

**City of Black Hawk
City Council
211 Church Street
August 27, 2014
3:00 p.m.**

RINGING OF THE BELL:

- 1. CALL TO ORDER:**
- 2. ROLL CALL & PLEDGE OF ALLEGIANCE:**
- 3. AGENDA CHANGES:**
- 4. CONFLICTS OF INTEREST: (Council disclosures are on file w/City Clerk & Sec. Of State)**
- 5.(a) INTRODUCTION OF NEW EMPLOYEE: Rebecca Blondo, Exec. Admin. Asst.**
- 5.(b) PUBLIC COMMENT: *Please limit comments to 5 minutes*
(Notify the City Clerk if you wish to address Council on items not on the agenda)**
- 6. APPROVAL OF MINUTES: August 13, 2014**
- 7. PUBLIC HEARINGS:**
 - A. CB15, An Ordinance Approving the Inclusion of Property into the Black Hawk Business Improvement District and Changing the Boundaries of the District Consistent Therewith**
 - B. CB16, An Ordinance Appointing Directors to the Board of Board of the Black Hawk Business Improvement District**
 - C. CB17, An Ordinance Approving The City of Black Hawk Fire Department Rules and Regulations and Standard Operating Guidelines**
- 8. ACTION ITEMS:**
 - D. Adoption of the General Fund Paint Program Guide to Program (Continued from July 23, 2014 – Resolution 56-2014)**
 - E. Holiday Decoration Contract for 2014-2015**
- 9. CITY MANAGER REPORTS: Flu Shot Clinic October 9, 2014, 8 – 10 a.m.
Short Term Disability Modification
Disposal of Street Sweeper**
- 10. CITY ATTORNEY:**
- 11. EXECUTIVE SESSION:**
- 12. ADJOURNMENT:**

MISSION STATEMENT

The mission of the City of Black Hawk is to progressively provide cost effective programs and services of the highest quality to the community

**APPROVAL OF MINUTES
FOR AUGUST 13, 2014**

City of Black Hawk
City Council Minutes
August 13, 2014

John Farahi, Monarch CEO, rang the bell.

1. CALL TO ORDER: The regular meeting of the City Council was called to order at 3:00 p.m. by Mayor Spellman, Wednesday, August 13, 2014.

2. ROLL CALL: Present were: Mayor Spellman, Aldermen Armbright, Bennett, Johnson, Midcap, Moates, and Torres.

Staff present: City Attorney Hoffmann, City Manager Lewis, City Clerk Greiner, Finance Director Hillis, Fire Captain Sitzman, Police Chief Cole, and Public Works Director Isbester.

PLEDGE OF
ALLEGIANCE:

Mayor Spellman led the meeting in the recitation of the Pledge of Allegiance.

3. AGENDA CHANGES: City Clerk Greiner noted that Item J, Soil Nail Agreement, has been added to the agenda.

4. CONFLICTS OF
INTEREST:

City Attorney Hoffmann asked Council to declare any Conflicts of Interest on any issue appearing on the agenda this afternoon other than those previous disclosures and conflicts that have already been disclosed and are on file with the City Clerk and Secretary of State.

City Attorney Hoffmann asked the audience if there were any objections to any member of Council voting on any issue on the agenda this afternoon. The audience had no objections.

5. PUBLIC COMMENTS: Sean Conway, 151 Marchant came forward to appeal the denial of his grant application for stabilization of the rock wall behind his home. Prior to addressing his appeal, Mr. Conway commended the City for the recent 2014 Fireworks Display and for the good job the Police Department does in the City. After an explanation of staff's denial of his grant application, discussion followed and Council directed the City Manger to have staff submit an executive summary to include the information that led to the denial of the application, including the different options for remediation.

6. APPROVAL OF
MINUTES FOR
July 23, 2014
July 30, 2014

MOTION TO APPROVE

Alderman Bennett **MOVED** and was **SECONDED** by Alderman Armbricht to approve the Minutes of the meetings as presented.

MOTION PASSED

There was no discussion and the motion **PASSED** unanimously.

7. PUBLIC HEARINGS:

**A. Resolution 59-2014,
A Resolution
Conditionally
Approving a
Certificate of
Appropriateness for
a Comprehensive
Sign Plan for the
Monarch Casino**

Mayor Spellman read the title.

Vince Harris, Baseline, explained this application is for approval of the updated comprehensive sign plan for the Monarch Casino with includes 921 square feet of signage including 15 signs and 2,601 square feet of signage is permitted on the property. Staff recommends approval of the application with two (2) noted conditions.

PUBLIC HEARING:

Mayor Spellman declared a Public Hearing on Resolution 59-2014, A Resolution Conditionally Approving a Certificate of Appropriateness for a Comprehensive Sign Plan for the Monarch Casino open and invited anyone wanting to address the Board either “for” or “against” the proposed resolution to come forward.

No one came forward to speak and Mayor Spellman declared the Public Hearing closed.

MOTION TO APPROVE

Alderman Armbricht **MOVED** and was **SECONDED** by Alderman Johnson to approve Resolution 59-2014, A Resolution Conditionally Approving a Certificate of Appropriateness for a Comprehensive Sign Plan for the Monarch Casino, as presented.

MOTION PASSED

There was no discussion and the motion **PASSED** unanimously

**B. Resolution 60-2014,
A Resolution
Conditionally
Approving a
Certificate of
Appropriateness**

**for a Comprehensive
Sign Plan for the
Bull Durham
Casino**

Mayor Spellman read the title.

Vince Harris, Baseline, explained this application is for approval of the updated comprehensive sign plan for the Bull Durham Casino with includes 258 square feet of signage over 10 signs and 217 square feet of signage is permitted on the property. The proposed square footage exceeds the allowed amount by 40.4 square feet, and a variance has been requested for the overage. They are not proposing a banner. Staff recommends approval of the application with the variance with three (3) noted conditions.

PUBLIC HEARING:

Mayor Spellman declared a Public Hearing on Resolution 60-2014, A Resolution Conditionally Approving a Certificate of Appropriateness for a Comprehensive Sign Plan for the Bull Durham Casino open and invited anyone wanting to address the Board either “for” or “against” the proposed resolution to come forward.

No one came forward to speak and Mayor Spellman declared the Public Hearing closed.

**MOTION TO
APPROVE**

Alderman Midcap **MOVED** and was **SECONDED** by Alderman Johnson to approve Resolution 60-2014, A Resolution Conditionally Approving a Certificate of Appropriateness for a Comprehensive Sign Plan for the Bull Durham Casino, as presented.

MOTION PASSED

There was no discussion and the motion **PASSED** unanimously

8. ACTION ITEMS:

**C. Approval and Adoption
of the Historic
Restoration and
Community
Preservation Guide to
Programs Dated
August 2014**

Mayor Spellman read the title and noted that this item was continued from the previous meeting.

Community Planning and Development Administrator Linker explained the revisions to the document. Discussion followed. It was decided to alter the language regarding “fences on rock walls” to only “fences.” Staff recommended the guide be reviewed on an annual basis.

MOTION TO APPROVE

Alderman Bennett **MOVED** and was **SECONDED** by Alderman Armbricht to continue Resolution 52-2014, a Resolution Adopting the Revised Community Restoration and Preservation Guide to Programs, dated August 13, 2014.

MOTION PASSED

There was no discussion and the motion **PASSED** by majority of five (5) “ayes”, Alderman Torres voted “nay.”

D. Adoption of the General Fund Paint Program Guide to Program

Mayor Spellman read the title.

City Manager Lewis stated Item D would be continued until the August 27, 2014 meeting.

E. Resolution 61-2014, A Resolution Approving the Plan Amendments to the Fire and Police Pension Association’s Statewide Defined Benefit Plan Document

Mayor Spellman read the title.

City Manager Lewis explained Council had the option to approve, deny or take no action on Resolution 61-2014, the Plan Amendment to the Fire and Police Pension Association’s Statewide Defined Benefit Plan Document. 60% of the City’s firefighters voted against the amendment. Captain Sitzman gave an explanation of the proposed amendments.

MOTION TO DENY

Alderman Torres **MOVED** and was **SECONDED** by Alderman Johnson to deny Resolution 61-2014, A Resolution Denying the Plan Amendments to the Fire and Police Pension Association’s Statewide Defined Benefit Plan Document.

MOTION PASSED

There was no discussion and the motion **PASSED** unanimously.

F. Resolution 62-2014, A Resolution Adopting the Black

**Hawk Records
Retention Schedule,
as Revised**

Mayor Spellman read the title.

City Clerk Greiner explained the supplement.

**MOTION TO
APPROVE**

Alderman Johnson **MOVED** and was **SECONDED** by Alderman Bennett to approve Resolution 62-2014, A Resolution Adopting the Black Hawk Records Retention Schedule, as Revised.

MOTION PASSED

There was no discussion and the motion **PASSED** unanimously.

**G. Resolution 63-2014,
A Resolution
Authorizing the
City to File the
Attached Petition
for Inclusion into
the Black Hawk
Business Improvement
District**

**H. Resolution 64-2014,
A Resolution
Authorizing the
City to File the
Attached Petition
for Inclusion into
the Silver Dollar
Metropolitan
District**

Mayor Spellman read the titles.

City Attorney Hoffmann explained the petitions and stated that Council could vote on both petitions at one time.

**MOTION TO
APPROVE**

Alderman Midcap **MOVED** and was **SECONDED** by Alderman Armbricht, approval of Resolution 62-2014, A Resolution Authorizing the City to File the Attached Petition for Inclusion into the Black Hawk Business Improvement District and Resolution 63-2014, A Resolution Authorizing the City to File the Attached Petition for Inclusion into the Silver Dollar Metropolitan District.

MOTION PASSED

There was no discussion and the motion **PASSED** unanimously.

**I. Administrative
Services and**

**Finance
Reorganization**

Mayor Spellman read the title.

City Manager Lewis explained the need for the reorganization.

**MOTION TO
ACCEPT**

Alderman Bennett **MOVED** and was **SECONDED** by Alderman Moates to approve the Administrative Services and Finance Reorganization.

MOTION PASSED

There was no discussion and the motion **PASSED** unanimously.

**J. Soil, Nail
License Agreement**

Mayor Spellman read the title.

Vince Harris, Baseline, explained the license agreement.

**MOTION TO
ACCEPT**

Alderman Bennett **MOVED** and was **SECONDED** by Alderman Torres to approve the Administrative Services and Finance Reorganization.

MOTION PASSED

There was no discussion and the motion **PASSED** unanimously.

**9. CITY MANAGER
REPORT:**

City Manager Lewis had nothing to report.

10. CITY ATTORNEY:

City Attorney Hoffmann recommended item number 2 and 5 for executive session for specific legal issues relating to ambulance services in the City of Black Hawk, legal issues regarding the proposed paint program, and legal issues relating to mutual aid.

**MOTION TO
ADJOURN INTO
EXECUTIVE
SESSION**

Alderman Bennett **MOVED** and was **SECONDED** by Alderman Armbright to adjourn into Executive Session at 4:15 p.m. to hold a conference with the City's attorney to receive legal advice on specific legal questions pursuant to C.R.S., § 24-6-402(b) and to determine positions relative to matters that may be subject to negotiations, develop a strategy for negotiations, and/or instruct negotiators, pursuant to C.R.S., § 24-6-402(e).

**MOTION
APPROVED**

There was no discussion and the motion **PASSED** unanimously.

11. ADJOURNMENT: Mayor Spellman declared the Regular Meeting of the City Council closed at 5:00 p.m.

Melissa Greiner
City Clerk

David D. Spellman
Mayor

DRAFT

COUNCIL BILL 15
ORDINANCE 2014-15
AN ORDINANCE APPROVING
THE INCLUSION OF
PROPERTY INTO THE BLACK
HAWK BUSINESS
IMPROVEMENT DISTRICT
AND CHANGING THE
BOUNDARIES OF THE
DISTRICT CONSISTENT
THEREWITH

**STATE OF COLORADO
COUNTY OF GILPIN
CITY OF BLACK HAWK**

COUNCIL BILL NUMBER: 15

ORDINANCE NUMBER: 2014-15

TITLE: AN ORDINANCE APPROVING THE INCLUSION OF PROPERTY INTO THE BLACK HAWK BUSINESS IMPROVEMENT DISTRICT AND CHANGING THE BOUNDARIES OF THE DISTRICT CONSISTENT THEREWITH

WHEREAS, the City of Black Hawk received a petition from the City of Black Hawk (the "Petition") for inclusion of property more particularly described as follows:

Parcel: Lot 006, Block 028; Assessor Parcel Number: 183307301043; and
Street address of 201 Selak Street

all in the City of Black Hawk, County of Gilpin, State of Colorado (the "Property");

WHEREAS, the City has given notice as required by C.R.S. § 31-25-1220(2) that any interested person shall appear on August 27, 2014 show cause, if any they have, why such petition should not be granted; and

WHEREAS, the City Council determines as set forth below to include the Property within the boundaries of the Black Hawk Business Improvement District (the "District") based on the finding that the change in the boundaries of the District does not adversely affect the District.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BLACK HAWK, GILPIN COUNTY:

Section 1. Findings. The City Council of the City of Black Hawk hereby finds as follows:

- A. Following a finding of the sufficiency of the Petition as required by law, notice was given pursuant to C.R.S. § 31-25-1220(2) of the proceedings regarding the inclusion of the Property within the boundaries of the District; and
- B. Following a properly noticed hearing on the Petition conducted by the City Council of the City of Black Hawk on August 27, 2014, at which time all interested persons having an objection could show cause why such Petition should not be granted, and after hearing all of the evidence presented, the City Council

finds and determines that the inclusion of the Property within the District does not adversely affect the District .

Section 2. The Council therefore determines to grant the Petition and change the boundaries of the Black Hawk Business Improvement District to include the Property more particularly described as follows:

Parcel: Lot 006, Block 028; Assessor Parcel Number: 183307301043; and
Street address of 201 Selak Street

all in the City of Black Hawk, County of Gilpin, State of Colorado.

Section 3. The City Clerk is hereby directed to file a certified copy of this Ordinance with the Gilpin County Clerk and Recorder's Office.

Section 4. Safety Clause. The Board of Aldermen hereby finds, determines, and declares that this Ordinance is promulgated under the general police power of the City of Black Hawk, that it is promulgated for the health, safety, and welfare of the public, and that this Ordinance is necessary for the preservation of health and safety and for the protection of public convenience and welfare. The Board of Aldermen further determines that the Ordinance bears a rational relation to the proper legislative object sought to be attained.

Section 5. Severability. If any clause, sentence, paragraph, or part of this Ordinance or the application thereof to any person or circumstances shall for any reason be adjudged by a court of competent jurisdiction invalid, such judgment shall not affect application to other persons or circumstances.

Section 6. Effective Date. The City Clerk is directed to post the Ordinance as required by the Charter. This Ordinance shall become effective upon posting by the City Clerk.

READ, PASSED AND ORDERED POSTED this 27th day of August, 2014.

David D. Spellman, Mayor

ATTEST:

Melissa Greiner, City Clerk

COUNCIL BILL 16
ORDINANCE 2014-16
AN ORDINANCE APPOINTING
DIRECTORS TO THE BOARD
OF THE BLACK HAWK
BUSINESS IMPROVEMENT
DISTRICT

**STATE OF COLORADO
COUNTY OF GILPIN
CITY OF BLACK HAWK**

COUNCIL BILL NUMBER: 16

ORDINANCE NUMBER: 2014-16

**TITLE: AN ORDINANCE APPOINTING DIRECTORS TO THE BOARD OF THE
BLACK HAWK BUSINESS IMPROVEMENT DISTRICT**

WHEREAS, the Black Hawk Business Improvement District (BID) was organized by Councilman's Bill Number 26, Ordinance Number 95-8 of the City of Black Hawk on July 26, 1995. Under that Ordinance and subsequent enactments, the Board of Directors of the District has been appointed by the City Council. All Board members must, by law, be electors of the District; and

WHEREAS, the BID currently has a vacancy on the Board of Directors that is required to be filled by the City Council.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BLACK HAWK, GILPIN COUNTY:

Section 1. Based upon the recommendations provided by owners of taxable property in the BID and other information available to the City, and finding that there are presently vacancies to be filled on the BID Board, pursuant to Section 31-25-1209(1)(b), C.R.S., the City Council hereby appoints the following electors of the BID to the office of Director of the BID:

1. Sean Demeule; and
2. Craig Pleva

and congratulates them on their appointment.

Section 2. Safety Clause. The Board of Aldermen hereby finds, determines, and declares that this Ordinance is promulgated under the general police power of the City of Black Hawk, that it is promulgated for the health, safety, and welfare of the public, and that this Ordinance is necessary for the preservation of health and safety and for the protection of public convenience and welfare. The Board of Aldermen further determines that the Ordinance bears a rational relation to the proper legislative object sought to be attained.

Section 3. Severability. If any clause, sentence, paragraph, or part of this Ordinance or the application thereof to any person or circumstances shall for any reason be adjudged by a court of competent jurisdiction invalid, such judgment shall not affect application to other persons or circumstances.

Section 4. Effective Date. The City Clerk is directed to post the Ordinance as required by the Charter. This Ordinance shall become effective upon posting by the City Clerk.

READ, PASSED AND ORDERED POSTED this 27th day of August, 2014.

David D. Spellman, Mayor

ATTEST:

Melissa Greiner, City Clerk

COUNCIL BILL 17
ORDINANCE 2014-17
AN ORDINANCE APPROVING
THE CITY OF BLACK HAWK
FIRE DEPARTMENT RULES
AND REGULATIONS AND
STANDARD OPERATING
GUIDELINES

STATE OF COLORADO
COUNTY OF GILPIN
CITY OF BLACK HAWK

COUNCIL BILL NUMBER: 17

ORDINANCE NUMBER: 2014-17

TITLE: AN ORDINANCE APPROVING THE CITY OF BLACK HAWK FIRE DEPARTMENT RULES AND REGULATIONS AND STANDARD OPERATING GUIDELINES

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BLACK HAWK, GILPIN COUNTY:

Section 1. In accordance with Section 2-178 of the Black Hawk Municipal Code, the City Council hereby approves the City of Black Hawk Fire Department Rules and Regulations and Standard Operating Guidelines, attached hereto as **Exhibit A**.

Section 2. All previous versions of the City of Black Hawk Fire Department Rules and Regulations and Standard Operating Guidelines are hereby repealed.

Section 3. Safety Clause. The Board of Aldermen hereby finds, determines, and declares that this Ordinance is promulgated under the general police power of the City of Black Hawk, that it is promulgated for the health, safety, and welfare of the public, and that this Ordinance is necessary for the preservation of health and safety and for the protection of public convenience and welfare. The Board of Aldermen further determines that the Ordinance bears a rational relation to the proper legislative object sought to be attained.

Section 4. Severability. If any clause, sentence, paragraph, or part of this Ordinance or the application thereof to any person or circumstances shall for any reason be adjudged by a court of competent jurisdiction invalid, such judgment shall not affect application to other persons or circumstances.

Section 5. Effective Date. The City Clerk is directed to post the Ordinance as required by the Charter. This Ordinance shall become effective upon posting by the City Clerk.

READ, PASSED AND ORDERED POSTED this 27th day of August, 2014.

David D. Spellman, Mayor

ATTEST:

Melissa Greiner, City Clerk

CITY OF BLACK HAWK
REQUEST FOR COUNCIL ACTION

SUBJECT: Fire Department Policy and Procedure Updates

RECOMMENDATION:

SUMMARY AND BACKGROUND OF SUBJECT MATTER: These updates are to make necessary modifications to existing fire department policies to match changes made to the City polices. Additional polices are included for approval.

FUNDING SOURCE: N/A

WORKSHOP DATE: N/A

ESTIMATED DATE OF PROJECT COMPLETION: N/A

ORIGINATED BY: Don Taylor, Fire Chief

STAFF PERSON RESPONSIBLE: Don Taylor, Fire Chief

DOCUMENTS ATTACHED: Not attached. File is too large. Individual books have been provided for each Alderman, the Mayor, the City Manager and the Attorney. Policies are contained in the Policy and Procedure Manager.

RECORD: []Yes []No

CITY ATTORNEY REVIEW: []Yes []No []N/A INITIALS _____

SUBMITTED BY:

REVIEWED BY:



Donald E. Taylor, Fire Chief



Jack D. Lewis, City Manager

BLACK HAWK FIRE DEPARTMENT

Section 100 RULES AND REGULATIONS

Revised and adopted this 12th day of December, 2012



Chief

| | | |
|--------|---------------------------------------------------|--------|
| 100.01 | ADMINISTRATION | Pg. 2 |
| 100.02 | DEFINITIONS | Pg. 3 |
| 100.03 | FILLING TEMPORARY VACANCIES <u>& OVERTIME</u> | Pg. 5 |
| 100.04 | EQUAL EMPLOYMENT OPPORTUNITY | Pg. 6 |
| 100.05 | DISCIPLINARY <u>CORRECTIVE</u> ACTIONS | Pg. 6 |
| 100.06 | EMPLOYEE PROBLEM/ISSUE SOLVING | Pg. 7 |
| 100.07 | LEAVE AND VACATIONS | Pg. 7 |
| 100.08 | RESIGNATIONS | Pg. 7 |
| 100.09 | SHIFT TRADES | Pg. 8 |
| 100.10 | TRANSFERS | Pg. 9 |
| 101.01 | CODE OF CONDUCT | Pg. 9 |
| 101.02 | OBEDIENCE TO ORDERS | Pg. 10 |
| 101.03 | PROFESSIONAL RELATIONS | Pg. 10 |
| 101.04 | PERSONAL APPEARANCE | Pg. 10 |
| 101.05 | PHYSICAL AND MENTAL FITNESS | Pg. 11 |
| 101.06 | RECALL TO DUTY | Pg. 11 |
| 101.07 | STATION DUTY | Pg. 12 |
| 101.08 | UNIFORMS | Pg. 13 |
| 101.09 | VEHICLES AND EQUIPMENT | Pg. 18 |
| 101.10 | VISITORS AT THE STATION | Pg. 19 |
| 101.11 | CONTROLLED SUBSTANCES | Pg. 19 |
| 101.12 | INAPPROPRIATE BEHAVIOR | Pg. 20 |
| 101.13 | OUTSIDE EMPLOYMENT | Pg. 21 |
| 101.14 | SEXUAL HARASSMENT | Pg. 21 |
| 101.15 | USE OF TOBACCO PRODUCTS <u>AND ELECTRONIC</u> | |
| 101.16 | <u>SMOKING DEVICES</u> | Pg. 21 |
| 101.17 | RESERVE FIREFIGHTERS | Pg. 22 |

100.01 ADMINISTRATION

1. Any additions or changes within this policy manual shall be distributed via electronic means to ensure all staff are aware of changes. The purpose of this is to facilitate communications and promulgate policy. Every member is required to check their email every shift.
2. A manual containing the department's official rules and regulations and standard operating guidelines shall be maintained within the City of Black Hawk Policy and Procedure electronic storage.
3. Each supervisor shall be notified when changes within this manual are made and shall be responsible to ensure staff are made aware of changes.
4. **Definitions:**
 - A. **General Correspondence:** Letters of appreciation, meeting notices, and other items of an informational nature are to be posted for review. Items shall be removed as appropriate.
 - B. **General Orders:** Consecutively numbered, written directives used to amend or clarify a policy or procedure and for information of a permanent nature. General orders shall be posted for review and kept in a permanent file. The shift officer shall read new general orders aloud to members at roll call. Members shall also be required to initial new general orders to indicate that they have read the order.
 - C. **Memo:** Correspondence, generally of an informational nature. Memos may address administrative policies and alter or clarify routine practices but may not alter or amend an item addressed in the SOG Manual. Memos shall be posted for review, if appropriate, and shall be maintained in a permanent file.
 - D. **Special Order:** A written, unnumbered directive that addresses a specific instance where a policy or procedure will be changed, altered, or amended for a specific period of time. Special orders will be posted during the specified time period and shall be discarded after they expire.
 - E. **Standard Operating Guidelines:** A written, numbered organizational guideline that establishes a standard course of action.

100.02 DEFINITIONS

1. **Absent without leave (AWOL):** Failure to report for duty without sufficient reason and without securing proper approval for leave in advance.
2. **Acting:** Serving temporarily in a position to which the member is not ordinarily assigned, usually in a higher rank. Compensation for this shall be in accordance with city policy.
3. **Alternate Duty:** Assigned duty for staff member who is unable to fulfill the established requirements for full duty. This may be due to an injury or illness. Duty shall be assigned at the discretion of the Fire Chief in accordance with city policy.
4. **Bereavement Leave:** The period of time during which a member is excused from active duty in accordance with the City of Black Hawk employee handbook.
5. **Chain of command:** The line of authority from the fire chief through a single subordinate at each level of command.
6. **County:** The physical area within the defined boundaries of Gilpin County.
7. **City:** the physical area within the defined boundaries of the City of Black Hawk.
8. **Day off:** The time off granted to each member without loss of pay after the member completes his regular tour of duty.
9. **Driver/Operator:** Approved to operate department staff vehicles and ambulances.
10. **Driver/Operator-Pumper:** Approved to operate all pumpers.
11. **Driver/Operator-Aerial:** Approved to operate the department aerial apparatus.
12. **Eligibility list:** A list of eligible candidates certified by the department as having qualified to be considered for employment in an entry-level position.
13. **Emergency callback:** Callback to duty when emergency conditions require additional personnel to mitigate the emergency. Members shall be compensated for callback duty according to the city policy.
14. **EMS:** Emergency medical service.
15. **Fire Code:** Ordinance governing fire prevention as adopted by the city.
16. **Firefighter I:** Members who have attained the state certification level.
17. **Firefighter II:** Members who have attained the state certification level.
18. **Firefighter/EMT:** Members who have obtained firefighter certification and Colorado EMT-B certification.
19. **Fire Officer I:** Members who have attained the state certification level.
20. **Fire Inspector:** Members who have attained the state certification level.

21. **Incompetence:** The inability to satisfactorily perform one's duties or responsibilities.
22. **Insubordination:** The willful disobedience of any order, lawfully issued by a superior officer, or any disrespectful, insolent, or abusive language toward a superior officer.
23. **Members:** A collective term applied to all persons on the department's payroll.
24. **Neglect of duty:** Failure to give proper attention to the performance of one's duty.
25. **Officer in charge (OIC):** Chief, shift officer, or member designated to be in charge in the absence of any of the above.
26. **On duty:** A member is on duty during the period of time when they are actively responsible for, or engaged in the performance of their duties.
27. **Personnel:** Fire department employees (members).
28. **Probationary period:** Refer to the City of Black Hawk Employee handbook.
29. **Promotion:** A change in a member's employment status to a position of greater responsibility or higher rank.
30. **Regular duty callback:** Callback to duty to fill a vacancy on a shift when another member's absence leaves that shift below the minimum staffing level.
31. **Rank:** A grade of official standing. Each class of members of the department constitutes a rank.
32. **Ranking officer:** The officer having the highest rank in grade for the longest period of time, unless otherwise designated by competent authority.
33. **Reserve firefighters:** All firefighters in the department who provide staffing on a part-time basis.
34. **Resignation:** The act of voluntary termination of a member's service.
35. **Retirement:** Voluntary retirement from active employment status initiated by the employee.
36. **Shift trades:** That time when one member voluntarily works for another by their mutual agreement.
37. **Sick leave:** The period of time during which a member is excused from active duty as set out in the City of Black Hawk employee manual.
38. **Special duty:** Any duty that requires a member to be excused from their regular duties.
39. **Suspension:** An action taken whereby a member is denied the privilege of performing his duties as a consequence of dereliction of duty, breach of discipline, misconduct, or violation of department regulations or city policy.
40. **Tour of duty:** The hours during which a member is on duty.
41. **Vacation leave:** The vacation time granted to all full-time members of the department each year as established by the City of Black Hawk.

100.03 FILLING TEMPORARY VACANCIES & OVERTIME

1. Whenever a temporary vacancy exists in a classified position subject to the department's minimum staffing guidelines, another member of the department to maintain minimum staffing shall fill the position. If a member of the same rank is not available to fill the position, a member from the rank immediately below the vacant position may be appointed temporarily.
2. On each shift the Captain and Lieutenant positions shall be filled on a temporary basis by staff at the next lower level for that shift. This shall be voluntary but as an opportunity to develop leadership and organizational skills for potential future advancement.

Overtime Coverage

Overtime will be awarded or assigned in accordance to section 508 of the Employee Handbook:

“508 OVERTIME

When operating requirements or other needs cannot be met during regular working hours, regular employees will be encouraged to volunteer for overtime work assignments. In certain circumstances, employees may be required by their supervisor to work overtime hours. All overtime work must receive the supervisor's prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Overtime compensation is paid to all nonexempt employees in accordance with federal and state laws at the following rate(s):

- (a) One and one-half (1½) times straight-time rate for all hours recorded over a 40 hour workweek.
- (b) One and one-half (1½) times straight-time rate for all hours over 182 in a 24-day work period for firefighters.
- (c) One and one-half (1½) times straight-time rate for all hours over 80 in a 14-day pay period for sworn police officers.

Failure to work assigned overtime may result in disciplinary action, up to and including possible termination of employment.”

Emergency overtime is any notification less than 12 hours. Emergency overtime will be assigned on a first come first serve basis and will be assigned as necessary to maintain minimum staffing or complete special assignments. Regular overtime is any notification with more than 12 hours' notice and will be assigned in 12 or 24 hour increments. The Shift Officers will be responsible to ensure the shifts are

covered in accordance to The Black Hawk Fire Department SOGs section 200.05. Overtime shifts cannot require the department member to work more than 72 hours in a row without the approval of the fire chief. A list of department members will be kept updated and posted for all department members to see by the shift officers.

Special event overtime (military training, 4th of July, etc.) will be assigned based on hours needed.

Below is the process in which overtime (Emergency, Regular or Special Events) is assigned:

- When an overtime opportunity becomes available a shift officer will call department members from the department phone list. It is the responsibility of the department members to keep their personal contact information current.
- Department members will contact the shift officer within one hour of notification and advise if they can or cannot work the overtime opportunity. The department member who accepts the overtime will move to the bottom of the list that is posted in the fire station.
- The Fire Chief is to be notified of any overtime required to meet minimum staffing.

100.04 EQUAL EMPLOYMENT OPPORTUNITY

1. Refer to the City of Black Hawk Employee Handbook Section 103.

100.05 ~~DISCIPLINARY~~ CORRECTIVE ACTIONS

1. ~~Disciplinary~~ Corrective action is a tool to allow supervisors to deal effectively with members whose performance or conduct is unacceptable.
2. ~~Disciplinary~~ Corrective actions are taken to promote the efficiency of department operations. In exercising ~~discipline~~ corrective actions, the department will give due regard to each member's legal rights and will ensure that ~~disciplinary~~ corrective actions are based on objective considerations without regard to age, color, disability, ethnicity, national origin, political affiliation, race, religion, gender, sexual orientation, or other non-merit factors.
3. Refer to the City of Black Hawk Employee Handbook Section 7.

100.06 EMPLOYEE ISSUE/PROBLEM SOLVING PROCEDURES

1. Refer to City of Black Hawk Employee Handbook Section 708.

100.07 LEAVE AND VACATIONS

1. Members shall consult the City of Black Hawk Employee Handbook for specific details of the various types of leave approved by the city.
2. Any member determined to be absent without proper authorization shall be subject to disciplinary action.
3. No leave shall be taken until a Leave Request Form is completed and approved.
4. Sick leave shall be in accordance with city policy. The staff member shall ~~notify~~ **speak to** their immediate supervisor and **speak to** the station Captain or acting Captain at least 2 hours prior to beginning of shift unless extenuating circumstances exist.
5. Leave forms shall be submitted no less than 96 hours prior to the requested days off to allow time for review and ensuring shift coverage.
6. Leave approval shall be contingent upon the ability to maintain minimum staffing levels as established by the fire chief.
7. Whenever a member is unable to perform their job due to illness or injury, the member shall devote their full attention to recovery and shall not engage in any activity that might aggravate or prolong the illness or injury.

100.08 RESIGNATIONS

1. A member is requested to provide at least two weeks notice of intent to resign from the department, to allow ample time to process the notice. The fire chief may waive the notice requirement and allow the resignation to become effective immediately on receipt of a member's intention to resign.
2. Notice of resignation shall be in writing and shall be delivered to the member's immediate supervisor. The supervisor shall forward the notice to the fire chief.
3. A resigning member should contact the employee relations officer for information regarding benefit options.
4. A resigning member shall turn in all pagers, keys and other equipment issued by the department. The member may be assessed a replacement cost for any item that is not returned. This reimbursement must be paid prior to issuance of or as a reduction of the final paycheck.

100.09 SHIFT TRADES

All shift trades are subject to the approval of the shift officer and shall be in conformance with department procedures and FLSA requirements. Shift trades are a privilege, designed to allow employees time off when other means are unavailable. An employee's shift trade privilege may be suspended or revoked if department procedures are violated. New employees may start shift trades after six months of satisfactorily working in an operations assignment.

EMPLOYEE RESPONSIBILITIES

1. It is the responsibility of the employee requesting a shift trade to insure that the shift trade form is properly completed, including the section that needs to be completed by the employee who has agreed to the shift trade.
2. The completed form will be submitted to the shift officer of the employee requesting the trade.
3. It is the employee's responsibility to insure all shift trades are repaid within a 6 month period from the date of the trade.

The time limits may be waived by the shift officer in cases of emergency, but the shift trade form must be completed prior to the shift being worked. When the employee agreeing to work the shift trade signs the shift trade form FULL RESPONSIBILITY FOR THE SHIFT is the responsibility of that employee. If for any reason he/she is unable to work the shift, it is his/her responsibility to find someone qualified to work it instead. If the employee who is to work the trade is on unpaid leave or no longer employed by the department, the responsibility for the shift returns to the person who requested the shift trade.

FAILURE TO WORK THE SHIFT TRADE MAY RESULT IN THE LOSS OF THE EMPLOYEE'S SHIFT TRADE PRIVILEGE.

SHIFT OFFICER'S RESPONSIBILITIES

It is the responsibility of the shift officer to approve or disapprove shift trades and to file the shift trade form in the employee's file.

PARTIAL SHIFT TRADES

Partial shift trades are subject to the same guidelines as a full 48 hour shift trade without exception. Any shift trade of four (4) hours or more must follow the same procedure as outlined above. No paperwork is required for trades of less than four (4) hours; however, any trade time must have prior approval of the shift officer.

100.10 TRANSFERS

1. Every department member is subject to transfer as a result of departmental or city reorganization or to meet operational needs.
2. A member being transferred shall be given as much prior notice as is practical to allow the member to make necessary personal arrangements.

101.01 CODE OF CONDUCT

1. As a basic condition of membership, all members have an obligation to conduct their official duties in a manner that serves the public interest, upholds the public trust, protects the department's resources and is in accordance with the department core values and code of ethics. To this end, all members have the responsibility to:
 - A. Perform their duties to the very best of their abilities and in a manner that is efficient, cost-effective, and meets the needs of the public.
 - B. Demonstrate integrity, honesty, and ethical behavior in the conduct of all department business.
 - C. Ensure that personal interests do not come in conflict with official duties and avoid both actual conflicts of interest and the appearance of conflicts of interest when dealing with vendors, customers, and other individuals doing business or seeking to do business with the department.
 - D. Ensure that all department resources, including funds, equipment, vehicles and other property, are used in strict compliance with department policies and solely for the benefit of the department.
 - E. Conduct all dealings with the public, other city employees, and other organizations in a manner that presents a courteous, professional, and service-oriented image of the department.
 - F. Treat the public and other employees fairly and equitably, without regard to age, color, disability, ethnicity, national origin, political affiliation, race, religion, gender, sexual orientation, or any other factor unrelated to the department's business.
 - G. Avoid any behavior that could fall under the definition of misconduct, including hazing and horseplay, in the City of Black Hawk Employee Handbook [Section 7](#).
 - H. Report for duty at the appointed time, fully equipped, fit, and able to perform assignments.

101.02 OBEDIENCE TO ORDERS

1. All members shall read and become familiar with the department's SOPs, SOGs, and City of Black Hawk Employee Handbook. No plea of ignorance of the above will be accepted as an excuse for any violation.
2. Members shall promptly and willingly respond to the lawful orders of superior officers or acting officers. Refusal to obey a lawful order shall constitute insubordination. Obvious disrespect for or disruption of a supervisor's order likewise shall be deemed insubordination.
3. Members shall abide by federal and state law, local ordinances and the department's general orders and rules of conduct.
4. Members shall not publicly criticize or comment derogatorily to anyone about instructions or orders received from a superior officer.
5. Every officer will be held responsible for enforcing the department's rules.
6. Should a member receive an order that conflicts with a previous order, the member shall notify the officer who issued the conflicting order and shall be governed by the officer's subsequent instructions.

101.03 PROFESSIONAL RELATIONS

1. Department members shall exhibit courtesy and respect to all officers. While on duty, all officers shall be referred to by their appropriate rank.
2. Supervisors shall exhibit courtesy and respect to their subordinates and shall treat all members in a fair and impartial manner.
3. Members shall treat one another with due courtesy and shall not engage in disrespectful conduct while on duty.
4. Members shall not make false reports concerning any department business or personal character or conduct of any member.
5. Members shall exhibit courtesy and respect to members of the public and other city employees.
6. Members are required to give their name and rank whenever requested by a member of the public.
7. Should a member have a complaint against a member of the public, they shall forward the complaint in writing to the fire chief.

101.04 PERSONAL APPEARANCE

1. This rule applies to all members while on duty or officially representing the department at a public meeting, training session, seminar, conference, or other similar event.
2. Members shall maintain proper personal hygiene while on duty.

3. Uniforms and boots shall be neat and clean and shall conform to the requirements set forth in section **101.08 UNIFORMS**.
4. At no time, while in uniform, shall a member wear jewelry, pins, ribbons, buttons, or any article of clothing that constitutes an advertisement; religious, political, or social viewpoint, or a message that is offensive to anyone on the basis of age, color, disability, ethnicity, national origin, race, religion, political affiliation, gender, or sexual orientation.
5. Hair shall be kept clean, well groomed, off the collar, shall not constitute a safety hazard, and at no time shall interfere with the use of protective clothing or equipment.
6. Beards and goatees are prohibited. Neatly trimmed sideburns and mustaches are permitted provided they do not interfere with the use of protective clothing or equipment.
7. Members are prohibited from wearing jewelry. Only exceptions are wedding rings and necklaces that remain hidden and do not interfere with safety equipment.
8. In order not to interfere with on duty actions and responsibilities, and to maintain a professional appearance, members with visible tattoos shall conceal their tattoos while at work and in uniform except during time of fitness training.

101.05 PHYSICAL AND MENTAL FITNESS

1. Each member shall remain mentally and physically fit and shall be able to perform their job duties.
2. Each member shall exercise using the available equipment in the station while on duty or areas for running etc. in accordance with the department fitness policy.
3. When appropriate, members are encouraged to take advantage of the services provided by the City of Black Hawk's Employee Assistance Program. Refer to the City of Black Hawk Employee Handbook [Section 3](#).

101.06 RECALL TO DUTY

1. To maintain essential services, the fire chief or designee shall have the authority to order members of the department to return to duty at times other than their normal work period.
2. Members recalled to duty shall be compensated in accordance with the city policy.
3. Members recalled to duty shall report within a reasonable period of time after being notified to report.

4. Members shall respond directly to the fire station and stand-by for further instruction from the officer in charge.
5. Members shall make every effort to respond to an emergency recall provided they are fit for duty in accordance with department and city policy. Any member refusing to respond shall be subject to disciplinary action.

101.07 STATION DUTY

1. Shift officers are responsible for ensuring that the tasks assigned according to the daily work schedule are completed in a timely manner and that the apparatus and station are clean and the shift capable of responding to emergencies.
2. Shifts are scheduled in 48-hour increments and start at 0800 hrs.
3. Crews are expected to turn out within one minute during daytime hours and two minutes in the evening after receipt of an alarm.
4. Shift officers may waive the tasks assigned according to the daily work schedule when special circumstances warrant. Any activity not completed in such a situation shall be rescheduled for the next tour of duty and shall be completed as soon as practical. Special circumstances may require that a crew continue to work after their normal relief time to complete an assignment.
5. Crews shall complete Daily, Weekly, and Monthly apparatus checks as assigned.
6. Prior to being relieved of duty, shift officers shall report all pertinent information to the shift officer relieving them.
7. Protective clothing shall be stored properly at the end of each tour of duty and shall not be left on the apparatus.
8. Members shall not watch television or engage in any recreational activity during the hours of 0800 to 1700 Monday through Friday and 0800 to 1200 on Saturday and Sunday except that television may be watched during the lunch break, for training purposes, or with authorization from the fire chief or shift officer. Sleeping is between the hours of 2100 to 0700.
9. The fire chief or shift officer during special circumstances may waive these requirements for safety reasons.
10. On weekends all daily work assignments will be completed before the television is turned on. This is to include but not be limited to apparatus checks, building maintenance and chores, training and fitness.
11. Shift officers are responsible for station operations and shall take appropriate actions to ensure that fuel, utilities, and station supplies are used conservatively.
12. Whenever the daily schedule permits, members are to devote their free time to physical fitness, collateral duties and personal study. Members may not

engage in any activity that interferes with their ability to respond promptly to an incident.

101.08 UNIFORMS

1. GENERAL REQUIREMENTS

- A. All members are provided with an annual uniform budget. Only those uniforms authorized by this section shall be purchased with the uniform budget. The uniform allowance shall be designated within, and is subject to, appropriation by the city budget. Only items specified within the uniform listing shall be purchased under the uniform allowance.
- B. Uniforms shall not be worn off duty except as provided in this section.
- C. Members shall report for duty, on time, and in the prescribed uniform of the day.
- D. Only uniforms approved by the department shall be worn while on duty or at other times identified herein as appropriate.
- E. No part of the uniform shall be worn with non-uniform garments, nor shall non-uniform items be worn with the uniform.
- F. Uniforms shall be kept clean, neat, and in a proper state of repair. Worn out items shall not be worn.
- G. When in uniform, a belt must be worn. Only those belts authorized by the department shall be worn.
- H. Boots shall be kept clean and polished. Only those boots authorized by the department shall be worn.
- I. Long sleeves shall be buttoned at the wrist and will not be rolled up. In accordance with city policy all tattoos shall be covered. The exception shall be when physical fitness is being done or during down time at the station when there is no public at the facility.
- J. Class B or authorized polo style shirts shall be the uniform of the day and either may be worn by the shift. Shifts shall conform in the shirt and t-shirt style worn.

