vehicles. The Department of Fire Safety will make the decision as to replacing the tires. The Department of Fire Safety decision will be final and the Board will not overrule the Department of Fire Safety decision. (April 14, 1993).

The Board will be responsible for replacing batteries in county owned fire apparatus. (October 26, 2006)

Fire Departments will be responsible for the first \$1,000 in damages to fire apparatus due to at fault accidents. (June 22, 2006)

ACCEPTANCE OF APPARATUS INTO THE COUNTY MAINTENANCE PROGRAM:

The Board of Rural Fire Control approved a revision to the policy for accepting fire apparatus into the County Maintenance Program. The policy is as follows:

- 1) Individual fire departments/tax districts must advise the Fire Board that they are interested in purchasing a new/used fire truck and provide pictures and specifications, and as much information as possible concerning the truck to the Board.
- 2) No truck older than 15 years will be accepted into the Board Maintenance Program.
- 3) A representative of the Department of Fire Safety should evaluate the proposed truck before the fire department/fire tax district purchases the truck. Any expenses incurred to evaluate the truck will be at the fire department's/fire tax district's expense.
- 4) The fire department/fire tax district will agree to adhere to the policies of the Board as to the proper use of fire trucks.
- 5) The fire department/fire tax district will be responsible for all parts and for all labor from outside sources, with the exception of annual preventive maintenance.
- 6) Any body damage or known needed repairs to the truck cited by the Director of the Department of Fire Safety or designated representative will be completed before the truck is accepted into the system.

ACCEPTANCE OF APPARATUS INTO THE COUNTY MAINTENANCE PROGRAM (continued):

- 7) The Department of Fire Safety will advise the Board of any truck that needs to be removed from the maintenance program due to its mechanical condition.
- 8) The age and mechanical condition of the truck will be the major determining factor when considering a truck for acceptance into the maintenance program.
- 9) All fire trucks must be equipped with a mobile radio and the appropriate number of portable radios as determined by ISO before being accepted into the maintenance program.
(June 25, 2009)

REPAIRS TO EQUIPMENT:

See Communications Equipment for information on radio repairs and replacement. The Board approved a policy to accept the responsibility of maintenance, service and replacement of the portable fire extinguishers that are located on the county fire trucks.
(May 2007)

APPARATUS REPLACEMENT PROGRAM:

The Board has completed the first replacement program which was based on the age and condition of the apparatus.

The Board has adopted a Fifteen Year Replacement Program for fire engines. Copies of the Fire Engine Replacement Program are available at the Department of Fire Safety. The front line fire engines will be replaced when the apparatus has been in service for fifteen years. At that time, the replaced fire engine will become a reserve engine if the Board has designated that fire department to have a reserve engine. If not, the Board will determine whether there is a need for a reserve fire engine or whether the county spare engine needs to be replaced. (December 17, 2009)

The Board has adopted a replacement program for tankers, grass units, and aerial devices. Copies are available at the Department of Fire Safety.

The Board approved a clarification that the Grass Truck Replacement Plan should replace the second county provided grass trucks for Newport and Bethel Fire Departments. (August 6, 2009)

IMPROPER USE OF FIRE APPARATUS:

Fire apparatus that is owned by York County, or apparatus owned by individual fire departments and accepted into the Rural Fire Bond's Maintenance Program shall not be used for purposes other than fire related activities unless exigent circumstances as may be determined by the County Manager allow for and other uses. Activities such as washing parking lots, filling swimming pools, flushing wells, or other similar activities are not approved activities for fire apparatus. Fire departments must agree to abide by this policy before apparatus owned by the individual fire department can be accepted into the Rural Fire Program.

Continuous disregard of this policy will result in the Board of Rural Fire Control taking any action deemed necessary in order to correct the problem.

MODIFICATION OF COUNTY OWNED FIRE APPARATUS

All modifications to county owned fire apparatus not performed by the York County Department of Fire Safety staff must be approved by the York County Board of Rural Fire Control. (November 30, 2006)

BEST PRACTICE GUIDELINES:

The York County Fire Chiefs Association has established Best Practice Guidelines that all fire departments should endeavor to comply with. Fire Departments have provided a copy of their departments written SOPs/SOGs/BPGs to the Fire Board.

SAFETY OSHA REQUIRED MEDICAL EVALUATIONS:

The Board approved a policy prohibiting firefighters from riding on the tail board of fire apparatus.

Firefighters riding on fire apparatus must be in a seat equipped with a seat belt.

An Accident Review Committee will review all information pertaining to all accidents and make recommendations to the Board. Each accident will be reviewed independently. The Accident Review Committee shall consist of (3) Board Members, (2) Fire Chiefs and (1) alternate Fire Chief who would serve when a conflict of interest arises, and the Director of the Department of Fire Safety or his designee.

Physicals:

The Board supplies the contracted rate for annual physicals for each OSHA Interior firefighter or HAZMAT Team Member. If the Department desires to provide a more in depth physical, upon request to and approved by the Board, the Board will continue to pay said contract fee, and Department shall be responsible for balance.

