

# TOWN OF NEW DUHAM FIRE DEPARTMENT REGULATIONS

Effective:	April 9, 1997
Amended	September 10, 1997
Amended	December 2, 1988
Amended	February 10, 1999
Amended	August 23, 2000
Amended	February 14, 2001
Amended	August 11, 2004
Amended	November 1, 2010



Effective February 25, 1997, all previous Department Rules and Regulations were rescinded by Interim Fire Chief David Wheeler of the New Durham Fire Department.

On April 9, 1997, the New Durham Board of Selectmen, as the governing body of the Town of New Durham established regulations pursuant to the provisions of New Hampshire Revised Statutes Annotated 154 for the government of the members of the New Durham Fire Department.

Subsequent amendments to the Town of New Durham Fire Department Regulations have been adopted by the New Durham Board of Selectmen as follows:

September 10, 1997  
December 2, 1998  
February 10, 1999  
August 23, 2000  
February 14, 2001  
August 11, 2004  
November 1, 2010

Nothing in these regulations shall supersede the Personnel Plan for the Town of New Durham.

**BY ORDER OF THE BOARD OF SELECTMENT**

Theresa A. Jarvis, Chair

Frederick March, Vice-Chair

David Bickford, Selectman



Town of New Durham Fire Department  
Regulations

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## **Section A. Preamble**

It is an important concept in dealing with regulations for the members of the New Durham Fire Department to recognize that it is a uniform organization engaged in inherently hazardous duties related to the protection of life and property within the community. An understanding of this concept will help to explain many of the regulations which would otherwise seem arbitrary and unnecessary. This concept also explains the high regard that a well run department, staffed by conscientious and qualified people, may expect to receive from the citizens of the community which it serves.

No set of regulations could ever anticipate every situation that might arise in a profession such as fire fighting, where the duties and demands are so unpredictable. Nevertheless, it is expected that these regulations will be comprehensive enough to guide all members of this department in the conduct of their duties and carrying out their obligations to the citizens of the Town of New Durham.

When a situation arises for which no specific regulation has been provided, each member is expected to use intelligence and initiative to resolve the situation in a manner consistent with the best traditions of the fire department. If necessary, general orders shall be issued by the Fire Chief to address this type of situation, should it arise in the future. These orders issued at various times shall become part of the Standard Operating Procedures and Standard Operating Guidelines of the department.

In addition to duties as herein set forth, members shall perform such other duties as may be required by superior officers as they comply with state statute, regulations and safety.

Ignorance of the Town of New Durham's Personnel Plan, these Regulations, and the New Durham Fire Department's Standard Operating Procedures and Standard Operating Guidelines, shall not serve as an excuse for the non-compliance therewith, for it is the duty of all members to thoroughly familiarize themselves with these directives, and whosoever neglects to do so, thereby neglects his or her duties.

## **Section B. Purpose of Regulations**

These Regulations are intended for the use and guidance of those charged with providing fire protection, safety and medical services to protect lives, property and the environment from the effects of fire and, in many cases, other perils.

## **Section C. Mission Statement**

It is the mission of the New Durham Fire Department to provide for the emergency and non-emergency fire and emergency medical needs of our community. The Department shall provide the public with education and services that focus on the prevention of injuries and the reduction of property damage. The enforcement of state statutes, regulations and local ordinances shall be done fairly and with the goal of achieving voluntary compliance.

## **Section D. Definitions**

“**Board of Selectmen (BOS)**” means the governing body of the Town of New Durham.

“**Department**” means the New Durham Fire Department a municipal organization providing rescue, fire suppression, emergency medical services and other related activities.

“**Fire Officer In Charge**” means the fire chief or any department member serving in the capacity of fire officer in charge.

“**Line of Duty Injury**” means any injury while on duty, regardless of how slight.

“**May**” means to allow or permit.

“**Personnel File**” means the official file which documents the member’s employment with the Town of New Durham and which is maintained by the BOS or their designee in the BOS’s office in accordance with RSA 275:56.

“**RSA**” means revised statutes annotated, the laws of the state of New Hampshire.

“**Roster**” means a list of the members and explorers of the Department which shall be maintained by the Fire Chief.

“**Shall**” means a mandatory requirement.

“**Standard Operating Guideline (SOG)**” means an organizational directive, issued by the Fire Chief, that establishes a standard course of action which may need to change due to the unique circumstances of a call for service.

“**Standard Operating Procedures (SOP)**” means an organizational directive, issued by the Fire Chief that establishes a mandatory course of action.

## **Section E. Purpose of the Fire Department**

The Department shall have programs, procedures, and organization to reduce the risk of fires in the community and to minimize the danger to persons and damage to property caused by fires that do occur. The Fire Department also shall carry out other compatible services as authorized by the BOS, state statute and regulations.