2. UNIFORM TYPES

Firefighter Class "A" Uniform

Head Dress

Black Bell Top Hat with black hat band and silver buttons
Silver Maltese Cross Hat Badge with Scramble

Shirt

White Long Sleeve Shirt with Department Patch on Left Sleeve Shoulder

2 Silver one-inch round Collar Devices – Plain with Scramble
Silver 2 ¼ inch Badge with Red Center with Scramble w/ arched “Firefighter”
Black Tie (clip on or regular)
Silver Tie Bar
Silver Name Bar

Pants and Jacket

Black Pants
1 ½ inch Black Basket weave Leather Belt with Silver Buckle
Double Breasted Black Dress Coat
Two Rows of 3 silver FD Buttons on Front and no Buttons on Sleeves
Sewed on ~~White~~ **Blue** Maltese on Lower Jacket Sleeve for every Five Years of Service
Silver 2 ¼ inch Badge with Red Center with Scramble w/ arched “Firefighter”

Lieutenant Class “A” Uniform

Head Dress

Black Bell Top Hat with Silver hat band and silver FD Buttons
1 ½ Silver Disc Hat Badge with 1 Vertical Bugle

Shirt

White Long Sleeve Shirt with Department Patch on Left Sleeve Shoulder
2 Silver one-inch round Collar Devices with 1 Vertical Bugle
Silver 2 ¼ inch Badge with Red Center with 1 Vertical Bugle w/ arched
“Lieutenant”
Black Tie (clip on or regular)
Silver Tie Bar
Silver Name Bar

Pants and Jacket

Black Pants
1 ½ inch Black Basket weave Leather Belt with Silver Buckle
Double Breasted Black Dress Coat – (1) ½” Silver Braid around each sleeve.
Sewed on Silver Maltese on Lower Jacket Sleeve for every Five Years of Service
(centered above silver braids)
Two Rows of 5 silver FD Buttons on Front and no Buttons on Sleeves
Silver 2 ¼ inch Badge with Red Center with 1 Vertical Bugle w/arched
“Lieutenant”
2 Silver 1-inch Lapel Devices with Single Vertical Bugle

Captain Class “A” Uniform

Head Dress

Black Bell Top Hat with Gold hat band and Gold buttons
1 ½ Gold Disc Hat Badge with 2 Vertical Bugles

Shirt

White Long Sleeve Shirt with Department Patch on Left Sleeve Shoulder
2 Gold one-inch round Collar Devices with 2 Vertical Bugles
Gold 2 ¼ inch Badge with Red Center with 2 Vertical Bugles w/ arched
“Captain”
Black Tie (clip on or regular)
Gold Tie Bar
Gold Name Bar

Pants and Jacket

Black Pants
1 ½ inch Black Basket weave Leather Belt with Gold Buckle
Double Breasted Black Dress Coat – (2) ½” Gold braids around each sleeve.
Sewed on Gold Maltese on Lower Jacket Sleeve for every Five Years of Service
(centered above gold braids)
Two Rows of 5 Gold FD Buttons on Front and no Buttons on Sleeves
Gold 2 ¼ inch Badge with Red Center with 2 Vertical Bugles w/ arched
“Captain”
2 Gold 1-inch Lapel Devices with 2 Vertical Bugles

Chief Class “A” Uniform

Head Dress

White Bell Top Hat with Gold hat band and Gold buttons
1 ½ Gold Disc Hat Badge with 5 Scrambled Bugles

Shirt

White Long Sleeve Shirt with Department Patch on Left Sleeve Shoulder
2 Gold one-inch round Collar Devices with 5 Scrambled Bugles
Gold 2 ¼ inch Badge with Red Center with 5 Scrambled Bugles w/ arched
“Chief”
Black Tie (clip on or regular)
Gold Tie Bar
Gold Name Bar

Pants and Jacket

Black Pants
1 ½ inch Black Basket weave Leather Belt with Gold Buckle
Double Breasted Black Dress Coat – (5) ½” Gold braids around each sleeve.
Sewed on Gold Maltese on Lower Jacket Sleeve for every Five Years of Service
(centered above gold braids)
Two Rows of 5 Gold FD Buttons on Front and no Buttons on Sleeves
Gold 2 ¼ inch Badge with Red Center with 5 Scrambled Bugles w/ arched
“Chief”
2 Gold 1-inch Lapel Devices with 5 Scrambled Bugles

Accessories

Duty Lite Gloss or Black Polished Shoes
White Parade Gloves
Black Socks
Black Mourning Band for Badge
Black Rain (Trench Coat)

Class B Uniform

These uniforms can be worn on shift, for special occasions or when otherwise instructed by the fire chief, or shift officer. ~~Class B uniforms shall be worn for or while attending public presentations outside of the station.~~ **On duty attendance at meetings and trainings personnel will wear Class B uniforms. Off duty attendance at meetings or trainings will either be Class B uniforms or business casual attire.**

FIRE CHIEF

Uniforms as designated by the City Manager.

SHIFT OFFICERS AND FIREFIGHTERS

The Class B uniform shall consist of a Navy blue button-up collar shirt with Black Hawk Fire Department patch on the left shoulder. Appropriate collar brass. Silver nametag centered above the right pocket for firefighters and Lieutenants and a gold nametag centered above the right pocket for Captains and the Chief. The badge will be worn centered above the left pocket. An optional EMT pin may be worn above the nametag. A navy blue necktie is optional. Navy blue uniform pants with black plain leather or tactical style belt and black boots with safety toe and shank.

Class C – Station Uniforms

FIRE CHIEF

As designated by the City Manager.

SHIFT OFFICERS AND FIREFIGHTERS

Navy blue polo-style shirt with fire department logo embroidered on the left chest and the rank and name embroidered on the right chest. Navy blue uniform pants with plain leather or tactical style black belt and black boots.

OTHER UNIFORMS

Physical Fitness Clothing

While involved in physical fitness training, members may wear department-authorized clothing. The clothing shall consist of navy blue department t-shirts with Black Hawk Fire logo. Navy blue shorts plain or with Black Hawk Fire logo or navy blue sweatpants/workout pants same as shorts. Tennis shoes may be worn during workout activities. This clothing may also be worn during authorized sleep time.

Members shall don protective clothing or uniforms prior to responding to a call during a workout activity. Department approved baseball caps may be worn on calls when approved by the OIC.

SEASONAL CLOTHING

Department approved navy blue coats/jackets, zippered sweatshirt, Navy blue thermal underwear and navy blue, long-sleeved department T-shirts may be worn under the uniform as appropriate. Navy blue watch caps may be worn during inclement weather.

3. AUTHORIZED UNIFORM ITEMS

Each member will receive an annual uniform allowance. Each member is responsible for purchasing the proper uniforms as needed for duty and to maintain these in neat and clean condition. This shall be modified at the discretion of the fire chief in the best fiscal interest of the city.

The following is a list of acceptable uniform items. Uniform items will be as designated by the fire chief for uniformity and professionalism.

BUTTON-UP SHIRT- Department approved long or short sleeved, Black Hawk Fire patch on the left shoulder.

UNIFORM PANT- Department approved with/without cargo pockets

POLO SHIRT- Collar shirt, long or short sleeved with Black Hawk Fire logo embroidered on the left chest area and rank and name embroidered on the right chest area.

ZIPPERED WORKSHIRT - Department approved navy blue work shirt with zippered collar. Black Hawk Fire Department logo embroidered on the left chest, and rank and name on the right chest.

BELT- 1½” black leather or tactical style (“Last Chance”) belt as approved by the fire chief.

BOOTS- Black leather with a shineable toe. Wildland boots must be a minimum of 8” in height per NFPA 1977 section 4-4.2

BADGES- Badges will be provided by the department.

BALL CAPS- Ball caps will be navy blue with Black Hawk Fire logo embroidered on the front and may have rank and/or name on the back.

T-SHIRTS- T-shirts shall be navy blue, t-shirts shall have the multi-colored black Hawk Fire logo on the left chest area and Black Hawk Fire printed on the back.

NAME TAGS- Silver for firefighters/Lieutenants and gold for Captains with name engraved in black. 3/8” wide with 1/4” block lettering.

COLLAR BRASS- Shift officers’ collar brass will be as prescribed by rank. Fire fighters collar brass will be silver F.D.

COATS/JACKETS- Navy blue coats/jackets as approved by the fire chief.

101.09 VEHICLES AND EQUIPMENT

1. Vehicles and equipment shall be maintained in a constant state of readiness and availability for complete and immediate use.
2. Members shall be responsible for the use and care of vehicles and equipment assigned to them or entrusted to their care.
3. Members shall immediately report any loss, damage, or malfunction of apparatus or equipment to the shift officer. Damage, destruction, or loss due to the member’s negligence may result in their being required to make restitution. Disciplinary action also may be taken as appropriate.
4. Members shall return all equipment issued to them or entrusted to their care immediately on separation from service.
5. Members driving vehicles owned/operated by the city shall possess an appropriate and valid driver’s license.
6. Members shall drive vehicles in a safe and prudent manner and shall obey all applicable federal, state, and local traffic regulations when driving or operating a vehicle owned/operated by the city. Vehicle operations shall be in accordance with departmental operating procedures.
7. Members shall properly wear safety restraint devices whenever driving or riding in city owned/operated vehicles.
8. Vehicles owned/operated by the city shall be used for city business only. City business means any authorized work or activity performed by a member on behalf of the city.

9. Shift officers may authorize a brief stop at a convenience store or restaurant in order to procure food and/or groceries for station meals. When such a stop is made the crew will maintain radio contact and remain available to respond to calls. One member shall remain outside with the apparatus.
10. Any accident or collision involving damage to any vehicle or property or injury to any person shall be reported immediately to the appropriate law enforcement agency and to the member's supervisor. All damage shall be reported in accordance with city policy including a police report as applicable.

101.10 VISITORS AT THE STATION

1. Members are allowed to have visitors at the station. Visits shall be of a time length that is respectful to other shift members. Visitors are not allowed to enter the sleeping quarters.
2. Visitors are not allowed to enter the apparatus bay unless properly escorted by a department member.
3. When escorting visitors in the apparatus bay, members shall not allow children to play on, around, or with emergency apparatus or equipment unless carefully and closely supervised.
4. Visitors shall not be allowed to disrupt the daily work schedule.
5. Amorous activity is not permitted while in the station or on department grounds.
6. Visitors are expected to abide by department rules and regulations while at the fire station. Offensive behavior will result in the visitor(s) being asked to leave.
7. Minors shall at all times remain under the supervision and control of an adult.

101.11 CONTROLLED SUBSTANCES

1. The use of alcoholic beverages, debilitating drugs, or any substances that impair physical or mental capabilities while on duty is strictly prohibited.
2. Department shall follow the adopted "8-Hour 'Bottle to Throttle' rule regarding alcoholic beverages, debilitating drugs or any substances that impair the physical or mental capabilities while on duty.
3. Members shall be familiar with and strictly comply with the drug and alcohol use provisions of the City of Black Hawk Employee Handbook [Section 7](#).

101.12 INAPPROPRIATE BEHAVIOR

The following activities are prohibited:

1. Unlawful behavior, gambling, noisy or quarrelsome conduct, and lewd or indecent activity.
2. Possession of a firearm or other deadly weapon unless authorized by the fire chief.
3. Threats or acts of physical violence against members of the public, co-workers, or other department members or city employees.
4. Sexual activity to include the possession or use of printed or audiovisual material that is sexually offensive.
5. Abusive behavior, hazing or harassment of co-workers or members of the public.
6. Use of department supplies, tools, and materials to clean or repair personal vehicles or property.
7. Alteration or modification of vehicles, apparatus, buildings, computers, or items of equipment owned/operated by the department without the chief's approval.
8. Acceptance or solicitation of gifts, rewards, or fees for services incidental to the performance of one's duty. In addition, no member shall be required to make a donation or pay dues to any person or organization as a condition of employment.
9. Campaigning for or against any elected official while on city time.
10. Publicly criticizing the official lawful actions or orders of a superior officer. Nor may a member publicly speak disrespectfully of the city, the department or its members.
11. Recommending or endorsing specific products, trade names, or businesses.
12. Conducting personal business or performing any activity for which the member will receive any form of compensation from anyone other than the city.
13. Making or receiving any personal phone call that lasts longer than ten minutes. If all lines are busy, members shall end their phone call to open a line. No personal long distance calls shall be charged to the department phones.
14. Sleeping except in designated areas and during prescribed times.
15. Watching television or engaging in other recreational activities except during prescribed times.
16. Making a false statement in any official communication.

17. Performing any act or making any statement, oral or written, about one's co-workers, intending to destroy morale, good order, or working relationships with co-workers.
18. Displaying insolence or indifference or evading duty during an emergency incident.
19. Violations of any policies set out in the City of Black Hawk Employee Handbook.

101.13 OUTSIDE EMPLOYMENT

1. Outside employment shall not interfere with or be detrimental to the member's employment with the fire department.
2. The fire chief must approve outside employment.
3. Approval of outside employment may be rescinded if an employee fails to satisfactorily perform their duties with the department.
4. Refer to the City of Black Hawk Employee Handbook Section 113.

101.14 SEXUAL HARASSMENT

1. Refer to the City of Black Hawk Employee Handbook Section ~~108~~ 110.

101.15 USE OF TOBACCO PRODUCTS AND ELECTRONIC SMOKING DEVICES

1. Buildings and structures owned and operated by the city of Black Hawk have been designated ~~smoke~~ tobacco-free workplaces. The use of ~~smoking products~~ tobacco products and electronic smoking devices ~~are not permitted~~ prohibited inside these places.
2. The use of tobacco products and electronic smoking devices ~~smoking products~~ by members while riding in or operating any vehicle owned/operated by the department is prohibited.
3. While tobacco products and electronic smoking devices ~~smoking products~~ may be used outside the station in a designated ~~designated~~ approved by the fire chief, members shall properly dispose of cigarette butts and other waste products. The designated smoking area of the station shall be the north side parking lot away from the administration access in the area of the emergency generator.
4. Members using smokeless tobacco products shall refrain from spitting on sidewalks, on parking lots and other paved surfaces, on non-paved surfaces used by other members or the public.

5. The use of non-smoking tobacco products may be suspended by the fire chief if waste products are found not to be properly disposed of.
6. [Refer to the City of Black Hawk Employee Handbook Section 507.](#)

101.16 RESERVE FIREFIGHTERS

RESERVE FIREFIGHTERS are part time firefighters who are required to work 48 hours per month. They can work 12, 24, or 48 hour shifts as scheduled by the shift officer. Time for training will be in addition to the 48 hours for the month for a maximum total of 51 hours per month. While they do receive all legally mandated benefits (such as Social Security and Workers Compensation insurance) they are ineligible for any of the City's other benefit programs.

The Reserve Firefighter program is subject to limitations of the city budget and may be implemented when funding is available.

1. Reserve firefighters will be assigned to a specific shift and will work on that shift only unless other arrangements are made in advance with the shift officers.
2. Reserve firefighters will serve a one-year probationary period and will be subject to yearly evaluations to determine continued service.
3. Reserve firefighters will be provided a limited uniform budget as set out in the department budget.

BLACK HAWK FIRE DEPARTMENT

Section 200

GENERAL ADMINISTRATION

Revised and adopted this 12th day of December, 2012



Chief

| | | |
|--------|------------------------------------------------------------------------------------------------------|---------------|
| 200.01 | STATION SUPPLIES | Pg. 24 |
| 200.02 | ON DUTY MEALS | Pg. 24 |
| 200.03 | LOST/DESTROYED EQUIPMENT | Pg. 24 |
| 200.04 | DAILY WORK SCHEDULE | Pg. 25 |
| 200.05 | MINIMUM STAFFING | Pg. 26 |
| 200.06 | COMPLAINTS AGAINST EMPLOYEES | Pg. 27 |
| 200.07 | JOB DESCRIPTIONS | Pg. 27 |
| 200.08 | TRAINING/TRAVEL REQUESTS | Pg. 27 |
| 200.09 | COMPENSTATION/REIMBURSEMENT FOR TRAVEL | Pg. 28 |
| 200.10 | FIRE INCIDENT REPORTS | Pg. 28 |
| 200.11 | <u>PROPER PRESENTATION OF UNITED STATES AND CITY OF BLACK HAWK FLAGS AT THE FIRE STATION</u> | <u>Pg. 29</u> |
| 200.12 | <u>SERIOUS INJURY/ILLNESS OR DEATH OF A DEPARTMENT IMMEDIATE FAMILY MEMBER</u> | <u>Pg. 30</u> |
| 200.13 | <u>LINE OF DUTY DEATH POLICY AND PROCEDURE</u> | <u>Pg. 33</u> |

200.01 STATION SUPPLIES

This section regulates the procurement of consumable supplies. It is intended to ensure that the proper supplies will be available for cleaning and maintaining the department's apparatus, equipment, and building.

1. The need for trash bags, paper towels, toilet paper, and bathroom cleaning supplies shall be forwarded to building maintenance. This shall be done before the current supplies run out.
2. Procurement of these supplies should be attempted through the City of Black Hawk Public Works Department or Gilpin Ambulance Authority prior to being purchased by the fire department.

200.02 ON-DUTY MEALS

1. Members may travel in their assigned apparatus to and from a grocery store or restaurant within the district in order to procure food for meals.
2. Food purchased at stores and restaurants will be brought to the station for consumption.
3. When obtaining food; apparatus will be parked in such a way as to not impede the normal flow of traffic.
4. While in a store or restaurant, all members shall remain in radio contact with dispatch and one member shall remain with the apparatus.
5. Members shall wear the appropriate uniform for the day when entering the store and/or restaurant.
6. A crew may stop to purchase refreshments when returning to the station from an alarm, inspection, training session or other department-sanctioned activity and with approval of the shift officer.
7. Shift officers shall be responsible for enforcing the provisions of this section.
8. Each member will be expected to observe the provisions of this section and will not be excused in the event that an officer is not present.
9. On occasion the fire chief may allow crew members to go to local restaurants to eat a meal. On these occasions the entire crew shall attend the meal and the apparatus shall be secured appropriately.

200.03 LOST/DESTROYED EQUIPMENT

1. Lost, stolen, or damaged equipment shall be recorded in writing upon discovery and forwarded through the chain of command to the fire chief.
2. In addition an electronic report shall be generated within the station tracking system.

3. The written and electronic reports shall state if the lost, stolen, or damaged item was replaced with a back-up item out of inventory.
4. It is the responsibility of all members to insure that all equipment and apparatus are maintained in a constant state of readiness. To facilitate this, each apparatus is to be inspected at the beginning of each shift and after each incident during the process of returning the apparatus to service.
5. All members are responsible for the proper use and maintenance of all equipment assigned to them.
6. The deliberate or willful misuse, theft, loss, damage, or destruction of any tool, equipment, or other device owned by the department or other agency or other member will result in appropriate disciplinary action as prescribed within the department and city rules and regulations.

200.04 DAILY WORK SCHEDULE

Daily activities shall be at the direction of the shift officer including, but not limited to the below listed activities. While on the current 48/96 hour shift the expectation is that the second day will have staff in uniform and ready for the day's assignments at 0800 including in proper uniform and clean shaven. The "business hours" shall be 0800 -1700 daily during which staff shall remain in polo or Class B shirts (except while performing maintenance or fitness) Weekend business hours shall be 0800-1200 on both Saturday and Sunday. At the end of the 48 hour shift, the apparatus and building shall be turned over to the oncoming staff in a clean, stocked and orderly fashion.

The following tasks shall be performed during every shift, as incident volume and weather permit;

- A. Clean and vacuum carpets upstairs
- B. Empty trash from day room and bays
- C. Kitchen area shall be cleaned including dishes and mopping
- D. Apparatus bays including floors and work bench area shall be cleaned
- E. Laundry shall be washed, dried, and put away neatly
- F. Upstairs bathrooms shall be cleaned
- G. Dry hose on the hose rack shall be rolled and put away
- H. Beds will be neatly made every morning
- I. Plow snow as needed
- J. Training
- K. Fitness
- L. Breaks may be taken as time and activities permit.

ASSIGNED TASKS

Shift officers shall be responsible for ensuring that all assigned tasks are completed. At their discretion the shift officer may alter the daily schedule provided that all tasks are completed before the end of the 48 hour shift.

Daily:

1. Daily Apparatus and PPE checks
2. Complete and turn in all Fire and training reports
3. Complete the general station and apparatus cleaning for shift transfer
4. Pass on information to on-coming shift

200.05 MINIMUM STAFFING

A. Guidelines

1. This section regulates the daily staffing of the department. These provisions may be changed and/or suspended by the fire chief or their designee under special circumstances. This section will establish guidelines that are intended to provide the community with the highest quality fire and EMS service possible within the parameters of the department's budget.
2. A minimum of 4 fire department personnel shall be on duty at all times. Any deviation from this standard must have prior approval of the fire chief.
3. The fire chief and/or shift officer may require additional personnel on special occasions.
4. Shift officers shall be responsible for ensuring that scheduled time off does not reduce the number of on duty personnel to a level below those stated above.
5. Personnel shall be assigned as follows: See SOG 600.03

Medical Units: Additional firefighters may accompany the ambulance on transports at the request of the paramedic.

B. Responsibilities

1. Shift Officers shall be accountable for the location and duty assignments of all personnel assigned to their shift. This shall include personnel temporarily assigned due to overtime, shift swaps, etc.
2. Shift Officers shall prepare a weekly shift activity report.
3. Shift Officer's shall check and initial all leave requests for approval or disapproval.
4. Shift Officers shall insure that the on-coming shift is covered with adequate personnel before releasing their crews. If staffing is below the minimum, shift officers will request off-going crewmembers to help cover the shortage. If off-going crew members are unable or not

willing to provide coverage, the necessary staff to maintain minimum staffing will be held over while the staff is recalled in accordance with the Filling Temporary Vacancies/Overtime Coverage policy is utilized.

C. Emergency Callback

1. Whenever operational conditions are such that additional personnel are required, one or more off-duty personnel may be called back to duty.
2. Emergency callbacks shall be initiated as follows:
 - A. During periods of high activity.
 - B. When circumstances cause the shift to drop below the minimum staffing level.
3. Unless other wise advised, all personnel responding to callback shall report to the station and stand-by for further orders.
4. All off-duty personnel requested to respond directly to the scene shall report to the staging officer for assignment.
5. When a phone message is received personnel shall contact the FD ASAP for further information or to inform of their inability to respond.

200.06 COMPLAINTS AGAINST EMPLOYEES

1. Refer to City of Black Hawk Employee Handbook Sections ~~409/410~~ [110,111,112, and 708](#).

200.07 JOB DESCRIPTIONS

[Refer to the Policy and Procedure Manager program on the City's computer network to view the most current job descriptions for the following positions:](#)

- | | |
|------------------------|-------------------------|
| 1. Fire Chief: | see appendix |
| 2. Fire Captain: | see appendix |
| 3. Fire Lieutenant: | see appendix |
| 4. Engineer: | see appendix |
| 5. Senior Firefighter: | see appendix |
| 8. Firefighter: | see appendix |

200.08 TRAINING/TRAVEL REQUESTS

1. This section outlines the process to be followed when a member wishes to be compensated for attending a seminar or training session that isn't being hosted or sponsored by the department. It is set out to enable members to attend training conducted by outside agencies.

PROCEDURE

1. Each member's request for outside training will be decided on a case by case basis and based on benefit to department and budget availability.
2. National Fire Academy classes count as outside training.
3. Approval of outside training will be contingent upon budget and staffing levels.
4. Members attending outside training may be required to present information learned to other department members.
5. All outside training must be approved by the chief after the submittal of a training request form at a minimum of 30 days prior to the course. Training requests turned in less than 30 days in advance may not make it through the review process in time for class attendance.
6. Training attendance less than 50 miles from the station while on shift shall require the staff member to return to complete their shift or take leave as available.

200.09 COMPENSATION/REIMBURSEMENT FOR TRAVEL

For travel compensation/reimbursement refer to Black Hawk City Employee handbook Section 511.

200.10 FIRE INCIDENT REPORTS

1. This section sets out the requirements for the preparation of reports for incidents that the department is dispatched to. It is intended to:
 - A. Create a permanent record of each incident the department is dispatched to.
 - B. Develop a database for analysis of the community's demand and need for fire and emergency medical services.
 - C. Provide needed data to make required reports to state and federal agencies.
2. Report writing;
 - A. A basic incident report shall be completed ASAP and reviewed before the end of the shift for each incident to which the department is dispatched to.
 - B. The report shall be accurate and thorough, and it shall contain sufficient information to allow the reader to re-create an accurate picture of the event.
 - C. Chronological numbers are assigned by the department electronic reporting system. All reports will be saved under these numbers. A narrative shall be written for each incident. The narrative shall include a brief description of the event that occurred and the actions taken. This narrative shall be thorough, concise, and accurate. Narratives shall not contain personal opinions or editorial comments.

- D. The Incident Commander or senior member on scene shall be responsible for insuring the completion of the basic fire and EMS incident reports. The shift officer shall be responsible for reviewing the completed reports generated by the crewmembers under his command for accuracy and completeness.
- E. All reports are confidential. Any requests for information from these reports must be done through the administrative office during normal business hours. Requests will be forwarded to the City Clerk for approval. No reports will be released without approval of the City Clerk and City Attorney.

200.11 PROPER PRESENTATION OF UNITED STATES AND CITY OF BLACK HAWK FLAGS AT THE FIRE STATION

Purpose:

To ensure the flags of the United States of America and the City of Black Hawk are flown in accordance with United States Code Title 36, Chapter 10.

Scope:

This policy applies to all Black Hawk Fire Department personnel.

Policy:

The flag of the United States and of the City of Black Hawk shall be flown at all times with the exception of those times specified within this policy.

The flag of the United States shall be flown above the flag of the City of Black Hawk and at full staff unless otherwise specified within this policy.

The flag of the United States and the flag of the City of Black Hawk shall be flown 24 hours per day provided night time illumination is utilized. Should the nighttime illumination be out of service for any reason both flags shall be removed and properly folded at sunset and re-raised at sunrise.

In case of inclement weather both flags shall be removed and properly folded until the weather conditions improve. This shall preserve the flags and prevent damage.

When notified by the City Clerk or Fire Chief that the President or Governor has ordered the flag of the United States to be lowered to half-staff, the flag of the City of Black Hawk shall be taken down, folded and properly stowed. The flag of the United States, if already flown, shall be lowered to half-staff. Should the flag of the United States have been stowed prior to the order, the flag shall be raised to full staff and then lowered to half-staff for the specified period of time.

At no time during raising, lowering, removal or folding of the flag of the United States shall the flag touch the ground. The flag when stowed shall be placed in the administrative area until it is to be raised.

Should either flag show excessive wear or any damage the flag shall be replaced through the office of the City Clerk. The worn or damaged flag shall be properly folded and turned into the City Clerk for proper disposal.

200.12 **SERIOUS INJURY/ILLNESS OR DEATH OF A DEPARTMENT IMMEDIATE FAMILY MEMBER**

Purpose:

To provide guidelines to be applied should a member of the City of Black Hawk Fire Department have an immediate family member, as defined by the City of Black Hawk Employee Handbook, suffer a serious injury or illness or pass away from an injury or illness.

Scope:

This policy applies to all Black Hawk Fire Department personnel. This policy is not intended to take the place of the fire department line of duty or member death policy. It is intended to be in conjunction with City of Black Hawk policy. The policy does not have to be fully implemented but to a level necessary to support the member.

Safety:

The Black Hawk Fire Department understands the family of staff members are vital to the safety and success of its staff. Being a small organization a catastrophic illness or injury of a family member may have a significant impact on the member's ability to safely perform essential job skills. The policy is intended to provide support during the recovery of the staff member to assist him/her through the grieving process and to return to work as soon as possible.

Procedures:

Upon notification of an event requiring the activation of this policy, the shift officer shall immediately notify the Fire Chief with any available information.

Fire Chief:

- Make contact with staff member and if local proceed to the member's residence or the appropriate medical facility to provide support.
- Notify the department chaplain and City Manager.
- Once contact is made with the staff member, gather information that is necessary to ensure proper support is available.
- Make email notification to rest of staff with only the amount of information that is approved by the staff member.
- Notify member of spousal support team and notify of situation and any necessary support which may be necessary for the staff member and family.

- Review Emergency Contact and Information for affected staff member and speak to the staff member's officer to determine which staff member would be best to be assigned to the support role and to ensure shift coverage.
- Make notification to City Clerk for flowers as per city policy.

Chaplain:

- Upon notification, the chaplain, if requested by staff member, shall proceed to the staff member's residence or the appropriate medical facility to provide support to the staff member and family.
- Provide support in accordance with department chaplain policies to include providing information regarding Employee Assistance support through either the City EAP program or through an approved outside program.
- May request support from the State of Colorado Chaplain's Association if necessary.

Support Staff Member:

- The staff member shall be contacted and asked if he/she is willing and available to provide support for the affected staff member. The member is under no obligation to fulfil this role. This discussion shall be between the fire chief and the approached staff member.
- The staff member shall be removed from the duty calendar and assigned to support the family. He/she shall be placed in a special duty status but be maintained on the payroll as per his/her normal shift rotation. Shall this cause a reduction of staff below minimum, standard department policy shall be utilized to maintain minimum staffing.
- The staff member shall be assigned a department vehicle, if available, to provide transportation support to the family if necessary.
- The staff member shall be assigned a department credit card. The card shall be utilized for fuel for the city vehicle or to provide food to the immediate family until the family and friends can provide that support. Proper city and department purchasing policies shall be provided.
- This is a short term assignment which should at the most last two (2) to three (3) shift rotations. Additional time shall be on a case by case basis and approved by the Fire Chief.
- The staff member should remain in contact with the Fire Chief and Chaplain to ensure any additional needs are addressed and so the Fire Chief can keep the City Manager informed.

Affected Staff Member:

- It is understood this is very trying time for the affected staff member and his/her family. The fire department shall offer assistance but there is no preconceived obligation to the affected staff member to accept any or all support.
- The affected staff member may provide any information which he/she would like released to the staff and city administration. Any information regarding the situation shall be maintained in confidence.
- The affected staff member shall be placed on leave in accordance with the City policy.

Firefighter Line-of-Duty Death



POLICY AND PROCEDURE

The line-of-duty death of one of our firefighters can be one of the most traumatic experiences a fire department can experience. Fortunately for most of us, it is something that we may never have to directly deal with during our careers. But the reality is that at anytime and in any place we may have to deal with that unthinkable situation. Unfortunately many fire departments are not prepared to handle such a tragic event.

The key to managing a line-of-duty death is similar to handling a fire ground incident – control the situation; communicate effectively; and ensure the cooperation of all involved parties. Pre-planning is the foundation. It allows us to establish a system or procedures to follow that will ensure that the proper steps are taken to handle the incident, media, investigation, funeral services, and the family’s desires and support it needs.

This Policy and procedure is intended to assist in preparing for and handling a line-of-duty death of a member of our fire department.

Table of Contents

| | |
|---------------------------------------------------------------------|------------|
| <u>Introduction</u> | <u>37</u> |
| <u>Pre-incident Planning</u> | <u>38</u> |
| <u>Initial Actions</u> | <u>39</u> |
| <u>Investigative Issues</u> | <u>40</u> |
| <u>Post-incident Issues</u> | <u>40</u> |
| <u>Family Issues</u> | <u>41</u> |
| <u>Notifications</u> | <u>44</u> |
| <u>Staff Assignments</u> | <u>47</u> |
| <u>Funeral Considerations</u> | <u>51</u> |
| <u>Survivors Benefits</u> | <u>63</u> |
| <u>Resources</u> | <u>67</u> |
| <u>Appendix A – LODD Checklists</u> | <u>71</u> |
| <u>Appendix B – Personal Information Packet Sample</u> | <u>79</u> |
| <u>Appendix C – SOP /SOG Samples</u> | <u>83</u> |
| <u>Appendix D – LODD Memo to Staff</u> | <u>84</u> |
| <u>Appendix E – Funeral Staff Assignments</u> | <u>86</u> |
| <u>Appendix F – Funeral Service Diagrams</u> | <u>88</u> |
| <u>Appendix G – Funeral Procession Diagrams</u> | <u>93</u> |
| <u>Appendix H – Cemetery Service Diagrams</u> | <u>96</u> |
| <u>Appendix I – Firefighter Poems / 23rd Psalm</u> | <u>98</u> |
| <u>Appendix J – Bell Service Readings Options</u> | <u>101</u> |
| <u>Appendix K - PSOB Fact Sheet</u> | <u>104</u> |

This page intentionally left blank.

Introduction

Approximately 100 firefighters give their lives in the line of duty each year in the United States. There is no other single event that is as powerful and significant to a department. The death of a fellow firefighter presents a difficult time for the entire department as well as the deceased member's family. Many details and arrangements need to be addressed in a short period of time. It is vital that the fire department be prepared to take the responsibility for seeing that the deceased firefighter's family receives the assistance needed and the various benefits afforded to them. Plans, policies, and resources should all be in place prior to an incident.

The purpose of the Policy is to provide the fire department with policies and procedures to handle a line of duty death of a member of the department. Additional resources will be identified and samples of forms and checklists will be provided. The time to start planning and preparation is *now* – not after an incident.

This Policy is divided into the following sections:

- Section 1.0 Pre-incident Planning
- Section 1.1 Initial Actions
- Section 1.2 Investigative Issues
- Section 1.3 Post Incident Issues
- Section 1.4 Family Issues
- Section 1.5 Notifications
- Section 1.6 Staff Assignments
- Section 1.7 Funeral Considerations
- Section 1.8 Survivors Benefits
- Appendix Resources

Section 1.0 Pre-incident Planning

Pre-incident planning for a line of duty death is similar in many respects to the preparations that a fire department takes in the pre-fire planning that it does for a structure. When we pre-plan a building, we take into consideration the availability of personnel, apparatus, and equipment, information about the building, and other factors that influence how we will handle a fire incident. SOP/SOG's are developed; people are assigned tasks; and, equipment and materials are obtained and allocated.

The pre-incident planning for line of duty death includes gathering information about our personnel, the development of SOP/SOG's and identifying resources.

Personal Information Packets

Personal Information Packets for all members of the department should be prepared *now*. They should include such items as emergency contacts, photos, wishes/desires of the member, and career historical information. Packets should be completed by members in consultation with their families, updated on a regular basis and kept sealed in their personnel file. (Refer to Appendix B – Personal Information Packet Sample)

SOP/SOG's

SOP's/SOG's should be developed to address such tasks as: notification practices; prepared media announcements; department wake and funeral procedures; personnel assignments; and, human resource needs.

Resources

Resources need to be identified, including personnel for Color or Honor Guards, uniforms, and supplies and equipment (e.g., mourning bands, gloves, bunting for the station and apparatus, flags, etc.).

A list of outside resources, including local, state, national and related fire support organizations should be prepared.

Section 1.1 Initial Actions

An emotional and tense situation occurs at an incident with the death, probable death, or injuries severe enough that they will likely lead to the death of a firefighter. Actions; however, need to be taken to control the situation and to prepare for the events which will take place. (Refer to Appendix A – LODD Checklist)

- **Don't forget the rest of the incident.**
- **Institute a radio discipline policy.**
- **Assign a PIO:**
 - This will be the City Manager, or designee per City of Black Hawk Employee Handbook.
 - Expect a major media event.
 - Use prepared scripts so that the release of information is concise and accurate.
 - Schedule press conferences.
- **Begin notifications:**
 - **Firefighter's family:**
 - The Chief and an additional representative, (Chaplain, or other person designated in pre-plan information form), from the department should notify (in person) the family of the death and known facts related to the incident. Have a medic unit nearby, but out of sight. If notification is made outside of Black Hawk then a local ambulance company should be notified.
 - A family Liaison should remain with and/or be available to the family (24hrs) and should be the conduit for all information to/from the family.
 - All fire department personnel, this will be done by the Chief or Chaplain
 - Mayor or Alderman
 - Coroner for an autopsy (refer to Resources Section)
- **Initiate a thorough investigation into the incident:**
 - Recover & secure all personal protective equipment
 - Secure the scene – consider it a possible crime scene
 - Establish an investigation team – should be separate and distinct from the fire cause investigation team; but, both should work well together.
- **Contact support agencies:**
 - Provide for critical incident stress debriefing and grief counseling for the department.
 - Colorado State Fire Chiefs Association
 - Colorado Division of Fire Prevention and Control
 - Public Safety Officers' Benefit Program (PSOB)
 - National Fallen Firefighters Foundation
 - Colorado Local Assistance State Team (LAST)
 - Neighboring departments

Section 1.2 Investigative Issues

A thorough investigation into the cause of the fatality should be conducted, including the possibility of criminal activities. Legal representation may be required. A full autopsy should be conducted (refer to Resources Section).

- Secure the scene.
- Conduct thorough investigation with the aid of a local law enforcement unit – possible criminal activity may be involved. Due to local or state protocols, the local law enforcement agency may conduct an investigation.
- Collect appropriate statements from individuals. Use restraint to collect information. This is not intended to suppress the facts, but rather to suppress incorrect and unnecessary opinions. Stick only to the facts. If facts are not known, this should be clearly stated.
- Recover and secure all protective clothing and equipment.
- Maintain records – interviews, radio tapes, incident report, photographs and drawings.
- Have an autopsy performed in accordance with United States Fire Administration, Firefighter Autopsy Protocol (refer to Resources Section), using the post mortem protocol for fire victims. It is essential that steps be taken to ensure that the cause and death is accurately reported.
- Obtain at least six (6) certified copies of the autopsy report and death certificate. These copies may have to be requested by the family.
- **Document, Document, Document!**

Section 1.3 Post-incident Issues

Assist the family in planning the funeral/memorial as they choose. This may include fire department involvement, transportation, home maintenance, meals, childcare, etc. The fire department assigned Family Liaison Officer should be the interface between the family, the department and others.

Continue to inform fire department members and officials of arrangements.

Solicit local law enforcement officials and others for support. This may include assistance with the investigation, traffic control during the funeral and routine checks of the family's residence.

Monitor department members closest to the incident to see how they are dealing with the loss. Provide for critical incident stress debriefing and grief counseling for the department as needed. Consideration may also have to be given to allow members time off to cope with the tragedy.

Section 1.4 Family Issues....How to help the Family

1.4.1 At the Hospital or the Morgue

- Offer to have a member of the department drive the family to the hospital and stay for as long as necessary.
- Work with the hospital staff to secure a private room where the family can gather. This should be separate from the general waiting area, if possible.
- Assist the family in dealing with hospital staff. If you have EMT's or Paramedics in the department, ask them to help with their hospital contacts.
- Provide assistance to the family in making calls to relatives and close friends. Answer incoming calls for the family or get messages to them at the hospital.
- Work with the family to arrange a plan for dealing with the media. The family may wish to have a member of the department speak for them.
- Offer to assist with day-to-day tasks such as home maintenance, arranging for childcare, or bringing meals and other necessities to the family.
- If the firefighter is badly burned or disfigured, help prepare the family for what they will see. Always allow family members to make the decision as to whether or not they wish to see the deceased firefighter.
- Have someone available to drive the family home from the hospital. Offer to help with continuing visits as much as resources allow. Offer to stay with the family at the house.

1.4.2 From Time of Death Through the Funeral

- Notify the Department of Justice of the Death. This will begin the process of reviewing eligibility for the Public Safety Officers' Benefits Program.
- Contact the National Fallen Firefighters Foundation about the death. This will assure the beginning of emotional support for both the family and the department.
- Work with the family in planning the funeral. ***Remember that the family's wishes should always come first.*** If they want a private funeral, the department may consider holding a memorial service; however, the family should still be consulted.
- Offer to assist with lodging or transportation for out of town relatives and friends.
- Offer to have a member of the department stay with the family prior to the funeral. Consider rotating people as needed in order to maintain a department presence with the family.
- Have someone available for tasks such as answering the phone, driving the family to the funeral home to make arrangements, or running errands.

- Help coordinate household duties such as food preparation, cleaning, and childcare. Do necessary maintenance such as mowing the grass or clearing the snow.
- If donations are collected for the family, the department may assist setting up a bank account to deposit these funds.
- Coordinate with local law enforcement officials to make routine checks of residence and neighborhood.
- Assign a department member to help the family set guidelines for dealing with the media.

When assisting the family with funeral arrangements, remember that the family's wishes and their religious preferences may take precedence over fire department traditions.

1.4.3 Ongoing Support

- Only promise what you actually can do. Keep all your promises.
- Instead of saying "Call if you need anything" offer to help with specific tasks and then follow through. For instance, say "I would like to come over on Thursday to fix the fence.
- Continue to talk with the family about your memories of the firefighter. Most families want to hear about their loved one, even if it is emotionally difficult.
- Remember that parents of a fallen firefighter need support and contact just like spouses and children do.
- Help with what the firefighter used to do – yard work, fixing things around the house, attending children's sports and school events, etc.
- Take all steps necessary to secure benefits for the family. The process is often lengthy, so keep the family involved.
- Continue to invite the family to department events, but don't be disappointed if they don't always attend.
- Remember that some events, such as holidays and the anniversary of the date of death, may be especially difficult for the family. Even families who seem to be doing well may need extra support and contact during these times.
- Contact the family before releasing any information on investigations, incident reports, etc.

- Consider creating some kind of tribute to the fallen firefighter. This could be a local memorial, a video tribute, a scrapbook, or a scholarship in the firefighter's name. Prepare a tribute that is fitting for your firefighter and special to the family.
- Provide survivors with information on the National Fallen Firefighters Foundation's programs for survivors. Contact the Foundation to get support for the family.
- Encourage the family to attend the National Fallen Firefighters Memorial Weekend and other local, state, and national tributes. Offer to help make travel arrangements and attend with them whenever possible.

Section 1.5 Notifications

1.5.1 Next of Kin

The importance of the next of kin notification cannot be over-emphasized. This process sets the tone for the difficult times the surviving family will face. Sensitivity and compassion are important.

The name of the deceased firefighter must never be released before the immediate family is notified. Do not inform neighbors of the death before telling the family. If asked, inform them you need to find the family regarding an emergency and ask if they know where the family can be found.

Family notification should be made as quickly as possible to avoid the family receiving a notification from another outside party. The media may employ many efforts to seek out the name of the fallen firefighter. Use all necessary measures to protect the next of kin from unwanted media exposure.

For this reason, a Notification Team needs to assemble rapidly. The team should consist, if possible, of the City Manager, Fire Chief (or the highest ranking available Officer), Chaplin, Clergy (Family bishop, Pastor, Minister, etc.), Family Liaison Officer, and a firefighter friend of the family or close civilian family friend. Check the firefighters Personal Information Packet for their wishes and or recommendations.

If the fallen firefighter's family lives far enough out of the area as to make the department's notification impractical, the local Fire Agency (or law enforcement agency) in the area should be notified to make a timely notification.

In the event that the department experiences the loss of more than one member, then multiple notification teams will need to be assembled and deployed.

