


ALSTEAD FIRE DEPARTMENT		
	Document Number: 101	
	Title: Document Updating Procedure and Guidelines	
	Section: Administrative	
	Creation Date: 8/30/2023 Most Recent Revision Date: 8/30/2023	
	Approval Date:	SB Chair Initial <i>JM</i>
	ADMINISTRATIVE	101

Purpose:

To provide Procedures and Guidelines for developing, reviewing, revising, and approving all other Alstead Fire Department Policies, Procedures, and Guidelines. To ensure a standard format for Alstead Fire Department Policies, Procedures, and Guidelines.

The purpose section should clearly state the reason for the policy, Procedures, or Guidelines.

Scope:

These Procedures and Guidelines shall be followed when developing new or revising current policies, procedures, or guidelines.

The scope section should clearly state the instances covered by the policy, Procedure, or Guideline.

Responsibility:

Personnel submitting policies, procedures, or guidelines for review, revision, and approval shall follow these guidelines.

The responsibility section should clearly state who is responsible for what.

Definitions:


Policies: Broad statements about a principle, plan, or course of action. Policies are guides to decision-making within an organization. They define the boundaries within which the administration expects Department personnel to act. Policies may also contain Procedures and/or Guidelines.

Procedures: Provide a detailed guide for specific actions at specific times.

Guidelines: Provide a less detailed guide for action that allows for alternative options or courses of action depending on circumstances.

The definitions section should define important terms that may be misunderstood. The definitions section is optional.

The Procedures or Guidelines section contains the actual procedures or guidelines.

ALSTEAD FIRE DEPARTMENT		
	Document Number: 101	
	Title: Document Updating Procedure and Guidelines	
	Section: Administrative	
	Creation Date: 8/30/2023 Most Recent Revision Date: 8/30/2023	
	Approval Date:	SB Chair Initial <i>JCM</i>
	ADMINISTRATIVE	101

Guidelines:

Documents should be prepared on Microsoft Word or a word processing program that can be imported into Word. Documents should be formatted with:

- 1-inch margins
- Use the official header as seen in this document
- Times New Roman, 12 pt font
- Bold Headings
- Page # at the bottom of the page
- Documents should be as short as possible but should not exceed five pages
- Any member of the Department may submit suggested Policies, Procedures, or Guidelines

Procedures:

Draft Policies, Procedures, and Guidelines shall be submitted to the Chief for initial review. Drafts shall be submitted electronically as an attachment to an e-mail.


Within 30 days, the Chief will review the document and then forward it to the Board of Selectmen, along with his comments and recommendations on approval or disapproval.

Drafts approved by the Selectmen will be distributed to Department Officers for review and comment. Suggested changes to the draft shall be forwarded to the Selectmen in writing within 8 days of distribution.

Eight days after distributing the draft copies, the Selectmen review written comments and either modify the draft or schedule a meeting with the member(s) submitting comments to discuss their concerns.

The Chief will place the approved policy, Procedure, or Guideline in the Operations Manual and provide a copy to each member of the Department. The Chief will maintain an updated table of contents for all items in the AFD Operations Manual.

The Selectmen, who are the approving authority, may create or approve policies without review or comment.

ALSTEAD FIRE DEPARTMENT		
	Document Number: 102	
	Title: Fire Department Chain-of-Command	
	Section: Administrative	
	Creation Date: 8/30/2023 Most Recent Revision Date: 8/30/2023	
	Approval Date:	SB Chair Initial <i>JMC</i>
	ADMINISTRATIVE	102

Purpose:

To establish a clear and effective chain of command within the Alstead Fire Department, ensuring efficient command structure and coordination during both incident responses and routine operations.

Scope:

This policy applies to all members of the Department during both emergency incidents, utilizing the Incident Command System (ICS), and day-to-day department operations and administration.

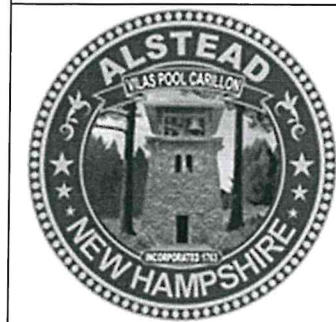
Responsibility:

All members of the Alstead Fire Department are responsible for adhering to the established chain of command. Deviations from the chain of command are permissible only under unusual circumstances and must be justified with a detailed and reasonable explanation.