The Department shall have a program under which its personnel regularly examine every part of the community to determine where significant fire problems might develop. The Department shall offer its services to local individuals and organizations with potential fire hazard conditions and shall assist in their solution.

### **Fire Suppression:**

The Department's commitment to provide non-emergency service activities shall not interfere with its ability to effectively combat fire when they occur.

The priority of goals in the suppression of fire shall be as follows:

Save lives

Limit the spread of fire

Extinguish the fire

Minimize property damage

### **Rescue & Emergency Medical Services:**

The Department shall have the preservation of human life as its primary responsibility during fires and any other emergency. The Department shall be prepared to provide at least first responder level of services in the event of any emergency.

When called upon to provide emergency transport to a person in need, the fire department shall comply with all state laws, protocols and industry standards to provide all appropriate care and support.

## **Section F. Organizational Structure of the Fire Department**

The BOS shall set forth the organizational structure of the New Durham Fire Department. The Department shall have a maximum of 35 members. Of that number a maximum of five members may be Driver/Pump Operators. Any changes or modifications to this structure shall be made only by a vote of the BOS.

### **Fire Chief:**

The highest ranking officer in charge of the fire department. The Fire Chief shall be appointed by the BOS, in accordance with the process adopted by the governing body in Article 23 of the 2008 Town Warrant and under the authority of NH RSA 154:1, I(a) for a period of three years as authorized by NH RSA 154:5, I.

### **Deputy Fire Chief**

The second highest ranking officer of the fire department. There shall be only one Deputy Fire Chief. The Deputy Fire Chief shall be recommended by the Fire Chief and appointed by the BOS.

### **Captain**

The third level of organizational structure of the fire department, directly responsible to the Deputy Chief. There shall be a maximum of two Captains. The Captains shall be recommended by the Fire Chief and appointed by the BOS. The Captains are directly in charge of the Lieutenants and subordinate personnel.

### **Lieutenant**

The fourth level of organizational structure of the fire department. Lieutenants are directly responsible to the Captains. There shall be a maximum of four Lieutenants. The Lieutenants shall be recommended by the Fire Chief and appointed by the BOS. Lieutenants are in charge of all subordinate department personnel.

The Deputy Chief, Captains and Lieutenants serve at the pleasure of the Chief who may recommend a change to the BOS.

### **Firefighter-EMS Personnel**

All firefighters and medical personnel shall be appointed by the Fire Chief.

### **Driver/Pump Operator**

All driver/pump operators shall be appointed by the Fire Chief. There shall be a maximum of five driver/pump operators

### **Explorers**

All members of Explorer Post #16 shall be appointed by the Fire Chief. There shall be no maximum number of Explorers. In addition to complying with these Regulations and the Department's Policies and Guidelines the Explorer Post shall comply with all requirements of the Boy Scouts of America,

All new members of the Fire Department shall initially serve a twelve month probationary period upon their appointment to the New Durham Fire Department by the Fire Chief. During this time period, the Fire Chief and/or other designated officers of the Department shall evaluate the member's knowledge, skill level and adaptation to the work and nature of emergency services. During this period, the new member shall focus on learning the procedures and operations of the Department through internal and external training opportunities as approved by the Fire Chief and through work assignments.

At any time up to the completion of the 12 month probationary period, the Fire Chief may determine whether the individual shall remain on the roster of the Department. The Fire Chief may recommend termination to the BOS of any member and that member shall not have the right to appeal such an action. Such termination shall be done in accordance with the New Durham Personnel Plan.

The Fire Chief may extended the probationary period in the manner specified in the New Durham Personnel Plan if the Fire Chief determines that further evaluation of the member's knowledge, skills and orientation to the work is necessary. There shall be only one extension of 90 days of the probationary period granted for any probationary member, and that member shall not have a right to appeal the extension.

## **G. Duties of the Officers**

### **Fire Chief**

The Fire Chief shall be appointed by the BOS in accordance with the requirements set forth in Article 23 of the 2008 New Durham Town Warrant. The appointment shall be recorded with the Town Clerk of New Durham and a copy of the appointment shall be placed in the Fire Chief's personnel file. This appointment shall be on the basis of merit and ability and shall be for a term of three (3) years. The Fire Chief shall communicate closely with the Town's governing body and the Town Administrator.

The Fire Chief shall maintain proficiency in all areas necessary to assure the smooth functioning of the Department. He or she shall maintain certain minimum certifications, including but not limited to New Hampshire Level 1 Firefighter and Nationally Registered First Responder with a current New Hampshire Provider license. The Fire Chief shall also possess a high school diploma or equivalency, and a valid driver's license.