Before arriving at the residence, verify the latest information, decide who will speak and what they will say. Because of the emotional circumstances involved, be prepared for the family to strike out and blame the fire department for their loss.

Steps to be taken at the residence:

1. It is recommended to have a medic unit standby near the residence, but not in view, especially if there is a known medical problem with an immediate survivor.
2. At the door identify yourself and ask to come in. (Notification should take place in a private setting.)
3. When inside, ensure you are notifying the right person.
4. It is important to put all of the known basic facts into one sentence. Make sure the message is absolutely clear and direct.
5. Begin with, "I have very bad news" or "I am very sorry to tell you."
6. Let them know what happened, "Your husband/wife died responding to a fire," or "John was killed in a building collapse." (Use the victim's first name when appropriate.)

7. Allow the family to express their emotions. Do not try to talk them out of their grief. Also, since this is a very sad time, do not mask your own grief.
8. Provide only the facts you know, never speculate. Answer all questions honestly. If you cannot answer a question, tell them you will find the correct answer.
9. Avoid the following phrases: a) "I know how you feel" b) "It was God's will" c) "Life will go on" d) "He would have wanted to go this way" e) "Be brave" f) "Passed away."
10. Ask if the Department can assist by notifying immediate family members (parents, brothers and sisters).
11. Never leave immediately after making the notification. Have at least one member of the Department stay with the family – preferably the Family Liaison Officer.
12. Do not take the victim's personal items with you.
13. If they wish to see the deceased firefighter, even if the body is badly disfigured, do not try to talk them out of it. People often have a need to see, touch and hold the deceased; otherwise they may be in denial. This is often very helpful in the family grief process. It gives a sense of finality.
14. If family members wish to see the firefighter, arrangements need to be made rapidly for viewing. Sensitivity to the family is very important. Provide the best possible environment and avoid delays that heighten the family's anxiety.
15. Offer to transport the family to the location of the firefighter, and help prepare them for what they will see. It is highly recommended that the family not drive themselves. If the family insists on driving, a uniformed firefighter should accompany them in the family vehicle. (NOTE: If family members arrive on the scene during on-going operations it is important to identify them and keep them out of the direct flow of operations, particularly if the body is still trapped or on the scene.)
16. If you transport the family, advise dispatch that you are transporting the relatives and if possible, turn off your radio or switch to an alternate channel. Communicate by phone.
17. If the Department's Family Liaison Officer is not present at the notification, the family should be given the name prior to the team deployment. Write down their telephone and pager numbers. If possible, this person should already be known by the family.
18. Advise the family that the Family Liaison Officer will contact them to assist with the necessary arrangements.
19. Advise the family of possible media calls. Unwanted media exposure will only add to the difficulty of the tragedy. Suggest that a friend of the family screen incoming calls. Offer to be the media spokesperson for the family.
20. Assure the family that their wishes are important to the Department.
21. Advise the family that an autopsy (refer to Resources Section) may be required and why it is necessary.
22. Ensure that the family understands that they do not have to make any immediate decisions regarding services, mortuary, wills, etc. The Department's Family Liaison Officer may be able to provide assistance.

1.5.2 Fire Department Members

It is very important that all members of the Department be notified of the death(s) as soon as possible, including those off-duty and vacationing personnel. (Refer to Appendix D – LODD Memo to Staff)

In the event of an on-duty death, the external monitoring of fire frequencies may be extensive. Communications regarding notifications should be restricted to the telephone whenever possible. Department personnel should not give out any information about the incident. Inquiries should be referred to the PIO. (Chief, City Manager)

For a line-of-duty death, a message, prepared and/or approved by the Chief, should be transmitted to personnel.

LODD Sample Announcement

It is with deep regret that announcement is made of the death of (Rank, Name, Company) who lost his life in the line of duty while participating in operations on fire call (Number, Location, Date and Time).

For a death other than a line-of-duty, an announcement should be transmitted to personnel.

Sample Death Announcement for Non-LODD

It is with deep regret that announcement is made of the death of (Rank or Retiree Name) on/at (Date/Time).

1.5.3 Media

The line-of-duty death of a firefighter is fortunately a rare occurrence for most fire departments. When it does occur, the media, as well as many others are interested in obtaining as much detailed information as possible. Every effort should be made to provide *essential* facts, but the information provided shall be done **only** after the next of kin has been notified. Care should be given so that information critical to an investigation of the incident is not compromised.

The Public Information Officer (PIO), with the approval of the Chief, can arrange for news conferences, written news releases and interviews. Information provided during a news conference should be prepared in advance. A press kit can be prepared that may include Bio(s), pictures, and service information.

1.5.4 Others

Depending on the circumstances surrounding the incident, and the family and community situation, notification of the death of a firefighter may also be given to:

- Local elected or governing officials
- Colorado State Fire Chiefs Association
- Neighboring fire departments
- Colorado Local Assistance State Team (LAST) (970-379-4579)
- Public Safety Officers Benefit Program (1-888-744-6513)
- National Fallen Firefighters Foundation (301-447-1365)
- Fire Police Pension Association (303-770-3772)
- Colorado Division of Fire Prevention and Control (303-239-4600)
- Elected State and Federal Senators and Representatives

Section 1.6 Staff Assignments

In order to provide the best possible tribute to the fallen firefighter(s), it is extremely important for the department to organize an effective team(s) to manage all of the related activities. The organizational structure that will become necessary to control and coordinate this effort can be patterned after the ICS structure that is utilized to manage major emergency incidents. (Refer to Appendix E – Funeral Staff Assignments)

The Fire Chief has overall responsibility for directing the activities. It is recommended that the Chief assign, as a minimum, individuals to function as: Funeral Coordinator, Family Liaison Officer, Church Coordinator, Procession Coordinator, and Cemetery Coordinator. Other assignments or personnel may be established depending on the Department's make-up and desires (e.g., Hospital Liaison, Reception Coordinator, and Benefits Coordinator). It is also recommended that these duties be assigned to individuals now – before an incident occurs. This will allow those individuals an opportunity to research and recommend a course of action for the Department to follow prior to an incident. Due to the department size the Fire Chief may request assistance from outside agencies to fill some or all of these positions..

1.6.1 Funeral Coordinator

The Funeral Coordinator is the overall coordinator (IC) for the Department's involvement in the planning and participation in the funeral, and the after care for the family. This person needs to be able to effectively communicate with the Fire Chief, funeral team members, Department members, and the public. The Funeral Coordinator, or designee, may have these additional duties:

1. Conduct coordination meetings with key personnel as needed.
2. Assure notification of all off-duty and vacationing personnel.
3. Arrange to have flags lowered to half mast.
4. Notify all other City Departments.
5. Notify neighboring Fire Departments.
6. Make appropriate follow-up contacts when the funeral arrangements have been made.
7. Personally collect all of the deceased personal items from the station and forward them to the Family Liaison Officer.
8. Remain a contact person for outside agencies.
9. Make appropriate arrangements for a post funeral meal/reception.
10. Contact support agencies, as appropriate, to arrange for their assistance.
11. Contact appropriate Department personnel to arrange for finalization of paperwork, forms, etc.
12. Contact neighboring departments for purpose of station coverage during the funeral.
13. Contact law enforcement and other agencies for assistance during the funeral.

1.6.2 Family Liaison Officer (FLO)

The FLO is the primary fire department connection with the family – the conduit for all information flow to/from the family. The FLO should be assigned a department vehicle for the entire funeral process and should be available to the family 24-hours a day by phone or pager.

The FLO should be prepared to discuss all parameters of the funeral process and ceremonies, and to counsel the family in its decisions. These may include, but are not limited to: the of internment; wake; funeral home; religious service; cemetery; burial garment (uniform or other); music; eulogy; procession; reception; child/family care. The FLO needs to know what services the Department can and cannot provide.

The Family Liaison Officer also needs to work with the family to obtain necessary documentation – autopsy reports (refer to Resources Section), birth and death certificates, marriage certificates, military records, and insurance documents. The FLO can assist in obtaining the benefits due the family such as:

1. Public Safety Officers Benefits
2. Pension/retirement systems
3. Local insurance benefits
4. Workers' Compensation
5. Social Security
6. Veterans benefits
7. State/Federal education benefits
8. Other local, state or regional organizations

9. Setting up a Family Fund through a local bank.

1.6.3 Public Information Officer (PIO)

The Public Information Officer should coordinate and disseminate, with the approval of the Chief, all information regarding the Line-of-duty Death. The release of names of injured or deceased firefighters should *never* be done prior to the notification of the next of kin. The PIO's responsibilities may include:

1. Coordination and/or presentation of all media contacts including interviews, news conferences and written news releases.
2. Coordinate the notification of:
 - a. Local public officials
 - b. Colorado State Fire Chiefs Association
 - c. Neighboring fire departments
 - d. Colorado Local Assistance State Team (LAST) (970-379-4579)
 - e. Public Safety Officers Benefit Program (1-888-744-6513)
 - f. National Fallen Firefighters Foundation (301-447-1365)
 - g. Fire Police Pension Association (303-770-3772)
 - h. Colorado Division of Fire Prevention and Control (303-239-4600)
 - i. State and federal elected officials
 - j. Other related State and local organizations
3. Establish information telephone numbers – recorded or live.
4. Prepare press kits – bio(s), pictures, service info, maps, etc.
5. Organize media coverage. Use media pool coverage to limit and manage media areas at the service and burial.
6. Prepare printed service programs for viewing and burial.
7. Manage VIP arrangements.

1.6.4 Church Coordinator

The Church Coordinator assists with all phases of the funeral and/or memorial services. He/she works closely with the Family Liaison Officer to ensure that the needs and desires of the family are being met. Duties may include:

1. Working with the Funeral Home Director to ensure that the family is taken care of appropriately in the planning of the funeral.
2. Determine whether department vehicles will be used as a funeral coach, family transportation, and for the processional.
3. Coordinate with the Honor Guard.
4. Obtaining and delivering to the Funeral Home Director burial clothing from the family or Class A uniform. (If the deceased firefighter does not have a Class A

uniform one can be obtained from Lighthouse Uniforms through the “Taking Care of Our Own” program).

5. Coordinates any formal walk-through of uniformed personnel during the period of viewing.
6. Assists in coordinating the funeral service such as prayers, readings, music, and eulogies.
7. Assists with arrival and seating of fire department members, visiting departments, dignitaries, friends, and family.

1.6.5 Procession Coordinator

It is the responsibility of the Procession Coordinator to coordinate the procession from the funeral service to the cemetery. Duties may include:

1. Coordinating with other departments that will be involved with the procession.
2. The cleaning and preparing Department vehicles.
3. Establishing staging areas for vehicles and apparatus at both the funeral service and at the cemetery.
4. Determining if crossed ladders will be used and obtaining the apparatus.
5. Contacting and working with the Police Liaison Officer in setting up traffic control, directing traffic, and assisting in the staging areas.
6. Determining and placing the procession vehicles in order.
7. Determining the route of the procession, how long the procession will be and if the procession will pass in front of the fire station or other special location.
8. Providing maps and directions to the service.
9. Assigning personnel to assist in parking cars as well as setting up personal vehicles for the processional.
10. During a walking procession, directing individuals into proper placement.

1.6.6 Cemetery Coordinator

The Cemetery Coordinator is responsible for the events at the cemetery from the time the processional arrives until the end of the service and everyone has left the cemetery. He/she works with the Family Liaison Officer and the Funeral Home Director in determining how the grave side service is put together. Duties may include:

1. Ensuring the proper placement and formation of Department members, honor and color guards, bugler, pipers, drummers, firing squads, visiting departments, friends and others.
2. Coordinating with the cemetery the overhead protection for the immediate family, public address system, parking, staging and security.
3. Coordinating medical personnel at the cemetery.
4. If a flag is going to be presented to the family, coordinating the presentation with the Department or other personnel involved.
5. Providing any details or instructions regarding post-funeral gatherings.

Honor Guard – A detail of Department members in dress uniform with white gloves that are normally positioned at the head and foot of the casket. They may escort the casket to the funeral and cemetery. They can also act as pallbearers.

Pallbearers – Pallbearers are chosen by the family (usually 6-8 individuals) to “bear the body of the deceased.” Their duties may include passing the casket from the Chapel to the funeral coach or apparatus and then from the vehicle to the grave side. If the Department apparatus is used as a caisson to carry the casket, the Pallbearers from the Department may be assigned to drive and/or ride on the apparatus from the beginning to the end of the funeral procession.

Color Guard – A detail consisting of an American flag bearer and a State flag bearer.

Section 1.7 Funeral Considerations

Decisions regarding the funeral are the responsibility of the family. However, consideration should be given to the individual’s wishes, if he/she communicated those wishes before his/her death (Personal Information Packet); the family’s religious traditions; and, fire service traditions.

The honors and support provided by the fire department may be affected by circumstances surrounding the death, established departmental protocol and the classification (type) of death.

Classifications

_____ Type I - Death occurs as a result of an on-duty incident or job related.

_____ Type II - Death occurs when an active firefighter is off-duty and not relating to any emergency activities.

_____ Type III - Death pertains to a retiree of the fire department.

1.7.1 Suggested Services for Funeral Types

Listed below are the different types of situations and suggested services which may be offered to the family. The Family Liaison Officer should coordinate the arrangements with the family. The most important item in any situation is that prior approval of any and all funeral services must be given by the family of the deceased. Under no circumstances should assumptions be made.

Suggested Options

| <u>OPTION</u> | <u>TYPE I</u> | <u>TYPE II</u> | <u>TYPE III</u> |
|-----------------------------------|----------------------|-----------------------|------------------------|
| <u>American Flag Presentation</u> | <u>X</u> | <u>X</u> | <u>X</u> |

| | | | |
|----------------------------------|----------|------------|------------|
| <u>Badge Shrouds</u> | <u>X</u> | <u>X</u> | <u>X</u> |
| <u>Bagpipers/Drum Corps</u> | <u>X</u> | <u>Opt</u> | <u>Opt</u> |
| <u>Bell Service</u> | <u>X</u> | <u>X</u> | <u>X</u> |
| <u>Bugler</u> | <u>X</u> | | |
| <u>Color Guard</u> | <u>X</u> | | |
| <u>Crossed Ladders</u> | <u>X</u> | | |
| <u>Eulogies</u> | <u>X</u> | <u>X</u> | <u>X</u> |
| <u>Fire Engine Caisson</u> | <u>X</u> | | |
| <u>Fire Service Flags</u> | <u>X</u> | <u>X</u> | <u>X</u> |
| <u>Flower Unit</u> | <u>X</u> | <u>X</u> | |
| <u>Honor Guards</u> | <u>X</u> | <u>X</u> | <u>X</u> |
| <u>Honor Detail</u> | <u>X</u> | <u>X</u> | |
| <u>Active Member Pallbearers</u> | <u>X</u> | <u>X</u> | <u>X</u> |
| <u>Station Bunting</u> | <u>X</u> | | |
| <u>Vehicle Bunting</u> | <u>X</u> | | |
| <u>Walk Through</u> | <u>X</u> | <u>X</u> | <u>X</u> |

****Respect the desires of the family****

1.7.2 Guidelines for the Funeral/Memorial Service

Type I Service – On Duty

(Refer to Appendix F – Funeral Service Diagrams)

All available department personnel to attend in full class ‘A’ dress uniform, including off duty members.

All members will wear a black band over their badges from the time the death is announced until 24 hours after the finish of service. This band is to be worn horizontally across the badge. The department may choose to have the shroud remain on the badge for a thirty day mourning period.

All department flags will fly at half-staff from the time of the death is announced until at least 24 hours after finish of service, and up to one week after death.

All regular uniformed personnel will remain covered while outdoors, except during prayers, and uncovered indoors.

All Honor Guard members will be covered at all times during the performance of their duties.

Seating will be reserved as such that the family is nearest the casket followed by the Pallbearers, the department officers, descending in rank, followed by all other members of the home department. Following that will be all visiting uniformed

firefighters, from the longest distance traveled to the least traveled. The City Mayor, Alderman, and other dignitaries (from local to most broad (i.e. Federal), will be seated either to the side of all firefighters, or directly behind the home department.

Upon conclusion of the service, all personnel starting with the Pallbearers, and going further from the casket, will file out, being the first to leave, to assemble outside in preparation of the passing of the casket.

The casket will precede the family filing through the assembled firefighters to the Fire Apparatus or Funeral Coach of choice.

Directly behind the casket as it exits the chapel/church will be the immediate family, followed by extended family and all other attendees.

The Pallbearers will then place the casket on the appropriate apparatus, or in the funeral coach, if chosen.

Type II Service – Off Duty

All available department personnel asked to attend in uniform, including off duty members.

All members will wear a black band over their badges from the time the death is announced until 24 hours after finish of service, and up to one week after death. The will be worn horizontally across the badge.

All department flags will fly at half-staff from the time of the death is announced until at least 24 hours after finish of service, and up to one week after death.

All regular uniformed personnel will remain covered while outdoors, except during prayers, and uncovered indoors.

Seating will be reserved as such that the family is nearest the casket followed by the Pallbearers, any department officers who wish to attend, followed by all other members of the department. Following that will be any visiting uniformed firefighters. Any dignitaries will be seated either to the side of all firefighters, or directly behind them.

Upon conclusion of the service, all personnel starting with the Pallbearers, and going further from the casket, will file out, being the first to leave, to assemble outside in preparation of the passing of the casket.

The casket will precede the family filing through the assembled firefighters to the Funeral Coach.

Directly behind the casket as it exits the chapel/church will be the immediate family, followed by extended family and all other attendees.

The Pallbearers will then place the casket in the funeral coach.

Type III Service – Retiree Death

All available department personnel to attend in full class ‘A’ uniform, including off duty members.

All members may wear a black band over their badges from the time the death is announced until 24 hours after finish of service. The band will be worn horizontally across the badge.

All uniformed personnel at the service will remain covered while outdoors, except during prayers, and uncovered indoors.

All Honor Guard members will be covered at all times during the performance of their duties.

Seating will be reserved as such that the family is nearest the casket followed by the Pallbearers, department officers, all other members of the home department, all visiting uniformed firefighters, and any applicable dignitaries.

Upon conclusion of the service, all personnel, starting with the Pallbearers, and going further from the casket, will file out, being the first to leave, assembling outside in preparation of the passing of the casket.

The casket will precede the family filing through the assembled firefighters to the Funeral Coach.

Directly behind the casket as it exits the chapel/church will be the immediate family, followed by extended family and all other attendees.

The Pallbearers will then place the casket in the funeral coach.

1.7.3 Guidelines for Processional to, and Assembly at Graveside

Type I – On Duty

(Refer to Appendix G – Funeral Procession Diagrams and Appendix H – Cemetery Service Diagrams)

NOTE: There are two options for proceeding to the graveside – marching and vehicular procession.

Marching Processional – It is the responsibility of the Procession Coordinator to ensure that the order for the marching processional is as follows, and that the Bugler is standing by at the cemetery.

- Piper(s) and Drummer(s)
- Color Guard
- Clergy/Department Chaplain
- Apparatus/Funeral Coach will Pallbearers and Honor Guard Escort
- Immediate Family
- Fire Chief, Department Officers in descending order of rank, and Dignitaries from most local to most broad.
- Home department uniformed personnel.
- Visiting Department uniformed personnel from the longest distance traveled to the least traveled.
- Home Department Additional Apparatus

- Visiting Department Apparatus from the longest distance traveled to the least traveled
- All other miscellaneous vehicles

Vehicular Procession Only – It is again the responsibility of the Procession Coordinator to ensure that the order for the vehicular processional is appropriate, as follows, and that Piper(s), Drummer(s), Bugler and Color Guard are standing by at the cemetery.

- Lead Car provided by funeral home, containing appropriate Clergy/Department Chaplain
- Apparatus/Funeral Coach, with Pallbearers, riding inside if apparatus, or immediately following family in one vehicle if funeral coach
- Car or Limousine with Immediate Family
- Fire Chief Car followed by officer cars and dignitary cars
- Additional Home Department Apparatus
- Visiting Department Apparatus from the longest distance traveled
- All other Home Department Personnel, if in personal vehicles
- All other Visiting Department Personnel, if in personal vehicles
- All other Miscellaneous Vehicles

Assembly at Graveside

- Two crossed Aerial Ladders with a draped flag shall be at the entrance to the cemetery, so that the entire processional goes underneath them in entering.
- The Piper(s), Drummer(s) will be assembled approximately 100 yards from the gravesite, and the Bugler will assemble approximately 20 feet past the gravesite.
- Fire Walk of Honor – the members of the home department shall line up on both sides of the path, in an organized fashion from the Coach/Apparatus to the graveside, approximately 10 feet apart with all additional home department firefighters, and visiting department firefighters lining up behind the front row of firefighters.
- Once the firefighters are appropriately assembled, the Color Guard will line up at the beginning of the Walk of Honor followed by the Clergy/Chaplain.
- At this point the Pallbearers will remove the casket from the Coach/Apparatus and the Honor Guard will command “Firefighters, Attention”. All firefighters will then come to attention, awaiting the command “Firefighters, Present Arms” which will signal the Pallbearers to begin carrying the casket down the Walk of Honor, and all firefighters will render a hand salute just as the casket nears them.
- The casket will be followed in order by the Immediate Family, the Fire Chief and Officers, in descending rank, command staff, and other dignitaries.

- Once the casket reaches the gravesite, the piper(s) and drummer(s) may begin playing ‘Amazing Grace’ as they approach from the distance, marching to approximately 20 feet from the foot end of the graveside.
- After the piper(s) and drummer(s) reach their appropriate places, the command “Firefighters, Order Arms, Fall In” will be given, instructing the firefighters to move from their places in the Walk of Honor, to orderly lined, directly behind (or across from) the family, who are to be seated directly in front of the casket.
- The appropriate Clergy/Chaplain then should step forward with the graveside message, which may include the Firefighter’s Prayer and 23rd Psalm (refer to Appendix I – Firefighter’s Poems / 23rd Psalm), depending upon the wishes of the family.
- At the close of the graveside message, the Clergy/Chaplain may then commence with “Let us now pray.” At this time, all are expected to remove and order their covers to their sides, and bow their heads in respect.
- Once the Clergy/Chaplain has finished his prayer, all personnel will recover, and the Honor Guard will remove the flag from the casket (if used), and fold it for presentation to the family.
- The flag will be passed from one member of the honor guard to the honor guard commander, with both members of the honor guard saluting as it passes.
- The presentation to the next of kin will be made by the Chief, who will present it as he explains.
“This flag is presented on behalf of the City of Black Hawk, as a small token of our appreciation for the honorable and faithful service, and great sacrifice of your loved one.
- It is then appropriate for the dispatcher to announce this farewell message.
“The members of the Black Hawk Fire Department wish to thank _____ (rank and name) for his/her _____ # years of services to the citizens of the City of Black Hawk. Although you are gone, you will never be forgotten.”
- At the conclusion, the Honor Guard Commander will command “Firefighters, Attention, Present Arms” and the bugler will begin to play ‘Taps’.
- At the conclusion of ‘Taps’ the command “Firefighters, Order Arms” will be rendered, and the firefighters will stand at attention until the family has begun to depart.
- Information about the reception or other family desires may be announced.
- At this point the Honor Guard Command will command, “Firefighters, Dismissed” concluding the services.

Type II – Off Duty Death

Procession – It is again the responsibility of the Procession Coordinator to ensure that the order for the vehicular procession is appropriate, as follows, and that Piper(s) and Drummer(s) are standing by at the cemetery.

- Lead Car provided by funeral home, containing appropriate Clergy/Chaplain.

- Funeral Coach, with Pallbearers immediately following family in one vehicle
- Car or Limousine with Immediate Family
- Fire Chief Car
- Additional Home Department Vehicles
- All other Department Personnel
- All other Vehicles

Assembly at Graveside

- The Piper(s) and Drummer(s) will be assembled approximately 100 yards from graveside.
- At this point the Pallbearers will remove the casket from the Coach and begin carrying the casket to the graveside.
- The casket will be followed in order by the immediate family and present firefighters.
- Once the casket reaches the gravesite, the Piper(s) and Drummer(s) may begin playing ‘Amazing grace’ as they approach from the distance, marching to approximately 20 feet from the foot end of the graveside.
- The appropriate Clergy/Chaplain then should step forward with the graveside message, which may include the Firefighter’s Prayer and 23rd Psalm (refer to Appendix I – Firefighter’s Poems / 23rd Psalm), depending upon the wishes of the family.
- At close of the graveside message, the Clergy/Chaplain may then commence with “Let us now pray.” At this time, all are expected to remove and order their covers to their sides, and bow their heads in respect.
- Once the Clergy/Chaplain has finished his prayer, all personnel will recover
- It is then appropriate for the dispatchers to announce this farewell message. *“The members of the Black Hawk Fire Department wish to thank (rank and name) of the City of Black Hawk. Although you are gone, you will never be forgotten.”*
- At this point the services are concluded.
- Information about the reception or other family desires may be announced.

Type III – Retiree Death

Procession – It is the responsibility of the Procession Coordinator to ensure that the order for the vehicular processional is appropriate, as follows, and that Piper(s), Drummer(s), are standing by at the cemetery, according to the family’s wishes.

- Lead Car provided by funeral home, containing appropriate Clergy.
- Funeral Coach, with Pallbearers immediately following family.
- Car or Limousine with immediate family.
- Fire Chief Car
- Additional Department vehicles
- All other Department Personnel
- All other vehicles

Assembly at Graveside

- The Piper(s) and Drummer(s) will be assembled approximately 100 yards from the graveside, according to the wishes of the family.
- At this point the Pallbearers will remove the casket from the Coach and begin carrying the casket to the graveside.
- The casket will be following in order by the immediate family and present firefighters.
- Once the casket reaches the graveside, the piper(s) and Drummer(s) may begin playing ‘Amazing Grace’ as they approach from the distance, marching to approximately 20 feet from the foot end of the graveside.
- The Clergy should then step forward with the graveside message, which may include the Firefighter’s Prayer and 23rd Psalm (refer to Appendix I – Firefighter’s Poems and 23rd Psalm), depending upon the wishes of the family.
- At the close of the graveside message, the Clergy may then commence with “Let us now pray.” At this time, all are expected to remove and order their covers to their sides, and bow their heads in respect.
- Once the Clergy has finished his prayer, all personnel will recover.
- If it is then appropriate, according to local customs, for the dispatch to read this farewell message over the radio. “*The members of the Black Hawk Fire Department wish to thank _____ (rank and name) for his/her _____ # years of services to the citizens of the City of Black Hawk. Although you are gone, you will never be forgotten.*”
- At this point the services are concluded.
- Information about the reception or other family desires may be announced.

Viewing/Vigil Considerations

The family may desire to have a time for a viewing or vigil. The Department should coordinate its participation with the Family Liaison Officer. Often the family will request Honor Guards be posted at each end of the casket. It is generally proper protocol for the Honor Guards to wear their uniform hat inside the church or mortuary, including the time spent posted alongside the casket. Gloves should also be worn. It would be acceptable for immediate family members to be escorted by Department personnel to and from the viewing. It may be helpful to have members of a Critical Incident Stress Management (CISM) Team available for counseling.

Memorial Service Logistics

There are a number of issues regarding the memorial service that should be taken into consideration:

1. Ensure the facility is large enough to handle the anticipated numbers. You may have to plan for an overflow.

2. The Department may need to coordinate traffic control and parking with other agencies.
3. Work with the family in establishing the program and obtaining speakers for the service.
4. Assist with the printing and distribution of a written program.
5. Coordinate seating arrangements for the family, VIP's, Department personnel, visiting departments, officials, and civilian friends.
6. Arrange for an adequate PA system.
7. Coordinate music requests from the family with musicians, etc.
8. If services are held outside, arrangements may be required to a tent, chairs, restrooms, water, stage, power, etc.
9. Rehearsals may be needed for key personnel.
10. Coordinate Last Alarm ceremony.
11. Mutual aid departments may be contacted to request station coverage during the service.

1.7.4 Recommended Presentation Order for Memorial Service

1. Invocation
2. Prayer
3. Opening remarks/greetings
4. Special music
5. Scripture reading/clergy remarks
6. Speakers
 - a. Mayor
 - b. Alderman
 - c. City Manager
 - d. State or Federal officials
 - e. Family representative(s)
 - f. Union representative
 - g. Department representative's friends
7. Eulogy – Chief
8. Special music
9. Presentations
10. Closing remarks/prayer
11. Last Alarm Ceremony
12. Bagpipes
13. Dismissal instructions

1.7.5 Suggested Presentation of the Emblem

- The Fire Chief may present the deceased members badge to the family.

(Name of nearest of kin) it is an honor that I have the privilege presenting to you an emblem of the Department of which our late brother/sister was a member; his/her emblem symbolizes the esteem we held for him/her. May the memory therefore always bring happiness.

1.7.6 Suggested Last Alarm Ceremony

- Chaplain or Department member can read or recite:

Throughout most of history, a firefighter's life has been closely associated with the ringing of a bell. As they began their hours of duty, it was the bell that started it off. Through the day and night, each alarm was sounded by a bell, which called them to fight fire and to place their lives in jeopardy for the good of their fellow citizens. And when the fire was out, and the alarm had come to an end, the bell rang three times to signal the end.

An now our Brother/Sister _____ has completed his/her task, his/her duties well done, and the bell rings three times in memory of, and in tribute to him/her life and service. (see Appendix J for Bell Readings Options)

- Officer in charge call the firefighters to Attention.
- Color Guard called to "Present Arms."
- Bell is struck three times, pause. Repeat two additional times (total of nine rings).
- Color Guard called to "Order Arms."
- Firefighters call to "Rest."

1.7.7 Recommended Program for Internment

1. Assembly
2. "Officers attention, salute" (command given, ready two, when casket is placed over the grave).
3. Opening prayer
4. Scripture reading
5. Bagpiper
6. Committal reading, closing prayer
7. Taps
8. Flag folding (NOTE: Flag option for veterans.)
9. Flag presentation by Chief
10. Gun Salute and/or Last Alarm Ceremony
11. Reception/family announcements
12. Attention, dismissed.

1.7.8 Suggested Graveside Services

Chaplain or Department member can read or recite:

Reverently we commit the body of our brother/sister to the grave (flames, if cremation) “Earth to Earth” – “Ashes to Ashes” and “Dust to Dust.” Though our brother/sister has passed beyond our mortal view, through our faith in the Almighty we know that we can leave him/her in the hands of the Supreme Chief of the Universe who doeth all things well; who is glorious in His holiness: wondrous in His power; and, boundless in His goodness and love to His children.

Now, my brother/sister, with a firm faith in the almighty, we know we shall meet you again in His house and until then – my brother/sister – farewell.

May the Almighty bless thee and keep thee; let His face shine upon thee and be gracious to thee; may the Almighty lift up the light of countenance upon thee and give thee peace. AMEN.

1.7.9 Reception Logistics

It is often the Department’s responsibility to organize and provide food and refreshments at a reception at the conclusion of the burial service. This will probably take place at a location away from the cemetery. The Funeral Coordinator should assign an individual to coordinate the activity. The following should be taken into consideration:

1. Location site – to ensure site in suitable in size, with adequate parking.
2. Maps to be passed out at the cemetery
3. Number of anticipated attendees
4. Anticipated starting/closing times
5. Menu and refreshments (provided by Department or catered).
6. Tableware and seating
7. If outside, tents, restrooms, seating
8. If speakers/program, PA and stage
9. Relocation of flowers
10. Department provided transportation for individuals.

1.7.10 Setting Up Memorials

Paying tribute to the fallen firefighter is honorable and should be done. Setting up a memorial can also help with the healing process of the family and the Department. Permission should be obtained from family member before setting up the memorial.

There are several ways a memorial can be made – erecting a permanent memorial marker; establishing a trust or scholarship fund (check with the bank for the proper type of account); annual Department memorial service; and, national memorial service.

Section 1.8 Survivors Benefits

The death of a firefighter is often a difficult time for the entire department. Many details and arrangements need to be addressed in a short period of time. One major item which is often overlooked is the identification and completion of the various claim forms that are required to assure the deceased member's family receives the benefits available to them. The fire department should take the responsibility for seeing that this is cared for. The benefits available can vary as a result of the circumstances surrounding the cause of death, whether the firefighter was a volunteer or paid, prior affiliations and places of employment and locally established benefit options. The Department should research and prepare a listing of the potential benefits available to its members.

Federal Benefits

Public Safety Officers' Benefit (PSOB) Program

(Refer to Appendix J – PSOB Fact Sheet)

The PSOB Program provides a one-time financial benefit to the eligible survivors of public safety officers whose death(s) are the direct and proximate result of a traumatic injury sustained in the line of duty. The public safety officer is also eligible for a one-time financial benefit for permanent and total disability that is the direct and proximate result of a traumatic injury sustained in the line of duty

Following the death of a firefighter, the Department needs to identify a departmental liaison with the PSOB Program. This liaison could be a member of the LAST team. The liaison then needs to:

1. Call the PSOB at 1-888-744-6513 (If you need to notify PSOB on an evening or a weekend, leave a message. Be sure to include all of the required information.)
2. Provide accurate, up to date information including,
 - Fire department name and address
 - Liaison's name
 - Phone number for the department and liaison
 - A fax number or mailing address so the PSOB can send the Death Benefits Questionnaire
 - Firefighter's name(s)
 - Date of the incident and death(if applicable)
 - A brief description of the incident

The department liaison must complete and return the Questionnaire to PSOB immediately. This information is vital. In describing the incident, as much detail as possible should be given; however, do not speculate if the cause of death is not known.

The PSOB will send an information package with a form (Report of Public Safety Officer's Death) that the department must complete and a form (Claim for Death Benefit) that the survivors must complete and sign. With the form the family submits, several original documents will need to be attached (e.g., birth certificate, marriage license, divorce decree, etc.). PSOB will not return items unless specifically requested to (Refer to Appendix J – PSOB Fact Sheet).

Upon verification of the claim, the PSOB will notify the next-of-kin of the status of the claim. The Department liaison should be available to provide assistance to the family.

Department of Veterans Affairs

The Department of Veterans Affairs may be able to provide family assistance for veterans in obtaining a burial site, marker and flag. Contact the VA at 1-800-827-1000.

Social Security Administration

Depending on the work history of the deceased firefighter, and their participation in the Social Security program, his/her family may be eligible for benefits provided by the Social Security Administration (SSA). Assistance can be obtained from regional SSA offices or at www.ssa.gov.

If eligible, survivor benefits may include:

- A one-time lump-sum payment is payable to the surviving spouse provided the deceased employee and the spouse were living together at the time of death, or the surviving spouse is entitled to survivor benefits. If there is no surviving spouse, the lump sum is paid to children who are eligible for benefits. Otherwise, the lump sum is not payable.
- Social Security will pay survivor benefits to a surviving spouse and dependent children. For the spouse to qualify, he/she must be at least age 60, or between the ages of 50 and 59 and disabled, or any age and caring for a child under the age of 16 or a disabled child. Children may qualify for benefits if they are under age 18 (or under age 19, if in high school) or disabled. Dependent parents and former spouses may also qualify for survivor benefits. The amount of the benefit depends on the deceased employee's Social Security earnings and the number of survivors eligible for benefits.

State of Colorado Benefits

Retirement/Pension Plan

- Career Firefighters – The spouse of an active member, who dies in the line of duty may be entitled to a monthly benefit from the deceased firefighter's pension.

Contact the Fire Police Pension Association of Colorado
5290 DTC Parkway, Suite 100
Greenwood Village, Colorado 80111
(303-770-3772)

Workers' Compensation

- Funeral Benefits – Maximum of \$7,000 for burial expenses.

Local Benefits

Survivor benefits vary greatly by locality. The deceased firefighter's own Department may have available benefits and/or scholarships. The Department should prepare a potential source list now. Items that could be included are: life insurance policy; accidental death policy; deferred compensation program; and, civic and fire related organizations. A special fund or trust may also be set up for the family.

Scholarship and Educational Programs

- **National Fallen Firefighter Foundation** – Offers annual financial assistance for post-secondary education and training to spouses, children, and stepchildren of firefighters honored at the National Memorial in Emmitsburg, Maryland. Children and stepchildren must be under age 30 and have been under age 22 at the time of the firefighter's death. Survivors who apply for the Foundation's Sarbanes Scholarship Program will also be considered for several partner programs. You only need to submit the Foundation scholarship application and materials to be considered for the partner programs.
- **International Association of Fire Fighters (IAFF)** – The IAFF, through the W.H. "Howie" McClennan Scholarship, makes annual scholarship awards available to children of firefighters who died in the line of duty. The applicant's parent must have been a member in good standing of the IAFF at the time of death (202-737-8484).
- **Public Safety Officers' Educational Assistance Program, Department of Justice** – Provides support for higher education expenses through an established monthly allowance for eligible survivors. It may be used to defray expenses such as tuition and fees, room and board, books, supplies, and other education-related costs. For classes taken after October 1, 2005, the program offers up to \$827 per month for full-time students and lesser amounts for part-time students. This educational assistance program is limited to survivors who qualified for Public Safety Officers' Benefits. Spouses are eligible for benefits at any time. Children are only eligible for expenses that occur prior to their 27th birthday. All

awards are reduced by the amount of other governmental assistance that a student is eligible to receive.

Resources

Autopsy

Firefighter Autopsy Protocol, United States Fire Administration, 1991

(Available online at <http://www.usfa.fema.gov/downloads/pdf/publications/FA-156.pdf>)

Contact: United States Fire Administration

USFA Publications Center

16825 S. Seton Avenue

Emmitsburg, MD 217727

1-800-561-3356

www.usfa.fema.gov

Benefits

Public Safety Officers' Benefits Program Fact Sheet

(Available online at: www.ncjrs.org/pdffiles1/bja/fs000271.pdf)

Public Safety Officers' Benefits Program, Checklist for Public Safety Agencies Filing a PSOB Death Claim

(Available at: <http://www.ojp.usdoj.gov/BJA/grant/psob/PSOBChecklist.pdf>)

Public Safety Officers' Educational Assistance Program

(Available online at: www.ncjrs.org/pdffiles1/bja/fs000270.pdf)

Contact: Public Safety Officers' Benefits Program

Bureau of Justice Assistance

810 Seventh Street NW

Washington, DC 20531

1-888-744-6513 / Fax: 202-616-0314

www.ojp.usdoj.gov/BJA

National Fallen Firefighters Foundation, State Benefits and "Taking Care of Our Own" Training Programs and Materials

Contact: National Fallen Firefighters Foundation

P.O. Drawer 498

Emmitsburg, MD 21727

301-447-1365 / Fax: 301-447-1645

www.firehero.org

Funeral Guides

Chaplain's Manual: Fire Department Funerals. Federation of Fire Chaplains, 1994

(Available at: <http://www.firehero.org/s567/images/ChaplainsManual--final.pdf>)

Contact: [Federation of Fire Chaplains](http://www.firechaplains.org)

[185 County Road 1602](http://www.firechaplains.org)

[Clifton, TX 76634-4508](http://www.firechaplains.org)

[\(254\) 622-8514](http://www.firechaplains.org)

www.firechaplains.org

For Those Who Gave So Much: Planning, Preparation, and Officiating of Funerals and Memorial Services for Public Safety Officers. Dwaine Booth, 1993

Contact: [Booth/Taylor Publishing](http://www.booth-taylor.com)

[2579 Surrey Drive](http://www.booth-taylor.com)

[Clearwater, FL 34615](http://www.booth-taylor.com)

[\(727\) 789-3816](http://www.booth-taylor.com)

Funeral Procedures for Firefighters, A Resource Manual. National Volunteer Fire Council, 1992. (Available at: http://www.nvfc.org/pdf/funeral_procedures.pdf)

Contact: [National Volunteer Fire Council](http://www.nvfc.org)

[1050 17th Street, NW, Suite 490](http://www.nvfc.org)

[Washington, DC 20036](http://www.nvfc.org)

[\(202\) 887-5700 / 1-888-ASK-NVFC / Fax: \(202\) 887-5291](http://www.nvfc.org)

www.nvfc.org

IAFC Line of Duty Deaths; Notification, Family Support, Department Support, Benefits, Protocols, Investigation, Appendix

Available at: (<http://www.iafc.org/associations/4685/files/01Notification.PDF>),

(<http://www.iafc.org/associations/4685/files/02famSupport.PDF>),

(<http://www.iafc.org/associations/4685/files/03deptSupport.PDF>),

(<http://www.iafc.org/associations/4685/files/04Benefits.PDF>),

(<http://www.iafc.org/associations/4685/files/05Protocols.PDF>),

(<http://www.iafc.org/associations/4685/files/06Investigations.PDF>),

(<http://www.iafc.org/associations/4685/files/07Appendix.PDF>),

Contact: [International Association of Fire Chiefs](http://www.iafc.org)

[4025 Fair Ridge Drive, Suite 300](http://www.iafc.org)

[Fairfax, VA 22033-2868](http://www.iafc.org)

[\(703\) 273-0911 / Fax: \(703\) 273-9363](http://www.iafc.org)

www.iafc.org

IAFF Recommended Protocol for Line-of-Duty Deaths.

(NOTE: The IAFF will provide this protocol at the request of the IAFF District Vice President or local IAFF affiliates.)

Contact: International Association of Fire Fighters
1750 New York Avenue, NW
Washington, DC 20006-5395
(202) 737-8484 / Fax: (202) 737-8418
www.iaff.org

Illinois Fire Chiefs Association, Funeral Service Guidelines, Funeral Committee

(http://www.illinoisfirechiefs.org/data/service/FuneralServiceGuidelines_59.doc)

Sample SOG for Funeral Guidelines

(http://www.illinoisfirechiefs.org/data/service/SOG103.09(LineofDutyDeath)_60.doc)

Contact: Illinois Fire Chiefs Association
P.O. Box 7
Skokie, IL 60076-0007
1-800-662-0732
www.illinoisfirechiefs.org

Investigations

Guide for Investigation of a Line of Duty Death. International Association of Fire Chiefs

(Available at: http://www.iafc.org/associations/4685/files/06Investigations.PDF)

Contact: International Association of Fire Chiefs
4025 Fair Ridge Drive, Suite 300
Fairfax, VA 22033-2868
(703) 273-0911 / Fax: (703) 273-9363
www.iafc.org

NIOSH Fire Fighter Fatality Programs and Reports

A list of and links to all the periodic NIOSH reports on firefighter fatalities are available.

Contact: National Institute for Occupational Safety and Health
1-800-35-NIOSH or 1-800-356-4674
www.cdc.gov/niosh/firehome.html

The Aftermath of Firefighter Fatality Incidents: Preparing for the Worst. United States Fire Administration, Technical Report Series, Report 089.