BLOODBORNE PATHOGENS TRAINING:

The Board will provide training for firefighters concerning safety regulations and the dangers of bloodborne pathogens. The individual fire departments are responsible for ensuring that their firefighters attend these training sessions.

Vaccinations:

The Board will provide Hepatitis B vaccines for all firefighters in the Rural Fire Program. The individual fire departments are responsible for ensuring that their firefighters attend training sessions and vaccination sessions.

Post Testing:

The Board will not provide post testing for firefighters. This decision was based on information from the National Disease Control Center. The treatment is the same for an individual who is exposed, regardless of having received vaccination. (May 12, 1993).

Firefighters who are exposed to Hepatitis B or any other contagious diseases must receive treatment within 24 hours of becoming aware of exposure.

The York County Health Department is the local medical authority in regard to infectious diseases.

APPARATUS INSURANCE COVERAGE:

Apparatus Coverage:

The Board provides liability insurance coverage for all apparatus that are owned and purchased by

the Rural Fire Program. Full insurance coverage will be provided on all fire engines that were

APPARATUS INSURANCE COVERAGE (continued):

purchased by the Board after January 1, 1985, all tankers and service trucks, grass fire trucks built/owned by York County, and all aerial devices purchased by the Board.

At Fault Accidents:

Fire Departments will be responsible for the first \$1,000 in damages to fire apparatus due to at fault accidents. (June 22, 2006)

COMMUNICATIONS EQUIPMENT:

The fire department last assigned a county spare truck will be responsible for any portable radios issued to those spare trucks. (November 11, 2007)

Fire departments are prohibited from moving or relocating base station radios. (August 6, 2009)

Fire departments are prohibited from moving or relocating mobile radios without approval of the Board. (August 6, 2009)

Fire departments are required to maintain the minimum number of ISO required portable radios on fire engines, service trucks and ladder trucks. The individual fire department can determine if non ISO required portable radios remain on apparatus. (August 6, 2009)

A fire department's insurance provides primary coverage for lost or damaged radios. Fire Board insurance provides secondary coverage. If a fire department elects to file a claim under the Fire Board insurance first, then the department must pay the Fire Board a \$1000 fee for filing the claim.

PROTECTIVE CLOTHING:

The Board approved the following policy for providing PPE to firefighters. The policy is provided below:
(January 23, 2014)

- 1) The fire chief will be responsible for requesting new PPE, and must provide the name of the firefighter who will be receiving the new PPE.
- 2) Each firefighter is responsible for the proper care and maintenance their PPE.
(January 23, 2014)
- 3) The Board will not replace any PPE that has been abused or neglected.
- 4) New members of a fire department shall successfully complete the Interior Structural Firefighter Course before new PPE is issued, and while the completion of this course is a requirement to receive new PPE, Fire Chiefs must justify a need for the PPE. The Board realizes that there may be exceptions to this rule. Fire departments are encouraged to use older PPE for training purposes. Fire departments are asked to provide a list of sizes of used PPE that may be available to other departments for training. Fire Chiefs with new firefighters should check with other fire departments to see if there are any used sets of PPE that are available before approaching the Board requesting new sets of PPE.
- 5) Fire Chiefs are required to have firefighters who leave the fire service to turn in any PPE.
(January 23, 2014)
- 6) The Board will not provide PPE for junior firefighters or members of any Explorer posts.
- 7) Fire departments are required to have damaged PPE repaired if possible.
(January 23, 2014)
- 8) Firefighters' safety is a priority. Fire Chiefs or their designee are required to inspect PPE quarterly and document each inspection.

(January 23, 2014)

PROTECTIVE CLOTHING (continued):

- 9) The Board will provide up to (2) sets of turnout gear per year when requested and justification shown. And, if a department needs additional sets they can apply to the board.
(Revised April 24, 2014)

TRAINING REIMBURSEMENT:

Fees:

The Department of Fire Safety has the authority to approve reimbursement of registration fees for training courses. Fees for more than \$80.00 must be approved by the Board in advance.
(Revised July 26, 2012)

Fire departments whose firefighters register for training courses and do not show up, or that do not complete the class due to poor attendance, will be responsible for registration fees. Firefighters must withdraw before the cut off date. The fire department will be given a reasonable amount of time to reimburse the Board for the registration fee, or the department's monthly operations allotment will be reduced by the amount of the registration fees. (November 28, 1994)

Instructor Fees:

Instructors will be compensated at the same pay scale used by the S.C. Fire Academy
(Updated July, 2012)

FIREFIGHTER TRAINING:

New Firefighters should attend Firefighter Orientation which will include:

Orientation to the York County's Policies and Procedures

Information concerning the benefits of the Workers' Compensation Insurance and the Supplemental Accidental Insurance Coverage provided by the county.

Information concerning York County's Infectious Disease Control Program.

Information concerning Required and Selective Training that is available.

Required Training:

Firefighters must complete the current training required by OSHA before participating in interior firefighting activities.

Haz-Mat Awareness is required of all members who respond to scenes (Required by OSHA)

Haz-Mat Operations is required of certified members (Required by OSHA)

Emergency Vehicle Driver Training.

Firefighters must have completed OSHA required training and Incident Command Systems before acting as Incident Commander.