The Fire Chief shall have all of the authority, responsibilities and accountabilities identified in RSA 154 "Firewards, Firefighters and Fire Hazards" subject to these regulations and the New Durham Personnel Plan. The Fire Chief shall report directly to the BOS on a monthly basis, or more frequently, and in a manner as prescribed by the Board.

The Fire Chief shall have the responsibility and duty to administer, supervise and enforce all phases of Fire Department policy and operations including, but not limited to, command at fires, alarms of fires and other emergencies, over all members of the fire department, and of all apparatus and equipment belonging to the department. The Fire Chief shall direct all measures he or she may deem necessary for the saving of lives and extinguishment of fires. The Fire Chief shall be available to the interest of the department at all times, or shall designate an officer to do so in his or her absence.

It shall be the duty of the Fire Chief to establish and maintain a competent and well trained force by attracting and retaining qualified personnel and ensure that members continually familiarize themselves with all current practices of modern fire suppression and rescue techniques. In furtherance of this end, the Fire Chief shall recommend the appointment of such members as Officers of the Department to the BOS for its approval. All Officers shall serve at the pleasure of the Fire Chief and as define herein. Such appointments shall be in writing and a copy shall be placed in the members personnel file

The Fire Chief's enforcement authority shall include the right to reprimand, place on administrative leave, suspend or recommend the dismissal of any member of the Fire Department for any violation of these Regulations, the New Durham Personnel Plan or the Department's SOG's or SOP's. Such actions shall be done in accordance with the Town's Personnel Plan and shall be in writing. A copy of the written notice shall be placed in the individual's personnel file.

The Fire Chief shall cause to be maintained and be responsible for a complete run record and report of all fires, rescue, medical, service calls and any other emergencies for which the Fire

Department is called to during the year. Such records and or reports shall at a minimum:

1. Comply with Saf- 5902.08, Saf- 5902.09 and Saf-6007.01, as applicable;
2. Identify the causes of the incident and, as near as can be ascertained, the amount of damages and loss of life, if any, as well as an overview of the incident and any action/attention provided;
3. Include an explanation and recommendation for avoiding similar fires in the future; and
4. Include the actual signatures of the department members present at the emergency, those who reported to the station and the person completing the record and or report.

The Fire Chief shall be responsible for supervising all phases of the administration of the Fire Department. Such phases may include, but are not necessarily limited to, fire inspection, fire prevention, equipment maintenance, training, water supply, recreation and record and report keeping. The Chief may delegate to members of the Department the day to day responsibility as he or she may deem necessary and when it is in the best interests of the Department

The Fire Chief shall seek to establish and maintain positive, ongoing relationships with all resource groups in the community. These include police, highway, Town Hall staff and other departments within the town and those assisting the town, particularly under emergency conditions. To this extent, it is imperative that the Fire Chief maintains and promotes good order within the fire department.

The Fire Chief shall promote coordination of efforts with the police department in locating fire hazards, providing crowd and traffic control at emergency incidents, investigating fires, and providing other emergency services to the public.

Once the cause of a fire is determined to be suspicious or intentionally set, as determined by a competent authority, the investigation shall be turned over to the New Durham Police Department and or all other appropriate investigative agencies shall be notified. The Fire Chief or his/her designee is responsible to coordinate with all agencies in all phases of the investigation as necessary.

### **Deputy Fire Chief**

A maximum of one Deputy Fire Chief shall be recommended by the Fire Chief and appointed by the BOS. Said appointment shall be recorded with the Town Clerk of New Durham and a copy of the appointment shall be placed in the Deputy Fire Chief's personnel file.

The Deputy Fire Chief is directly responsible to the Fire Chief and shall have been a member of the Department for at least four years and a Captain for at least one year. They shall maintain certain minimum certifications, including, but not be limited to, New Hampshire Level I Fire-fighter and Nationally Registered First Responder with a current New Hampshire Provider license. The Deputy Fire Chief shall also possess a high school diploma or equivalency and a valid driver's license.

The Deputy Chief shall assume all duties of the Fire Chief in his/her absence or during such times that the Fire Chief is unable to perform his/her duties due to illness or injury. The Deputy Chief shall maintain command at fires and other emergencies at the direction of the Fire Chief.

The Deputy Chief shall perform all functions as designated by the Chief and shall be held accountable to the Fire Chief for the good order of his/her subordinates. The failure of the Deputy Chief to maintain good order of subordinates and bring forward to the Fire Chief any inappropriate and or illegal conduct or activities of subordinates may be grounds for disciplinary action and or dismissal.

### **Captain**

A maximum of two Captains shall be recommended by the Fire Chief and appointed by the BOS. Said appointment shall be recorded with the Town Clerk of New Durham and a copy of the appointment shall be placed in the Captain's personnel file.