Contact: United States Fire Administration
USFA Publications Center
16825 S. Seton Avenue
1-800-561-3356
www.usfa.fema.gov

Specialized Websites

National Fallen Firefighters Foundation

www.firehero.org

Provides immediate information on how to report a Line of Duty Death, support for survivors, and criteria for inclusion on National Memorial. Gives information on the national tribute held each October. Provides pre-incident planning resources available for download and adapt to local needs. Lists survivor benefits for each state. Operates a Lending Library for resource materials.

Appendix A

LODD Checklists

NOTE: The checklist included in Appendix A should be used as a guide and may be amended to meet department needs.

LODD Checklist

- Notification of Department Chief Officers
- Radio Discipline Policy
- Scene Security
- Notification of local law enforcement agency
- Firefighters Personal Information Packet Referenced
- Notification Team Established
- Notification Team - Verification of Information and deceased (Facts Only)
- Notifications:
 - Family
 - Fire Department Members
 - Local Officials
 - Neighboring Departments
 - Colorado State Fire Chiefs Association
- Order Flags Half-Mast
- LODD Investigation Team
 - Secure firefighters PPE (turnouts, helmet, boots, gloves, SCBA, PASS Devices, wildland clothing, etc.)
 - Autopsy Arranged
 - Copies of Death Certificate (Minimum of 6)
- Contact Support Agencies:
 - CISD Team/Peer Support
 - Colorado Local Assistance State Team (LAST)
 - Public Safety Officers Benefit Program
 - USFA / National Fallen Firefighter Foundation
- LODD Staff Assignments
 - Funeral Coordinator
 - Family Liaison Officer
 - Church Coordinator
 - Procession Coordinator
 - Cemetery Coordinator
 - Public Information Officer
- Prepared Media Release (Only the Facts)
- LODD Supply Kit (mourning bands, gloves, bunting, bell, flag, etc.)

Funeral Coordinator

- Notify off-duty personnel
- Lower department flags to half mast
- Notify neighboring fire departments
- Notify other City, County departments.
- Collect and secure deceased members personal items for Family Liaison Officer
- Contact support agencies for assistance benefits.
- Arrange for station coverage during funeral
- Arrange for law enforcement and other departmental assistance during funeral
- Arrange post-funeral meal/reception
- Coordinate all funeral arrangements with staff coordinators and department

Family Liaison Officer

- Notify deceased members family in conjunction with the Chief
- Contact hospital for family visit, if needed
- Coordinate family's funeral desires with department
- Coordinate benefit applications with family
- Arrange for Family's child care as needed
- Make post-funeral follow-ups with family

Church Coordinator

- Coordinate Viewing/Vigil with Funeral Home Director, Family Liaison Officer and department
- Coordinate church services with church/Funeral Home Director, Family Liaison Officer, and department
- Coordinate Department staff roles
- Coordinate Honor Guard
- Coordinate Pallbearers
- Coordinate/assist with services
- Assist participants with arrival/parking/seating

Procession Coordinator

- Coordinate staging areas
- Establish procession route
- Prepare maps/directions, as needed
- Establish/coordinate processional order
- Prepare Department vehicles
- Prepare stations, as needed
- Prepare engine for use as caisson
- Arrange for aerial apparatus
- Coordinate staging, traffic control, etc. with law enforcement agencies

Cemetery Coordinator

- Establish placement of personnel and guests
- Coordinate staging, parking and security
- Coordinate standby medical personnel
- Coordinate flag presentation
- Coordinate drummer(s) and piper(s)
- Coordinate bugler
- Coordinate Last Alarm Ceremony
- Coordinate Dispatch Farewell Message
- Notify participants of post-funeral arrangements

Public Information Officer

- Coordinate all media contacts
- Coordinate notifications
- Surrounding Departments
- Local Public Officials
- Local Professional Firefighters Union
- Director of Colorado Division of Fire Prevention and Control
- Colorado State Fire Chiefs Association
- National Fallen Firefighters Foundation
- Other related State and local organizations

Appendix B

Personal Information Packet Sample

FIRE DEPARTMENT PERSONAL INFORMATION PACKET

PERSONAL INFORMATION

| | | | |
|--------------------------|---------------------|------------------------------|-------------------|
| <u>Last:</u> _____ | <u>First:</u> _____ | <u>Middle:</u> _____ | |
| <u>Address:</u> _____ | <u>City:</u> _____ | <u>State:</u> _____ | <u>Zip:</u> _____ |
| <u>Home Phone:</u> _____ | | <u>Cellular Phone:</u> _____ | |

EMERGENCY CONTACT 1

Please identify family members you would like the department to contact. Please list them in order for contact. NOTE: If the contact is a minor child, please indicate the name of the adult contact.

| | | | |
|----------------------------------------------------------------------------|-------------------------------------------------------|----------------------------|---------------------|
| <u>Last:</u> _____ | <u>First:</u> _____ | <u>Relationship:</u> _____ | |
| <u>Address:</u> _____ | <u>City:</u> _____ | <u>State:</u> _____ | <u>Zip:</u> _____ |
| <u>Home Phone:</u> _____ | <u>Cellular Phone:</u> _____ | <u>Pager:</u> _____ | |
| <u>Employer:</u> _____ | <u>Address:</u> _____ | <u>City:</u> _____ | <u>State:</u> _____ |
| <u>Work Phone:</u> _____ | <u>Is this person your primary beneficiary?</u> _____ | | |
| <u>Special Circumstances (age, health, etc.) or instructions:</u> _____ | | | |

EMERGENCY CONTACT 2

Please identify family members you would like the department to contact. Please list them in order for contact. NOTE: If the contact is a minor child, please indicate the name of the adult contact.

| | | | |
|----------------------------------------------------------------------------|--------------------------------------------|----------------------------|---------------------|
| <u>Last:</u> _____ | <u>First:</u> _____ | <u>Relationship:</u> _____ | |
| <u>Address:</u> _____ | <u>City:</u> _____ | <u>State:</u> _____ | <u>Zip:</u> _____ |
| <u>Home Phone:</u> _____ | <u>Cellular Phone:</u> _____ | <u>Pager:</u> _____ | |
| <u>Employer:</u> _____ | <u>Address:</u> _____ | <u>City:</u> _____ | <u>State:</u> _____ |
| <u>Work Phone:</u> _____ | <u>Is this person a beneficiary?</u> _____ | <u>Explain:</u> _____ | |
| <u>Special Circumstances (age, health, etc.) or instructions:</u> _____ | | | |

CHILDREN - NAMES AND D.O.B.

Please provide the names and date of births of your children:

| | _ / _ / | | _ / _ / |
|--|---------|--|---------|
| | _ / _ / | | _ / _ / |
| | _ / _ / | | _ / _ / |
| | _ / _ / | | _ / _ / |
| | _ / _ / | | _ / _ / |

DEPARTMENT MEMBERS

Department member(s) if any that you would like to accompany the Notification Team to make notifications.

| | |
|--|--|
| | |
|--|--|

OTHER ASSISTANCE TO NOTIFICATION

Identify anyone else that you would like to help make the notification (example: bishop, minister, friends, etc.)

| | | | |
|--------------------|---------------|---------------------------|------------------------|
| <u>Last:</u> | <u>First:</u> | <u>Relationship:</u> | |
| <u>Address:</u> | | <u>Home Phone:</u> | <u>Cellular Phone:</u> |
| <u>Employer:</u> | | <u>City:</u> | |
| <u>Work Phone:</u> | | <u>Other Information:</u> | |

FUNERAL/MEMORIAL SERVICES

Do you wish to have a fire service funeral, as established by Department Procedures? _____
 If no, may the City hold a public fire memorial service, if cause of death is L.O.D.D. related? _____

Disposition: Burial _____ Cremation _____ Other Instructions: _____

Funeral Home Choice: _____ Cemetery Choice: _____

Has cemetery plot been purchased? _____ Are flowers to be omitted in lieu of a charity or organization? _____

If, Yes: Please identify charity or organization: _____

Preference as to who will deliver the eulogy? Please Identify: _____

Favorite Songs: _____

Favorite Poems: _____

Favorite Readings: _____

Favorite Scriptures/verses: _____

List preferences for Pallbearers:

ARMED FORCES

Are you a veteran of U.S. Armed Services? _____ Please identify which branch? _____

If entitled to a military funeral, do you wish to have one? _____

OTHER CRITICAL INFORMATION

| | |
|------------------------------------------|----------------------------------------------------------------|
| <u>Are you a member of Local Union?</u> | <u>Would you like a union representative at notification?</u> |
| <u>Do you have a Will?</u> _____ | <u>Do you have a Living Will?</u> |
| <u>Life Insurance Policy:</u> _____ | <u>Agent & Policy #:</u> |
| <u>Death & Disability Insurance:</u> | <u>Agent & Policy #:</u> |
| <u>Are you an organ donor?</u> | <u>Driver's license indicates that you are an organ donor?</u> |

SPECIAL REQUESTS

List any special requests, wishes or directions that you would like to be cared for in the event of your death or serious injury:

_____/_____/_____
Employee Signature Date

Sworn to and subscribed before me this _____ day of _____.

Notary Public

_____/_____/_____
Next of Kin Signature Date

CONFIDENTIAL INFORMATION:

The information provided will be utilized by the department in the event of your death to assist your family in preparing for your funeral and obtaining the benefits available to them. Please make sure that someone close to you knows this information.

UPDATE INFORMATION:

The information provided is accurate and requires no revisions/changes:

_____/_____/_____
Employee Signature Date Witnessed by

_____/_____/_____
Next of Kin Date Witnessed by

Appendix C

SOP / SOG Samples

Appendix D

LODD Memo to Staff

Sample Memo to Staff for LODD

TO: _____ Fire Department Staff
FROM: _____ Fire Chief
RE: _____ Line of Duty Death Announcement
DATE: _____

It is my sad duty to inform you that at _____ (time) today Firefighter(s) (rank and names) were killed in the line of duty. Details of the incident are not fully known. I have ordered an immediate and thorough investigation of the events surrounding this tragedy.

I will provide you with more information as soon as it is available, including details of services.

This is a difficult time for the entire Fire Department, and we will need to come together to get through it. All of us know when we choose firefighting as a career that this type of occurrence is possible. But that does not make it any less tragic or any less difficult to bear once it actually happens.

At this time our thoughts and prayers are with the _____ family. I urge you to support the Department in any way you can to see to the family's needs during this difficult and trying time.

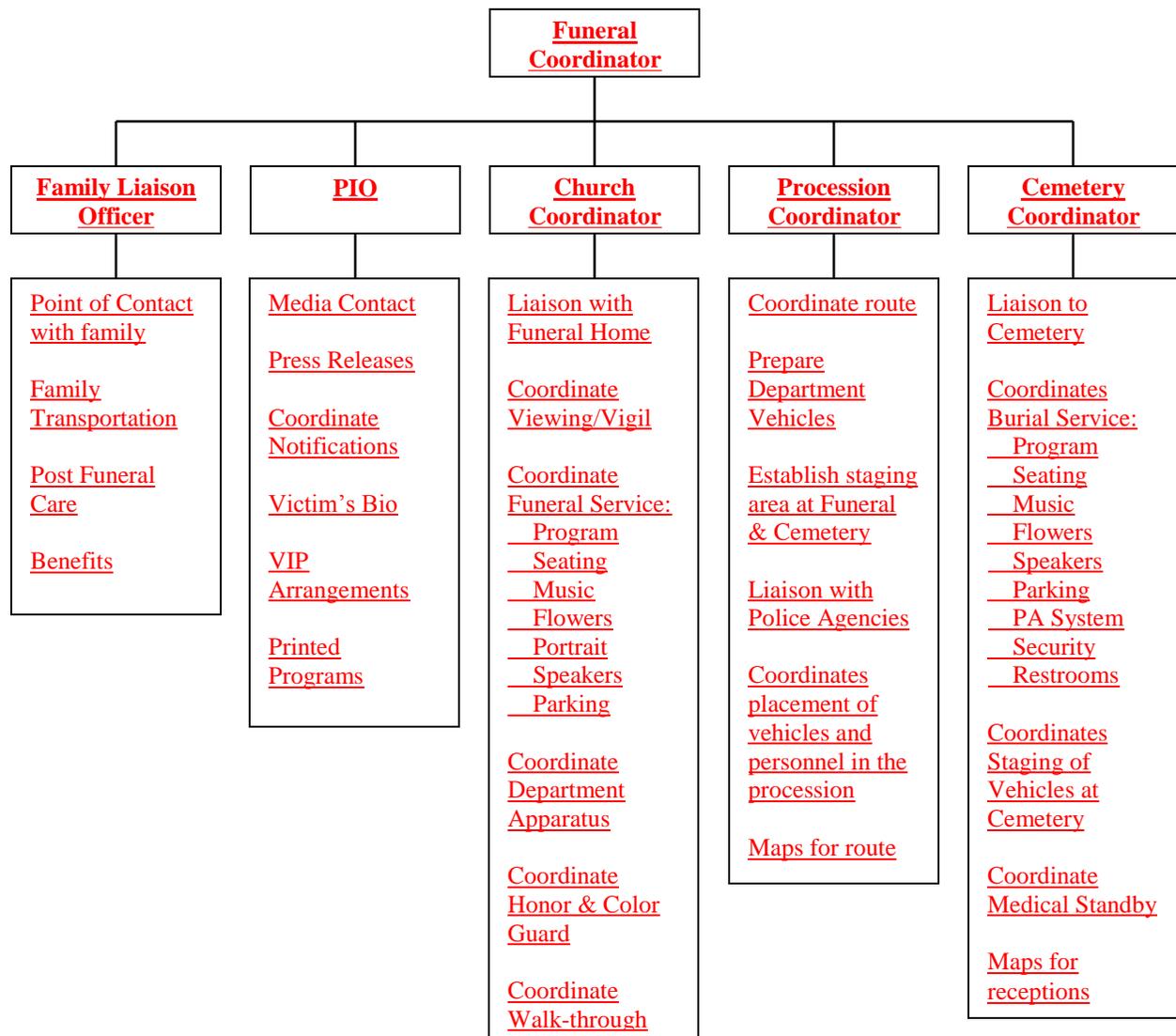
_____ has accepted the assignment as the Family Liaison Officer and will be coordinating the Departments support to the family and assuring to their needs.

I wish I had the words to ease the pain all of us are feeling, but I don't. I would only remind us all that this/these was/were (a) firefighter(s) doing the job he/she/they loved on behalf of the people he/she/they cared about.

Appendix E

Funeral Staff Assignments

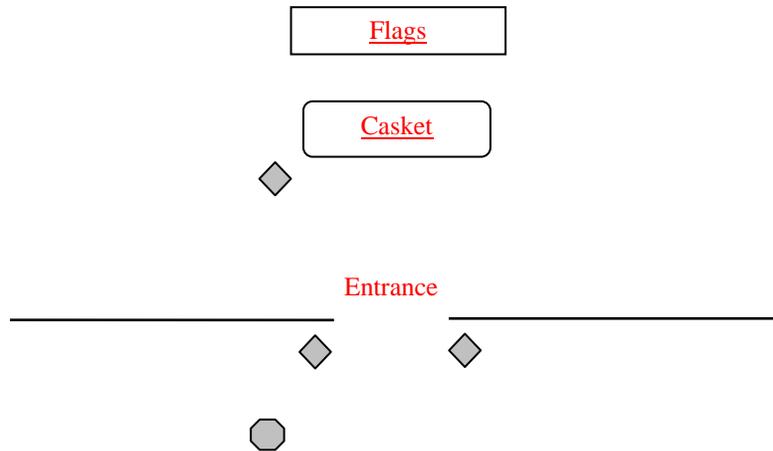
NOTE: Staff assignments may vary based on available staff, type of funeral and or services chosen based on family wishes. Some assignments may also be combined as necessary.



Appendix F

Funeral Service Diagrams

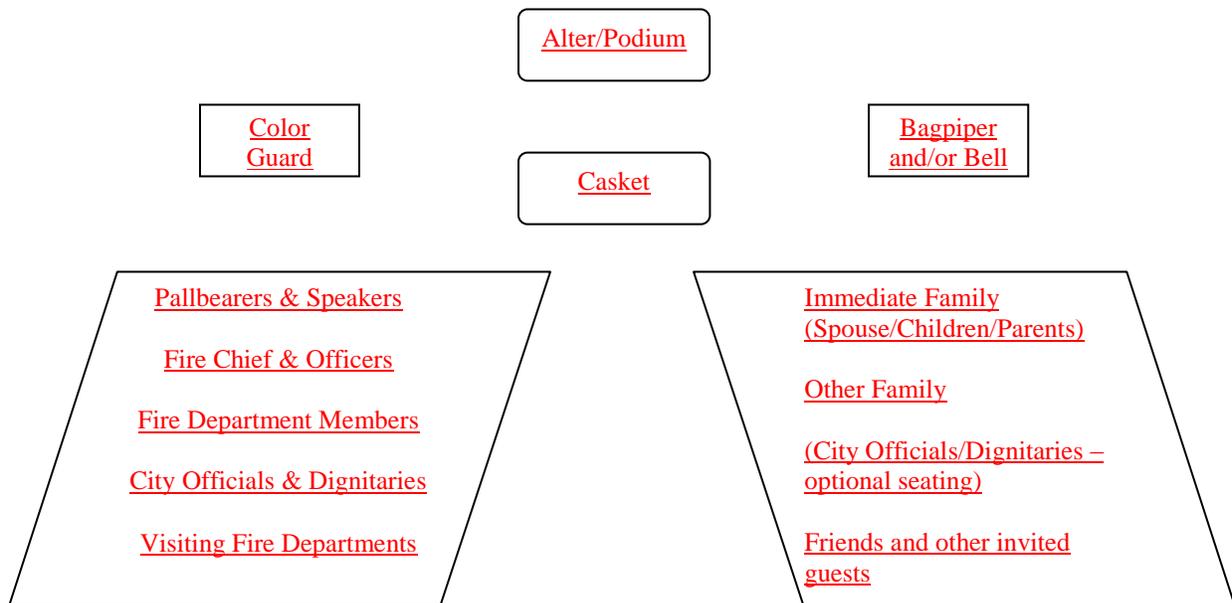
Visitation



◆ Honor Guard Member – One member to stand at attention by the foot of the casket during the entire time of visitation and one on each side of the entrance. Rotate Individuals every 30-60 minutes.

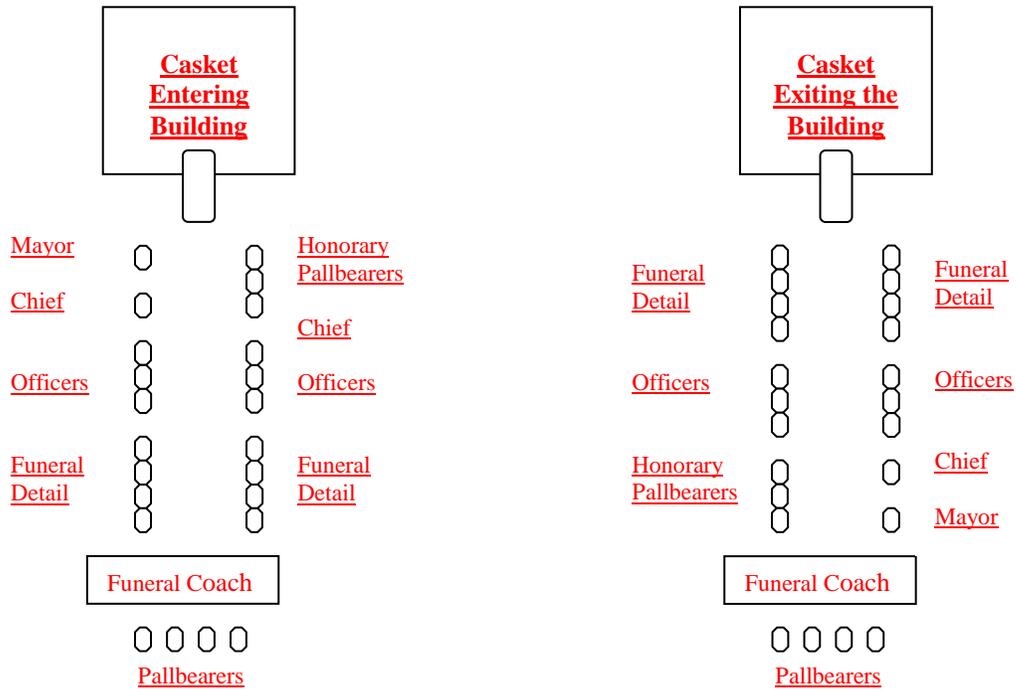
⬡ Chief or other Fire Department Officer

Inside The Church

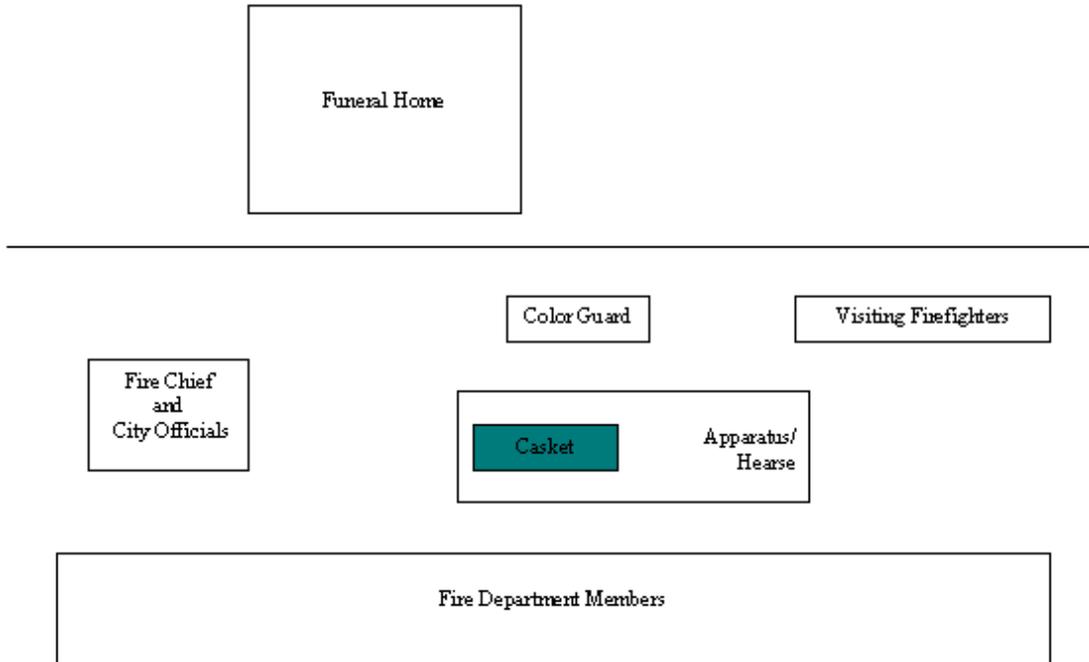


Outside the Church

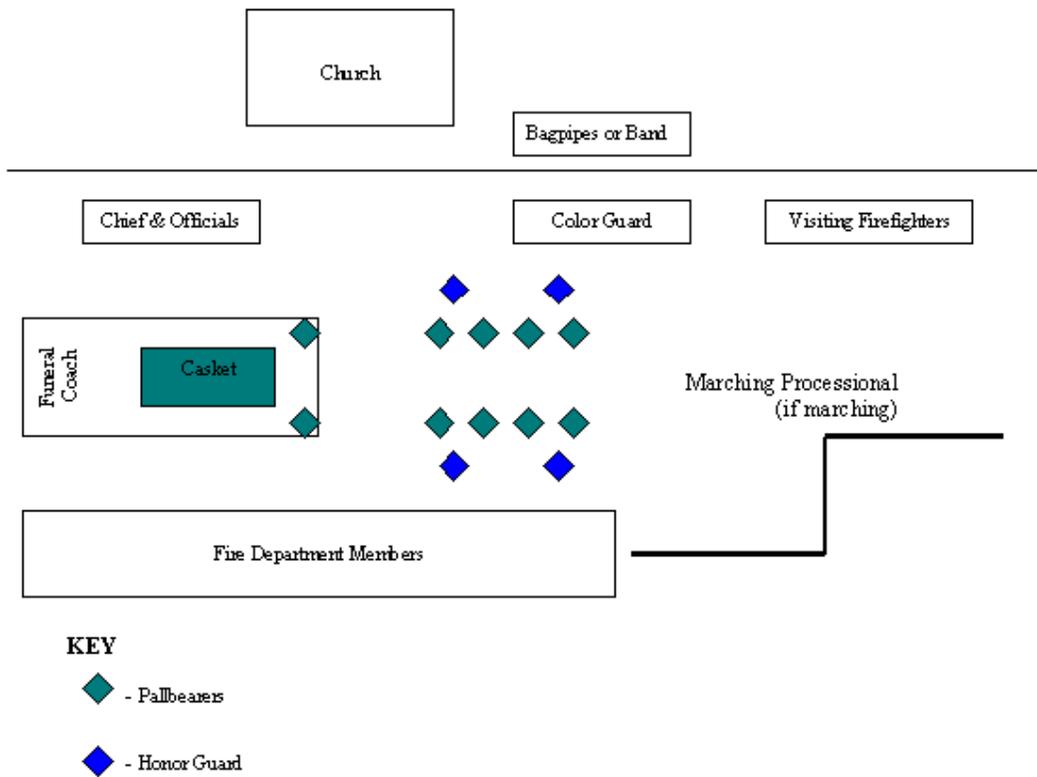
(The funeral formation is formed before the casket is moved and the casket is then carried through the formation followed by the family and friends)



Outside Funeral Home



Outside of Church - Marching

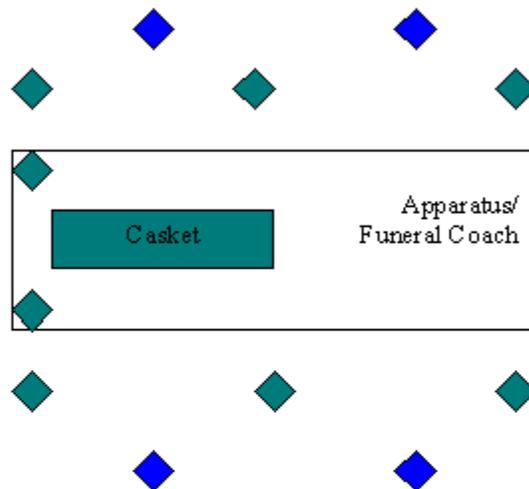


Appendix G

Funeral Procession Diagrams

Marching Arrangement

Location of Pallbearers around the Funeral Coach when marching



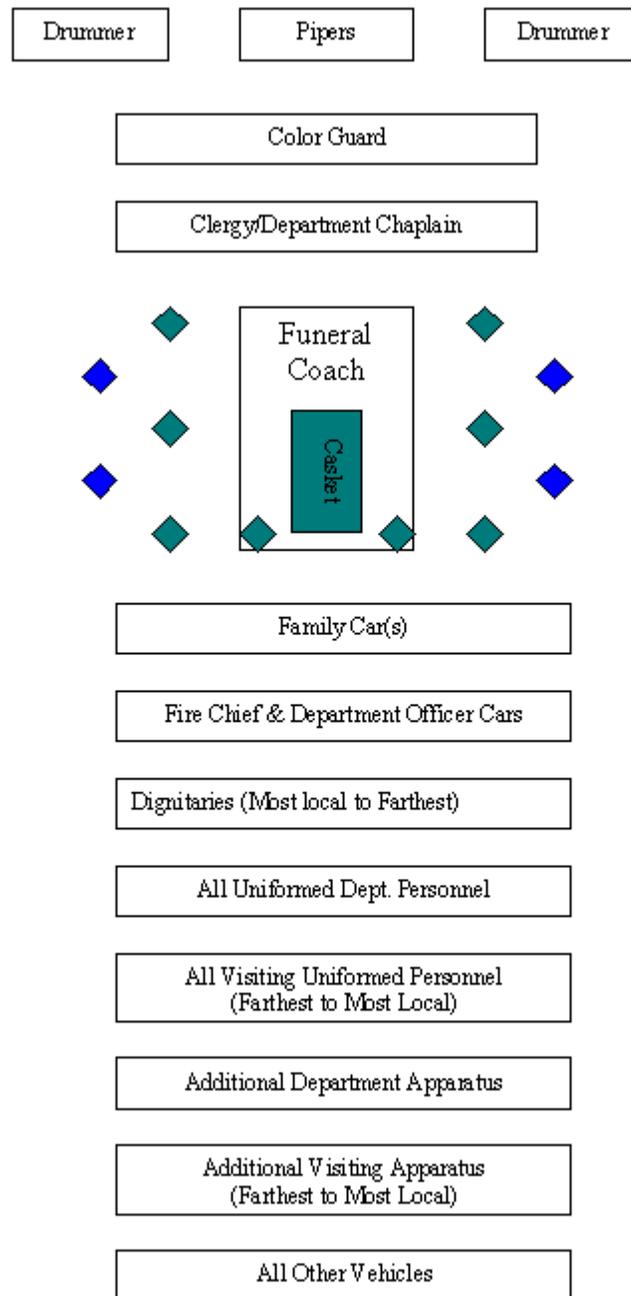
KEY

-  - Pallbearers
-  - Honor Guard

Two Pallbearers should ride on the tailboard, one on each side of the casket. Pallbearers riding on the tailboard should never obstruct the view of the casket.

Vehicle Processional - Marching

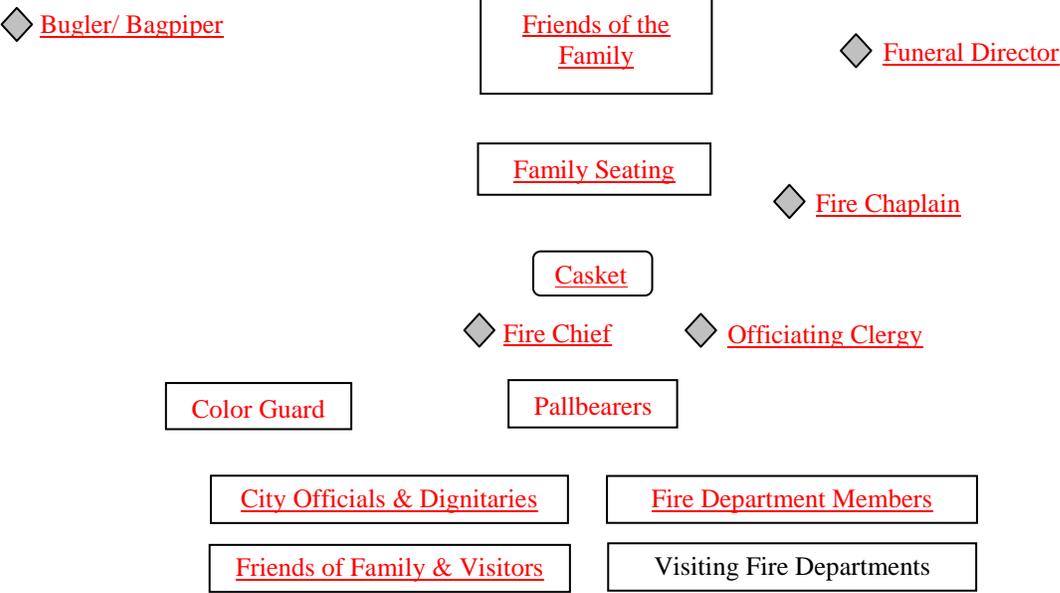
(Conducive to short distance)



Appendix H

Cemetery Service Diagrams

Cemetery Service



Appendix I

Firefighter Poems / 23rd Psalm

“Fireman’s Prayer”

When I am called to duty, God wherever flames may rage,
Give me strength to save some life, whatever be its age.

Help me embrace a little child, before it is too late,
Or save an older person, from the horror of that fate.

Enable me to be alert to the weakest shout,
And quickly and efficiently to put the fire out.

I want to fill my calling and to give the best in me,
To guard my every neighbor and protect his property.

And if according to my fate, I am to lose my life
Please bless with your protecting hand
my family and my wife.

“Only a Fireman”

He is only a fireman the people say
As they pass him or give him the way
The alarm with a clatter, a clatter and bang
Strikes many an ear with an unpleasant clang
His dress is not tidy and his face does tan
But note he walks like a man
Not ashamed of friends nor afraid of foes
When to work each time he goes
Not dreading danger not death each hour
For his trust and hope is in an unseen power
Who gives strength to his arm and light to his eye
He dreads not to live, or fears not to die

“A Firefighter’s Prayer”

Give Me Concern
A willingness to seek out those in need
Give Me Courage
The boldness of spirit to face and conquer fear,
share and endure the ordeal of another in need.
Give Me Strength

Strength of heart, to bear whatever burden
might be placed on me and strength of body to
deliver safely all those placed in my care.

Give Me Wisdom to Lead
The compassion to comfort,
and the love to serve unselfishly wherever you take me.
And please Lord, through it all, be at my side.

23rd Psalm

The Lord is my Shepherd; I shall not want.
He maketh me to lie down in green pastures:
He leadeth me beside the still waters.
He restoreth my soul:
He leadeth me in the paths of righteousness for His name' sake.

Yea, though I walk through the valley of the shadow of death,
I will fear no evil: For thou art with me;
Thy rod and thy staff, they comfort me.
Thou preparest a table before me in the presence of mine enemies;
Thou annointest my head with oil; My cup runneth over.

Surely goodness and mercy shall follow me all the days of my life,
And I will dwell in the house of the Lord forever.

KJV

Appendix J

Bell Service Readings Options

Bell Service Readings Option #1

The life of a firefighter is closely associated with the ringing of a bell. As he begins his hours of duty it is the bell that starts it off and so through the day and night, each alarm is sound by a bell, which calls him to fight fires and to place his life in jeopardy. For the good of his fellowman. And when the fire is out and the alarm has come to an end, the bell rings three times to signal the end. And now _____ has completed his task, his duties were well done, and the bell rings three times.

Bell Service Readings Option #2

During times like these we seek strong symbols to give us a better understanding of our feelings during this time of sadness and as a reflection of the devotion our comrade had for his duty. The sounding of "taps" is a strong symbol which gives honor and respect to those who have served so well. So also is the sounding of a bell. A special signal of three rings, three times each represents the end of his duties and that he will be returning to quarters. For our comrade, his last alarm, he is coming home.

Bell Service Readings Option #3

Ring bell one time

The men and Women of today's fire service are confronted with more dangerous work environment than ever before. We are forced to continually change our strategies and tactics to accomplish our tasks. Our methods may change, but our goals remain the same as they were in the past.

TO SAVE LIVES AND TO PROTECT PROPERTY

Sometimes at a terrible cost.

This is what we do.

This is our chosen profession.

This is the tradition of the firefighter.

The fires service of today is ever changing, but is steeped traditions 200 years old. One such tradition is the sounding of the bell.

Ring bell one time

In the past, as firefighters began their tour of duty, it was the bell that signaled the beginning of that days shift. Through the day and night, each alarm was sounded by a bell, which summoned these brave souls to fight fires and to place their lives in

jeopardy for the good of their fellow man. And when the fire was out and the alarm had come to an end, it was the bell that signaled to all, the completion of that call.

When a firefighter had died, it was the mournful toll of the bell that solemnly announced...a comrades passing.

We utilize these traditions as symbols which reflect honor and respect on those who have given so much and who have served so well. To symbolize the devotion that these brave souls had for their duty – a special signal of three rings, three times each (pause in between in set of three), represents the end of our comrades duties, and that they will be returning to quarters.

And so to he who has selflessly devoted his life for the good of his fellow man.

His task completed, his duties well done. To our comrade, his last alarm, he's going home.

** (Ring bell 3 times, repeat 3 times with a slight pause in between each set, for a total of 9 rings) **

Appendix K

PSOB Fact Sheet

On September 29, 1976, the President signed Public Law 94-430 establishing a death benefit to eligible survivors of firefighters and police officers from local, state and federal organizations. The legislation became known as the Public Safety Officers Benefit Act (PSOB). The Act has been amended several times since 1976. The most profound amendments came in November 1988, November 1990, October 2001, and December 2003. The PSOB Act, amended in 1988, increased the death benefit to \$100,000. It had an escalator clause tied to the Consumer Price Index, which increases every October 1. Death benefits to public safety officers on and after January 1, 2001, became \$250,000. Based on the Consumer Price Index as of December 2003, the benefit has increased to \$267,494.

Among the 1988 amended changes made were beneficiary requirements. The Act added benefits for the survivors of single firefighters or police officers, including parents, without regard to dependency. Spouses became eligible automatically, as did stepchildren, adopted children and children born to unmarried parents. Parents also were included if they were the only survivors - whether or not they were dependent on the child - as long as a parent/child relationship existed.

Children over 18 are eligible when they are less than 23 and a full-time student. When there is a surviving child or children, and a surviving spouse, one-half of the benefit will be provided to the child or children of the officer in equal shares. One-half goes to the surviving spouse.

Because the PSOB benefit is not paid into the deceased officer's estate, benefits are not paid when an officer dies without an eligible survivor.

To be covered, a firefighter or rescue squad person must be an officially designated member of a fire or rescue squad (department). Under the law, an "officially designated" person is one who is carried on the department's membership roll as an active member. If not on the listed roll, beneficiaries must prove that the individual was conscripted legally at the scene of an emergency to engage in emergency operations.

To be covered, a firefighter's death must be the result of a traumatic injury suffered in the line of duty. A traumatic injury is a blow to the body by an outside force. An accident in which the victim suffers crushing injuries in a building collapse is eligible, as well as accidents involving apparatus or falls. Burns, smoke inhalation and such climactic injuries as heatstroke or frostbite are considered traumatic injuries.

Death from stress, heart attacks, strokes and diseases, including occupational diseases, are not covered by the law unless a traumatic injury was a substantial factor in the death. To be a substantial factor, a traumatic injury must have been capable in itself of having caused the death. Smoke inhalation is considered a substantial factor in a heart or stroke related death when the firefighter's blood/carbon monoxide level is 10% or greater for nonsmokers, 15% or greater for smokers.

Excluded from the coverage are deaths from suicide, intentional misconduct, gross negligence and voluntary intoxication. Intoxication is described as evidence by a postmortem blood alcohol level of .20 percentum or greater. A postmortem blood alcohol level of a least .10 percentum, but less than .20, will exclude coverage unless the Bureau receives convincing evidence that the public safety officer was not acting in an intoxicated manner immediately prior to his/her death. Exclusion will also be made if the blood tests show evidence of the introduction of drugs or other substances into the blood.

President Bush, on December 1, 1990, signed into law the "Crime Control Act of 1990." This legislation includes a major revision to the PSOB. The revision at that time made available \$100,000 to any public safety officer who becomes permanently and totally disabled as the direct result of a catastrophic personal injury sustained in the line of duty. An amendment to the Crime Control Act of 1992 changed the funding so the death and disability benefits are the same. Thus the disability benefit is \$250,000 until October, 2002. The catastrophic injury is defined as "consequences of an injury that permanently prevents an individual from performing any gainful work." As with the death benefit, the amount of the award will be adjusted annually.

Limitations to the new PSOB are that beneficiaries are not eligible to collect both the disability and death benefits. An example of this limitation would be if a firefighter became permanently injured, collected the disability award and later died from the injuries, his beneficiaries would not be eligible for the death benefit.

Congress and the President amended the Act in 1998, which the Bureau of Justice Assistance implemented September 14, 1999, to include a revision to provide educational assistance to spouses and children of all Public Safety Officers killed in the line of duty or permanently and totally disabled by catastrophic injuries sustained in the

line of duty. The dependents will be eligible on a retroactive basis if the Safety Officers death or disability occurred on or after October 1, 1997.

On October 25, 2001, the United States Congress voted to significantly increase the benefit to \$250,000. The provision, included as part of the anti-terrorism bill (H.R. – 3162), is retroactive to January 2001.

On December 15th, 2003, President Bush signed into law the Hometown Heroes Survivor Benefits Act (S. 459 / H.R. 919), which will expand the PSOB program to cover public safety officers who die of heart attacks or strokes in the line of duty. The death benefit is payable to the survivors of a public safety officer who "has died as the direct and proximate result of a personal injury sustained in the line of duty." Unfortunately, in almost every incidence of death by heart attack or stroke, it had been ruled that the heart attack or stroke was not a direct result of an injury sustained in the line of duty and the family receives no benefits even though the deaths were clearly triggered by the rigors of the job.

The Hometown Heroes Survivor Benefit Act will correct that deficiency in the law, by ensuring that a public safety officer who suffers a fatal heart attack or stroke while on duty or not later than 24 hours after participating in a physical training exercise or responding to an emergency situation, is presumed to have died in the line of duty for purposes of public safety officer survivor benefits.

At the present time, less than 50% of the firefighters and rescue personnel who lose their lives during emergency incidents, have the survivors receive the proper benefits. In many cases, the department is ignorant of the benefit, but more often proper procedures have not been followed.

Insurance agents can be a great asset to their emergency service clients by keeping themselves up-to-date on current requirements and status of the PSOB, informing the clients of changes, and making themselves available when the need arises to assist in filing claims.

An extremely important requirement of the PSOB is for a postmortem examination and a proper blood gas test to be performed. It is the awesome responsibility of the department's chief officer to make sure that the pathologist, medical examiner, and/or coroner of the jurisdiction, is aware of the particular requirements of the PSOB Act and the necessary tests be performed. When insurance agents review the fire department's insurance program, a review should be made on the department's standard operating procedures in handling personnel line-of-duty deaths. Ensure that the department knows how to contact the Department of Justice, that it should be notified as soon as possible (within hours) after the incident and the importance of the blood test and postmortem. An agent may be one of the first persons notified about the accident and could be a great asset in a very trying time for a department. When the Bureau of Justice Assistance is called, the representative will need basic information as to the circumstances of the death and will give guidance for further information that is needed to complete the contact.