Any exceptions to these requirements must be approved by the Board after receiving a request from the fire chief.

FIREFIGHTER TRAINING (continued):

Identifying Levels of Training:

All non-certified firefighters will be identified by blue firefighter helmets.

Firefighter certification will be identifiable by the accountability id card
(Revised July 2012)

ACCIDENTS:

Fire Departments will be responsible for the first \$1,000 in damages to fire apparatus due to at fault accidents. (June 22, 2006)

It is also current Fire Board policy that all departments hold an annual driver refresher course given by the York County Training Officer or his designee.

Defining an accident:

The Accident Review committee defines an accident as when a vehicle is moving or stopped and is under the control of a driver/operator.

Suspension:

A member suspended from driving means they cannot drive any county owned apparatus or any district apparatus that is under the county maintenance program. Members of multiple departments cannot drive at any department they are a member of and the chief of each department should be notified of this action by Fire Safety Staff.

Recommendation's from the Accident Review Committee:

1. It is a recommendation that all drivers involved in an accident, a record of the accident be entered on the firefighter's permanent county record for the purpose of tracking their accident history. This will be done by Fire Safety Staff so when a member transfers to a different department the data base will track by the firefighter name and not the department.
2. It is a recommendation that all drivers of an apparatus involved in an at fault accident as (determined by investigating law enforcement) involving injury's or either of the vehicles involved has to be towed, be sent to have a drug/alcohol screen within 4 hours of the accident. The member must be taken by an officer of the department. The name of the facility used by York County Government will be determined at the time of the accident.
3. All accidents involving county fire apparatus must be reported to the Department of Fire Safety with in 12hrs. Or by 9am of the next working day. Accidents involving injuries with patients transported to a medical facility and /or the vehicle must be towed; the on call person for the Department of Fire Safety must be notified immediately by the Department of Public Safety Communications.
4. Firefighters involved in at fault accidents under \$300.00 in damages:

It is recommended that a driver in an at fault accident be allowed to continue to drive provided the damage is under \$300.00 as determined by the Dept. of Fire Safety Shop Supervisor, and is approved by the chief of the department. Upon the Accident Committee review of the accident, other recommendations may be made for the driver.

ACCIDENTS (continued):

5. At fault accidents over \$300.00 in damages:

The driver is suspended from driving until the Accident Review Committee meets and makes a recommendation to the Board and the Board takes action.

Recommendations for the driver to be reinstated to drive can be as follows:

1st accident and has taken the driver refresher within the last 12 months

Retake the driver refresher

Must complete an approved EVDT course

Driver will remain suspended till the recommendation is completed.

2nd accident within the last 12 months of the 1st accident

Must complete an approved EVDT course

Driver will remain suspended till the recommendation is completed.

Driving privileges maybe suspended for 6 months

3rd accident within the last 12 months of the 2nd

Driving privileges suspended

7. Not at Fault Accidents:

Drivers determined to not be at fault as indicated by a law enforcement FR10 Form may continue to drive upon approval by the Chief of the Department and will be reviewed by the Accident Review Committee for a recommendation.

8. Request for a towing service:

In the event a tow service is requested for a fire apparatus, a mechanic from the Department of Fire Safety must be called to the scene to assist in hooking to the apparatus to avoid unnecessary damage. (Added to list July 24, 2014)

All appeals to the decision made by the committee or the Board will be made directly to the Board.

STANDARDIZATION OF SCBA EQUIPMENT:

- 1. The Board endorses a policy to standardize SCBA equipment in order to benefit from cost savings and minimize risk of injury.**
- 2. The Board strongly recommends that any SCBA equipment purchased by a Department through alternate means (i.e., individual department funds, tax district funds, grants) meet the SCBA standardization requirements established by the Board for equipment.**
- 3. If a Department chooses to purchase and use non-standard SCBA equipment that requires certification or testing of Department members, then County Staff will not be responsible for**

STANDARDIZATION OF SCBA EQUIPMENT (continued):

servicing the non-standard SCBA equipment nor will the Fire Board pay for any software upgrades related to the non-standard SCBA equipment (the Department that chooses to purchase and use non-standard SCBA equipment must pay for any software upgrades needed to service or test the non-standard SCBA equipment.

4. If a Department chooses to purchase non-standard SCBA equipment without first obtaining Board approval, then the Department assumes any attendant risk for loss resulting from the use of the non-standard SCBA equipment.

FAILURE TO FOLLOW ESTABLISHED POLICIES

- A) When a Department or a Department member fails to follow established Board policies or when a Department or Department member fails to cooperate in a Board request for information, then a Department may be subject to sanctions as described in Paragraph B, below.
- B) Upon placement on the agenda for any regular or special called meeting, and upon motion by any Board member, the monthly Board allotment, or any series of allotments, may be withheld from the Department by the Board until the Department or member complies with the established Board policy, upon approval by a majority vote on the date of the regular or special called meeting. Alternatively, the Board may vote to defer indefinitely all equipment requisition requests of a particular Department until the Department or member complies with the Board policy or request.

APPROVED BY BOARD OF RURAL FIRE CONTROL ON September 3, 2015.

David Hord, Chairman