The Captain is directly responsible to the Deputy Fire Chief and shall have been a member of the Department for at least three years and a Lieutenant for at least one year. They shall maintain certain minimum certifications including, but not limited to New Hampshire Level I Firefighter and Nationally Registered First Responder with a current New Hampshire Provider license. Captains shall also possess a high school diploma or equivalency and a valid driver's license.

A Captain shall be directly responsible for the fire-ground operation, inclusive of water supply and tactical approach for suppression. A Captain shall also be responsible at other emergency scenes to provide command and control, assuring the orderly resolution of the emergency incident by properly utilizing the personnel and resources at his or her disposal and requesting additional resources as necessary.

### **Lieutenant**

A maximum of four Lieutenants shall be recommended by the Fire Chief and appointed by the BOS. Said appointment shall be recorded with the Town Clerk of New Durham and a copy of the appointment shall be placed in the Lieutenant's personnel file.

A Lieutenant is directly responsible to the Captains and shall have been a member of the Department for at least 2 years. They shall maintain certification as either a New Hampshire Level I Firefighter with CPR certification or as a Nationally Registered Emergency Medical Technician with a current New Hampshire Provider license. They shall possess a combination of training and experience satisfactory to the Fire Chief.

A Lieutenant shall be responsible for the safe operation of the fire-ground or medical scene, as designated by the Fire officer in charge and for any other Department duties or functions as assigned by the Chief for any other departmental function.

## **SECTION H. FIREFIGHTERS & RESCUE/MEDICAL PERSONEL**

The Department shall have an authorized roster of 35 members as established by the New Durham BOS. The BOS shall receive an updated roster within 10 days of any change. With the recommendation of the Fire Chief, the BOS may adjust the authorized roster as a need occurs.

### **FIREFIGHTER**

A Firefighter shall be at least eighteen (18) years of age.

A Firefighter shall successfully complete the NH Level One program and receive New Hampshire Certification within two years of employment. A Firefighter shall attend a minimum of ten (10) mandatory training sessions per year and actively participate in same.

A Firefighter shall be capable of performing all duties incumbent upon him or her as a member of the Department with regard to responding to the scene of an emergency. A Firefighter shall, without hesitation, be prepared to follow orders of all superior officers. A Firefighter shall become familiar with the location and operation of all equipment on the all apparatus, the rescue and the ambulance.

A Firefighter is directly responsible to a Lieutenant at all calls for service other than medical calls. At all medical calls a firefighter is responsible to the highest ranking member of the Department that is currently certified as a National Registered Emergency Medical Technician (NREMT), or higher, and who has a current New Hampshire Provider License. All firefighters shall follow the chain of command.

### **RESCUE/MEDICAL PERSONNEL**

All rescue/medical personnel shall be at least eighteen years of age.

Within twelve months of employment with the Department, all Rescue/Medical personnel shall have either successfully completed, or be enrolled in, an Emergency Medical Technician (EMT) program. Members not doing so shall be required to meet with the Fire Chief to discuss continued employment on the department. Failure to successfully complete a New Hampshire approved EMT course and obtain certification as a NREMT, or higher, and obtain a New Hampshire Provider License within eighteen months of employment shall result in the Fire Chief recommending that the BOS terminate the member's employment with the Department. Failure to continuously maintain their status as a NREMT and a NH licensed provider shall be cause for termination from employment.

All Rescue/Medical personnel shall become familiar with the location and operation of all equipment on the ambulance, the rescue and other apparatus.

### **All Department Members:**

Any member of the New Durham Fire Department who is convicted of any driving offense while a member of the Department shall report the offense in writing to the Fire Chief within 10 days of the conviction. Any member arrested and charged for Driving While Intoxicated shall notify the Fire Chief in writing within 7 days. Failure to make the appropriate notifications delineated under

this section shall result in disciplinary action, up to and including termination.

## **SECTION I. APPARATUS DRIVER and DRIVER/PUMP OPERATOR**

The minimum requirements to be a driver/pump operator or to drive any apparatus over 26,000 pounds for the Department are that the member shall:

1. Be a minimum of 21 years of age;
2. Hold a valid New Hampshire driver's license;
3. Within one year of employment successfully complete the NH Fire Academy course "Emergency Vehicle Driver Training"; and
4. Be familiar with the location and operation of all equipment on all apparatus.

All apparatus drivers and river/pump operators shall be provided and shall pass approved training in the operation of vehicles with air brakes. Failure to pass approved training in the operation of vehicles with air brakes will result in the individual not being allowed to drive Department apparatus.

The Town of New Durham, through its governing body (the BOS) may subject all drivers of the Department to random drug & alcohol testing in accordance with standards outlined in the "Town of New Durham Policy on Drug & Alcohol Testing."