To obtain current information or notification of a death, call: (202) 307-0635 or (888) 744-6513 or write to:

Public Safety Officer's Benefits Program

Bureau of Justice Assistance

810 7th Street, NW

Washington, D.C. 20531

BLACK HAWK FIRE DEPARTMENT

Section 300

FIRE PREVENTION

Revised and adopted this 12th day of December, 2012



Fire Chief

| | | |
|---------------|-------------------------------------------------------------|---------------|
| <u>300.01</u> | FIRE PREVENTION AND LIFE SAFETY INSPECTIONS | <u>Pg.108</u> |
| <u>300.02</u> | <u>ADMINISTRATION</u> | <u>Pg.113</u> |
| <u>300.03</u> | <u>FIRE SAFETY INSPECTIONS – FIRE INSPECTORS</u> | <u>Pg.114</u> |
| <u>300.04</u> | <u>FIRE SAFETY INSPECTIONS – COMPANY INSPECTION PROGRAM</u> | <u>Pg.114</u> |
| <u>300.05</u> | <u>RE-INSPECTIONS</u> | <u>Pg.115</u> |
| <u>300.06</u> | <u>LIFE SAFETY ISSUES</u> | <u>Pg.115</u> |
| <u>300.07</u> | <u>NOTICE OF CORRECTION</u> | <u>Pg.115</u> |
| <u>300.08</u> | <u>VIOLATION NOTICE</u> | <u>Pg.115</u> |
| <u>300.09</u> | <u>COMPANY INSPECTOR RESPONSIBILITIES</u> | <u>Pg.116</u> |
| <u>300.10</u> | <u>TEMPORARY FIRE WATCH PERMITS</u> | <u>Pg.116</u> |
| <u>300.11</u> | <u>CONFLICT RESOLUTION</u> | <u>Pg.118</u> |
| <u>300.12</u> | <u>ENFORCEMENT</u> | <u>Pg.118</u> |
| <u>300.13</u> | <u>REPORT FILING, ENTRY, AND RETENTION</u> | <u>Pg.119</u> |
| <u>300.14</u> | <u>PLANS REVIEW</u> | <u>Pg.119</u> |
| <u>300.15</u> | RESIDENTIAL SMOKE ALARM PROGRAM | <u>Pg.120</u> |

300.01 FIRE PREVENTION AND LIFE SAFETY INSPECTIONS

Original Date Issued:

Date Last Revised: 10/22/12

Revision Number: 1

Total Pages: 6

Title: Fire Prevention / Life Safety Program

Purpose: To establish basic guidelines pertaining to the Fire Prevention / Life Safety Program and its delivery for the Black Hawk Fire Department.

Scope: This guideline will cover all members of the Department. The Fire Chief will have final authority for changes to the Fire Prevention / Life Safety Program. Authority to vary from this guideline rests with the Fire Code Official or the Fire Chief.

General: The Black Hawk Fire Department provides a Fire Prevention / Life Safety Program which places an emphasis on fire safety inspection skills and techniques to eliminate or minimize municipal losses. Enforcement jurisdiction is in the City of Black Hawk Municipal Code, Chapter 18, Article 1 based on the adopted International Fire Code (IFC) and National Fire Protection Standards (NFPA).

- The key program objectives for this program are as follows:
- Assess life safety and fire risks in comparison to the delivery of fire protection and its effects.
- Locate, record, and affect corrections to common problems concerning life safety and property.
- Create and maintain thorough records and database in order to measure and analyze the effectiveness of the fire prevention / life safety program.
- The Black Hawk Municipal Code establishes the Fire Chief as the Fire Marshal for the City of Black Hawk, and as the Authority Having Jurisdiction (AHJ). The Fire Chief shall determine whether the provisions of the Code are met. The Fire Chief further designates and appoints a Fire Code Official for the City of Black Hawk.
- Any requirements that are essential for the safety of building occupants and that are not specifically provided for by the Code shall be determined by the AHJ.

The overall goal in the application of the Code is to provide what is considered to be a reasonable degree of life safety.

300.01.01 Administration

The Fire Code Official shall oversee the Fire Prevention / Life Safety Program for the Department. The Fire Code Official shall manage and administer the program and perform additional job functions as outlined in current job descriptions and as directed by the Fire Chief.

The Fire Code Official will remain apprised of all changes regarding requirements set for continued delivery of fire prevention tasks within the City; and will make recommendations to the Fire Chief on mandated changes to guidelines and policies.

300.01.02 Fire Safety Inspections — Fire Inspectors

The Fire Code Official shall establish a fire safety inspection schedule that meets the goals and objectives of the Department. Fire Inspectors will work to fulfill the inspection schedule based on the stated objectives in this guideline.

Fire Inspectors will use the Department's designated Inspection Report to record and provide specific data and general information on possible hazards found in business occupancies. Prior to filing the paper copy, and electronically saving a copy of the report, the Inspector should carefully scan the form line by line to verify that all information is accurate and complete. Information contained on the report should be verbally summarized to the building owner/occupant or property representative; and a copy of the report will be left with said building owner/occupant or property representative. This will ensure the building occupant or property owner will be aware of the found hazards and corrective actions needed. Fire Inspection Reports are to be retained for a period of five years.

300.01.03 Fire Safety Inspections — Company Inspection Program

Authority to start, suspend or discontinue the Company Inspection Program rests with the Department's Administration at their discretion.

The Fire Code Official shall establish a company fire inspection schedule with the assistance of each Company Officer that meets the goals and objectives of the Department. Company Officers will work to fulfill the inspection schedule based on the stated objectives in this guideline. Inspections will be done by staffed apparatus with careful attention given to time efficiency and fuel conservation.

Personnel performing fire inspections on Group A2 casino occupancies shall be certified as a minimum Fire Inspector I and must have a current certification number to complete and sign the inspection report per the requirements set forth by the Colorado Division of Fire Prevention and Control that oversees life safety inspections in limited gaming establishments.

Company Inspectors will use the Department's designated Inspection Report to record and provide specific data and general information on possible hazards found in occupancies. Prior to separating copies of the report, the Inspector should carefully scan the form line by line to verify that all information is accurate and complete. Information contained on the report should be verbally summarized to the building owner/occupant or property representative; and a copy of the report will be left with the building owner/occupant or property representative. This will ensure the building owner/occupant or property representative will be aware of the found hazards and corrective actions needed. Company Inspection Reports are to be turned in to the Fire Code Official for filing.

If one or more violations are found during an initial inspection, it will be necessary to conduct a re-inspection. This should be scheduled allowing reasonable time to correct discrepancies. Re-inspections shall be completed within 90 days.

Life safety issues shall be corrected immediately. Violations not corrected as directed may be cause for a correction notice being issued and/or building closure.

Company Inspector Responsibilities

Upon entering the occupancy, the fire department member conducting the inspection shall ask to speak to the manager, supervisor, or property representative. The department member shall introduce him/herself and explain the purpose of their visit. The manager, supervisor, or property representative shall accompany the inspection team during the inspection.

The exterior of the occupancy should be surveyed during the inspection to determine the location of utilities and shutoffs and note the two closest fire hydrants.

Many hazards can be corrected immediately upon discovery. Note any such violations on the inspection reports and also if they were corrected.

The results of each inspection or re-inspection shall be accurately recorded onto the inspection report form.

If a problem arises during the inspection that cannot be resolved by the department member doing the inspection, the Fire Chief or Fire Code Official shall be requested to respond to solve the problem.

Some life safety violations are serious enough to warrant immediate corrective action and issuance of a Notice of Correction, or property closure.

Violations may include locked or obstructed exits, exceeding the occupancy load limit, inoperable fire suppression system, inoperable fire alarm system, or any other violations or imminent hazard that constitute immediate threat to life safety.

Any problems involving automatic sprinkler systems, standpipes, or other suppression or detection systems shall be brought to the attention of the Fire Chief, Fire Code Official, or the ranking officer on duty.

Temporary Fire Watch Permits:

~~Due to the inherently higher life safety risks associated with Group A casino occupancies, not more than one life safety system shall be off line or out of service at any given time for the purpose of doing repair, maintenance, or testing. During the time that either the fire sprinklers or fire alarm system is off line or out of service, the owner/occupant shall provide a temporary fire watch for the entire building. If only one fire protection zone is affected by repairs or maintenance, the fire watch shall be required in those areas covered by these systems.~~

~~A fire watch permit shall be issued to the owner/occupant or property representative by a shift officer. The (white) hard copy shall be forwarded to the Fire Code Official for filing. The (yellow) hard copy shall be given to the owner/occupant or property representative along with a fire watch log sheet.~~

~~The issuing Officer shall log the fire watch activities on the dry erase board in the stairwell.~~

~~It is the duty of the Shift Officer who issued the temporary fire watch permit, to complete a follow up to verify that the temporary fire watch is has been completed and that the fire watch log sheet has been returned to the fire department for filing. If follow up cannot be completed on the officer's scheduled shift, that officer shall pass the fire watch information on to the oncoming shift officer.~~

~~Temporary Fire Watch Permits are valid for a period not to exceed 24 hours.~~

300.01.04. Conflict Resolution

~~Should a conflict arise where the fire safety inspection is strongly opposed by a business owner/occupant or property representative, or during the inspection, attitudes and/or cooperation regresses to the point where the inspection is not conducive to its intended purpose, the Fire Inspector or Company Inspector shall politely excuse himself/herself and exit the property. The Fire Code Official or the Fire Chief shall be immediately notified of the situation.~~

~~Company Inspectors will do this notification through their respective Captain or shift Lieutenant. The Fire Code Official will do a follow up on the conflict and will seek resolution. Inspectors will make every effort to complete the inspection. However, confrontations and conflicts will be handled with professionalism in mind.~~

300.01.05. Enforcement

~~This section shall be applicable to the Fire Chief and Fire Code Official. Enforcement is not a duty of Company Fire Inspectors.~~

~~The Department has a progressive code enforcement program designed to ensure compliance with applicable fire protection codes. After a fire safety inspection, business owners/occupants or property representatives shall be afforded ample time and opportunity to remedy hazards noted. Upon non-compliance, the business occupant or business owner may be issued a Notice of Correction. This notice outlines the specific sections violated of the International Fire Code or NFPA Standards; and also outlines potential actions for non-compliance.~~

~~Further non-compliance by business owners/occupants or property representatives may result in penalties or actions against the owner as permitted by state statutes and Colorado Division of Gaming regulations, up to and including closing the property.~~

~~The AHJ shall have the authority to order an operation or use stopped, and the immediate evacuation of any occupied building or area when such building or area has hazardous conditions that present imminent danger to life safety.~~

~~300.01.06 Report Filing, Entry, and Retention~~

~~Any report completed for the purpose of a fire safety inspection shall be filed with the Fire Code Official. Additionally, any information pertaining to the issuance of a Notice of Correction, building closure, or information pertaining to any life safety or hazards observed shall be submitted to the Fire Chief or Fire Code Official.~~

~~All pertinent data shall be scanned and entered into the electronic database for future evaluation and analysis. Additionally, all hard copies of this information shall be filed and retained for a period of five years.~~

~~300.01.07 Plans Review~~

~~All fire protection plans shall be submitted to the Black Hawk Fire Department. The department reviews plans and issues fire department permits for all work performed on fire alarm, fire suppression, and fire protection systems.~~

~~All plans will be reviewed by the Fire Code Official or his designee using the appropriate plans review checklist. This will ensure a complete review and also compliance with adopted fire codes and City ordinances.~~

~~If discrepancies are found during a plan review, the person doing the review will generate a list of discrepancies and issue a plan review report to the applicant for needed corrections. Plans will be stamped and signed off as either approved or unapproved.~~

Purpose: To establish basic guidelines pertaining to the Fire Prevention / Life Safety Program and its delivery for the Black Hawk Fire Department.

Scope: This guideline will cover all members of the Department. The Fire Chief will have final authority for changes to the Fire Prevention / Life Safety Program. Authority to vary from this guideline rests with the Fire Code Official or the Fire Chief.

General: The Black Hawk Fire Department provides a Fire Prevention / Life Safety Program which places an emphasis on fire safety inspection skills and techniques to eliminate or minimize municipal losses. Enforcement jurisdiction is in the City of Black Hawk Municipal Code, Chapter 18, Article 1, and based on the adopted International Fire Code (IFC) and National Fire Protection Standards (NFPA).

- The key program objectives for this program are as follows:
- Assess life safety and fire risks in comparison to the delivery of fire protection and its effects.
- Locate, record, and affect corrections to common problems concerning life safety and property.
- Create and maintain thorough records and database in order to measure and analyze the effectiveness of the fire prevention / life safety program.
- The Black Hawk Municipal Code establishes the Fire Chief as the Fire Marshal for the City of Black Hawk, and as the Authority Having Jurisdiction (AHJ). The Fire Chief shall determine whether the provisions of the Code are met. The Fire Chief further designates and appoints a Fire Code Official for the City of Black Hawk. The Fire Chief may in the absence of the Fire Code Official act in that capacity.
- Any requirements that are essential for the safety of building occupants and that are not specifically provided for by the Code shall be determined by the AHJ.

The overall goal in the application of the Code is to provide what is considered to be a reasonable degree of life safety.

300.02 Administration

The Fire Code Official shall oversee the Fire Prevention / Life Safety Program for the Department. The Fire Code Official shall manage and administer the program and perform additional job functions as outlined in current job descriptions and as directed by the Fire Chief.

The Fire Code Official will remain apprised of all changes regarding requirements set for continued delivery of fire prevention tasks within the City; and will make recommendations to the Fire Chief on mandated changes to guidelines and policies.

300.03 **Fire Safety Inspections – Fire Inspectors**

The Fire Code Official shall establish a fire safety inspection schedule that meets the goals and objectives of the Department. Fire Inspectors will work to fulfill the inspection schedule based on the stated objectives in this guideline.

Fire Inspectors will use the Department’s designated Inspection Report to record and provide specific data and general information on possible hazards found in business occupancies. Prior to filing the paper copy, and electronically saving a copy of the report, the Inspector should carefully scan the form line by line to verify that all information is accurate and complete. Information contained on the report should be verbally summarized to the building owner/occupant or property representative; and a copy of the report will be left with said building owner/occupant or property representative. This will ensure the building occupant or property owner will be aware of the found hazards and corrective actions needed. Fire Inspection Reports are to be retained for the life of the building.

300.04 **Fire Safety Inspections – Company Inspection Program**

Authority to start, suspend or discontinue the Company Inspection Program rests with the Department’s Administration at their discretion.

The Fire Code Official shall establish a company fire inspection schedule with the assistance of each Company Officer that meets the goals and objectives of the Department. Company Officers will work to fulfill the inspection schedule based on the stated objectives in this guideline. Inspections will be done by Fire – Rescue first run units with careful attention given to time efficiency and fuel conservation.

Personnel performing fire inspections on Group A2 casino occupancies shall be certified as a minimum Fire Inspector I and must have a current certification number to complete and sign the inspection report per the requirements set forth by the Colorado Division of Fire Prevention and Control that oversees life safety inspections conducted in limited gaming establishments pursuant to C.R.S. 12-33.5-1211.

Company Inspectors will use the Department’s designated Inspection Report to record and provide specific data and general information on possible hazards found in occupancies. Prior to separating copies of the report, the Inspector should carefully scan the form line by line to verify that all information is accurate and complete. Information contained on the report should be verbally summarized to the building owner/occupant or property representative; and a copy of the report will be left with the building owner/occupant or property representative. This will ensure the building owner/occupant or property representative will be aware of the found hazards and corrective actions

needed. Company Inspection Reports are to be turned in to the Fire Code Official for filing.

300.05 **Re-inspections**

If one or more violations are found during an initial inspection, it will be necessary to conduct a re-inspection. This should be scheduled allowing reasonable time to correct discrepancies. A re-inspection shall be completed within 90 days. Should a second re-inspection be required, it shall be completed within 30 days from the date of the first re-inspection.

300.06 **Life Safety Issues**

Any life safety issue that poses a risk to life or health shall be corrected immediately by the building owner/occupant or property representative.

The Fire Chief shall be notified of all life safety issues.

Life safety violations serious enough to warrant immediate corrective action may include locked or obstructed exits, exceeding the occupancy load limit, inoperable fire suppression system, inoperable fire alarm system, or any other violations or imminent hazard that constitute immediate threat to life safety.

Life safety violations shall be documented on a Violation Notice that shows resolution of the issue.

300.07 **Notice of Correction**

Violations found and/or not corrected as directed during annual fire inspections shall be cause for a Notice of Correction to be issued by a state certified inspector.

A Notice of Correction shall be issued for fire code violations observed any time violations are found outside annual fire inspection visits. Violations shall be resolved as quickly as possible from the date issued.

300.08 **Violation Notice**

A Violation Notice shall be issued by a state certified inspector when violations are not corrected as directed from a Notice of Correction or as per the life safety violation section.

A building owner/occupant or property representative that fails to respond to a Notice of Correction for existing violations not corrected shall be issued a Violation Notice. Violations listed on a Violation Notice shall be corrected immediately.

A building owner who fails to comply with a Violation Notice may face penalties or actions against the owner as permitted by State statutes, up to and including closing the property.

300.09 **Company Inspector Responsibilities**

Upon entering the occupancy, the fire department member conducting the inspection shall ask to speak to the manager, supervisor, or property representative. The department member shall introduce him/herself and explain the purpose of their visit. The manager, supervisor, or property representative shall be invited to accompany the inspection team during the inspection.

The exterior of the occupancy should be surveyed during the inspection to determine the location of utilities and shutoffs and note the two closest fire hydrants.

Many hazards can be corrected immediately upon discovery. Note any such violations on the inspection reports and also if they were corrected.

The results of each inspection or re-inspection shall be accurately recorded onto the inspection report form.

If a problem arises during the inspection that cannot be resolved by the department member doing the inspection, the Fire Chief or Fire Code Official shall be requested to respond to address the issue.

Any problems involving automatic sprinkler systems, standpipes, or other suppression or detection systems shall be brought to the attention of the Fire Chief, Fire Code Official, and the ranking officer on duty.

300.10 **Temporary Fire Watch Permits**

Due to the inherently higher life safety risks associated with Group A casino occupancies, not more than one life safety system shall be off-line or out of service at any given time for the purpose of doing repair, maintenance, or testing.

During the time that either the fire sprinklers or fire alarm system is off-line or out of service, the owner/occupant shall provide a temporary fire watch for the entire building. If only one fire protection zone is affected by repairs or maintenance, the fire watch shall be required in those areas covered by these systems.

A fire watch permit shall be issued to the owner/occupant or property representative by a shift officer. The (white) hard copy shall be forwarded to the Fire Code Official for filing. The (yellow) hard copy shall be given to the owner/occupant or property representative along with a fire watch log sheet.

The issuing Officer shall log the fire watch activities on the dry-erase board in the stairwell and add the fire watch that was issued in the daily log.

It is the duty of the Shift Officer who issued the temporary fire watch permit, to complete a follow-up to verify that the temporary fire watch is has been completed and that the fire watch log sheet has been returned to the fire department for filing. If follow-up cannot be completed on the officer's scheduled shift, that officer shall pass the fire watch information on to the oncoming shift officer.

Temporary Fire Watch Permits are valid for a period not to exceed 24-hours.

300.10.1 Temporary Electronic Fire Watch Permits

Electronic applications for temporary fire watch permits can be completed and submitted on-line to the fire department using the City's website at www.cityofblackhawk.org

When an application for a temporary fire watch permit is received by email, the on duty shift officer shall respond within a reasonable amount of time. After review of the applicant's request, the on-duty shift officer shall respond to the applicant by email for either approval or denial of their request.

The response signature for approvals or denials should read:

Your request for a Fire Watch Permit has been received.

Your permit is approved and is valid for 24-hours. Should you need additional time to perform maintenance or repairs please contact the fire department shift officer for approval at 303-582-0426.

Please return the Fire Watch Log Sheet by FAX to: 303-582-2229 or email to fire_inspection@cityofblackhawk.org

Or

Your request for a Fire Watch Permit has been received.

Your request has been denied. Please contact the fire department shift officer at 303-582-0426.

300.10.1.1 Advance or Extended Fire Watch Permits

Fire Watch Permits may be issued in advance of the scheduled maintenance or repairs.

Extended Fire Watch Permits shall be issued for a period not to exceed 30 days with approval of the Fire Chief. Extended Fire Watch Permits shall be evaluated and approved on a case-by-case basis.

300.10.1.2 Fire Watch Permit Record Keeping

- Complete the form by adding your electronic signature, date, and time.
- Reply using the “Fire Watch Approved” or “Fire Watch Denied” signature and then attach the Pdf signed copy. CC: Chief, Capts, and Lt’s and reply to sender.
- Print a hard copy of the approved fire watch permit and place it in the file cabinets located in the office lobby area under Active Fire Watch Permits. Once the fire watch expires it shall be placed in the respective occupancy’s file.
- Save the signed fire watch permit as a Pdf to the Fire Watch Permit folder in Fire Admin. Q drive.
- Log on to ERS. Go to Occupancy. Select the occupancy. Open that file. Under “Permits” add the approved fire watch with beginning and ending date/times for the permit.
- It is the responsibility of the approving officer to ensure the fire watch log sheet is returned either by FAX or electronically.
- If the fire watch log sheet is returned by FAX it will need to be scanned and saved to the same folder as the fire watch permit. If sent electronically, it will need to be saved to the permit folder also.

300.11 Conflict Resolution

Should a conflict arise where the fire safety inspection is strongly opposed by a business owner/occupant or property representative, or during the inspection, attitudes and/or cooperation regresses to the point where the inspection is not conducive to its intended purpose, the Fire Inspector or Company Inspector shall politely excuse himself/herself and exit the property. The Fire Code Official or the Fire Chief shall be immediately notified of the situation.

Company Inspectors will do this notification through their respective Captain or shift Lieutenant. The Fire Code Official will do a follow-up on the conflict and will seek resolution. Inspectors will make every effort to complete the inspection. However, confrontations and conflicts will be handled with professionalism in mind.

300.12 Enforcement

This section shall be applicable to the Fire Chief and State Certified Fire Inspectors. Enforcement is not a duty of Company Level Fire Inspectors.

The Department has a progressive code enforcement program designed to ensure compliance with applicable fire protection codes. After a fire safety inspection, business owners/occupants or property representatives shall be afforded 90 days to remedy hazards noted. Upon non-compliance, the business occupant or business owner may be issued a Notice of Correction. This notice outlines the specific sections violated of the International Fire Code or NFPA Standards; and also outlines potential actions for non-compliance.

Further non-compliance by business owners/occupants or property representatives may result in penalties or actions against the owner as permitted by city ordinance, state statute, and Colorado Division of Gaming regulations, up to and including closing the property.

The AHJ shall have the authority to order an operation or use stopped, and the immediate evacuation of any occupied building or area when such building or area has hazardous conditions that present imminent danger to life safety.

300.13 Report Filing, Entry, and Retention

Any report completed for the purpose of a fire safety inspection shall be filed with the Fire Code Official. Additionally, any information pertaining to the issuance of a Notice of Correction, building closure, or information pertaining to any life safety or hazards observed shall be submitted to the Fire Chief or Fire Code Official.

All pertinent data shall be scanned and entered into the electronic database for future evaluation and analysis. Additionally, all hard copies of this information shall be filed and retained for the life of the building.

300.14 Plans Review

All fire protection plans shall be submitted to the Black Hawk Planning Department. The planning department will forward submitted plans to the fire department for review. Any new work or alterations performed on fire alarm, fire suppression, and fire protection systems shall have a permit issued by the planning department.

All plans will be reviewed by the Fire Code Official or his designee using the appropriate plans review checklist. This will ensure a complete review and also compliance with adopted fire codes and City ordinances.

If discrepancies are found during a plan review, the person doing the review will generate a list of discrepancies and issue a plan review report to the applicant for needed corrections. Plans will be stamped and signed off as reviewed by the Black Hawk Fire Department for compliance with adopted codes.

The City of Black Hawk reserves the right to contract plan reviews to a secondary reviewer at the applicant's expense.

300.15 RESIDENTIAL SMOKE ALARM PROGRAM

Purpose: To establish a residential smoke alarm program to assist the citizens of Black Hawk with the installation and maintenance of residential smoke alarms.

Scope: This program will cover all members of the Department. The Fire Chief will have final authority for changes to the Residential Smoke Alarm Program.

General: The Black Hawk Fire Department has clearly identified the installation and maintenance of residential smoke alarms as a key to the early notification of residents should a fire occur. The proper installation and maintenance of such alarms will provide a mechanism such that residents should have adequate time to escape from their homes in case of fire. The fire department also realizes the ability to be notified early of a fire is one key to faster extinguishment and saving of personal property.

Program Outline:

- This program involves all staff of the fire department.
- The record keeping for the program shall be by the fire prevention coordinator.
- When a resident calls requesting assistance with the installation or maintenance of a smoke alarm they shall receive that service within 24 hours unless extenuating circumstances exist.
- Assistance may include installation of an alarm, changing of the battery and/or cleaning of the alarm. It is expected the resident shall provide their own alarm, however alarms will be available based upon the yearly Fire Prevention Budget.
- When an alarm is installed the resident shall first receive and sign the Release of Liability form. Release of Liability form shall be turned in with the installation form to the Fire Prevention Coordinator.
- When an alarm or alarms are maintained the maintenance form shall be filled out and returned to the Fire Prevention Coordinator.
- The Fire Prevention Coordinator shall be responsible to develop a data base of alarms so that routine, yearly follow-ups can be accomplished in addition to notifying residents should a recall occur for their model smoke alarm.
- The Fire Prevention Coordinator shall provide program statistics to the Fire Chief monthly.
- Attached forms shall be used until superseded.

BLACK HAWK FIRE DEPARTMENT

Section 400

OCCUPATIONAL SAFETY AND HEALTH

Revised and adopted this 12th day of December, 2012



Chief

| | | |
|---------------|--------------------------------------------------------------------------|----------------------|
| 400.01 | SCOPE/ POLICY STATEMENT/ RESPONSIBILITIES | Pg. 37 |
| 400.02 | RECORDS | Pg. 37 |
| 400.03 | TRAINING | Pg. 38 |
| 400.04 | SCBA TRAINING | Pg. 39 |
| 400.05 | DRIVERS OF VEHICLES | Pg. 40 |
| 400.06 | PERSONNEL RIDING IN DEPARTMENT VEHICLES | Pg. 40 |
| 400.07 | DRIVER TRAINING | Pg. 41 |
| 400.08 | FIRE STATION SAFETY | Pg. 42 |
| 400.09 | PROTECTIVE CLOTHING AND EQUIPMENT | Pg. 43 |
| 400.10 | OPERATING AT EMERGENCY INCIDENTS | Pg. 44 |
| 400.11 | <u>EMERGENCY REMOVAL OF PASSENGERS FROM STALLED ELEVATORS</u> | <u>Pg. 48</u> |
| 400.11 | <u>12</u> EXPOSURE REPORTING | Pg. |
| 48 | <u>54</u> | |

400.01 OCCUPATIONAL SAFETY AND HEALTH PROGRAM

Purpose:

To establish an occupational health and safety program for the Black Hawk Fire Department. It is intended to provide a safe working environment for the members of the department.

Scope:

All personnel

1. It shall be the policy of the department to operate at the highest level of safety and health for all its members. In order to accomplish this the department shall:
 - a. Make every reasonable effort to provide a safe and healthy work environment.
 - b. Give primary consideration to the prevention and reduction of accidents, injuries, and occupational illnesses.
 - c. Take the appropriate corrective action to avoid repetitive occurrences of accidents.
 - d. Provide training, supervision, written procedures, program support, and review for all of its activities.
 - e. Captains, or Officer in charge of the shift, shall act as Safety Officer

2. Safety and health is the responsibility of every member. Therefore, each member shall:
 - a. Cooperate, participate, and comply with the provisions of the safety and health program.
 - b. Promptly report acts and conditions that are unsafe or unhealthy and that pose a threat to members or others.
 - c. Maintain a level of mental and physical fitness that enables the member to safely perform their duties.

3. Captains, and the shift officers, shall be responsible for enforcing the requirements of the safety and health program and for ensuring that each member of their crew complies with these provisions.

400.02 RECORDS

Purpose:

To establish a system for the collection and retention of information concerning accidents, injuries, illnesses, exposures to infectious agents and communicable diseases, and deaths that are or might be job related in accordance with City policy. [Refer to the City of Black Hawk Employee Handbook Section 502.](#)

Scope:

All personnel

Policy:

1. A report shall be completed and filed for every accident, injury, illness, exposure to an infectious agent or communicable disease, or death that involves a member while on duty or that may in some way be related to the member's job.
 - a. Compile a database for analysis to develop programs to reduce on-the-job accidents, illnesses, and deaths.

2. It is the responsibility of each member of the department to immediately report to their supervisor an accident, injury, or illness that occurs while on duty. The appropriate report shall be filed as set out in the City of Black Hawk Employee Handbook Section 502.
 - a. If exposed to a hazardous material or contagious disease, the member shall file the appropriate exposure report form.
 - b. An accident report shall be filled out if a member is involved in an accident while operating any city owned vehicle.
 - c. Injury reports shall be filled out for any on duty injury.

3. Shift officers are responsible for ensuring that members under their command, who are involved in an accident or have been injured on the job, complete the appropriate reports. Reports shall be complete, accurate, and filed according to the City of Black Hawk Employee Handbook [Section 502](#).

400.03 TRAINING

This section applies to all training conducted by or for the fire department. It is intended to establish guidelines to:

- A. Prevent occupational accident, deaths, injuries, and illnesses.
- B. Ensure that all members are able to perform their assigned duties in a safe manner.
- C. The department shall provide training to its members during shift to update them on new practices and techniques and to help them maintain individual skill level.

- D. Sufficient training will be scheduled each calendar year to allow the member to maintain their EMT and firefighter certifications.
- E. All emergency medical training shall be approved by St. Anthony's and shall be taught by a qualified instructor determined by St. Anthony's.
- F. All fire suppression and rescue training shall be approved by the fire chief and shall be conducted under the supervision of an approved instructor.
- G. Each shift officer shall maintain a minimum of 2 hours training per shift and maintain records of the training received by each crew member (Exceptions to this shall be reported to the Fire Chief).
- H. All training involving live-fire exercises shall be conducted in compliance with the provisions of NFPA 1403, Standard on Live Fire Training Evolutions.
- I. Monthly department training may be provided by each shift.
- J. A yearly training schedule shall be developed such that over a rolling three year period all recertification requirements are met.

400.04 SCBA TRAINING

1. This section pertains to all members who are required to use self-contained breathing apparatus (SCBA) as part of their normal duties, it is intended to:
 - A. Maintain individual proficiency in the use of SCBA.
 - B. Prevent accidents, injuries, and deaths resulting from exposure to hazardous environments.

2. Each member of the department covered under this section shall receive periodic training on the proper use of SCBA. Training shall be based on NFPA 1404 Standard on Fire Department Self-Contained Breathing Apparatus Program.

3. Each member shall be evaluated on an annual basis to ensure that they are proficient in the use of SCBA. As part of this evolution, members shall successfully complete the following:
 - A. Identify the components of face pieces, regulators, harnesses, and cylinders.
 - B. Correctly don, operate, and doff SCBA while wearing full protective clothing.
 - C. Describe the operational principles of the warning devices.
 - D. Identify the limitations of SCBA.
 - E. Demonstrate alternative means of communication while wearing SCBA.
 - F. Demonstrate the procedure for daily inspection and maintenance of SCBA.
 - G. Demonstrate the procedure for cleaning and sanitizing SCBA.
 - H. With SCBA donned, perform related emergency scene activities such as advancing a hose line, climbing ladders, crawling through a window, performing rescue.
 - I. Conduct an annual face piece fit test.

4. Each member shall adhere to the requirements of this section.

5. Shift officers shall ensure that each member of their crew adheres to this section and shall conduct the training and evaluation required herein.

400.05 DRIVERS OF VEHICLES

Vehicle Policies Overview

This section provides policies and procedures to support the safe and effective operation of all fire and emergency vehicles; this includes fire apparatus, rescue vehicles, command and support units, and any other vehicles operated by fire department members in the performance of their duties.

- **Basic Driving Policies** – Driver qualifications and training, skills maintenance; duties and responsibilities; general traffic laws; reporting safety problems and violations.
- **Emergency Response Policies** – Authorized emergency response, special driver qualifications, applicable traffic laws, and fire department driving policies, use of warning devices.
- **Riding Emergency Vehicles** – Permitted vehicle occupants, passenger behavior, and safety in emergency vehicles.
- **Special Safety Considerations** – Scene safety, backing up, parking.

400.06 PERSONS RIDING IN DEPARTMENT VEHICLES

Seatbelt Policy

Purpose:

To establish appropriate and safe behavior regarding the use of safety belts when operating or riding in an emergency vehicle.

Scope:

Includes all personnel who drive or are passengers in a vehicle.

Policy:

All persons driving or riding in fire department vehicles shall be seated in approved riding positions with seatbelts fastened at all times when the vehicle is in motion. The driver shall not begin to move the vehicle until all passengers are seated and properly secured. All passengers shall remain seated and secured as long as the vehicle is in motion. Seatbelts shall not be

loosened or released while en-route to dress or don equipment. Members shall not attempt to mount or dismount from a moving vehicle under any circumstances.

400.07 Driver Training

Basic Driver Training

Purpose:

To establish a comprehensive basic driver training and education program that must be successfully completed by all drivers in the organization.

Scope:

For personnel who drive light duty vehicles in non-emergency mode.

Policy:

Basic driver training shall be completed before a member is authorized to drive any fire department vehicle or to drive a privately owned vehicle on fire department business. The fire department shall ensure that the individual is properly licensed and insured and has the necessary knowledge, skills, and abilities to operate a vehicle safely. The initial driver training program shall include:

- Traffic laws
- Traffic and highway safety
- Basic vehicle dynamics
- Inspection and maintenance procedures
- Competency course
- Over-the-road evaluation

Upon completion of the basic driver program, a member is authorized to drive light duty vehicles. This classification includes passenger vehicles, SUVs, vans, and pick-up trucks. Additional training shall be required before the member is qualified to drive larger vehicles or to operate any vehicle in the emergency response mode.

The department shall periodically review the performance of each member who is authorized to drive fire department vehicles. The authorization to drive may be suspended or revoked as a result of such reviews and/or additional training may be required to maintain driving status. Members, who repeatedly fail to comply with fire department driving policies and procedures or violate traffic laws while driving fire department vehicles, should be re-evaluated or disciplined, if necessary.

Advanced Driver Training Program

Purpose:

To offer a comprehensive and advanced driver training program to provide members with the skills and knowledge necessary to reduce vehicle accidents and limit injuries to themselves and the public.

Scope:

All personnel who drive department fire apparatus.

Policy:

Department vehicles shall only be driven/operated by individuals who comply with the applicable state driver's license requirements and have been trained and certified to operate the particular vehicle or type/class of vehicle through the Fire Department Driver Training Program.

The Department will train drivers on all apparatus used by the Black Hawk Fire Department, including, but not limited to pumpers, aerials, wild-land vehicles.

The Driver Training Program will meet or exceed the guidelines set forth by the Colorado Division of Fire Prevention and Control Driver/Operator Pumper, and Driver/Operator Aerial certification and will prepare drivers to meet the requirements of NFPA 1002 Standard for Fire Department Vehicle Driver/Operator Professional Qualifications.

The Department shall periodically review the performance of each member who is authorized to drive fire department vehicles. The authorization to drive may be suspended or revoked as a result of such reviews and/or additional training may be required to maintain driving status. Members, who repeatedly fail to comply with fire department driving policies and procedures or violate traffic laws while driving fire department vehicles, should be re-evaluated or disciplined, if necessary.

400.08 FIRE STATION SAFETY

- This section establishes safety regulations to be followed by personnel while at the fire station.

- The fire station is designated as ~~smoke~~ is tobacco free. No one will be permitted to ~~smoke~~ use tobacco products inside the station. ~~Smoking~~ Use of tobacco products will be confined to ~~areas~~ a designated area outside of the building.
- Floors shall be kept clean and free from obstruction. Slippery substances such as water, oil, and other fluids shall not be allowed to accumulate on a floor surface and shall be mopped up as soon as is practical.
- All tools and equipment shall be maintained in a clean and serviceable condition and shall be returned to their proper place immediately after use.
- All flammable and combustible liquids and gases shall be stored in the flammable liquids cabinet. The cabinet shall be maintained in a clean and orderly manner and shall be kept closed and free of obstruction.
- Horseplay is prohibited.
- Proper care shall be exercised when using any chemical product, pesticide, solvent, or other harmful or toxic substance.
- All smoke detectors, extinguishers, exit signs, and other safety equipment shall be maintained in proper working condition.
- The station shall always be locked and secured when the station is unattended.
- Automatic overhead door closures shall not be activated until after the apparatus has completely cleared the door.
- Apparatus will not be run in the engine bays for extended periods and shall remain hooked up to the exhaust system.
- Small powered equipment shall not be run inside the bays.

400.09 PROTECTIVE CLOTHING AND EQUIPMENT

This section applies to all members who are required to work in hazardous environments. It is intended to establish guidelines for the use of protective clothing and equipment to reduce the risk of illness, injury, or death resulting from exposure to hazardous environments.

- Each member shall wear protective clothing and use equipment appropriate for the type of hazard exposed to.
- Members shall properly maintain the protective clothing and equipment issued to them.
- Members shall clean their turnout coat and pants on a regular basis and every time it is contaminated.
- Any equipment or protective clothing that is found to be unsafe or inoperable shall be taken out of service and brought to the attention of the shift officer. This information will then be passed on to the fire chief.

400. 10 OPERATING AT EMERGENCY INCIDENTS

Roadway and Roadside Scene Safety Policy

Purpose:

To establish procedures and guidelines that should be followed to protect personnel and incident victims at all roadway or roadside accident scenes.

Scope:

All personnel

Policy:

This procedure identifies parking practices for fire department apparatus and vehicles that will provide maximum protection and safety for personnel operating in or near moving vehicle traffic. It also identifies several approaches for individual practices to keep firefighters safe while exposed to the hazardous environment created by moving traffic.

It shall be the policy of the Black Hawk Fire Department to position apparatus and other emergency vehicles at a vehicle-related incident on any street, road, highway, or expressway in a manner that best protects the incident scene and the work area. Such positioning shall afford protection to fire department personnel, law enforcement officers, tow service operators and the motoring public from the hazards of working in or near moving traffic.

Approaching vehicles may be driven at speeds from a creeping pace to well beyond the posted speed limit. Approaching motorists will often be looking at the scene and not the roadway in front of them. Assume that all approaching traffic is out to get you until proven otherwise.

Nighttime incidents requiring personnel to work in or near moving near traffic are particularly hazardous. Visibility is reduced and driver reaction time to hazards in the roadway is slowed.

Terminology

The following terms shall be used during incident operations, post-incident analysis, and training activities related to working in or near moving traffic.

- **Advance Warning-** notification procedures that advise approaching motorists to transition from normal driving status to that required by the temporary emergency traffic control measures ahead of them.
- **Block-** positioning a fire department apparatus on an angle to the lanes of traffic creating a physical barrier between upstream traffic and the work area. Includes ‘block to the right’ or ‘block to the left’.
- **Buffer Zone-** the distance or space between personnel and vehicles in the protected work zone and nearby moving traffic.
- **Downstream-** the direction that traffic is moving as it travels away from the incident scene.
- **Flagger-** a fire department member or other authorized person assigned to monitor approaching traffic and activate an emergency signal if the actions of a motorist do not conform to established traffic control measures in place at the highway scene.
- **Shadow-** the protected work area at a vehicle-related roadway incident that is shielded by the block from apparatus and other emergency vehicles.
- **Taper-** the action of merging several lanes of moving traffic into fewer moving lanes.
- **Temporary Work Zone-** the physical area of a roadway within which emergency personnel perform their fire, EMS and rescue tasks at a vehicle-related incident.
- **Transition Zone-** the lanes of a roadway within which approaching motorists change their speed and position to comply with the traffic control measures established at an incident scene.
- **Upstream-** the direction that traffic is traveling from as the vehicles approach the incident scene.

Safety Benchmarks

All emergency personnel are at great risk of injury or death while operating in or near moving traffic. There are several specific tactical procedures that should be taken to protect all crew members and emergency service personnel at the incident scene including:

- Never trust approaching traffic.
- Avoid turning your back to approaching traffic.
- Establish an initial “block” with the first arriving emergency vehicle or fire apparatus
- Always wear structural firefighting helmet and appropriate PPE.
- Always wear the Class II or Public Safety highway safety vest at all vehicle-related emergencies or when working in or near a roadway.
- Turn off all sources of vision impairment to approaching motorists at night time incidents including vehicle headlights and spotlights.
- Use fire apparatus and police vehicles to initially redirect the flow of moving traffic.
- Establish advance warning and adequate transition area traffic control measures upstream of incident to reduce travel speeds of approaching motorists.

- Use traffic cones and/or cones illuminated by flares where appropriate for sustained highway incident traffic control and direction.
- Establish a fire department member or other person assigned to the “Flagger” function to monitor approaching traffic and activate an emergency signal if the actions of a motorist do not conform to established traffic control measures in place at the highway scene.

Apparatus and Emergency Vehicle Benchmarks

Listed below are benchmarks for Safe Parking of apparatus and emergency vehicles when operating in or near moving traffic.

- Always position first-arriving apparatus to protect the scene, patients, and emergency personnel.
- Initial apparatus placement should provide a work area protected from traffic approaching in at least one direction.
- Angle apparatus on the roadway with a “block to the left” or a “block to the right” to create a physical barrier between the crash scene and approaching traffic.
- Allow apparatus placement to slow approaching motorists and redirect them around the scene.
- When practical, use fire apparatus to block at least one additional traffic lane more than that already obstructed by the crashed vehicle(s).
- When practical, position apparatus in such a manner to protect the pump operator position from being exposed to approaching traffic.
- Positioning of large apparatus must create a safe parking area for EMS units and other fire vehicles. Operating personnel, equipment, and patients should be kept within the “shadow” created by the blocking apparatus at all times.
- When blocking with apparatus to protect the emergency scene, establish a sufficient size work zone that includes all damaged vehicles, roadway debris, the patient triage and treatment area, the extrication work area, personnel and tool staging area, and the ambulance loading zone.
- Ambulances should be positioned within the protected work area with their rear patient loading door area angled away from the nearest lanes of moving traffic.
- Command shall stage unneeded emergency vehicles off the roadway or return these units to service whenever possible.
- At all intersections, or where the incident may be near the middle lane of the roadway, two or more sides of the incident will need to be protected.

Law enforcement vehicles must be strategically positioned to expand the initial safe work zone for traffic approaching from opposing directions. The goal is to effectively block all exposed sides of the work zone. The blocking of the work zone must be prioritized, from the most critical or highest traffic volume flow to the least critical traffic direction.

For first arriving engine or truck companies where a charged hose line may be needed, block so that the pump panel is “downstream,” on the opposite side of on-coming traffic. This will protect the pump operator.

At intersection incidents, consider requesting law enforcement response. Provide specific directions to law enforcement officers as to exactly what your traffic control needs are. Ensure that law enforcement vehicles are parked in a position and location that provides additional protection of the scene.

Traffic cones shall be deployed from the rear of the blocking apparatus toward approaching traffic to increase the advance warning provided for approaching motorists. Cones identify and only suggest the transition and tapering actions that are required of the approaching motorist.

Personnel shall place cones and flares and retrieve cones while facing oncoming traffic.

Traffic cones shall be deployed at 15-foot intervals upstream of the blocking apparatus with the furthest traffic cone approximately 75 feet upstream to allow adequate advance warning to drivers.

Emergency Crew Personnel Benchmarks

Listed below are benchmarks for safe actions of individual personnel when operating in or near moving vehicle traffic.

- Always maintain an acute awareness of the high risk of working in or near moving traffic. Act as if they are out to get you!
- Never trust moving traffic
- Always look before you move
- Always keep an eye on the moving traffic
- Avoid turning your back to moving traffic
- Personnel arriving in crew cabs of fire apparatus should exit and enter the apparatus from the protected ‘shadow’ side, away from moving traffic.
- Officers, apparatus operators, crew members in apparatus with individual jump seat configurations and all ambulance personnel must exit and enter their units with extreme caution remaining alert to moving traffic at all times.
- Class II or Public Safety vest and helmet must be donned prior to exiting the emergency vehicle.
- Always look before opening doors and stepping out of apparatus or emergency vehicle into any moving traffic areas.

- When walking around fire apparatus or emergency vehicle, be alert to your proximity to moving traffic.
- Stop at the corner of the unit, check for traffic, and then proceed along the unit remaining as close to the emergency vehicle as possible.
- Maintain a ‘reduced profile’ when moving through any area where a minimum ‘buffer zone’ condition exists.
- Placing flares, where safe to do so, adjacent to and in combination with traffic cones for nighttime operations greatly enhances scene safety. Where safe and appropriate to do so, place warning flares to slow and direct approaching traffic.

Night or Reduced Light Conditions

- Turn OFF vehicle headlights
- Provide overall scene lighting
- All personnel in PPE with helmets
- Illuminate cones with flares if possible
- Consider additional apparatus or mutual aid for additional upstream “Block”
- Limited access, high-volume highway incidents
- Establish initial block; minimum two lanes
- First arriving apparatus establishes upstream block
- One lane plus paved shoulder
- Place cones and/or cones illuminated by flares upstream of apparatus, last cone approximately 150 feet “upstream” of apparatus
- Establish Flagger position, monitor approaching traffic and sound emergency signal as necessary
- Driver operator of apparatus will sound a series of long blasts on apparatus air horn as necessary if immediate danger presents to on scene personnel.
- Use law enforcement vehicles for additional blocking
- Stage additional companies off highway
- Establish liaison with law enforcement
- Terminate incident aggressively

400.11 EMERGENCY REMOVAL OF PASSENGERS FROM STALLED ELEVATORS

Introduction

The emergency removal of passengers from stalled elevators can be a time consuming, labor intensive event. When working around any machinery, all actions must be well thought out and deliberate. Precautions must be taken to ensure the safety of both the victims and the rescuers. The need for effective administration of emergency medical services must be considered at every

elevator incident. Lock-out/tag-out measures must be in place. Safety ropes and harnesses may need to be employed to make certain that no one falls down an elevator hoistway. Personnel accountability procedures must be followed to prevent accidents. Rehabilitation of members during elevator incidents must also be taken into consideration.

Purpose

To provide practical and safe guidelines when Black Hawk Fire Department members respond to stalled elevator incidents.

Establish an operational course of action and effective level of response when dealing with elevator accidents involving personal injury.

Scope

This policy applies to all Black Hawk Fire Department personnel.

Safety

The Black Hawk Fire Department will consider the safety of its personnel to be its primary concern. Entry into an elevator that is not operating correctly presents a number of potentially serious hazards to all involved responding parties.

The hazards that may be encountered are not always apparent or obvious, therefore initial assessments of the situation must be considered to contain the most unfavorable and unsafe conditions.

Definitions:

Elevator Status Panel: Located in the fire control room of high-rise buildings and usually on the main floor in other buildings. This provides operating status and location of elevator cars within the hoistway and includes the intercom for communicating with all elevators.

Position Indicator: A device that indicates the position of the elevator car in the hoistway. It is also called a hall position indicator when placed in the hall or a car position indicator when placed in a car.

Landing Zone: An elevator car is considered as being within the landing zone when the elevator car floor is no more than 24” above or below the landing.

Manual Elevator Standby Power Selection Switch: Located in the fire control room of most high-rise buildings. The device used to transfer emergency power from one elevator to another.

Response

The initial emergency personnel to be dispatched to any elevator emergency shall be 2 apparatus when above minimum staffing levels, or 1 apparatus with a minimum of 4 personnel, non-emergent unless occupants in distress.

If there is the possibility of ill or injured persons at the scene, an ALS ambulance will be added to the initial dispatch.

The Incident Commander will call in for additional resources if necessary after making the initial assessment.

Locate elevator and ascertain if possible, from the person who reported the incident, the location of the stalled elevator. Try to confirm this information by observing the hall position indicator of the stalled elevator.

Communicate as soon as possible to the occupant(s) of the stalled elevator car the following:

- Steps are being taken to remove them from the car.
- They are safe.
- They should refrain from smoking.

Also determine the following:

- The number of persons in the elevator.
- Whether occupants are injured or ill.
- Critical nature of occupants' injury/illness.
- The location of stalled car if known.
- Whether the stop button, if provided, has been mistakenly set.
- Are the lights on?
- How long has the elevator been stalled?

WARNING: Lack of lighting in an elevator car DOES NOT indicate that the power has been shut down at the main power disconnect switch.

NOTE: Consider using the intercom system between the elevator status panel, which is usually located on the main floor, and the elevator car.

While rescue operations are in progress, the occupant(s) of the elevator should be kept informed of the progress being made and continually reassured of their safety.

Power Failure If the cause of the stalled elevator(s) is due to a power failure in the area, many high-rise buildings are required to have an emergency power generator capable of providing power to all elevators.

Minimum Tools and Equipment Required

- Lock-out tag-out kit

- Radios
- Flashlights
- Elevator keys/tools
- Life Safety Rope
- Class II or III Harnesses and/or Webbing
- Carabineers
- Folding Ladder (Attic Ladder)
- Additional safety line.

Evacuation Procedures

The IC shall send at least two members to the elevator machine room. The members shall be equipped with a flashlight, Halligan bar, hydraulic forcible entry tool, flathead axe, portable radio and a lock-out/tag-out kit. If keys to the elevator machine room are not available, forcible entry may be necessary. The members shall locate the elevator machine room and standby for specific orders from the IC. **Forced entry shall be performed only on the orders of the IC.**

The IC shall proceed with all other members to the floor on which the elevator car is stalled. When communicating with the occupant(s) of the elevator, only one member at a time should do the talking. Several people talking at the same time can lead to confusion and misunderstanding.

The occupant(s) shall be given specific instructions to apply force against the car door in the direction of closing. This action attempts to close the car door safety circuit, which may be out of alignment. At the same time a member of the rescue team should apply closing force to the landing door. This action may be all that is necessary to reenergize the car. The occupant(s) should then be directed to press a floor button.

WARNING: This is the only directive that shall be given to the occupant(s) prior to shutting down and locking out and tagging out the power in the machine room.

Unless there is a medical emergency, or other extreme condition it is always best to wait for the elevator service mechanic. It is recognized that the preferred safe practice in evacuating passengers is to move the elevator car to a landing level. **The movement of elevator cars by other than normal operation by members of this department is expressly forbidden.** Movement of the elevator car by any other means shall be attempted by experienced licensed elevator mechanics only. If there is a **critical** medical emergency that exists, the following procedure shall be attempted in this order.

1. The IC shall order the members standing by at the machine room to gain entry and shut down and lock-out/tag-out the power to the stalled elevator. If they are unable to determine which switch controls the elevator they shall notify the IC. If this should occur, all elevators in the bank, controlled by that machine room, must be cleared of all passengers.
2. Activating Phase I-fire emergency operation-will effectively accomplish this task. Once all passengers have been evacuated from all other elevators, the IC shall order the

members in the machine room to shut down power to all elevators. If the members are unable to lock-out/tag-out any main power disconnect switch they shall immediately notify the IC. In such cases, one member with a portable radio shall remain at the door for the duration of the incident. The IC shall consider the need for additional resources. **No one is authorized to reestablish power to any elevator without the express consent of the IC.**

NOTE: The following point cannot be overemphasized. The procedure of **shutting down power is the single most important step.** No further operations are to be attempted until the IC has received confirmation from the members in the elevator machine room that power has been shut down.

Door Opening Procedures

Procedure when car is at or near the landing:

- Once the power has been shut down and confirmed by the IC, the occupant of the car shall be given specific instructions to place his/her hands on the car door and attempt to roll open the car door. The rescue team should not attempt, at this time, to assist by putting pressure on the landing door, as this will work against the actions of the occupant.

If the elevator has stalled within the landing zone:

The action of the passengers may open the car door, which will also unlock and open the landing door. On newer installations restrictor bars have been installed to prevent the car door from being opened manually, unless the car is at or near its normal landing level.

Procedure when floor of car is within 2 feet of landing:

Once the power has been shut down and confirmed by the IC, use the key way or force open the hoistway door at the floor nearest to the stalled elevator car.

Precautions should be taken to guard any hoistway opening below the car floor when the elevator car is above the landing. Use ladders as necessary to provide a safe exit passageway for the occupants.

WARNING: Always consider the hazard of an open hoistway.

Elevator car located between floors. (To be utilized only on a critical medical or trauma) *
FIRE CHIEF TO BE NOTIFIED PRIOR TO ACTION *****

Depending on the elevator car position in the hoistway, the IC might consider the need for a High-Angle Rescue Team if deemed necessary. High Angle training and equipment maybe required for conducting a safe operation.

Once the power has been shut down and confirmed by the IC, use the key way or force open the hoistway door at the nearest landing above the stalled elevator car.

WARNING: When there are other elevators operating in a common hoistway, the IC must clear all adjacent elevators of passengers and shut down and lock-out/tag-out power to these cars prior to any attempt to open car doors. REMEMBER SAFETY FIRST.

Procedure:

- Lower a ladder and securely position on the elevator car top. This ladder should be of sufficient length to extend at least 3 feet above the landing floor.
- One member of the rescue team, wearing a safety harness and properly tied off to a secured lifeline & safety line, shall descend to the top of the stalled elevator car. He/she shall place the car top emergency red toggle switch in the OFF position.
- Removal of the top emergency exit hatch may require the use of tools.
- Use extreme caution not to drop tools or hatch cover into the elevator car.
- A second ladder shall be lowered through the top emergency exit and positioned between the elevator car floor and the car top. This ladder should be of sufficient length to extend at least 3 feet above the car top.
- A second rescue team member, also wearing a safety harness and properly tied off to a secured lifeline & safety line, shall then descend to the car top. This member shall carry an additional safety harness for the use in rescuing the passengers.
- One team member shall enter the stalled elevator through the top emergency exit.
- The other team member remains on the top of the stalled car. A third member shall be at the landing used to gain access to the hoistway.
- The passengers may then be assisted, one at a time, from within the elevator car to the car top, then to the landing above with the use of a safety harness and secured lifeline & safety line.

Ladders:

In each of the procedures listed above, a member of the rescue team shall enter the elevator car prior to permitting the occupants to exit. Members both inside and outside the elevator car shall provide a helping hand to all exiting occupants. Occupants shall be physically guided to a safe area before the helping hand is released.

After passengers have been safely removed from the elevator car, secure the landing door. It cannot be stressed too strongly that the danger of an unattended open hoistway is one of the most common causes of elevator fatalities.

After the scene is secured or turned over to a competent person, power may be restored to all other elevators only. Remove the FD lock-out/tag-out equipment from the main power disconnect switch of the stalled elevator and replace with one supplied by building maintenance. Do not restore power.

The IC shall turn the scene over to the proper authority only after all fire department personnel and their equipment have withdrawn from the scene.

Blind Hoistway Operation:

NOTE: When attempting any rescue from a blind hoistway, the IC should consider the need for a High-Angle Rescue Team. The Fire Chief shall be notified prior to any rescue attempt.

If the elevator is stalled in a blind hoistway, the rescue team should locate the nearest emergency access door above the stalled elevator car top and determine if its location, relative to the stalled car is close enough to attempt a rescue with ladders.

Summary

- No attempt shall be made to free passengers of a stalled elevator until the power has been shut down at the main power disconnect switch in the elevator machine room.
- Unless there is a critical medical emergency or other extreme condition, the IC will wait for the elevator service mechanic to arrive.
- The name of the elevator service contractor can usually be found on a sign or tag in the elevator machine room. The service contractor is not always the same company as the elevator manufacturer.
- Always consider safety first when working around elevator machinery.
- One of the members assigned to shut down power shall remain at the elevator machine room door to provide security.
- Secure all hoistway openings or turn scene over to a responsible person (building engineer, elevator mechanic, state inspector etc.) prior to returning to quarters.

400. ~~11~~12 EXPOSURE REPORTING

Purpose: In accordance with the OSHA Blood Borne Pathogens Standard, 29 CFR 1910.1030; and the Center for Disease Control (CDC) Guidelines on preventing the transmission of TB; the following exposure control plan has been developed.

1. Exposure Determination

All employees of The City of Black Hawk Fire Department may be exposed to blood or other potentially infectious materials (i.e. HIV, TB, etc.), throughout their workday. Exposure may be through needle sticks, direct contact with agent, or indirect contamination of blood, saliva or other bodily fluids. TB is transmitted by airborne transmission. Exposure procedures that increase the chance of transmission include suctioning, incubating and transporting in a closed vehicle.

2. Control Methods

The term “Universal Precautions” refers to a method of infection control, in which all human blood and other potentially infectious materials are treated as if known to be infectious (i.e. for HIV, HBV, TB). Universal Precautions **will be** observed in order to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source individual.

Engineering and work practice controls will be utilized to eliminate and minimize exposure to employees. Where occupational exposure remains after institution of these controls, **Body Substance Isolation (BSI) shall** also be utilized.

Body Substance Isolation (BSI)

Body Substance Isolation (BSI) shall consist of, but is not limited to, Gloves, Masks, Protective eyewear, Exposure gowns, and Bag Valve Masks for CPR. BSI's are provided on all apparatus and in all medical bags. Extra equipment is located in the medical storage room. After removal of any BSI, employees shall wash hands, and any other potentially contaminated skin area, immediately or as soon as feasible with soap and water. Any and all BSI should be discarded in red Biohazard bags in ER or ambulances, before re-entering any Fire apparatus.

Needles

Contaminated needles and other sharps will be not be bent, recapped, removed, sheared or purposely broken. Contaminated sharps shall be placed immediately, or as soon as possible, after use into appropriate sharps containers. Sharps containers will be red puncture resistant containers located as follows: in the rear of each ambulance, the sides of the Drug/Trauma bag, or in the emergency rooms or the receiving hospital. When full, sharps containers shall be sealed and disposed of through the proper channels.

Initial Cleaning

Initial cleanup of blood and other potentially infectious materials shall be done as soon as feasible with a 5.25% sodium hypochlorite solution (household bleach) diluted 1:10 with water made on a daily basis or Cavicide product.

Contaminated Laundry

On a daily basis all bins, pails, cans, and similar receptacles shall be inspected and decontaminated, by the duty shift. Any contaminated hospital laundry shall be put in the designated hazardous waste containers at the hospital upon arrival.

All contaminated fire department laundry shall be laundered back at the fire department. The CDC recommends washing soiled clothing with detergent and hot (160F) water for 25 minutes.

Infectious Waste

All infectious waste (excluding Sharps!) shall be placed in red infectious waste bags that are in the ambulances or in the fire department bay near the medical supply room. These bags are to be disposed of through the proper channels.

Hepatitis B Vaccine

All employees of the Black Hawk Fire Department will be offered the Hepatitis B Vaccine at no cost to the employee. The vaccine will be offered within 10 days of their initial assignment to work involving the potential for occupational exposure to blood or other potentially infectious materials. This will be done unless the employee has been tested previously and shows the employee to have sufficient immunity, or the employee has a known reaction to a vaccine component.

Declining the Vaccine

Employees, who decline the Hepatitis B Vaccine, will sign a waiver which uses the wording in Annex B of the OSHA Standard (see annex-B). Employees who initially decline the vaccine, but who later wish to have it given, may then have the vaccine provided at no cost to them.

Post Vaccination screening and Boosters

Vaccinations shall be given according to recommendations for standard medical practice by licensed medical personnel. Booster vaccinations and Post Vaccination screening will be given at no cost to employee, when required.

Tuberculosis Testing

All employees must undergo pulmonary-function testing to see if they can wear a respirator mask. All employees shall be offered a TB skin test to determine a base line at time of hire, at no cost to the employee. The City shall provide this test on an annual basis or as specified by the Gilpin County Department of Public Health.

Post-exposure Evaluation and Follow-Up

When an employee incurs a **significant** exposure (remember that intact skin is considered a barrier and is not a mode of transmission) incident, it should be reported to hospital personnel upon arrival at the hospital emergency room, Shift Officer and the Fire Chief.

The following actions should be taken upon arrival at Hospital:

- a. Thoroughly cleanse the area of contamination with soap and water if not already done.
- b. Notify the emergency room staff as soon as possible. Sign into the emergency room as a patient and generate a medical record of the exposure.
- c. Complete the notification of Significant Exposure during Resuscitation of Transport forms (available at each hospital). **This paperwork must be done as soon as possible and prior to leaving the hospital.**
- d. Identify the source patient; document the route of exposure and request that the emergency room staffs have blood work drawn from the source patient to be tested for Blood Borne Pathogens. **This request must also be made as soon as possible and before leaving the hospital.**
- e. The emergency room staff will evaluate your exposure and verify whether it is a significant exposure or not. If the staff agrees that the exposure was significant to them, the exposed employee will have lab work drawn. This lab work will be used to determine whether the employee has any Blood Bourne Pathogens. (The employer does have the right to refuse this lab work.
- f. When the patient signs into the emergency room due to exposure, the situation shall be treated as Workman's Comp and all appropriate paperwork applies.

**All employees who incur an exposure incident will be offered post-exposure evaluation and follow-up in accordance with the OSHA Standard.

Post Exposure Evaluation and Follow-up

All employees who incur a confirmed exposure will be offered post-exposure follow-up. This follow-up will include the following:

The Infection Control Nurse(or designee) will investigate the status of the source and contact the exposed pre-hospital care provider/s as soon as possible and advise the provider of the need for any further appropriate actions. If appropriate, the employee will be offered the option of having his/her blood collected for testing of the employee's HIV/HBV serological status. If appropriate, the employee will be offered post exposure measures to prevent disease in accordance with the current recommendation of the U.S. Public Health Service. The employee will be provided with the appropriate counseling concerning precautions to take during the period after the exposure incident. The employee should also be given information on what potential illnesses or related experiences to be alert for (and to report these to appropriate personnel)

Hospital Follow-up on Exposures to Communicable Diseases

St. Anthony's Hospital, Lutheran Medical Center or any other system shall inform pre-hospital providers that they have had contact with a patient who has been diagnosed as having a communicable disease within 72 hours of a confirmed diagnosis. Notification in cases of confirmed AIDS, ARC or HIV will **only** be made if the individuals have indicated on the run sheet that a reasonable possibility exists that they have had blood or bodily fluid contact or if the

hospital personnel have reason to know of a possible exposure to blood or bodily fluids. (See IFC15 for further details)

Training

Training for all employees will be conducted prior to initial assignment to tasks where occupational exposures may occur. Training for new employees will include the following:

- Explanation of the OSHA standard for Blood Borne Pathogens.
- Epidemiology and symptoms of Blood Borne diseases
- Modes of Transmission of Blood Borne diseases
- This Exposure Control Plan
- Procedures which might cause exposures
- Control methods used by department to control exposures
- Department Personnel Protective Equipment(PPE's)
- Hepatitis B Program
- TB program

All employees shall receive annual refresher training on Blood Borne Pathogens.

BLACK HAWK FIRE DEPARTMENT

SECTION 500

MAINTENANCE

Revised and adopted this 12th day of December, 2012



Chief

| | | |
|---------------|-------------------------------------------------------------------------------------------------------------|--------|
| 500.00 | Purpose | Pg. 54 |
| 500.01 | Definitions | Pg. 54 |
| 500.02 | Preventative Maintenance Inspections, Repairs For Fire Department Apparatus, Equipment, and Buildings | Pg. 55 |
| 500.03 | Pump Testing Pumping Apparatus Fire Pump | Pg.57 |
| 500.04 | Aerial Ladder Testing | Pg. 57 |
| 500.05 | Annual Testing of Ground Ladders | Pg. 57 |
| 500.06 | Fire Hose Maintenance for Hose | Pg. 57 |
| 500.07 | Hose Testing of Fire Hose | Pg. 58 |

500.00 Preventative Maintenance Inspections, Repairs for Fire Department Apparatus, Equipment, and Buildings

This section establishes a system for scheduling, completing, and tracking ongoing preventative maintenance (PM) inspection, servicing, and repairs on all apparatus, equipment, and buildings, owned and/or operated by the Black Hawk Fire Department.

It also establishes the system for reporting and tracking deficiencies found during these PM inspections or during the operation of all apparatus, equipment, and buildings, owned and/or operated by the Black Hawk Fire Department.

It is intended to:

- A. Ensure that emergency response vehicles are maintained in a constant state of readiness.
- B. Implement and maintain an ongoing preventative maintenance system with an ongoing schedule and tracking system for all apparatus, equipment, and buildings.
- C. Establish procedures for the daily, weekly, and monthly inspections of apparatus, equipment, support vehicles, and buildings.
- D. Establish procedures for removing and returning apparatus and/or equipment to or from service.

500.01 Definitions

Apparatus any motorized vehicle owned/operated by the BHFD.

BHFD - Black Hawk Fire Department

PS Trax - The maintenance tracking software currently utilized by BHFD.

Fire Pump - As defined in NFPA 1901

NFPA - Nation Fire Protection Association

Reference materials adopted by the department for additional guidance. All adopted editions and includes the appendix's

NFPA 1001 Standard for Firefighter Professional Qualifications

NFPA 1002 Standard on Fire Apparatus Driver/Operator Professional. Qualifications

NFPA 1500 Standard on Fire Department Occupational Safety and Health Program

NFPA 1901 Standard for Automotive Fire Apparatus

NFPA 1917 Standard for Automotive Ambulances

NFPA 1911 Standard for the Inspection, Maintenance, Testing and Retirement of
In-Service Automotive Fire Apparatus

NFPA 1962 Standard for the Inspection, Care, and Use of Fire Hose, Couplings, and Nozzles and the Service Testing of Fire Hose

NFPA 1932 Standard on Use, Maintenance, and Service Testing of In-Service Fire Department Ground Ladders

North American Standard Out-Of-Service Criteria

Colorado Commercial Driver's License Manual

500.02 Preventative Maintenance Program

The Black Hawk Fire Department has developed and implemented a preventative maintenance (PM) program that includes web based scheduling, tracking, and alerting software. This software is currently called PSTrax. This software is maintained within the department by assigned staff.

PSTrax will be used to schedule PM inspections

PSTrax will be used to track PM inspections

PSTrax will be used to alert department and other designated personnel of defects or issues found during PM inspections.

All department apparatus and equipment shall be inspected as prescribed by the manufacturer or according to the related standard as adopted by the BHFD.

All apparatus, support vehicles, equipment, and buildings shall be:

- E. Kept clean at all times.
- F. Maintained in a constant state of readiness.
- G. Maintained according to nationally recognized standards
- H. Be removed from service if the parameters of the North America Out of Service Criteria is met. (Adopted edition)
- I. Apparatus will be refueled if the fuel level drops below $\frac{3}{4}$ of a tank of fuel.
- J. Equipment fuel, spare fuel cans, and other components fluid levels will be maintained at the full level

All scheduled inspections for each shift rotation shall be completed during that rotation except for the following reasons:

- Apparatus is deployed and is unavailable for inspection
- Apparatus is at the shops for repair
- Apparatus or equipment are Out of Service
- Apparatus has been deactivated from the schedule and is not in use by the department
- An extended response has the personnel out of the station for the entire rotation and incompletion of the checks is approved by the Fire Chief

PM Inspections shall:

- Be completed and logged on PSTrax on completion or as per specific direction by the Fire Chief or OIC.
- Be signed off to show the actual person completing the inspection.

- Be completed as prescribed by the manufacturer or related standard.
- Notes are required for each inspection and the note section of PSTrax shall be completed with the required information.

Defects/Issues found during inspections shall:

The Fire Chief shall be notified immediately if the defect causes an apparatus to be out of service.

The City shop shall be notified by the OIC, by phone if the defect causes an apparatus to be out of service.

- Be tracked by immediately posting an alert in PSTrax
- Be brought to the attention of the Officer in Charge (OIC)
- Be immediately corrected if the personnel have the proper training and materials to do so, depending on the situation.
- Be removed from service or remain in service if the parameters of the North American Standard Out-Of-Service Criteria are met for either designation.
- Be removed from service until the OIC has determined it is safe to remain in service
- Be tagged noting the defect found, date, and person who found the defect and placed in a designated spot until repaired or disposed of

Note: Black Hawk City Shops shall schedule and complete annual inspections, services and repairs as needed.

Note: Fluids are allowed to be topped off by Fire Department personnel if the proper type and amount is available and it is alerted in PSTrax as to what was added to what component.

Note: If an apparatus has a defect or issue while not in the station and is not safe to operate as determined by the Driver Operator (D/O) or the OIC, the Fire Chief and the City shops shall be notified immediately. If they are unavailable an appropriate tow will be arranged through dispatch and the apparatus shall be towed to the city shops for inspection and/or repairs.

Note: If any apparatus or equipment is involved in an accident the appropriate law enforcement agency and a police report shall be completed.

Post incident inspections

Any apparatus and/or equipment used during a response or training shall be inspected and returned to service immediately after use.

If any defects or issues are found the same guidelines and stipulations as for the ones found during a PM inspection shall be followed.

500.03 Pump Testing BHFD Fire Apparatus Pumps

BHFD apparatus fire pumps shall be tested on an annual basis and after the completion of any major repair.

All testing shall be completed according to NFPA **1911 most current edition**

All testing shall be documented in PSTRax

If any defects or issues are found the same guidelines and stipulations as for the ones found during a PM inspection shall be followed.

500.04 Aerial Ladder Testing BHFD Aerial Ladders

BHFD apparatus Aerial ladders shall be tested on an annual basis and after the completion of any major repair.

All testing shall be completed according to NFPA 1911 **most current edition**

All testing shall be completed by a 3rd party and documented in PSTRax

If any defects or issues are found the same guidelines and stipulations as for the ones found during a PM inspection shall be followed.

500.05 Ground Ladder Testing BHFD Ground Ladders

BHFD ground ladders shall be tested on an annual basis and after the completion of any major repair.

All testing shall be completed according to NFPA 1932 **most current edition**

All testing shall be completed by a 3rd party and documented in PSTRax

If any defects or issues are found the same guidelines and stipulations as for the ones found during a PM inspection shall be followed.

500.06 Fire Hose

This section sets forth guidelines for the maintenance and storage of fire hose.

Cleaning

The life of a section of fire hose is very much dependent on the care it receives. Hose is susceptible to damage from mechanical injury, heat, fire damage, mold, mildew, as well as chemical damage and damage from excessive pressures.

Each section of hose shall be inspected and cleaned after each use:

- All dirt, oil, and other materials should be removed either by using clear water, a brush, or a mild detergent and then a thorough rinsing.
- After cleaning, hose should be properly dried unless the hose is of single-jacket, rubber construction. Rubber hose may be loaded after cleaning.
- Whenever a section of hose is taken out of service the same procedures for taking a piece of equipment out of service shall be followed.
- Female couplings need to be fitted with gaskets.
- Couplings should be inspected annually and after each use. Gaskets that are damaged or missing should be replaced.
- Hose on each apparatus shall be re-loaded annually during the hose testing cycle,
- After hose has been cleaned and properly dried, it shall be rolled with the male coupling inside the roll and placed on the hose rack.
- Hose shall not be stored out doors or left on the drying rack.
- Spare hose shall be stored on the hose rack located in the bay.

500.07 Hose Testing

This section establishes procedures for the acceptance of new hose and annual service testing. It is intended to provide assurance that hose, couplings, and nozzles used by the department will perform as designed.

TEST PROCEDURE

Hose testing shall be:

- Conducted annually according to NFPA 1962, most current edition
- Tested to the same pressure as the same size and type of hose, that pressure will be the highest one specified by the manufacturer on any of the hose.
- Completed using the departments designated hose tester.
- All hose testing results shall be tracked in the PSTRax software
- Any hose removed from service shall have an alert posted in PSTRax for tracking purposes.
- Any hose removed from service shall be tagged noting the defect and who found the defect.

If any defects or issues are found the same guidelines and stipulations as for the ones found during a PM inspection shall be followed.

Note: At no time shall a fire department, fire apparatus pump be used for hose testing.

BLACK HAWK FIRE DEPARTMENT

Section 600

OPERATIONS

Revised and adopted this 12th day of December, 2012



Chief

| | |
|---------------------------------------------------------------------------------|----------------|
| 600.01 EMERGENCY RESPONSES | Pg. 151 |
| 600.02 APPARATUS STAFFING | Pg. 156 |
| 600.03 APPARATUS ASSIGNMENT | Pg. 156 |
| 600.04 AIR OPERATIONS | Pg. 158 |
| 600.05 MAYDAY | Pg. 160 |
| 600.06 COMMAND AND ACCOUNTABILITY | Pg. 164 |
| 600.07 RE-HAB | Pg. 170 |
| <u>600.08 ACTING LIEUTENANT AND CAPTAIN ROLES FOR FIRE DEPARTMENT STAFF</u> | <u>Pg. 173</u> |

600.01 EMERGENCY RESPONSES

Emergency, Non-Emergency Response Policy

Purpose: To prioritize the response of emergency vehicles to ensure maximum utilization of resources and that units respond in a mode that corresponds with the prioritization level of the emergency request.

Scope:
All personnel

Policy:

Emergency:

Shall include but not be limited to those incidents that pose a significant risk to life or property. Emergent responses require the use of all audio and visual warning devices. These devices must be in use during the entire response unless the response is downgraded to non-emergent by a competent authority. The initial response to the following types of incidences shall be considered emergencies:

1. A reported fire in a structure.
2. A reported fire outside of a structure that involves the potential destruction of property or poses a risk to human or animal life.
3. Automatic fire alarms when a confirmation is received that an actual emergency exists to include suppression water flow or fire pump activation.
4. Emergency medical incidents involving life threatening injuries and/or illnesses.
5. Motor Vehicle Collisions
6. Responses to a man-made or natural disaster involving the destruction of property and the potential for injury or death. This would include requests for assistance from other jurisdictions.
7. Evacuation of a commercial structure in progress.

Non-emergency:

Shall include but not be limited to those incidences that do not pose a significant risk to life or property. Audio and visual warning devices shall not be used during non-emergency responses unless ordered by a competent authority to upgrade the response to emergency status. The initial response to the following shall be considered non-emergency:

1. Automatic fire alarms until confirmation is received that an emergency exist.
2. Non-life threatening illness or injury.

3. Public service calls to assist the public when there is no immediate threat to life or property.

Traffic Laws – Emergency Vehicles

The Black Hawk Fire Department has established the following policies that apply to employees/members who are driving fire department vehicles in an emergency response mode.

Use of Warning Device Policy

Purpose: To establish a policy on the use of warning devices.

Scope:

All personnel.

Policy:

Warning lights and audible warning devices shall be used when fire department vehicles are responding in an emergency mode. Both warning lights and audible devices must be operated in order to meet the legal definition of an emergency vehicle.

Warning lights and audible warning devices shall not be used when a vehicle is operating in a non-emergency mode.

Warning lights shall be used when the fire department vehicle is maneuvering or stopped in a location where it creates a traffic hazard.

Speed Limitations Policy

Purpose: To establish practices that address the speed of emergency vehicles to increase the ability of the driver/operator to maintain safe control the vehicle at all times.

Scope:

All personnel.

Policy:

The driver shall never exceed a speed that is safe and prudent, based on road and weather conditions and other circumstances, including the design and capabilities of the vehicle. The posted speed limit may be exceeded only when the required warning devices are in use and when weather, traffic, and road conditions are favorable and shall not be exceeded by more than 10MPH.

Intersection Navigation Policy

Purpose: To establish procedures and guidelines for the safe operation of all emergency vehicles and apparatus when negotiating intersections.

Scope:

All personnel.

Policy:

The fire department emergency vehicle shall come to a full stop before entering a negative right-of-way intersection (red light, flashing red light, or stop sign), blind intersection, or any intersection where hazards are present and/or the driver cannot account for all oncoming traffic lanes. The emergency vehicle shall not enter the intersection until all approaching traffic has yielded the right-of-way and it is safe to proceed. The emergency vehicle driver shall ensure that all approaching vehicles in all lanes have yielded the right-of-way before advancing.

When passing through an intersection where the emergency vehicle has the right-of-way, by virtue of a green light in the direction of travel and/or a stop signal (stop sign) for cross-traffic, the emergency vehicle shall not exceed the posted speed limit. Emergency vehicle drivers should not assume that oncoming/opposing traffic has stopped, even when facing a green signal or “clear” route; emergency vehicle drivers must visually confirm that oncoming/opposing traffic is stopped while approaching any intersection, and be prepared to stop immediately, if necessary.

Traveling in Opposing Traffic Lanes

Purpose: To establish practices that address when an emergency vehicle must travel in an opposing lane.

Scope:

All personnel.

Policy:

Operating emergency vehicles in opposing traffic lanes is extremely hazardous under all conditions and should only be considered under exceptional circumstances (i.e., if there is no alternate route of travel).

When approaching a controlled intersection (traffic lights or stop signs) in an opposing traffic lane or center turn lane, the emergency vehicle shall come to a full stop before entering the intersection, even if the traffic light is green in the direction of travel.

Pushing

Purpose: To establish safe practices that address apparatuses approaching intersections where traffic is unable to move out of the intersection.

Scope:

All personnel.

Policy:

When approaching an intersection where traffic traveling in the same direction are unable to move over without being pushed into traffic fire apparatus will turn off all audible and visual emergency equipment and wait until traffic can safely proceed through the intersection.

Passing Traffic in an Emergency Vehicle

Purpose: To establish safe practices that address when an emergency vehicle must pass traffic moving in the same direction.

Scope:

All personnel.

Policy:

When overtaking traffic that is moving in the same direction, the emergency vehicle driver shall give other drivers an opportunity to yield the right-of-way before passing. If it is necessary to pass a vehicle that has not yielded the right-of-way, the emergency vehicle shall provide as wide a clearance as possible. Every attempt shall be made to pass on the left as vehicles are instructed by statute to yield to the nearest shoulder which will be primarily the right shoulder in our response area.

A fire department emergency vehicle shall not overtake another emergency vehicle that is traveling in the same direction unless the driver of the lead vehicle has indicated that the other may pass. A following vehicle may contact a leading vehicle by radio to request permission to pass.

Stopped School Bus

Purpose: To establish safe practices that address when an emergency vehicle comes to a school bus that has stopped with red lights flashing.

Scope:

All personnel.

Policy:

The emergency vehicle shall not pass a school bus that has stopped with red lights flashing to load or discharge passengers, unless the bus driver clearly signals that it is safe to pass by retracting its stop sign and turning off its red lights

When clearly signaled by the bus driver that it is safe to pass a stopped school bus, the emergency vehicle shall proceed slowly and with extreme caution past the school bus; all members must be vigilant for children while approaching and passing the bus. The emergency vehicle driver must be prepared to stop immediately while approaching, passing, and leaving the area in which the school bus is stopped

Backing UP Policy

Purpose: To establish safe practices to ensure emergency vehicles are safely moved when operating in reverse mode.

Scope:

All Personnel.

Policy:

Before backing a fire department vehicle, the driver shall ensure that the intended path is clear of hazards or obstructions. A spotter shall be in place prior to the apparatus's transmission being placed in Reverse unless the operator is by his/her self then the exception within this policy shall be in effect.

One or more spotters shall be employed as guides in all situations where the driver must back the apparatus. Two spotters should be assigned when backing large or heavy apparatus; one covering each side of the vehicle. When available, a third spotter can be used to monitor traffic or, especially in the case of aerial apparatus, watch the front of the vehicle for overhead obstructions.

A spotter is responsible for guiding the driver and ensuring that any potential hazards are avoided. Standard signals shall be used to communicate with the driver during the backing maneuver; hand signals or voice signals transmitted over a portable radio can be employed for this purpose. The spotter shall direct the driver to stop at any time the backing maneuver cannot be completed safely. A standardized set of hand signals is included in the Appendix for use by staff.

The spotter(s) shall be on the ground, to the rear of the vehicle, and shall remain visible to the driver at all times. If the driver loses sight of the spotter(s) at any time, the driver shall immediately stop the vehicle. Portable radios or vehicle intercom systems are

recommended for spotters' safety. In no case are cameras or safety devices a substitute for a spotter. (NFPA 1500 requires at least one spotter to have contact with the driver.)

If it is essential to back a vehicle with limited rearward visibility and no spotter is available, the driver shall stop, dismount, and visually perform a 360-degree check around the vehicle before backing, with emphasis on the area behind and to both sides. After checking the area, the driver shall back the vehicle at slow speed and with extreme caution, prepared to stop immediately if necessary.

600.02 APPARATUS STAFFING

Purpose: To standardize department wide staffing of fire apparatus to insure efficiency in use of personnel and apparatus when responding to calls in Black Hawk and mutual aid calls.

Scope:
All personnel

Policy:
It is the policy of the Black Hawk Fire Department to staff apparatus in the most efficient manner based on the number of staff on duty. The following will be minimum staffing of apparatus (the operator of the apparatus must be a qualified engineer)

Full Shift 6 Personnel

1st out Apparatus: 1 officer/3 firefighters 2nd out Apparatus: 1 officer/1 firefighter

Partial Shift 5 Personnel

1st out Apparatus: 1 officer/2 firefighters 2nd out Apparatus: 1 officer/ 1 firefighter

Minimum Shift 4 Personnel

1st out Apparatus 1 officer/3 firefighters

600.03 APPARATUS ASSIGNMENT

Purpose: To establish standardization on what apparatus respond to what types of calls.

Scope:
All personnel

Policy:
CALLS WITHIN BHFD JURISDICTION

Medical Calls:

When dispatched to a medical call the 1st out apparatus will respond as prescribed in the response policy. 2nd out apparatus (if staffed) will cover in case of back to back calls. If necessary, mutual aid will be requested without delay.

Motor Vehicle Collisions:

Major Collisions (Entrapment, Rollover, Multiple Vehicles/Injuries etc.):

First and second due apparatus to respond. If only one apparatus is staffed mutual aid shall be requested.

Minor Collisions:

First due apparatus to respond.

Highway 119 Calls between MM4 and Junction 119&6:

1st out apparatus will respond to all calls. 2nd out apparatus will respond non-emergent to area of MM5 and standby to respond if needed on highway call or a call in the city.

Fire Alarms:

When fully staffed, 1st out apparatus will respond to fire alarms. Second apparatus (if staffed) will respond if requested.

Fire alarms with indication of fire (multiple sprinkler heads or alarms activated, smoke in structure, fire pump running, etc.) shall be treated as a structure fire.

Structure Fires (Commercial and Residential):

When dispatched to a confirmed structure fire, all available apparatus will respond. Automatic mutual aid should be activated. Fire Chief will be notified of all working structure fires.

Wildland Fires:

A brush truck staffed with 1 officer and 1 firefighter and the 1st out apparatus will respond to Wildland fires.

MUTUAL AID CALLS OUTSIDE BHFD JURISDICTION

Note: The Fire Chief shall be notified of all mutual aid calls

Structure Fires:

1st out apparatus will respond to all confirmed structure fires, 2nd out apparatus (if staffed) will standby for response in jurisdiction unless requested. If this response depletes staffing at the station the Chief shall be notified.

Wildland Fires:

A brush truck staffed with 1 officer and 1 firefighter will respond to mutual aid calls on Wildland fires. If the fire is threatening structures the 1st due apparatus will also respond. The Fire Chief should be notified when the staffing at the station is depleted.

Motor Vehicle Collisions:

1st out apparatus shall respond. 2nd out apparatus (if staffed) will respond if requested. Fire Chief will be notified when the staffing at the station is depleted.

Special Request:

Apparatus will respond as requested. Fire Chief will be notified of special requests for staffing or apparatus.

600.04 AIR OPERATIONS

Purpose: The purpose of this SOP is to establish Air Management guidelines. Air Management is critical to the health and safety of our employees. Firefighters need to manage their air supply by ensuring they are continually aware of their air consumption and the amount of air they have left in their tank(s).

Scope:

This guideline shall apply to all employees of the Black Hawk Fire Department (BHFD).

Definitions:

Air Management: Air management is an ongoing assessment of air consumption by individual firefighters and/or teams who are breathing air from their Self-Contained Breathing Apparatus (SCBA). Firefighters in a hazardous atmosphere must continually check their pressure gauges to know how much air they have left in their bottle.

The Rule of Air Management: Know how much air you have used, and manage the amount of air you have left in your bottle so that you leave the hazardous atmosphere before your SCBA low-air warning bell begins to ring.

IDLH: Immediately Dangerous to Life and Health

Hazardous Atmosphere: Any atmosphere which is oxygen deficient or which contains a toxic and/or disease-producing contaminant. These atmospheres can be IDLH or not.

How Air Management Works: Air management is each firefighter's responsibility and is closely related to situational awareness. Firefighters must make sure that they have a full cylinder before they enter the hazardous atmosphere. Once inside the hazardous atmosphere, firefighters must look at their pressure gauges at intervals and inform their officer/team leader what their air situation is.

The Officer/team leader should take the lead in air management. Officers and team leaders must make the decision when to exit so that the team is out of the hazardous atmosphere before their team's low-air warning bells begin to ring. There are many factors that affect the duration of the team's air supply, such as: fire conditions, work rates, aerobic fitness of the team members, and stress.

Policy:

It is the expectation that all BHFD employees utilizing Self Contained Breathing Apparatus (SCBA) will:

- Check their air levels before they enter the hazardous atmosphere. Members must have a minimum of 4050 psi (90%) in their cylinder in order to make entry into a hazardous atmosphere. This check can be done during the pre-entry buddy check.
- Follow the Rule of Air Management when operating in any hazardous atmosphere.

When the first member of any team has their 50% capacity (2250 PSI) Heads-Up Display (HUD) light activate (two flashing amber lights), the officer/team leader shall radio to the proper ICS functionary (Command, Operations, etc.) that the team is at 50% air. This allows the ICS functionary to pre-plan for replacing that team in the hazardous atmosphere.

If a team member works into their reserve air and their low-air warning bell begins to ring in the hazard area, the officer/team leader shall report over the radio to the proper ICS functionary (Command, Operations, etc.) their unit signature, their location, that a team member's low-air warning bell is ringing, and an estimation of how close they are to the exit. Once a team member's low air alarm sounds or some other problem arises the entire team will exit the hazardous atmosphere together.

All firefighters are expected to be out of the hazardous atmosphere before their low-air warning bells begin to ring.