The above requirements for driving department apparatus may be waived by the Fire officer in charge in order to protect the apparatus from damage.

The pump operator shall be the driver of the truck, unless otherwise directed by an officer and they shall remain at the truck at all times during the emergency, unless otherwise directed by an officer.

## **SECTION J. EXPLORER POST # 16 Need to check with Ken**

The following regulations provide guidance to Explorers providing fire protection, safety and medical services. While no set of regulations could ever anticipate every situation that might occur it is important that Explorers carry out their responsibilities in accordance with the regulations set forth in this section. A failure to adhere to these regulations, SOP's and SOGs of the Department may result in disciplinary action being taken against the Explorer.

The minimum qualifications to become an Explorer of the New Durham Fire Department are that the applicant shall:

- 1) Be at least 15 years of age but no more than 20 years of age. Proof of age shall be provided by the applicant at the time of application.
- 2) Have the written permission of their parent(s) or guardian(s).
- 3) Maintain a minimum grade average of "C", unless otherwise authorized by a proper school official.
- 4) Complete the same application process as used for fire department members.

During an emergency situation, Explorers with the Department shall:

- 1) Assist the Firefighters and or EMS personnel at the scene as directed by the Fire officer in charge or designee. At no time shall the Explorer be allowed in a burning structure, to drive any department motor vehicles or to operate power equipment.
- 2) Not respond to the scene of a mutual aid call for fire personnel *except* for forestry calls at the discretion of the Fire officer in charge.
- 3) Only perform patient care as authorized by RSA 153-A.

During non-emergency situations, Explorers in the Department shall be responsible to carry out the roles and duties of regular Fire Department members. Such responsibilities shall include, but not be limited to, attendance at meetings, trainings and work details.

### **LIMITATIONS**

- 1) Explorers **SHALL NOT** perform interior firefighting activities during an actual emergency. They may perform said activities during an organized training session at an approved training site.
- 2) In the event of an emergency call, the Explorers shall respond to the Fire Station without exceeding the posted speed limit. They are not authorized to use emergency lights or sirens on their motor vehicles, but may be issued plates that identify them as a member of

the Department.

- 3) The Explorer's gear shall remain in their lockers at the Department until needed for emergency use or training and shall be returned to the locker thereafter.
- 4) Explorers shall not respond to an emergency call after 10:00 PM on week nights or 11:00 PM on Friday and Saturday nights. Exceptions will be during school vacations.
- 5) Explorers shall not bring any paging or monitoring devices to school.
- 6) Explorers shall not respond to any call for service during regular school hours.
- 7) Explorers shall not handle any radios during an emergency unless directed to do so by a Department Officer.
- 8) Explorers shall follow the chain of command starting with the Department Member responsible for the Explorer program.
- 9) If the Explorer is suspended from school, the Explorers will be suspended from the Department. The length of suspension shall be thirty (30) days.

Any violation on these limitations shall result in an automatic thirty (30) day suspension. The suspended individual shall not attend any Fire Department function(s) or activities during that time.

Upon becoming 20 years of age the Explorer may apply to be a member of the Department. After the Explorer complies with all the hiring procedures of the Town, the Fire Chief may appoint an Explorer as an employee of the Department if recommended by the Department Member responsible for the Explorer program and the officers of the Department. If appointed the Explorer is subject to the same probationary period as any new employee.

Nothing shall prohibit an Explorer from applying for regular membership in the Department once they achieve their 18<sup>th</sup> birthday.

## **SECTION K. LINE OF DUTY INJURIES**

Whenever any member sustains an injury while on duty, regardless of how slight, the injury will immediately be reported to the Fire Chief. The Fire Chief shall ensure that the BOS is notified within 24 hours of the injury.

*The Department of Labor-Notice of Accidental Injury Form #8 AWCA will be completed with all required information by the injured member no later than twenty-four (24) hours and forwarded directly to the Office of the BOS regardless of obtaining treatment or not.*

Members receiving treatment for Fire Department related injuries should report the incident as a Worker's Compensation Claim. They should not automatically charge medical costs against their personnel Insurance, (i.e., Blue Cross, Blue Shield, etc.) Bills incurred because of Fire Department related injuries should immediately be forwarded to the New Durham Town Office.

## **SECTION L. FIREFIGHTING PROCEDURES**

Except as hereafter provided, the extinguishment of all fires shall be governed by the Department's SOPs and SOGs by the Fire Chief which shall be consistent with the Regulations of the Department.

These regulations, SOP's and SOG's shall be discussed with and studied by all members of the Department, and shall be the subject of training in the Department on at least an annual basis, if not more frequently.