If members hear a low-air warning bell ringing in the hazardous atmosphere, and there is not an immediate radio report from the team whose bell is ringing, that bell should be considered an emergency alarm until proven otherwise and this event shall be treated as a Mayday situation and the IC shall implement “Mayday Procedure”.

Two Bottle Rule

Once a team member has used two bottles they will be sent to Re-hab.

Low Air Alarm Rule

When a team member has a low air alarm situation they will be sent to Re-hab.

600.05 FIREFIGHTER MAYDAY

Purpose: To establish a procedure to be used when calling for firefighter assistance and to notify all personnel on the emergency scene that an imminent life-threatening situation exists.

Definitions:

Evacuation Tone – To notify all personnel that’s on scene that an imminent life-threatening situation exists followed by 3 long blasts of the air horn of the apparatus lasting 5 seconds each (if applicable).

Mayday - A radio term used to alert the Incident Commander or other persons on the emergency scene that personnel are in an imminent life-threatening situation.

Personnel Accountability Report (PAR) - A term used to track and report the location, status, and welfare of personnel assigned to a given crew.

Rapid Intervention Team (RIT) - A team specifically designated by the Incident Commander at the scene of an emergency beyond the initial stages. The RIT shall be primarily available for the rescue of fire department members should the need arise.

Mayday Alert Tone - Is a distress signal that is broadcasted over the air "Mayday, Mayday, Mayday"

Imminent Danger to Life & Health (IDLH) - Any condition or practice where danger exists which could reasonably be expected to cause death or serious physical harm immediately or before the imminence of such danger can be eliminated. ‘

After Action Report (AAR) – A formal written review of an incident involving the incident regarding what did and did not occur with recommendations for corrective actions as necessary.

DECLARING A MAYDAY:

When a firefighter(s) become lost/trapped, experience an equipment malfunction or other firefighters suspect a firefighter is in trouble the following procedures must be followed:

Call for Help Immediately - Report on a portable radio “Mayday – Mayday – Mayday”, and activate the panic button on the handheld radio. Announce your situation while continuing to find your way out. Firefighters should not delay notification of distress. Mayday announcement should occur as soon as the firefighter thinks he/she may be in trouble. The longer the delay of notification, the smaller the window of survivability becomes. A firefighter SHALL DECLARE A MAYDAY when confronted by, but not limited to, the following situations:

1. Immediately upon a firefighter believing he/she is disoriented or lost and unable to exit any existing IDLH environment;
2. Immediately upon the sounding or detection of one’s low air alarms with the inability to promptly exit any existing IDLH environment;
3. Immediately upon a firefighter becoming trapped or entangled to the point of requiring assistance;
4. Immediately upon a firefighter falling through a roof or floor;
5. Immediately upon a firefighter sustaining ANY injury which impairs his/her ability to exit any existing IDLH environment;
6. Immediately upon discovery of a vital personal protective equipment (PPE) equipment problem which poses a substantial threat of harm and a firefighter unable to immediately exit the IDLH environment;
7. Immediately upon discovery that your primary exit is blocked by fire or collapse and you are not at a secondary exit in 30 seconds;
8. Immediately upon discovery of another firefighter experiencing any of the above situations.

CONFIRMED REPORT FROM A TRAPPED OR LOST MEMBER(S)

Firefighters Responsibility is to:

1. When a member(s) becomes trapped, disoriented, lost, or injured and needs assistance, they shall attempt to notify their Unit Officer, or someone in the immediate area that assistance is needed.

2. If there is no response from anyone in the immediate area, a radio message shall be transmitted by the member(s) to the Group/Division/Sector Officer or Incident Commander.
3. The radio message shall begin with; “Mayday, Mayday, Mayday” and shall include the following:
 - a. L - Location (as accurate as possible)
 - b. U - Unit ID (Engine 1)
 - c. N - Names (of lost/trapped crew members)
 - d. A - Assignment
 - e. R - Resources you need (air tank pressure level)
4. If verbal Mayday is not possible or if the Mayday is not acknowledged, the firefighter may activate the emergency button on top of the radio.
5. After completing the radio message, the member(s) personal alert safety system (PASS) device shall be activated and remain activated, if possible to draw attention to the area where assistance is needed. If the device interferes with radio communication, it may be turned off temporarily, but must be re-activated to sound the audible alarm.
6. Trapped or lost members shall remain together at all times. Any changes in their location, status, condition, etc., shall be reported via a radio message.
7. A conscious effort must be made by the trapped or lost member(s) to control breathing (by using emergency breathing techniques) and remain calm.
8. Unnecessary physical activity must cease this will increase the likelihood of extending the supply of air until rescuers can find the trapped member(s).

INCIDENT COMMANDER’S RESPONSIBILITY

1. When the Incident Commander receives a Mayday, IC shall immediately acknowledge it and repeat the LUNAR information.
2. The IC will direct all companies to switch to a designated alternate fire-ground radio channel for continuation of routine fire-ground communications.
3. The original fire-ground radio channel will only be used for the MAYDAY and (RIT) Rapid Intervention Teams.
4. Incident Commander shall ensure that the Group/Division/Sector Officer and units operating in the same area are aware of the situation.
5. The Incident Commander shall adjust the incident action plan to a high priority rescue effort.

6. When crews are working in the same immediate area as the trapped or lost member(s), they may upon direction of Incident Command make an initial rescue attempt provided that they notify the Incident Commander of their location, their current operational duties, and receive direction to attempt the initial rescue.
7. If they are unable to quickly affect the rescue or locate the missing member(s), they shall be directed to return to their operational assignment upon being relieved by RIT. All Group/Division/Sector Officers shall ensure that any rescue or search is coordinated and at the direction of the Incident Commander.
8. The Incident Commander shall deploy the Rapid Intervention Team (RIT) to assist with the rescue of the trapped or lost member(s). The Incident Commander shall designate a secondary RIT whenever the primary crew is deployed. This shall be done using uncommitted units already on the incident or by requesting additional units.
9. The Incident commander shall make an announcement to all units identifying the trapped or lost member(s) and repeat the applicable LUNAR information. The Incident Commander shall also complete a PAR of these specific units during this radio conversation.
10. The Incident Commander shall designate an officer to assume responsibility for monitoring the fire-ground radio channel from a location on the incident scene that is away from distractions and other noises.
11. The Incident Commander shall provide the Accountability Officer with the PAR for the units contacted. The Accountability Officer shall conduct a PAR of all other Groups/Divisions/Sectors to ensure that all other members are accounted for. This PAR shall be done on the newly designated radio channel.
12. The Incident Commander shall ensure that the units on the fire-ground continue their operational assignments, unless doing so places the trapped or lost member(s) in imminent danger.
13. The Incident Commander may reassign control of the Mayday Rescue to the Operations Sector if warranted by the scope of the incident.
14. Incident Commander shall request additional resources to effectively manage the rescue and the overall incident.
15. Throughout the incident, Incident Command shall closely monitor the structural stability of the building, while conducting a risk assessment of the rescue.

DISPATCHER RESPONSIBILITIES OR COMMUNICATIONS OFFICER'S

- a. The dispatcher shall sound the Mayday Alert Tones on the fire-ground channel and announce to units on the scene to standby for an emergency message.
- b. At the conclusion of the announcement by Command, the Dispatcher shall transmit the Mayday Alert Tone for 5 seconds on fire-ground radio channel repeating the information and directions that were transmitted by the Incident Commander.
- c. The Dispatcher shall monitor and retransmit acknowledge transitions.
- d. Dispatchers will direct inappropriate transmissions to the appropriate channels.
- e. Notify law enforcement of emergency.

RESUMING OPERATIONS

- After the Mayday is complete all units are to check in with IC for assignments. All clear will be announced by command.
- IC shall conduct an accountability review of all personnel on scene prior to resuming operations.

AFTER ACTION REVIEW

- Once the incident is complete the IC is responsible for conducting a AAR. An AAR is to be completed within a reasonable amount of time after the conclusion of incident.
- Dependent upon the incident, the IC in conjunction with the Fire Chief may elect to bring in an outside party to conduct an incident investigation and complete a formal report of the incident.

600.06 COMMAND AND ACCOUNTABILITY

Purpose: Effective command procedures are essential for all career and volunteer fire and rescue operations regardless of the magnitude or the amount of resources committed to mitigate the incident. Structured incident command procedures must be in place and used on all incidents to avoid confusion when a major incident occurs. At incidents with complicated or rapidly changing situations, considerable confusion and excitement may accompany early operations. Such disorder at an incident can contribute to extensive property damage or, at worst, result in unnecessary injuries or loss of life. Accountability of responders is key to ensuring all staff are accounted for and staff are utilized to the best benefit of the incident. The goal of an effective command and accountability system

at these incidents is to increase the safety of our personnel, to eliminate confusion and to prevent loss of life.

Policy:

Command Establishment:

The first arriving suppression unit officer shall automatically take on the role of command. They will retain command until relieved by a higher ranking officer or command is passed or transferred to another officer. Command shall be established by using a street location, geographic location or building name. Command shall not be established if it is a single resource on the call. The highest ranking, on-scene officer is normally responsible for the incident.

Incident Command Responsibilities:

The IC shall:

- Make initial assignments for units and perform an initial size-up.
- Begin basic ICS organization.
- Establish the accountability system.
- Update situation reports, including mode of operation.
- Review, evaluate and revise attack plan if necessary
- Continue with command, transfer or terminate command operations.

Initial Scene Size-Up:

The first arriving apparatus officer or chief officer shall initiate the ICS by giving an initial radio report. The on-scene report sets in motion the incident action plan. He/she should attempt to view all sides of the incident, noting location (extent of smoke, fire, rescues, access points, utilities, hazmat and exposures). The radio report should include (see template in the Appendix):

- Description of the incident or structures
- Initial actions to be taken
- Command post and point of drop off of accountability tags
- Additional alarms if needed
- Safety concerns
- Command assignments

Initial Tactical Objectives:

The initial size up on all incidents provides the foundation for deciding the initial mode of operation and for the objectives that follow.

For fire incidents the following tactical priorities should be followed:

- Rescue
- Exposures
- Confinement
- Extinguish
- Overhaul
- Ventilation
- Salvage

For medical and mass casualty incidents, the follow factors should be considered:

- Rescue and life safety
- Numbers of victims
- Severity of injuries
- Location of incident
- Weather
- Accessibility of scene
- Resources on hand and available

For Hazardous Materials incidents, the following tactical priorities should be followed:

- Recon
- Safety
- Establishment of Hot, Warm and Cold Zones
- Evacuation
- Decontamination
- Confinement
- Support of responding technical support agencies

Transfer of Command:

When taking command, the officer assuming command shall contact the IC to obtain the following information: (This should be done face to face)

- What was the situation?
- What is the current situation?
- What units are committed and what is their location?
- What units are available/staged?
- What are the strategies and tactics?
- What are the safety concerns?

The transfer of command is complete when the new commanding officer says “I have it” and notifies dispatch of the transfer of command.

Accountability:

Upon establishment of command, the accountability system shall be established. Command positions shall be identified with the use of IC vests. There is a full set of vests and incident command boards on the first due apparatus and in the Chief’s vehicle. Accountability tags shall also be utilized by the incident commander to maintain accountability of all staff on the incident scene.

Upon arrival the Incident Commander shall utilize the appropriate size command board and establish responsibilities and crew accountability. This shall be done by the receipt of personnel tags from the officer of each arriving apparatus. These tags shall be attached to the board and maintained until the apparatus is released from the scene.

Personnel Accountability Report Check (PAR):

At approximately 10 minute intervals the IC, or his aide, shall perform a PAR check to account for all staff members on the incident. This shall be done by a roll call and each apparatus officer shall acknowledge their staff is present and accounted for to include their location. The IC is responsible for any personnel not assigned to a sector.

A PAR check may also be completed at the discretion of the IC anytime he/she may deem necessary including, but not limited to:

- Report of a member missing or trapped.
- Declaration of a Mayday
- Unit cannot be contacted in the hazard area after three consecutive attempts.
- Sudden hazardous change on the incident scene.
- Change in tactics (offensive to defensive, etc.)
- When the incident is declared under control.

After the PAR check is complete the IC shall note the time of the successful PAR check on his command board.

Should the PAR check be unsuccessful, the mayday protocol (See section 600.05) shall be initiated.

600.06.1 ACCOUNTABILITY SYSTEM

Purpose: To establish a procedure to be utilized to maintain accountability of all fire department, EMS, mutual aid and law enforcement personnel.

Scope: All department personnel

Definitions:

Accountability Tag: Small tag issued to individual personnel to be placed on the Passports of the apparatus or vehicle they are responding in or assigned to. Color coding and placement of the tags are listed in a separate section of this policy.

Make-Up Passport: Blank Passports utilized for mutual aid apparatus which does not have a Passport for utilization during a Level II incident.

Make-Up Tag: Blank Accountability tag which shall be utilized for ride-along personnel, mutual aid personnel, apparatus or those who report to the Incident Command Post (ICP) without an individual tag.

Passport: Card which is assigned to the apparatus or vehicle and contains the accountability tag of each person responding in or assigned to the apparatus or vehicle.

Primary Passport: White Passport which is given to command upon check in when a Level II Accountability is declared.

Secondary Passport: Red Passport which is maintained in the apparatus or vehicle as a secondary personnel accountability list.

Level I Accountability: Accountability system utilized in small incident response (single engine and ambulance) in which Passports remain in the apparatus or vehicle.

Level II Accountability: Accountability system utilized for larger responses (typically more than a single engine, ambulance and command vehicle); in which the primary Passport is given to command upon check in.

Color Coding of Accountability Tags:

| | |
|---------|-----------------------------------|
| Red: | Chief Officers |
| White: | Station Officers and Firefighters |
| Blue: | EMS Providers |
| Gray: | Law Enforcement |
| Green: | Administration |
| Orange: | Apparatus |

Utilization of Accountability Tags on Passports: At the beginning of the shift and any time the apparatus assignment changes for the staff member, the employee shall be responsible to place their individual accountability tag on the primary and secondary Passport of the apparatus or vehicle they are assigned. It is the responsibility of the apparatus or vehicle officer to utilize a make-up tag for any personnel not having a tag for use with the Passports. The tags shall be oriented in the following fashion:

(Fire Apparatus)

Apparatus Officer

Operator (Tag shall be placed upside down)

Firefighter

Firefighter

(Ambulance)

Attendant #1 (Paramedic)

Attendant #2 (EMT or Paramedic)

Ride-Along

(Note): Law Enforcement personnel are issued individual accountability tags and do not have Passports for their department vehicle. Tags are maintained either individually or with the shift supervisor depending upon department policy.

Accountability Procedure: The Incident Commander (IC) or the officer responsible for the apparatus or vehicle shall be responsible to maintain accountability of personnel at all times whether in a Level I or Level II accountability status. This begins with the utilization of the in-station apparatus assignment board and it being kept accurate to personnel and apparatus assignments.

Level I Accountability: Level I accountability shall be in place at all times, except when Level II is established as defined above. All Fire and EMS personnel assigned to an apparatus or vehicle shall have their accountability tags on both the primary and secondary Passport for that apparatus or vehicle denoting their riding assignment. As

noted above Law Enforcement shall maintain their tags in accordance with their agency policy.

Level II Accountability: Level II accountability shall be initiated at the discretion of the Incident Commander (IC) when the response involves more than a single engine, ambulance and command vehicle. This level of accountability shall involve each apparatus or vehicle's officer providing the primary Passport upon scene arrival (when receiving assignment) to the Incident Commander (IC) and returning them to the apparatus or vehicle once released from the incident. Law Enforcement personnel shall turn in one (1) accountability tag to the Incident Commander (IC) during a Level II incident. Make-up Passports and Tags will be maintained within the Incident Command Kit for use during the incident for any apparatus, vehicles or personnel who do not have a Passport or Accountability Tag.

Incident Commander: It shall be the responsibility of the Incident Commander (IC) to advise the communications center(s) that Level II accountability is being initiated and the location of the Incident Command Post (ICP). The Incident Commander (IC) shall request the communications center(s) to announce over the respective channels to all responding and on-scene personnel (Fire, EMS and Law Enforcement) that a Level II Accountability has been declared, who the Incident Commander (IC) is and the location of the Incident Command Post (ICP). For example: "All personnel responding to and on the scene of the structure fire at 123 Main Street: Level II Accountability has been initiated by Incident Command, Chief 41 has command and the ICP shall be at Chief 41's vehicle". The Incident Commander (IC) shall maintain the Passports and tags received and utilize them in a fashion to ensure accountability of all on scene personnel during the incident including operations, Personnel Accountability Report (PAR) checks or a MAYDAY should that occur.

600.07 REHAB

Purpose: This standard is for the rehabilitation process of department members during emergency operations and training exercises. The intent of the rehab sector is to lessen the risk of injury that may result from extended field operations under adverse conditions.

Scope: This procedure applies to all department members as well as any mutual aid responding members.

Policy: It is the policy of the Black Hawk fire department to set up a rehab sector for any incident or training exercise where firefighters are expected to work for one hour or more. NFPA 1584 calls for individual firefighters and their supervisors to undergo rehab following the use of a second 30-minute SCBA cylinder, after a 45-minute or 60-minute cylinder, or after 40 minutes of intense work without the SCBA. Supervisors can adjust

these time frames depending on work or environmental conditions with the safety of the crew always being first and foremost.

The rehab sector will be established and managed by an ambulance and team from Gilpin Ambulance Authority unless all GAA ambulances are out of service at which time rehab will be carried out by the mutual aid responding ambulance. The EMS personnel staffing rehab have the authority to detain members in rehab or transport members when there are obvious indications (per GAA rehab criteria) preventing them from returning to full duty. The rehab sector will use the radio designation REHAB. At times due to incident size or geographic barriers, it may be necessary to establish more than one rehab sector. When this is done, each sector will assume a geographic designation consistent with the location at the incident site (i.e., Rehab South, Rehab North).

At incidents involving large loss of life, or extended rescue operations consideration should be made to contact a Critical Incident Management team which would be assigned to the rehab sector.

The rehab sector will provide a specific area where personnel will assemble to receive:

1. Relief from climactic conditions - The relief area must be free of smoke and sheltered from extreme heat or cold. A city bus may be called to the scene to provide this. Rehab should not be too distant from the scene.
2. Rest and Recovery - Members must be afforded the ability to rest for at least 10 minutes or as long as needed to recover work capacity. Typically members will require 10 to 20 minutes of rest with each rehab cycle. Members requiring more time should receive a more thorough medical assessment in order not to miss a potentially significant condition needing emergency medical treatment.
3. Cooling or rewarming - Members who feel hot should be able to remove layers of clothing, drink water and be provided a means to cool off. Members who are cold should be able to add clothing, wrap in blankets, and be provided with means to warm themselves.
4. Rehydration - Members need to replace fluids lost through sweating and breathing. Water is the preferred drink for rehabilitation and must be provided in abundance with bottled water being preferred as it is easy to track consumption.
5. Calorie and electrolyte replacement - For longer duration events, such as incidents exceeding three hours or situations where members are likely to work for more than one hour continuously, calorie and electrolyte replacement are necessary. Food must be nutritious and appropriate for the activity and

environment. Whenever food is available members must have a means of washing hands and faces.

6. Medical monitoring. At minimum, there are six conditions EMS is required to assess in members entering rehab:

- a. Presence of chest pain, dizziness, shortness of breath, weakness, nausea or headache.
- b. General complaints such as cramps or aches or pains.
- c. Symptoms of heat or cold related stress.
- d. Changes in gait, speech or behavior.
- e. Alertness and orientation to person, place and time.
- f. Any vital signs considered abnormal per GAA rehab protocols.

7. EMS treatment in accordance with local protocol. Any member who exhibits signs or symptoms of medical distress should immediately receive emergency medical care. Those who exhibit significantly abnormal signs and symptoms after resting should receive emergency medical treatment. When a member is referred for emergency medical treatment, Colorado state EMS treatment, triage and transport protocols must be followed. When EMS treatment or transport is provided, a medical report must be generated and included in the member's employee medical record.

8. Transport of an injured or ill emergency responder will not be delayed. IC is to be notified of any potential transport and an additional ambulance will be requested and assigned to either transport or assume rehab responsibilities.

9. Member accountability. Members in rehab are still considered to be on-scene and the Incident Management System must reflect the status and location of every member assigned to an incident or training, including tracking members as they enter and leave rehab. Rehab tracking passports must be used for every individual entering and leaving the rehab sector and must be kept on file. (See attachment)

10. Release. Prior to leaving rehab, EMS personnel providing medical monitoring must confirm that members are able to safely perform full duty.

Company officers must keep crews intact at all times and ensure that command is updated on status of injured personnel. It is the company officer's responsibility to make sure crew members receive refreshments, rest and medical clearance. Upon leaving rehab

command must be notified for incident tracking purposes as well as reassignment for the incident.

600.08 ACTING LIEUTENANT AND CAPTAIN ROLES FOR FIRE DEPARTMENT STAFF

Purpose:

To provide guidelines to be applied when a fire department officer is absent from shift and fire department personnel are assigned to that role.

The Fire Department understands that having both operational officer roles filled on a daily basis is key to the mission of the department. In addition the opportunity for future officer development is important to the long term sustainability and success of the organization.

This policy is not to alter the existing policy 200.5 regarding minimum staffing and the requirement for Lieutenant or Captain to be on shift daily.

Scope:

This policy pertains to all Black Hawk Fire Department personnel.

A. Acting Captain Role

The Acting Station Captain role shall be assumed by the Shift Lieutenant when the Captain is absent from work. The only exception shall be if the Fire Chief assumes that role.

The acting Captain shall be responsible for the daily operations of the fire station, apparatus and personnel.

The acting Captain shall have the following responsibilities:

- Receive from and provide informational pass-on via face to face and written pass-on log the other shift captain(s).
- Provide apparatus assignments and shift tasks to the crew.
- Arrange for coverage for oncoming shift if necessary.
- Provide CAD information for apparatus and personnel to dispatch center.
- Ensure required apparatus and building checks are completed and entered into computerized tracking system.
- Issue Fire Watch permits as requested.
- Verify time card entries.

- Ensure daily log and incident reports are completed prior to end of shift

B. Acting Lieutenant Role

The Acting Lieutenant role is a voluntary position designed to allow staff to understand the role of station Lieutenant and to prepare for potential future advancement.

All Firefighter Engineers are eligible for this opportunity. A letter must be submitted to the Fire Chief requesting to be included or not included in the program. Either request shall be able to be recinded at any time via a written request. There is no requirement to participate in this program to be eligible for promotion, it is designed as an opportunity to prepare for a potential promotion.

The Acting Lieutenant role will be equally divided via a rotation on the shift based upon available acting positions, staffing and leave.

The Acting Lieutenant shall have the following responsibilities:

- Receive from and provide informational pass-on via face to face and written pass-on log the other shift Lieutenant(s).
- Coordinate with shift captain to provide apparatus assignments and shift tasks to the crew.
- Coordinate with shift captain to arrange for coverage for oncoming shift if necessary.
- Serve as the officer on the first due response apparatus if multiple apparatus are staffed. If staffing only supports a single department apparatus being staffed then coordinate with the shift captain for riding assignment.

RESOLUTION 56-2014
A RESOLUTION
ADOPTING THE CITY OF
BLACK HAWK GENERAL
FUND EXTERIOR PAINT
PROGRAM GUIDE TO
PROGRAMS

(Continued from August 13, 2014)

CITY OF BLACK HAWK
REQUEST FOR COUNCIL ACTION

CITY COUNCIL MEETING:

August 27, 2014

SUBJECT:

Approval and Adoption of the City of Black Hawk General Fund Exterior Paint Guide to Programs

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

The General Fund Exterior Paint Program has been revised based on the recommendations and direction received from City Council. The following items are highlights of the program:

1. All Residential Properties, within the City Limits of Black Hawk are qualified to participate. Both historic and non-historic structures are eligible under this program.
2. Program covers preparation work and paint only. Significant repairs are not covered by the program, and may be addressed under the Emergency Component of the Historic Restoration and Community Preservation fund at the sole discretion of the City Manager. All awards made to a Property Owner are at the sole discretion of the City Manager, with appeals to City Council.
3. Work shall be consistent with the Black Hawk Residential Design Guidelines and Municipal Code.
4. Surfaces to be coated include exterior siding, soffits, eaves, trim, metal work, decks, porches, exterior wood doors, wood fences, metal fences, previously painted gutters and downspouts, and vertical concrete.
5. Funding cycle is once every five (5) years. Once a property has participated under the five (5) year funding cycle, eligibility reverts to an eight (8) year funding cycle.
6. Approved color palettes include Benjamin Moore and Sherwin-Williams. Property Owners must first consider historic colors from these palettes. A color scheme consisting of three (3) colors (siding, trim, accent) are covered under the Program, reviewed and approved administratively by the City Manager. Any color scheme exceeding three (3) colors or not on the approved color palettes, shall be reviewed and approved by City Council.
7. This is a private project by the Property Owner reimbursed by the City. Property Owner signs contract with Contractor. The Property Owner is eligible to request reimbursement of their initial tax liability as a result of receiving an exterior paint grant.

8. Paint application and thickness is as follows or per the manufacture recommendation and thickness:
- Prep and prime exposed wood surfaces or Manufacture recommendation and thickness.
 - Paint one (1) coat if using existing color or Manufacture recommendation and thickness.
 - Paint two (2) coats if changing color or Manufacture recommendation and thickness. An interim inspection between coats must be requested by Contractor and conducted by City Staff.
 - If going from a stain to paint, apply one (1) coat primer and (2) coats paint all applied per the Manufacture recommendation and thickness. An interim inspection between coats must be requested by Contractor and conducted by City Staff.
 - If surfaces sprayed, Contactor to bid back-rolling all surfaces as an Alternate on the Bid Form.
9. The Contractor shall warrant his/her work for one (1) year from substantial completion.
10. Appendix 1 and 2 are intended for reference purposes.

RECOMMENDATION:

It is recommended the Board of Aldermen **APPROVE** the City of Black Hawk General Fund Exterior Paint Guide to Programs, with any recommended revisions.

RESOLUTION DATE:

August 27, 2014

ORIGINATED BY:

Community Planning & Development

STAFF PERSON RESPONSIBLE:

Cynthia Linker, CP&D

DOCUMENTS ATTACHED:

General Fund Exterior Paint Guide to Programs

CITY ATTORNEY REVIEW:

[X] Yes [] No [] N/A

INITIALS C.L.L.

SUBMITTED BY:

Cynthia L. Linker

8/20/14

Cynthia L. Linker, CP&D

REVIEWED BY:

Jack D. Lewis

08/22/2014

Jack D. Lewis, City Manager



BLACK HAWK[®]

CITY OF BLACK HAWK

**GENERAL FUND EXTERIOR PAINT PROGRAM
GUIDE TO PROGRAMS**

TABLE OF CONTENTS

SECTION 1: PROGRAM OVERVIEW 2

SECTION 2: INCOME TAX LIABILITY..... 7

SECTION 3: GENERAL FUND EXTERIOR PAINT GRANT PROGRAM..... 8

APPENDIX 1: REVIEW PROCEDURE AND CRITERIA FOR THE PROGRAM..... 12

APPENDIX 2: PROJECT PROCESSES AND DOCUMENTATION REQUIREMENTS 17

Exhibit A: General Fund Exterior Paint Program – Application

Exhibit B: General Fund Exterior Paint Program - Agreement

SECTION 1: PROGRAM OVERVIEW

A. PURPOSE

1. The City has established goals to preserve the City's architectural character with exterior paint improvements to residential buildings. The purpose of the General Fund Exterior Paint Program is to provide financial assistance that will promote the exterior appearance of Black Hawk's Residential Properties and to provide for the continuation and enhancement of a functional, sustainable, healthy and vibrant Black Hawk residential community.
2. This program is intended to enhance Residential Properties of the City by providing Property Owners with the resources needed to maintain the exterior paint of residential buildings. The use of funds pursuant to the Program is only for the specific property address and work program recommended by City Staff and approved by the City Manager, which is consistent with the City of Black Hawk Residential Design Guidelines and complies with the Black Hawk Municipal Code.
3. The City does not specify colors for buildings. However, there are certain ranges of colors and methods of combining them that Black Hawk does promote through guidelines that focus on the manner in which color is used, rather than on specific colors themselves. When a Property Owner is in doubt, it is best to assume a low profile color scheme design. The color schemes shall highlight, not diminish, the architectural character of the structure. Using a historic color scheme is highly encouraged and recommended. Develop a color scheme for the entire building that coordinates all the façade elements. Use muted colors for the base and brighter colors for accents. Leave natural masonry finishes unpainted when feasible.
4. Approved color palettes are on file with Community Planning and Development. The Property Owner must first consider historic colors. If colors are selected from the approved palettes, the City Manager shall approve administratively. Colors not selected from approved color palettes require review and approval by City Council.
5. A color scheme consisting of three (3) colors (siding, trim, accent) are covered under the Program, reviewed and approved administratively by the City Manager. Any color scheme exceeding three (3) colors, shall be reviewed and approved by City Council.

B. DEFINITIONS

1. Bed and Breakfast: A residential dwelling unit that provides sleeping accommodations for hire, for thirty (30) days or less, on a day-to-day basis, with one (1) or more meals per day included, at which an owner, manager or lessee of the property resides on the premises. Such use shall not include residential dwelling units with two (2) or more rental rooms or facilities which include retail or commercial activities of any kind. Commercial properties without a resident owner are not eligible for this Program.

Approved by Resolution 56-2014 on August 27, 2014

S:\700 LU\2009\H P C\Guide to Programs\2014 Update\Council_082714\General Fund Exterior Paint Program_Guide to Program_Approved by Resolution 56-2014 on August 27, 2014.doc

2. Board of Aldermen: An elected six-member panel authorized with decision-making powers for the governance of the City of Black Hawk.
3. Building Official: The City official charged with the responsibility of administering and enforcing the City's building codes.
4. City of Black Hawk Residential Design Guidelines: Guidelines developed to help achieve the goal of preserving the City's character with exterior improvements to buildings. Please contact City Staff for a copy of these Guidelines.
5. City Council: The elected Board of Aldermen, plus the Mayor.
6. City Manager: The City Manager is the chief administrative officer for all departments of the City, is appointed by the City Council and shall have and exercise all the administrative powers vested in the City.
7. City Staff: An employee of the City of Black Hawk or an entity designated by the City of Black Hawk to act on their behalf in administering the contract documents, coordinating design professionals, overseeing construction progress, and reviewing paperwork required as part of the Program
8. Contractor: The contracting company selected to oversee and manage the painting and construction work.
9. Construction Hard Costs: Costs related to labor, materials, and overhead.
10. Construction Soft Costs: Costs related to fees, permits, insurance, and other costs not directly related to the physical installation of the Scope of Work.
11. General Fund Exterior Paint Program: A funding source from the City of Black Hawk which is administered via direct contract between the Property Owner and Contractor.
12. Guide to Programs: This policy and procedures document, related to the General Fund Exterior Paint Program.
13. Municipal Code: A collection of municipal ordinances and laws that are enacted and enforced by the City of Black Hawk.
14. Outbuildings: Accessory structures to the original building.
15. Property Owner (Owner): Property Owner per recorded City documents, or designated representative as provided with written permission via a signed and notarized "Affidavit of Permission" or "Power-of-Attorney" from the Property Owner.

Approved by Resolution 56-2014 on August 27, 2014

S:\700 LU\2009\H P C\Guide to Programs\2014 Update\Council_082714\General Fund Exterior Paint Program_Guide to Program_Aproved by Resolution 56-2014 on August 27, 2014.doc

16. **Qualified Professional:** An individual licensed or appropriately experienced in the discipline within which a recommendation is needed.
17. **Residential Properties:** Properties within the City Limits of Black Hawk.
18. **Substantial Completion:** The stage in the progress of the work when the work, or designated portion thereof, is sufficiently complete in accordance with the contract documents so that the owner can occupy or utilize the work for its intended use.
19. **Temporary Construction Easement:** A legal document providing the Grantee (City of Black Hawk) with full access to the property under consideration for the purpose of completing the Scope of Work. The easement is only valid for the duration of the construction period.
20. **Temporary Use Permit:** A permit issued by the City of Black Hawk to allow private property to be used for alternate uses (storage, staging, etc.) for a limited amount of time.
21. **Property Owner Trade Contract Agreement:** An agreement signed by the Property Owner and the successful Contractor detailing the contract terms and alternates for any construction work as part of the General Fund Exterior Paint Program.

C. PROGRAM GOALS:

1. The General Fund Exterior Paint Grant is provided for Residential Properties to allow painting and preparation.
2. The goal of the General Fund Exterior Paint Program is to promote and protect the exterior paint on Residential Properties through proper and regular painting methods. Historically significant exterior finishes are expected to remain on each property. Evaluation, approval and exterior painting of homes will be reviewed on a case-by-case basis in accordance with the applicable standards, laws, and regulations approved by the City, including this Guide to Programs.
3. City Staff will prepare and the City Manager will review and approve the Scope of Work to be included within the application request, and may retain a design professional to assist with this task as needed.

D. GENERAL INFORMATION

The following considerations apply to all activities proposed and/or covered by the Program:

1. Projects will only be selected and authorized upon completion of an application (**Exhibit A**) in accordance with the requirements described in this Guide to Programs.
2. All applications will be reviewed by City Staff based on the City of Black Hawk Residential Design Guidelines, and Black Hawk Municipal Code with a recommendation to the City Manager for approval, approval with conditions or denial.
3. Careful consideration should be given in preparing the application. The quality of the application will be considered as indicative of the Property Owner's ability to accomplish the proposed project. Careful consideration will also be given to a Property Owner's past performance in prior projects including, but not limited to, the use of a grant and the accomplishment of a prior project. Additionally, the manner of upkeep performed by the Property Owner at the property will be taken into account by the City Manager.
4. The City Manager shall have the authority in their sole discretion to deny any application submitted for an exterior paint grant if, in their opinion, the Property Owner has neglected to adequately maintain their property allowing it to become in a state of disrepair.
5. Failure to sign and enter into the necessary legal agreements will disqualify the Property Owner from participation in the program. All Grant Program Agreements must be signed prior to issuance of the Notice to Proceed to the Contractor.
6. The City of Black Hawk and the City Manager expressly reserves the right to reject any or all applications, reduce the application amount, and request additional information to assist in the thorough review of any application. Failure of a Property Owner to comply with this Guide to Programs on a prior project, to properly use a grant for a prior project, to administer a prior project, and to accomplish a prior project may be a basis to reject or deny an application.
7. The award of any exterior paint grant to a Residential Property shall only occur once per every five (5) years. Only one request may be made within any five (5) year period, and is subject to the availability of grant funds, which are allocated by the City Manager in the exercise of their sole discretion, and is further subject to the annual budget and appropriation of the General Fund by the City Council of the City of Black Hawk.

Approved by Resolution 56-2014 on August 27, 2014

S:\700 LU\2009\H P C\Guide to Programs\2014 Update\Council_082714\General Fund Exterior Paint Program_Guide to Program_Approved by Resolution 56-2014 on August 27, 2014.doc

Once a Residential Property has received funding under the five (5) year cycle, the property will revert to an eight (8) year funding cycle and is subject to the availability of grant funds, which are allocated by the City Manager in the exercise of their sole discretion, and is further subject to the annual budget and appropriation of the General Fund by the City Council of the City of Black Hawk.

8. If a Property Owner owns multiple Residential Properties, an application may be made for each individual property. Properties will be placed on the list of potential recipients in the order in which the applications are received. The order of Properties to receive grant funds, if owned by the same Property Owner and in sequential order on the grant approval list, may be modified from the order of application. Non-sequential properties owned by the same Property Owner may not be modified from the order of application.
9. Applications can only be made by the Property Owner, as defined in the Definitions section.
10. This program is not intended for, and should not be used as a substitute for, routine upkeep and care of a house, structure, or prior improvements to the home and/or property. Additionally, all improvements to a Residential Property that are funded by this grant program need to be appropriately and consistently maintained by the Property Owner. All improvement(s) should be maintained in conformance with manufacturers' standards of normal care for such improvement. Furthermore, this program is not to be utilized as a substitute for a Property Owner's property insurance policy.
11. In the event the City makes certain expenditures to benefit a property in reliance upon a signed application, including but not limited to the creation of any and all Bid Documents and fees for services, the Property Owner agrees to be bound by the terms and conditions contained in the General Fund Exterior Paint Program Guide to Programs and to complete the project set forth in the application. Property Owner further agrees that in the event he/she decides not to proceed with painting and prep of the project, Property Owner shall be responsible for reimbursing the City for all hard and soft costs incurred by the City for items including but not limited to the creation of any and all Bid Documents, fees for services, and any other costs actually incurred.

SECTION 2: TAX LIABILITY

1. The grants awarded under this General Fund Exterior Paint Program shall be considered income under the State and Federal income tax laws.
2. Any grant approved by the City will be reported to State and Federal taxing authorities in the manner provided by applicable law. As the recipient of a grant, the receiver may be required to pay income or other taxes to State and Federal authorities as a result of receiving a grant under this program. As part of the General Fund Exterior Paint Program and to the extent permitted by law, the City will reimburse grant recipients for additional State and Federal taxes paid by the recipients that are directly attributable to the disbursement of grant funds. Regardless of the City's agreement to reimburse grant recipients for the initial State and Federal tax burden of a grant, the obligation to pay any taxes shall remain the responsibility of the grant recipient.
3. Property Owners are encouraged to obtain independent tax advice regarding the State and Federal income tax implications of the General Fund Exterior Paint Program. The City shall not be responsible for the payment of any tax liability associated with the participation in the General Fund Exterior Paint Program.
4. Notwithstanding anything to the contrary contained herein, the City shall have no responsibility or liability concerning any tax liability of a recipient of grant funds of benefits received under the General Fund Exterior Paint Program.
5. The City of Black Hawk provides for reimbursement of a Property Owner's State and Federal income tax liability in association with the receipt of a General Fund Exterior Paint Grant, if requested by Property Owner (**Exhibit A**). The City encumbers dollars in its accounting system to accommodate payment of the tax reimbursement. The Property Owner is responsible for completing the necessary paperwork for such payment and delivering to the City of Black Hawk Finance Department. A Property Owner shall be required to submit documentation for the tax payment reimbursement during the calendar year(s) following the receipt of the grant funds. If the reimbursement has not been requested within the time limits set forth herein, the encumbered funds will no longer be available to the Property Owner for state and federal tax payment reimbursement and such encumbered funds will be reallocated back into the City budget for other purposes.

Approved by Resolution 56-2014 on August 27, 2014

S:\700 LU\2009\H P C\Guide to Programs\2014 Update\Council_082714\General Fund Exterior Paint Program_Guide to Program_Approved by Resolution 56-2014 on August 27, 2014.doc

SECTION 3: GENERAL FUND EXTERIOR PAINT GRANT PROGRAM

A. ELIGIBILITY

In order for a Residential Property to be eligible for a grant under the General Fund Exterior Paint Program (“General Fund Grant”), the following requirements must be adhered to:

1. An Applicant should be aware that the provisions of the General Fund Exterior Paint Program will be a private project by the Property Owner reimbursed by the City.
2. Items considered eligible under this program for Residential Properties located within the City Limits include: exterior siding, soffits, eaves, trim, metal work, decks, porches, exterior wood doors, wood fences, metal fences, previously painted gutters and downspouts, and vertical concrete. Both historic and non-historic elements are eligible.
3. The work must be consistent with the City of Black Hawk Residential Design Guidelines, and Black Hawk Municipal Code. All exterior historically significant finishes and materials and character defining features are to remain or are addressed appropriately in accordance with the standards and guidelines
4. Funding shall only be made to a defined Property Owner.
5. A General Fund Exterior Paint Grant shall not be made for more than once every five (5) years. Once a Residential Property has received funding under the five (5) year cycle, the property will revert to an eight (8) year funding cycle.
6. Property Owners are specifically responsible for using the funds from the Grant to pay the Contractor for all work done in accordance with the agreement the Property Owner must have with the Contractor. Lack of payment from a Property Owner to the Contractor, for work covered under the approved grant, will be grounds to withhold disbursement of any funds to the Property Owner for any additional work on the property or even other properties the owner may own until such time as evidence of payment to the Contractor is provided. Also see Appendix 1 of this document regarding payments to the Property Owner and subsequent payment to the Contractor.
7. As part of the General Fund Exterior Paint Program and to the extent permitted by law, the City will reimburse grant recipients for additional State and Federal taxes paid by the recipients that are directly attributable to the disbursement of grant funds. Regardless of the City’s agreement to reimburse grant recipients for the initial State and Federal tax burden of a grant, the obligation to pay any taxes shall remain the responsibility of the grant recipient.

Approved by Resolution 56-2014 on August 27, 2014

S:\700 LU\2009\H P C\Guide to Programs\2014 Update\Council_082714\General Fund Exterior Paint Program_Guide to Program_Approved by Resolution 56-2014 on August 27, 2014.doc

8. Property Owners are encouraged to obtain independent tax advice regarding the income tax implications of the General Fund Exterior Paint Program. The City shall not be responsible for the payment of any tax liability associated with the participation in the General Fund Exterior Paint Program.
9. Awards will be made to Property Owners within the City of Black Hawk at the sole discretion of the City Manager, and subject to the annual budget and appropriation of the General Fund by the Board of Aldermen of the City of Black Hawk.

B. LEGAL REQUIREMENTS

1. Along with the approval of an application by the City, owners must enter into legal agreements with the City which describe the terms for participation in the General Fund Exterior Paint Program. Participation in the General Fund Exterior Paint Program requires a General Fund Exterior Paint Grant Agreement. A copy of this document is included in **Exhibit B**.

C. GENERAL CONDITIONS OF ASSISTANCE

1. The City of Black Hawk Residential Design Guidelines and Black Hawk Municipal Code shall be consulted and utilized for all General Fund Exterior Paint Program projects.
2. Grant funds are paid on a “draw” basis. No advancement of payments will be paid to the Property Owner or Contractor. Payments are made directly to the Property Owner when the City receives a Contractor’s pay application with detailed and itemized invoices/schedule of values, and a signed request for payment form for the City Manager approved work program. Property Owners shall not *disburse cash funds* to any Contractor for any work done. *All transactions are expected to be promptly completed via the Property Owner by signing over the check* from the City of Black Hawk to the Contractor for the project as set forth herein in Appendix 1 regarding FBO (For the Benefit Of) payments. It is recommended the Property Owner obtain a receipt/waiver of lien from the Contractor stating funds have been received with pay application paid in full. All work is subject to inspection and review by the City’s Building and Planning Departments for compliance with City standards and processes prior to submittal of any invoices to the City. The Property Owner is responsible for and must review, approve, and acknowledge seeing each invoice by placing a signature or initials on each invoice (pay application) submitted to the City with the paperwork for a request for payment. The Property Owner will work with City Staff to assist with this process.
3. Grant funds cannot be used to reimburse a Property Owner for previous work or materials for a project accomplished prior to the grant approval.
4. The City Manager may recommend funding at a lower level than that requested by the Property Owner. In addition, the City Manager may exercise their discretion while reviewing applications to require alternative materials due to cost, longevity,

Approved by Resolution 56-2014 on August 27, 2014

S:\700 LU\2009\H P C\Guide to Programs\2014 Update\Council_082714\General Fund Exterior Paint Program_Guide to Program_Approved by Resolution 56-2014 on August 27, 2014.doc

appropriateness of materials, and quality. Such decisions will be noted on the approved applications, and acknowledged by the Property Owner in advance of any building permits being issued for such work. Appeals, from the Property Owner, of such decisions/requirements by the City Manager shall be to the City Council.