## **SECTION M. PROTECTIVE FIREFIGHTING and RESCUE/MEDICAL CLOTHING**

The safety of all members of the Department is of paramount concern to the Town of New Durham. As such all members of the Department engaged in firefighting, rescue or medical services functions shall be issued required clothing and equipment.

There shall be a written inventory of all protective firefighting and rescue/medical clothing and equipment issued to individual members. The inventory list shall be signed by both the issuing officer and the individual member upon the issuance of the clothing and equipment. A copy of the signed inventory shall be provided to the member, and the original shall be included in the member's personnel file.

All members are expected to return the items of protective firefighting and rescue/medical clothing and equipment issued to them during their employment within the Department upon their departure from the department. Members may be held responsible for the cost of any such clothing and or equipment not returned to the Town of New Durham.

All equipment to be worn by Fire Department members shall be approved by the Fire Chief or his or her designated representative. All protective clothing shall be stored at the New Durham Fire Station unless prior permission is granted by the Fire Chief, and shall be worn by all members of the Department when they are at an emergency or medical scene, no matter what role or assignment they are given during that particular incident. Access to an incident without proper protective equipment is generally not allowed, though on a case by case basis the scene commander may determine the presence of an member is prudent and necessary and full responsibility for this decision will remain with that Fire officer in charge.

When responding to a call for service for the New Durham Fire Department, members belonging to more than the New Durham Fire Department shall not wear equipment issued by any entity other than the New Durham Fire Department unless specifically authorized by the Fire Chief. In all instances this authorization shall be in advance and in writing with both the New Durham Fire Chief and the appropriate head of the other service signing said authorization. A copy of the signed authorization shall be provided to the member, and the original shall be included in the individual's personnel file. Members of the New Durham Fire Department are not authorized to wear equipment issued by the New Durham Fire Department at calls for service that does not include the New Durham Fire Department as a responding agency.

All members of the Department engaged in fire fighting shall be issued the following equipment that shall meet NFPA standards for interior firefighting:

Nomex Jacket and Pants,

Safety Gloves

Firefighter Boots

Firefighter Helmet with Shield

Nomex Hood

All members of the Department engaged in only rescue or medical services shall be issued the following equipment that shall meet the NFPA standard for rescue and medical services:

Nomex Jacket and Pants

Safety Gloves

Firefighter Boots

Medical Helmet with Shield

The decision to wear gloves versus mittens shall be optional to the individual while Nomex hoods are mandatory for interior firefighting only.

## **SECTION N. UNIFORM CLOTHING POLICY REGARDING NON-SAFETY RELATED CLOTHING ITEMS**

### **Scheduled Shifts:**

When working a scheduled shift at the Department the minimum uniform shall consist of Black or dark blue “dickie or cargo” type pants, a collared NDFD or Class B shirt and dark colored boots. Hats, approved by the Fire Chief, are both optional and acceptable. Sweatshirts will be either a NDFD station workshirt or a NDFD sweatshirt.

Any persons reporting for a duty shift shall have a neat and professional appearance. T-shirts will not be allowed unless personnel will be working on projects or apparatus that will be overly dirty and it is approved by the on-duty officer and a change of shirt is available for responding on a call for service.

It shall be the responsibility of the highest ranking officer to ask any member that does not abide with the above guidelines to leave and return upon appearance corrections.

### **Training Sessions:**

Members attending training sessions are encouraged to wear t-shirts and sweatshirts that identify the individual as belonging to the Department.

### **Calls for Service:**

Members are encouraged to wear clothing that identifies the individual as belonging to the New Durham Fire Department. Such clothing shall present as neat and professional appearance as time allows.

## **SECTION O. SELF-CONTAINED BREATHING APPARATUS**

Members of the Department shall wear and utilize a Self-Contained Breathing Apparatus (SCBA) and Nomex hood when:

1. Attacking or entering a burning or smoke-filled building;
2. Working from a ladder unless the Fire officer in charge has determined that a SCBA is not necessary;
3. Working within the rubble or remains of a smoldering fire scene:

Unless a member is certified as a Level 1 Firefighter (or higher) they shall not use, wear or otherwise don a SCBA, except in a sanctioned training, without first having been qualified in its use by the designated training officer of the Department.

## **SECTION P. OPERATING EMERGENCY VEHICLES & EQUIPMENT**

The following set forth the policy regarding the operation of any and all equipment, apparatus and vehicles owned by the Town of New Durham and under the control of the Department. The term "operation" in this policy shall mean to drive, control or otherwise maintain the running thereof.

No person other than a member of the Department, an employee of the Town of New Durham or another individual designated by the BOS shall operate or drive any Fire Department vehicle or piece of equipment. This paragraph shall not pertain to members of mutual aid towns assisting or assisted by the Department at an emergency if it is necessary to protect the apparatus from damage.

At no time while a Department vehicle is being operated shall a person be allowed to ride upon a rear step or outside of the cab, unless specifically directed to do so by a superior officer. Seat belts shall be worn by all individuals whenever they are in a Department motor vehicle.

No member will operate or drive a fire department vehicle or piece of equipment while under the influence of alcohol or drugs. Any Department member suspected to be under the influence of alcohol or drugs during a response to or at an emergency or fire scene shall be ordered from the scene and shall be subject to an immediate alcohol and/or drug screening. Should the screening prove positive for alcohol and/or drugs, the member shall be subject to an immediate suspension or recommendation by the Fire Chief to the BOS for termination from the Department as determined by the Fire Chief and the Town of New Durham Personnel Plan.

Any individual driving Fire Department equipment, excluding the ambulance, forestry unit and the utility truck, shall be at least 21 years of age and within one year of employment successfully complete the NH Fire Academy course "Emergency Vehicle Driver Training".

Any member who displays poor driving ability or reckless disregard for safety while driving or operating a fire department vehicle or apparatus shall be subject to discipline by the Fire Chief. Discipline may include revocation of driving privileges, administrative leave, suspension of driving privileges within the department and a recommendation to the BOS of termination of employment with the Department. The severity of the infraction will determine the disciplinary action that is taken.

## **SECTION Q. PERSONAL VEHICLES AND RADIO COMMUNICATIONS**

### **Equipment Authorized:**

Members of the Department may display red flashing lights on their personal vehicles upon being given written permission by the Fire Chief and subject to the laws of the State of New Hampshire. The member shall keep the written permission available for inspection in the vehicle where the flashing red lights are located and a copy shall be filed in the individual's personnel file.

Members of the Department may use an audible warning device in their personal vehicle upon being given written permission by the Fire Chief and subject to the laws of the State of New Hampshire. The member shall keep the written permission available for inspection in the vehicle wherein the audible signal(s) is located, and a copy shall be filed in the individual's personnel file.

Any misuse or abuse of flashing lights and or warning devices while a member of this department will result in the loss of this privilege and or disciplinary action.

### **Response to Emergencies:**

When responding to an emergency call the member shall display due regard for the safety of all persons using the highways, as well as pedestrian traffic. The driver, while engaged as a member or officer of the Department, may exercise the privileges set forth in NH RSA 265:8.

This paragraph shall not relieve the driver of an authorized emergency vehicle from the duty to drive with due regard for the safety of all persons using the highway, nor from the duty to exercise due care to avoid colliding with any pedestrian, nor shall such provision protect the driver from the consequences of his or her reckless disregard for the safety of others.

### **Scene responses:**

Personally Owned Vehicles are not allowed to respond to calls for service, except as authorized by the Department's SOG's.

### **Radio Communications:**

Radio traffic is essential to the smooth operation and efficiency of any incident and emergency. Excessive radio traffic is counterproductive to the efficiency and safety of personnel, therefore radio traffic shall generally be limited to officers unless authorized by the Department's SOGs.

## **SECTION R. CODED EMERGENCY RESPONSES**

Personnel responding in an emergency response in their private vehicles utilizing visual and or audible emergency equipment shall be authorized by the Fire Chief in accordance with Section Q of these regulations. When driving Department motor vehicles they shall comply with Section I and P of these regulations, as applicable, and proceed with the necessary caution prescribed by RSA 265:8.

## **SECTION S. MUTUAL AID COMPACTS**

Nothing in these regulations shall limit the rights and duties of the Department under any mutual aid compact in effect now or in the future in which the department participates. The Fire Chief may establish additional requirements in the Department's SOP's and SOGs.

The duty of the Department to respond to all fires and medical emergencies within the Town shall extend to any fire or medical emergency in any other community which participates in any such compact with the Town of New Durham. The Fire Chief shall have the authority to limit the number of pieces of apparatus, firefighters, rescue and or medical personnel that may be dispatched to any such call when, in his or her opinion, such response would seriously endanger the safety of the residents of the Town of New Durham by limiting the response ability of the Department to a local fire or emergency call for service.

In no event shall any member be dispatched to any fire or other emergency outside the boundary of the Town of New Durham, except upon direct order of the Fire Chief or the Fire officer in charge and except as provided for in RSA 109.

## **SECTION T. Out of Service Vehicles/Equipment**

When any Department member discovers that a department vehicle or equipment is not functioning properly or is unsafe to use, they shall notify the fire officer in charge. The fire officer in charge shall immediately take the equipment out of service if repair or replacement is not possible. If this situation involves one of the vehicles, Lakes Region Fire Dispatch shall be notified by the fire officer in charge that the vehicle or equipment is not available for local or mutual aid service. The individual contacting Lakes Region Fire Dispatch shall request a New Durham tone and announcement of the status of the vehicle or equipment. The Fire Chief, or Deputy Fire Chief, shall be notified as soon as possible of this situation. When ever a vehicle is unexpectedly removed from service for more than 48 hours the Office of the BOS shall be notified.