5. Neither a Property Owner nor a relative of the Property Owner shall be permitted to be the Contractor, subcontractor or material supplier.
6. The Property Owner shall work with City Staff to create a Scope of Work, and request at least three (3) bids from the City of Black Hawk pre-qualified Contractors list. Such selected Contractor shall submit itemized invoices, and/or itemized receipts through the Property Owner and then to the City for payment of completed work.
7. The Contractor must be registered with the City and insured during the entire project. Evidence of such is required prior to any work commencing on the project.

D. CONDITIONS OF AGREEMENT

The Property Owner shall agree to the following conditions:

1. The property shall be maintained in a manner that assures its continued upkeep.
2. The Contractor shall leave for the Property Owner a minimum of one (1) quart of each paint color, varnish and/or stain for touchup and continued upkeep of the surfaces painted under the program.
3. The City Staff, Property Owner, and the Contractor shall agree on a Scope of Work, and schedule of completion for the project. The Scope of Work and schedule must follow the approved Scope of Work and Guide to Programs procedures as approved by the City Manager.
4. Scope of Work shall be reviewed by the City Staff to assure that appropriate procedures are followed. Recommendations from City Staff can be made to the City Manager to assist with their approval process. The Property Owner is responsible to ensure that an application for a building permit is submitted for all work associated with the approved project, and that no work on the property takes place until there is an approved building permit for the work and signed contract agreements.
5. The City may hold a lien against the property for any improper work or to assure that the project is completed as approved. The lien will be released when the City Manager approves the completed project.
6. A General Fund Exterior Paint Program Agreement will be provided that sets forth the terms and conditions of participation in the program (**Exhibit B**).

Approved by Resolution 56-2014 on August 27, 2014

7. A Trade Contractor Agreement, executed between the Property Owner and Contractor, shall set forth the terms and conditions of the project.
6. A General Fund Exterior Paint Grant may only be considered on a case-by-case basis by the City Manager. Appeals, from the Property Owner, of such decisions and requirements by the City Manager shall be to the City Council. Any proposed exterior painting on the home must be selected from the approved color palettes in accordance with the City of Black Hawk Residential Guidelines, and the Municipal Code. The Property Owner must first consider historic colors. Reimbursement may only be requested subject to funding availability, and only if the request complies with the standards for exterior paint. Any exterior paint colors not selected from the approved color palettes or exceeding the three (3) color paint scheme shall be reviewed and approved by City Council.
7. In the event a Full Site and Building grant under the Historic Restoration and Community Preservation Grant Program is awarded within three (3) years of the City Manager awarding a General Fund Exterior Paint, the Property Owner agrees to reimburse the City in full the total amount awarded on the General Fund Exterior Paint Program grant for construction hard costs, prior to the award of the Full Site and Building grant. A General Fund Exterior Paint Program grant may only be awarded to a Residential Property once every five (5) years. Once a Residential Property has received funding under the five (5) year cycle, the property will revert to an eight (8) year funding cycle. *Preparation and painting must be in compliance with the standards/specifications included in Appendix 2 of the Guide to Programs.* Please consult with City Staff to fully understand how a specific request for this component will be processed.

APPENDIX 1: REVIEW PROCEDURE AND CRITERIA FOR THE PROGRAM

A. REVIEW PROCEDURE

The application (**Exhibit A**) and other program criteria are included as part of this Guide to Programs. Additional copies or further information can be obtained by calling Community Planning and Development at (303) 582-2223 or 303-582-0615. Please read the Guide to Programs and associated contract documents thoroughly before proceeding. All Property Owners are required to follow these procedures.

1. Orientation Meeting

- a. After submitting an application, the Property Owner is required to meet with the City Staff to discuss their proposed project and potential eligibility. City Staff will introduce the general features of the program.

2. Property Owner / City Staff Document Preparation

- a. The Property Owner, with the assistance of City Staff, prepares the respective agreements for the proposed grant.
- b. The Property Owner must work with City Staff, to define the desired Scope of Work. Such information will be used to evaluate desired improvements and to establish the Scope of Work allowed to be included in the Program.

3. City Staff Evaluates Project and Creates Scope of Work

- a. City Staff will evaluate the project based on the submitted criteria and shall create a "Scope of Work". This information will be provided to the Property Owner. During this review, City Staff will use its best efforts to identify any omissions or discrepancies in the application, as well as communicate this information to the Property Owner as soon as possible.

4. Application / Scope of Work Review and Approval

City Staff will review the application submitted, and the City Manager will make a determination to approve, approve with conditions, or deny the application. Property Owners recommended for funding will be notified by telephone and mail as soon as a final decision is made by the City Manager. Those Property Owners not selected by the City Manager will be notified in writing explaining the reason(s) for rejection. Property Owners not selected for program participation, at any level, may meet with City Staff to discuss the factors which resulted in the rejection of the application. Appeals, from the Property Owner, of such decisions/requirements by the City Manager shall be to the City Council.

Approved by Resolution 56-2014 on August 27, 2014

5. **Evaluation Process**

a. **Bid Process**

At least three (3) detailed bids will be required to be requested from pre-qualified Contractors. Bids must be obtained for all proposed work. The bids and associated costs are presented as the “Final Grant Project Proposal” to the City Staff for recommendation, and then to the City Manager for a final decision. The City and the Property Owner must both be in agreement with the selection of the Contractor.

b. **Final Determination of Funding**

The City Manager makes a final determination on funding and may attach special requirements to the project.

c. **Final Agreement with City**

Final agreements are executed as detailed in the respective program sections. The Property Owner shall be responsible for verifying that they have seen and agree with all Scope of Work for the project on their property by placing a signature of acknowledgement and approval on the appropriate documents. The Property Owner will be required to work with City Staff to assist with review and explanation of the project documents. Additionally, it is VERY STRONGLY recommended that the Property Owner consult with a qualified tax advisor on the financial impacts of participating in the program.

d. **Permitting**

- i. Contractor shall supply a list of all sub-contractors and corresponding City registration numbers for the grant project. The Contractor and all subcontractors shall be registered with the City in accordance with the Black Hawk Municipal Code, Chapter 6, Article VII. Subcontractor information must be submitted at execution of the final construction contract. Information shall be updated per the terms of the Trade Contractor Agreement through the entire project until completion.
- ii. The Contractor shall supply a project schedule from the beginning to end of the project. The schedule shall be updated per the terms of the Trade Contract Agreement throughout the entire project until completion.
- iii. The approval of an application does not mean a building permit will automatically be issued. All permit fees are waived by the City for residential rehabilitation, as outlined in Chapter 18, Section 18-5 of the Black Hawk Municipal Code, however, the Property Owner/Contractor is still required to apply for a no-charge building permit and secure appropriate inspections during the course of the work.

Approved by Resolution 56-2014 on August 27, 2014

Any other permits required with the project are also the responsibility of the Property Owner/Contractor to apply for such in accordance with the City code.

e. **Exterior Painting Work Commences**

City Staff will monitor the work. The work shall be performed according to the approved Scope of Work, approved by the City Manager and attached to the building permit issued by the City. Any Change Orders from the approved Scope of Work must be reviewed and approved, by the City Manager, prior to implementation, and in accordance with the process for proposed Change Orders per Appendix 2. Onsite progress meetings shall be held with the Property Owner, Contractor, and City Staff as needed. The Contractor is responsible to have all required inspections called into the City for inspection.

f. **Payments**

Property Owners are required to submit a Check and Payment Request Form, provided by the Contractor, for each requested payment. With the initial Check and Payment Request Form the Property Owner will need to attach a completed W-9, if not previously provided. All payments for approved work shall be made by check from the City of Black Hawk payable to the Property Owner in an FBO (For the Benefit Of), format to include the company name of the Contractor for the project. The City strongly encourages that the provided FBO check be promptly endorsed over to the Contractor for payment by the Property Owner. By signing the General Fund Exterior Paint Guide to Programs, the Property Owner acknowledges and understands the process for payment to the Contractor for the contracted work, and understands they are not to defraud the City or the Contractor during any part of the process for the project. The Property Owner is responsible to ensure that all payment requests are done in a timely fashion throughout the life of the project.

g. **Exterior Painting Completed**

Upon completion of the project, final inspections are made by City Staff. Provided that the painting and preparation work have been found to be performed in accordance with the approved Scope of Work, and has passed all inspections, a final building inspection will be issued by City Staff. Final payment amounts due to the Contractor will be released upon completion of the final approval of the work.

B. SCHEDULE

General Fund Exterior Paint Program requests may be submitted at any time and will be considered throughout the year. Applications are considered and monies awarded on a first come, first served basis. Annual appropriations for this Program are limited. On occasion, the City will exhaust the available funds for the year. In that case, each application will be processed whenever the funds become available.

C. CRITERIA FOR SELECTION

The City Manager will review and have final approval of all General Fund Exterior Paint grant applications submitted to the City. The City Manager shall include, utilize, consider, but not be limited to the following criteria while evaluating grant applications when making decisions and/or recommendations. This process is discretionary and any other criteria as deemed necessary and appropriate to evaluate, consider, and analyze the applicant may be used.

1. The project will contribute to and enhance the overall character of the City of Black Hawk.
2. The project aids in the protection of existing properties. The project would repair damaged components, slow any deterioration in progress, and work to assure the continued presence of the structure.
3. The project produces visible results. Portions of the work will be on highly visible portions of the property. The property is visibly deteriorated and the proposed repairs would noticeably improve the structure's appearance.
4. Quality of the application. The application is well presented with a detailed Scope of Work and copies of multiple itemized bids for construction, and demonstrates the ability of the Property Owner to satisfactorily complete the project (City Manager decision only).

D. NEGATIVE FINDINGS

City Staff may recommend denial of an application because it does not meet the intent of the program and guidelines. The final decision made by the City Manager shall include, utilize and consider, but not be limited to, the following criteria while evaluating grant applications in order to make decisions and/or recommendations:

1. Other outstanding debts to the City or unresolved issues associated with City regulations.
2. The cost of the work is not commensurate with the projected benefit to be provided to the community.
3. If it is determined by City Staff that significant deterioration or structural conditions exist on the structure.

APPENDIX 2: PROJECT PROCESSES AND DOCUMENTATION REQUIREMENTS

This appendix is provided to be used as a resource for City Staff, Property Owners and Contractors affiliated with the City of Black Hawk in regards to the requirements for proposing projects, proposing to work on projects, process requirements for work on projects, quality of workmanship, completion and inspection of all improvements.

A. PRE-QUALIFIED CONTRACTOR APPLICATION PROCESS

Contractors must submit a Qualifications Packet. A determination will be made by City Staff to approve or disapprove the Contractor to be put on the pre-qualified list.

A Qualifications Packet includes the following information:

1. An overview of general information about the company including:
 - a. Previous work experience related to any of the Categories of Assistance
 - b. Managerial ability
2. Quality control management/procedures
3. Previous construction experience in and/or near the City of Black Hawk
4. Staff resumes

B. SPECIFIC GENERAL FUND EXTERIOR PAINT PROGRAM ASSISTANCE COMPONENT INFORMATION

1. Application Process

This process is for the exterior paint grants approved by the City for Residential Properties in the City.

- a. Property Owner requests application for exterior paint.
- b. City Staff performs site visit and prepares report identifying existing conditions.
- c. Property Owner submits completed grant application, and works with City Staff to secure no less than three (3) bids detailing the Scope of Work, itemizing materials and labor, and color chip paint samples selected from an approved historic color palette. The Property Owner must first consider historic colors.
- d. Grant application must be reviewed and approved by the City Manager prior to any work commencing. Any work started prior to grant approval will not be reimbursed.
- e. Contractor along with any subcontractors shall be licensed by the City of Black Hawk through the City Clerk's office, prior to any work commencing. Contractor and

Approved by Resolution 56-2014 on August 27, 2014

S:\700 LU\2009\H P C\Guide to Programs\2014 Update\Council_082714\General Fund Exterior Paint Program_Guide to Program_Approved by Resolution 56-2014 on August 27, 2014.doc

subcontractors to contact the City Clerk to complete this task and provide evidence of registration to Community Planning and Development.

- f. Contractor shall apply for and obtain a building permit from Community Planning and Development, prior to any work commencing, and request periodic inspections to be performed by the City Staff.
- g. The colors used to paint the exterior siding, soffits, eaves, trim, metal work, decks, porches, exterior wood doors, wood fences, metal fences, previously painted gutters and downspouts, and vertical concrete shall be colors in compliance with the approved color palettes. The Property Owner must first consider historic colors. Contractor shall submit paint color samples, selected from the approved color palettes, when applying for the permit. Color samples should be identified as outlined in the Paint Schedule (**included in Exhibit A**).
- h. Any additional contractors performing work on the job not covered under the Contractor building permit shall also apply for and obtain a building permit from Community Planning and Development, prior to any work commencing and request periodic inspections to be performed by the City Staff.
- i. Property Owner signs a Program Agreement that sets forth the terms and conditions of the participation in the grant program. Some of the key Program Agreement terms include project initiation and completion requirements, City approvals and disbursement of funds.
- j. Property Owner and Contractor signs a Trade Contractor Agreement that sets forth the terms and conditions of the project and contract requirements.
- k. When it comes time to request a payment from the City, the Property Owner must first submit a completed copy of a Check Request Form along with a completed W9 Form. All Check Request Forms must be accompanied by the Contractor's pay application that itemizes invoices and receipts submitted from the Contractor accomplishing the work. Contractor's pay applications should list in detail all labor and materials. All paperwork is submitted to Community Planning and Development for processing with payment made directly to the Property Owner. The Property Owner is then expected to make prompt payment to the Contractor who has submitted invoices by endorsing the check directly to the Contractor. Payment by the Property Owner from personal funds is not allowed.

2. Preparation of Exterior of House Before Painting

- a. If necessary, a hazardous materials investigation (Lead Paint) will be conducted by the City's consultants to determine what, if any, hazardous materials may be present onsite and the extents of any required abatement. Hazardous materials abatement must be completed prior to any additional work commencing.

Approved by Resolution 56-2014 on August 27, 2014

S:\700 LU\2009\H P C\Guide to Programs\2014 Update\Council_082714\General Fund Exterior Paint Program_Guide to Program_Approved by Resolution 56-2014 on August 27, 2014.doc

- b. Prior to painting, all necessary preparation such as sanding, chipping of existing peeling paint, washing of exterior, must be completed to remove all surface contamination, such as oil, grease, loose paint, dirt, foreign matter, rust, mold, mildew or mortar efflorescence . Make sure cracks and imperfections are patched or caulked.
- c. Any treatment that causes damage to the structure shall be repaired at Contractor's expense.
- d. The City Staff designated to inspect the preparation work shall inspect the house to determine adequacy of the prep work once completed, and prior to any layers of paint being placed on the house.

3. Painting.

- 1) Contractor is required to use either Benjamin Moore or Sherwin-Williams products, as specified by the City of Black Hawk. Sherwin-Williams Exterior Oil-based primer Y24W8020 or Benjamin Moore equal, applied per the manufacturer recommendation. All paint by Sherwin-Williams A-100 Exterior Latex A-82 Series of Benjamin Moore equal, applied per the manufacturer recommendation.
- 2) Surfaces to be coated: exterior siding, soffits, eaves, trim, metal work, decks, porches, exterior wood doors, wood fences, metal fences, previously painted gutters and downspouts, and vertical concrete.
- 3) Prior to starting work, the Contractor shall check color and product to assure conformity to specified color and finish as described on the Scope of Work.
- 4) The Contractor is responsible for material damaged by paint and should cover material such as brick, concrete, roofing, vehicles, landscaping, etc. to avoid any potential damage.
- 5) The Contractor is to leave the Property Owner with a minimum of one quart of each color, varnish and/or stain for touch up. Painter will supply cans and clearly mark each can.

It is recommended the Property Owner to store paint cans in an area that will protect it from damage, freezing and temperatures above 95°F.

- 6) Primer/Paint/Varnish/Stain (to resemble paint) Application:
 - Prep and prime exposed wood surfaces or Manufacture recommendation and thickness.
 - One (1) coat if using existing color or Manufacture recommendation and thickness.
 - Two (2) coats if changing color or Manufacture recommendation and

Approved by Resolution 56-2014 on August 27, 2014

S:\700 LU\2009\H P C\Guide to Programs\2014 Update\Council_082714\General Fund Exterior Paint Program_Guide to Program_Approved by Resolution 56-2014 on August 27, 2014.doc

thickness. An interim inspection between coats must be requested by Contractor and conducted by City Staff.

- If going from a stain to paint, one (1) coat primer and (2) coats paint all applied per the Manufacture recommendation and thickness.
- 7) If surfaces sprayed, Contactor to bid back-rolling all surfaces as an Alternate on the Bid Form.
 - 8) All stain shall be one (1) coat with a clear natural satin finish or Manufacture recommendation and thickness.
 - 9) The job to be free of runs, sags, cracking and skips with edges cut neatly.
 - 10) Contractor is to schedule work so that paint is applied when weather conditions are in accordance with manufacturer's specifications. Siding must be dry from dew and frost prior to applying paint, and work must cease in time to allow paint to dry prior to dew and frost forming. Painting on exteriors shall not be conducted below 45°F. The Contractor assumes all responsibility and accountability for painting under adverse conditions.
 - 11) Paint top and bottom edge of all doors and windows.
 - 12) Paint bottom edge of all siding, corner stiles, shutters, and bay windows.
 - 13) Paint all roof vents and flashing black or other specified color. Mechanical vents in siding to match the siding color.
 - 14) Caulk, as needed, all joints in exterior trim, including areas where wood joins siding.
 - 15) Use only the best quality materials as approved by the City. The primer coat, if applicable, should visually differ in color from succeeding coats. Paint color as selected by Property Owner and approved by the City Manager from approved paint colors. The Property Owner must first consider historic colors. All products applied per the manufacturer recommendations.
 - 16) Consult with City Staff for acceptable sheen. Sheen shall be included in Scope of Work.
 - 17) Sealants, if applicable: Consult with City Staff for approved sealant products. Color to match siding or trim.
 - a. Apply at window and door frames
 - a. Bed metal thresholds in sealant

Approved by Resolution 56-2014 on August 27, 2014

b. Apply at flashing and jacks

- 18) The Contractor shall warrant his/her work for one (1) year from substantial completion. All materials incorporated by Contractor in the project shall be the manufacturers brand and quality specified. All work shall be of good quality, free from fault and defects and in conformity with the contract documents. All work not conforming to these standards shall be considered defective. The warranty provided herein shall be in addition to and not in limitation of any other warranty or remedy required by law or by the contract documents. All warranty items discovered by the Property Owner and reported to Contractor shall be corrected prior to the expiration of the one year warranty. Contractor to provide his/her contact information to Property Owner.

Review of Documents by Property Owner

The Property Owner has:

- (a) read this Agreement and the applicable documents associated with “General Fund Exterior Paint Guide to Programs,”
- (b) fully understands the terms and conditions of the grant as set forth therein, and
- (c) agrees to be bound by those terms and conditions.

Property Owner

By: _____

Date: _____

EXHIBIT A
GENERAL FUND EXTERIOR PAINT PROGRAM
APPLICATION



City of Black Hawk
Community Planning and Development
211 Church Street
P.O. Box 68
Black Hawk, CO 80422
Ph: 303-582-0615 / 303-582-2223
Fax: 303-582-2239

| |
|----------------------------|
| Grant No: _____ |
| Project No: _____ |
| <i>For Office Use Only</i> |

GENERAL FUND EXTERIOR PAINT PROGRAM - APPLICATION

GENERAL INFORMATION:

Grant Year: _____ **Today's Date:** _____

Property Street Address: _____

Property Owner(s): _____

Owner(s) Mailing Address: _____

Owner(s) Telephone No.: (H) _____ (W) _____ (Cell) _____

Email Address: _____

Contact Person (if different from owner)

Contact Telephone No.: (H) _____ (W) _____ (Cell) _____

Email Address: _____

Applications can be made by individuals other than the property owners with the owner's written permission (written permission must be signed and notarized on a form "Affidavit of Permission" or 'Power-of-Attorney' provided by the applicant).

Office Use Only. Do not write below this line.

Date Received: _____ **Grant No.:** _____

Review Date: _____ **City Manager Approval Date:** _____

Amount Approved: _____

Comments or Conditions: _____

Authorization Signature: _____ **Date:** _____

Associated Grant Numbers: _____

PROJECT INFORMATION:

1. Please provide a detailed description of the project (If additional room is needed, attach additional paper). Color selection and location must be included (See Paint Schedule **Exhibit B**). Photographs and site plan showing existing buildings and structures for the proposed project would be helpful.

Even though a property is located in the Residential District, completion of an application does not guarantee the property is eligible to participate in the General Fund Exterior Paint program. Once the property owner makes an official application submittal, Black Hawk Staff will meet with the Property Owner for an orientation meeting and on-site property visit and inspection. Subsequently, a current conditions report and scope of work will be prepared and presented to the City Manager with recommendations regarding program eligibility with approval, conditional approval or denial. Property owner will be notified by the Community Planning and Development with a decision and the next steps in the program process, if applicable.

The process for determining payment of Federal and State potential income tax liability is attached hereto as **Exhibit A**.

Property Owner Signature

Date

EXHIBIT A

FEDERAL AND STATE TAX LIABILITY REIMBURSEMENT FORM



City of Black Hawk
 Community Planning and Development
 211 Church Street
 P.O. Box 68
 Black Hawk, CO 80422
 Ph: 303-582-0615 Fax: 303-582-2239

| |
|----------------------------|
| Grant # _____ |
| Project # _____ |
| <i>For Office Use Only</i> |

**GENERAL FUND EXTERIOR PAINT PROGRAM
 CHECK AND PAYMENT REQUEST FORM**

FEDERAL AND STATE TAX LIABILITY REIMBURSEMENT

Grant Year: _____ Today's Date: _____

Property Street Address: _____

Applicant: _____
 (As it appears on the Grant, please print)

Mailing Address: _____

Telephone No.: _____

Check Payable To: _____

Tax Liability Grant Amount: \$ _____

Federal Tax Amount Requested: \$ _____ (Insert Acct. Number)

State Tax Amount Requested: \$ _____ (Insert Acct. Number)

All requests for payment **must be** supported with a copy of a letter from the Certified Public Accountant specifying the specific tax liability amount for the tax year in question associated with the receipt of a grant pursuant to the General Fund Exterior Paint Grant Program, or a copy of the grant recipient's fully executed Federal **and** State tax return for the tax year in question indicating the specific tax liability associated with the receipt of a grant pursuant to the General Fund Exterior Paint Grant Program and a fully executed document in the form attached hereto as **Exhibit A – Income Tax Liability** and incorporated herein by this reference, signed by the grant recipient(s).

Incomplete or partial submittals will not be considered. The City reserves the right to refuse payment of any request, which does not provide the necessary information, or that is not covered by the grant awarded.

Payments will be issued in accordance with City Procedures, no exceptions.

I here by acknowledge that all of the information provided in support of this payment request is accurate and correct.

Owner's Signature: _____ Signature / Date _____ Signature / Date _____

Staff Review Only. Do not write below this line.

Payment Request: Approved Denied Date: _____ By: _____

Comments or Conditions: _____

Authorization Signature: _____ Date: _____

Exhibit A
Income Tax Liability

City of Black Hawk
ATTN: Finance Director
P.O. Box 68
Black Hawk, CO 80422

Dear Sir or Madam:

I (We) have completed our Federal and State Tax Returns for tax year 20_____, and I (we) are requesting the City of Black Hawk issue a check to cover our total Federal income tax liability for receipt of the exterior residential property painting grant for my (our) property located at _____ in the amount of \$_____.

I (We) certify that for the Federal Income Tax Return filed for tax year 20_____, my (our) tax liability is \$_____ and my (our) tax liability would have been \$_____ without reporting the grant.

AND

I (We) certify that I (we) will not submit an application for the Colorado Historical Preservation Income Tax Credit and I (We) certify that for the State Income Tax Return filed for tax year 20_____, my (our) tax liability is \$_____ and my (our) tax liability would have been \$_____ without reporting the grant.

I (We) certify that the above information is true and correct. To the extent the information is not correct, I (we) understand that I (we) may be held personally liable to repay all money received hereunder, and to pay interest, costs, and attorneys' fees incurred by the City of Black Hawk in collecting such amounts, and that I (we) may also be subject to criminal prosecution.

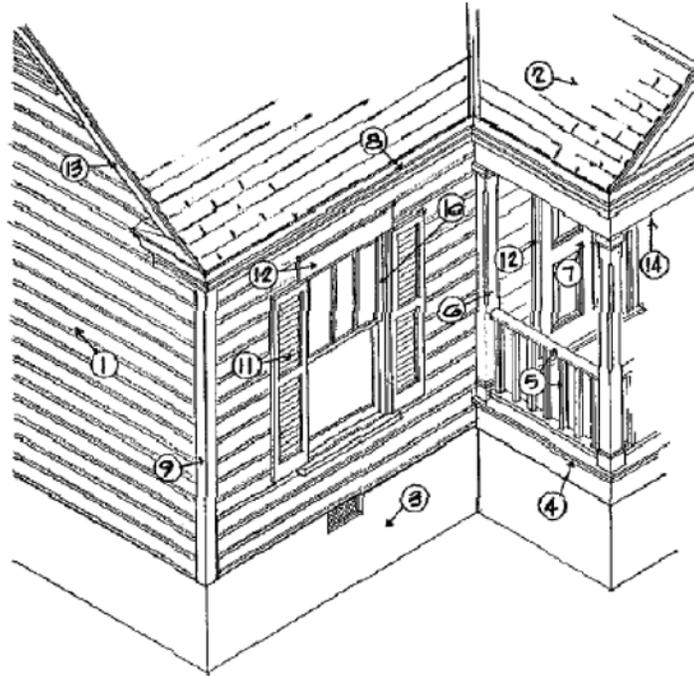
Sincerely,

Signature / Date

Signature / Date

EXHIBIT B
PAINT SCHEDULE

CITY OF BLACK HAWK - GENERAL FUND EXTERIOR PAINT SCHEDULE



Applicant _____

Address _____

Paint Manufacturer (Please submit color chips with this schedule) _____

Color Schedule

| | |
|----|--------------------|
| 1 | Body of House |
| 2 | Roofing |
| 3 | Foundation |
| 4 | Porch Floor |
| 5 | Railing |
| 6 | Columns |
| 7 | Entrance Door |
| 8 | Cornice |
| 9 | Corner Boards |
| 10 | Window Sash |
| 11 | Shutter |
| 12 | Door & Window Trim |
| 13 | Rake |
| 14 | Porch Ceiling |
| 15 | Other |

Reviewed and approved
 Rejected

By: _____
Jack D. Lewis, City Manager

Date: _____

EXHIBIT B
GENERAL FUND EXTERIOR PAINT PROGRAM
AGREEMENT

GENERAL FUND EXTERIOR PAINT GRANT PROGRAM AGREEMENT

THIS GENERAL FUND EXTERIOR PAINT GRANT PROGRAM AGREEMENT (the “*Agreement*”) is made as of the _____ day of _____, 20_____, (the “*Effective Date*”) by and between the **CITY OF BLACK HAWK**, a municipal corporation organized and existing under the laws of the State of Colorado (the “*City*”) and **(Insert Applicant)** (the “*Property Owner*”) whose Residential Property address is _____

_____.

RECITALS

- A.** The City has made certain proceeds of the General Fund Exterior Paint Fund, available for the purpose of exterior painting of Residential Properties within the City Limits of the City of Black Hawk, when owners agree to use the funds in accordance with agreed upon specifications (the “*Grant Program*”).

- B.** The Property Owner, who is the owner of a structure located at **(Insert Property Address), Black Hawk, Colorado 80422**, (the “*Residential Property*”) submitted an application under the Grant Program.

AGREEMENT

NOW, THEREFORE, in consideration of the above Recitals and the mutual covenants contained herein, the City and the Property Owner hereby agree as follows:

I. Grant / Emergency Grant.

1.1 Award. The City hereby agrees to reimburse Property Owner for work performed in compliance with this Agreement, an amount up to **\$(Insert Award Amount)** (the “*Award*”) for the exterior paint of a Residential Property.

1.2 Tax Payment. To the extent permitted by law, the City hereby agrees to reimburse Property Owner for personal state and federal income taxes owed by Property Owner that are directly attributable to funds disbursed under the Award (the “Tax Burden”). Property Owner shall provide evidence of the Tax Burden that is satisfactory to the City, in its sole discretion, prior to any payment of the Tax Burden by the City. In the event that Property Owner requests payment from the City prior to payment of his/her taxes, the City shall pay the Property Owner directly. In the event that Property Owner pays the Tax Burden him/herself and requests a reimbursement from the City, the City shall make such payment directly to the Property Owner.

2. **Agreement, Acknowledgement and Representation by Property Owner.** The Property Owner hereby agrees with, and acknowledges and represents to the City that:

2.1 Review of Documents. The Property Owner (a) has read this Agreement and the applicable “General Fund Exterior Paint Fund Guide to Programs,” (b) fully understands the terms and conditions of the grant as set forth therein, and (c) agrees to be bound by those terms and conditions.

2.2 Failure to Comply. Any failure by the Property Owner to comply with the terms and conditions of this Agreement shall terminate the Property Owner’s right to any Award payments.

2.3 No Liability. The City shall be in no manner liable to the Property Owner for any monies expended by the Property Owner in connection with the Grant Program, whether or not the Property Owner is actually paid any funds from the Award.

3. **Undertaking.** The Property Owner will undertake the construction of improvements and other repairs of the Property approved by the City in a timely manner (the “**Project**”). The Property Owner has two (2) months to complete the Project, which time period shall begin upon the issuance of a building permit or upon disbursement of the first payment from the Award by the City to begin the Project.

4. **Conditions Precedent to Disbursement of Funds.** Subject to Section 4 hereof, funds from the Award shall be disbursed to the Property Owner upon satisfaction of:

4.1 Evidence of Construction Costs. The Property Owner shall provide the City, or its designee, all invoices, paid statements, building permits and such other supporting documents or certifications of the Property Owner evidencing the reasonableness and the appropriateness of the cost of the construction amount as the City, or its designee, may reasonably require.

4.2 Building Permit. If required by the nature of the project of the Residential Property as determined by the City in its sole discretion, the City, or its designee, shall be provided with a copy of the building permit issued by the City's Chief Building Official for the Project, which shall be in such form and with such content as the City, or its designee, may reasonably require.

4.3 Other Documents or Requirements. The Property Owner shall provide the City, or its designee, such other documents as may be required by the City, or its designee, in its sole discretion to satisfy the requirements of this Agreement.

4.4 Completion of Improvements. The Project shall have been satisfactorily completed in accordance with the City's Grant Program guidelines and design standards, as determined by the City or its designee, in its sole discretion, on or before two (2) months after the issuance of the building permit if required by the City, or on or before two (2) months after the first disbursement is made to the Property Owner, whichever date comes first.

5. Disbursement.

5.1 Grant Disbursement. The Property Owner is responsible for providing the City invoices for work on the Project. Each invoice shall contain sufficient detail regarding work that has been done, or will be performed, for each aspect of the Project. The invoice shall also relate directly to the items outlined on the original proposal or bid provided to the Property Owner by the Contractor. When the invoice is considered complete and payable, the City will write the check for the invoice amount directly to the Property Owner within two (2) weeks of this determination. The Property Owner is then responsible for the disbursement of these funds directly to the Contractor.

6. **Termination of the Award.** In the event the Property Owner fails to satisfy the conditions precedent set forth in Section 4 hereof on or before, _____, 20_____ (The “*Termination Date*”), the Property Owner’s right to be paid the Award or any portion thereof shall automatically terminate.

7. **Sale or Transfer of Property.**

7.1 Reimbursement. In the event the amount of the Award plus the Tax Burden (the “*Combined Amount*”) set forth in Section 1 exceeds fifty thousand dollars (\$50,000.00) and the Property Owner sells or transfers the Residential Property within five years of the Effective Date, the Property Owner shall reimburse the City the amount of the Combined Amount less an amount equal to one-sixtieth of the amount of the Combined Amount for each full month occurring between the date of this Agreement and the date of the sale or transfer of the Residential Property (the “*Reimbursement Amount*”).

7.2 Security. In the event that Property Owner seeks to sell or transfer the Residential Property within five years of the Effective Date and Property Owner has not paid the City the Reimbursement Amount, prior to any sale or transfer Property Owner shall (1) notify the City of the intended sale or transfer; (2) execute a promissory note in favor of the City for the Reimbursement Amount, which shall be calculated as if the Residential Property will be sold on the date of execution of the deed of trust (“*Estimated Reimbursement Amount*”); and (3) execute a deed of trust for the benefit of the City to secure the Estimated Reimbursement Amount. Should the Estimated Reimbursement Amount exceed the actual Reimbursement Amount, the City shall pay the difference back to the Owner after the transfer or sale and upon the City’s receipt of the Estimated Reimbursement Amount.

7.3 Avoidance of Security Requirement. Property Owner need not comply with the requirements of Section 7.2 if prior to the sale or transfer of the Residential Property, Property Owner deposits the Estimated Reimbursement Amount in an escrow account payable to the City upon the sale or transfer of the Residential Property. If upon the sale or transfer of the Residential Property, the Estimated Reimbursement Amount

exceeds the actual Reimbursement Amount, the difference shall be returned to the Property Owner.

8. **Non-Transferable.** The rights granted to the Property Owner herein are non-transferable and may not be transferred or assigned. Any attempted transfer or assignment shall automatically be deemed to be null and void and shall be grounds for termination of this Agreement.

9. **Notices.** All notices required or permitted under this Agreement shall be deemed given upon personal delivery by hand to the authorized representatives of either the Property Owner or the City or three (3) days after being sent by certified mail, return receipt requested, postage prepaid, addressed to the respective party at its mailing address below:

If to the City:

**City of Black Hawk
P.O. Box 68
Black Hawk, CO 80422
ATTN: Community Planning & Development**

If to the Property Owner:

(Insert Applicant)

Each Party may change its or his/her address as set forth herein by written notice to such effect directed to the other party.

10. **Miscellaneous:**

10.1 **Amendments and Supplements:** This Agreement may not be amended, modified or supplemented in any manner except by a written agreement executed by both the City and the Property Owner.

10.2 **Severability.** In the event any provision of this Agreement is deemed to be illegal, invalid or unenforceable by a court of competent jurisdiction, such provisions shall not affect the remainder thereof.

- 10.3 Standard of Approval.** Where within this Agreement, the approval of the City or its designee is required or permitted, the City or its designee may grant or withhold its approval or its consent in its sole, absolute and uncontrolled discretion.
- 10.4 Waiver.** The waiver by the City, or its designee, of any failure by the Property Owner to comply with any of the terms and conditions of this Agreement must be in writing and in any event shall not be deemed to be a waiver of any subsequent failure of the Property Owner to comply with the terms or conditions of this Agreement.
- 10.5 Time of the Essence.** Time is of the essence in the performance of each and every term and condition of this Agreement by the parties hereto.
- 10.6 Governing Law.** This Agreement, its construction, validity and effect, shall be governed and construed by and in accordance with the laws of the State of Colorado.

IN WITNESS WHEREOF, the Property Owner and the City have executed this Agreement on the date first above written.

CITY OF BLACK HAWK, a municipal corporation organized and existing under the laws of the State of Colorado

CITY OF BLACK HAWK

Jack D. Lewis, City Manager

ATTEST:

Melissa A. Greiner, City Clerk

APPROVED AS TO FORM:

Corey Y. Hoffmann, City Attorney

PROPERTY OWNER

By: _____
Property Owner

STATE OF COLORADO)
)ss.
COUNTY OF _____)

The foregoing instrument was subscribed, sworn to, and acknowledged before me this
___ day of _____, 2014, by _____.

My commission expires: _____

(S E A L)

Notary Public

**HOLIDAY DECORATION
CONTRACT FOR 2014-2015**



CITY OF BLACK HAWK

REQUEST FOR COUNCIL ACTION

SUBJECT: Holiday Decoration contract for the 2014/2015 season.

RECOMMENDATION: If The Board of Aldermen chooses to approve this contract with Alpine Artisan Studios, the recommended motion is as follows: “Approve the Holiday Decoration contract for the 2014/2015 Season with Alpine Artisan Studios with a not to exceed amount of \$142,917.20.”

SUMMARY AND BACKGROUND OF SUBJECT MATTER: Each year the City’s holiday display gets bigger and better. We have successfully used this same contractor for the last four years. They are a specialty contractor for holiday decorations and are set up to refurbish all our décor and construct all of our new products. The existing décor will be set up similar to last year with some refinements due to changes in building occupancy and construction. Some of the existing products are going to get a fairly significant refurbishment due to their condition, especially the train and tender. Several other props will get new lighting and additional lighting. We are adding a wreath and a couple sprays for the Mesa properties and a new tree and package display for the entrance into the City. Additionally, crews will perform quarterly maintenance on the lights left in the trees. Work includes the refurbishment and cleaning of existing décor, installation, weekly maintenance, removal and condition inventory. All décor will be up prior to Thanksgiving and will be turned on over the weekend following Thanksgiving. The approved 2014 budget has a line item for Christmas Decorations

FUNDING SOURCE: 010-3101-431.58-30

WORKSHOP DATE: August 27, 2014

ORIGINATED BY: Thomas Isbester/Gary Pauls

STAFF PERSON RESPONSIBLE: Thomas Isbester/Gary Pauls

PROJECT COMPLETION DATE: March 2015

DOCUMENTS ATTACHED: new entry display mock up

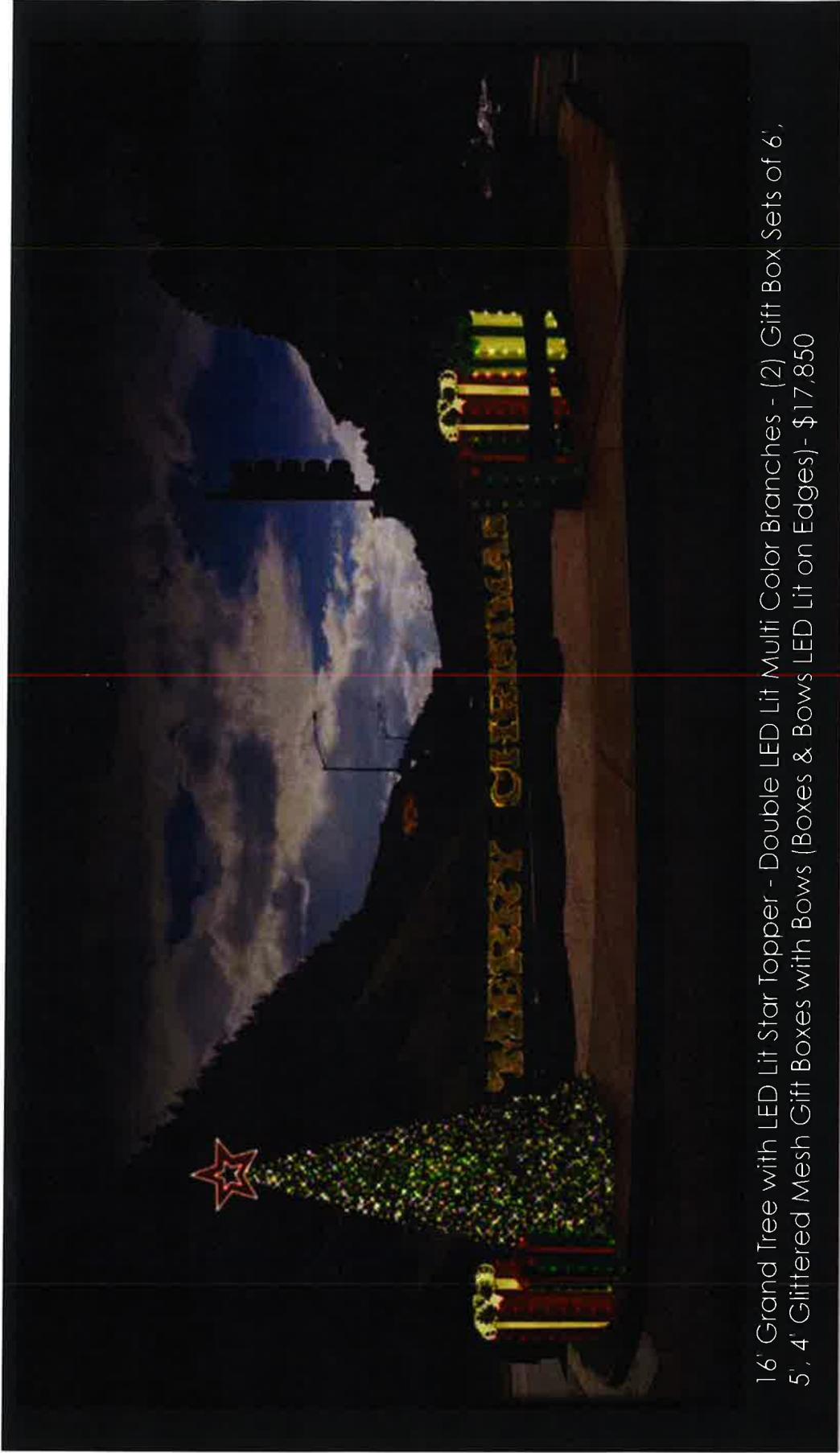
CITY ATTORNEY REVIEW: [] Yes [x] No [] N/A INITIALS _____

SUBMITTED BY:

Thomas Isbester, Public Works Director

REVIEWED BY:

Jack Lewis, City Manager



16' Grand Tree with LED Lit Star Topper - Double LED Lit Multi Color Branches - (2) Gift Box Sets of 6',
5', 4' Glittered Mesh Gift Boxes with Bows (Boxes & Bows LED Lit on Edges) - \$17,850

ALL DESIGNS PROPERTY OF ALPINE ARTISAN STUDIOS ©2014



TOWN ENTRANCE – OPTION C

ADDITION OF 16' TREE AND GLITTERED MESH GIFT BOXES