In the case of a vehicle the fire officer in charge shall determine if the Town Mechanic needs to be immediately notified. If not, a request for service shall be completed and forwarded to the Fire Chief or his or her designee so that the Town Mechanic can be contacted as soon as possible for repairs.

## **SECTION U                    RELEASES OF INFORMATION**

The records of the New Durham Fire Department are subject to public scrutiny. ntified, secured properly and made public in accrodance with RSA 91-A, these regulations and the Department's SOGs.. However, this does not include such documents specifically excluded from disclosure under the provisions of NH RSA 91-A:5.

Records that are routinely maintained by the Department include such digital record categories as collected by the Firehouse Software Program, National Fire Reporting System, MSDS sheets as provided by federally regulated entities, fire permits, and such training materials and copies of training records as necessary to provide on-going education and evaluation.

All materials related to open investigations, including, but not limited to, photographs, videos, statements and written reports, shall be considered confidential and shall only be released to individuals authorized by law.

Requests for information from a member of the public shall be answered in accordance with the requirments of RSA 91-A. A copy of the request, a written explanation of when the information shall be available, if applicable, and the requested information shall be copied to the BOS at the same time that the information is sent to the requesting party.

Requests for information from a member of the media should be directed to the Fire officer in charge. A copy of the request, a written explanation of when the information shall be available, if applicable, and the request`ed information shall be copied to the BOS at the same time that the information is sent to the requesting party.

Requests for information from a member of a law enforcement agency shall be handled in accordance with state statues and the Department's SOG..

Parties requesting information shall be charged \$0.50 per page plus postage thereafter. Requests from law enforcement shall be exempt from such charges.

## **SECTION V:                    POSSESSION AND STORAGE OF FIREARMS**

In accordance with New Durham Town Ordinance 03-016 (effective 7/1/03) firearms are prohibited in all Town Buildings except as allowed by the Ordinance. Those members that have not received written permission to have a firearm(s) in Town Buildings, as required by the Ordinance, shall secure the firearm(s) in their locked personnel vehicle before entering the station.

Members of the New Durham Fire Department are not authorized to respond to any call for service from the Fire Station with firearms in their possession. Should a Fire Department member respond directly to a call for service with a firearm(s) in their possession, the firearm(s) shall be secured in their locked vehicle prior to providing care and or services.

## **SECTION W: THE FIRE STATION COMMUNITY ROOM**

The Fire Station Community Room is an integral part of the New Durham Fire Station. The primary use of this room is for fire department, emergency management and police department activities. The emergency needs of the Town shall take precedence over all other uses of the Community Room. After the Town's safety services priority usage shall be for official meetings of the Town's Boards, Commissions and Committees in order to ensure that the public can access all Town business. Non-profit organizations from the town of New Durham may request use of the Community Room for meetings of the organization..

The assignment the Community Room shall be made by the Fire Chief, or if they are not available by the following list in succession: Fire Fighter in Charge, Emergency Management Director, Police Chief, and highest ranking Police Officer. The BOS shall be the final decision maker(s).

A schedule for the room shall be maintained by the Department's Administrative Assistant or any other person as designated by the Fire Chief on the Fire Department's web site. Requests for use of the Fire Station Community Room can be sent to [doc@ndfd](mailto:doc@ndfd). The schedule shall be updated in as timely a fashion as possible. Unconfirmed messages requesting use of the room on the Department's voice-mail, e-mail or at the Town Hall shall not guarantee that the room is reserved.

Town Boards, Commissions, Committees, Departments and non-profit organizations from New Durham shall be able to reserve the room without a security deposit or usage/cleaning fees. It is expected that the room will be left in a clean condition after use, with furniture returned to proper positions and all waste properly disposed of. Failure to leave the room as described may result in denial of requests to use the room.

The kitchen facilities are generally not available to anyone other than safety services personnel. Use of the kitchen shall be decided on a case by case basis by the Fire Chief and or the BOS. Fees may be assessed for the maintenance of the kitchen facilities.

From time to time other members of the public may wish to reserve the room for the presentation of classes or workshops. The Fire Chief may authorize use of the Community Room for classes or workshops that are open to New Durham residents and that do not charge a fee in excess of the cost for books and materials.

Political, for profit groups or individuals that charge a fee in excess of the cost for books and materials must receive the written approval of both the BOS and the Fire Chief. A fee may be accessed for the use of the room.