Chain-of-Command Structure:

1. **Fire Chief (1C1):** Subject to the written formal policies and guidelines approved by the Selectmen, the Fire Chief shall have the organizational and administrative control of the department. Shall preside at all meetings of the Department. Shall have control and command at fires and other emergencies, events, parades, or drills. Shall direct all members of all fire companies or other persons to take proper measures to arrange the apparatus of the department in the most advantageous manner. Responsible for the ongoing compliance of the department and each Member with all applicable federal, state, and local rules, regulations, and policies.
2. **Assistant Fire Chief (1C2):** Acts in the capacity of the Fire Chief in their absence and assists in leadership duties. Responsible for the training of all members in the proper care and use of all department apparatus and equipment. Responsible for scheduling and conducting or overseeing all operational and administrative training.
3. **Captain (1C3):** Shall perform the duties of the Assistant Chief in his/her absence unless otherwise designated by the Chief or Assistant Chief. Responsible for keeping the Village Fire Station and all apparatus and equipment therein clean, orderly, maintained, inventoried, and ready for service.

ALSTEAD FIRE DEPARTMENT



Document Number: 102

Title: Fire Department Chain-of-Command

Section: Administrative

Creation Date: 8/30/2023 Most Recent Revision Date: 8/30/2023

Approval Date:

SB Chair Initial


ADMINISTRATIVE

102

4. **Captain (1C4):** Shall perform the duties of the Assistant Chief in his/her absence unless otherwise designated by the Chief or Assistant Chief. Responsible for keeping the East Fire Station and all apparatus and equipment therein clean, orderly, maintained, inventoried, and ready for service.
5. **Lieutenant (1C5):** Assists Captains and oversees smaller units or specific tasks.
6. **Most Experienced Member:** Assumes command in the absence of officers.
7. **Clerk:** Responsible for keeping department records up to date and keeping accurate meeting minutes.

Guidelines:

- All officers must be Level One Firefighter Certified.
- The chain of command should be strictly followed to maintain order and discipline. Any deviation from the chain of command must be justified and explained.

ALSTEAD FIRE DEPARTMENT		
	Document Number: 103	
	Title: Membership Requirements	
	Section: Administrative	
	Creation Date: 12/15/2023 Most Recent Revision Date: 1/6/2024	
	Approval Date:	SB Chair Initial <i>EM</i>
	ADMINISTRATIVE	103

Purpose: To define the classifications and specific requirements for members of the Alstead Fire Department, ensuring clarity in roles, responsibilities, and expectations to maintain high standards of service and operational readiness.

Scope: This policy applies to all individuals who are members or aspire to be members of the Alstead Fire Department, including Active, Reserve, and Honorary Members.

Responsibility: All department members are responsible for understanding and adhering to these classifications and requirements. The department's leadership is tasked with ensuring compliance and assessing member eligibility.

Classifications:

1. Active Member:


- Attends at least 50% of training drills, station duty work sessions, and meetings.
- Responds to at least 20% of emergency calls.
- Is issued appropriate equipment such as turnout gear, pager, etc.
- Eligible to be an officer if also Level One Firefighter Certified.
- Is a part-time employee of the Town of Alstead.

2. Reserve Member:

- Attends at least 50% of training drills, station duty work sessions, and meetings.
- Responds to at least 10% of emergency calls.
- Not eligible to be an officer.
- Only issued gear if available.
- Shall never respond directly to emergency scenes.
- Shall not be authorized to operate emergency lights on any private vehicle.
- Shall respond to the station during emergency calls and follow the orders of any Officer or Active Member.
- Shall not drive any department apparatus.
- Is a part-time employee of the Town of Alstead.

3. Honorary Member:


- Awarded to members with at least 15 years of active service.
- May be awarded to members with less than 15 years of service on a case-by-case basis at the discretion of the Chief.
- May attend training, station work sessions, meetings, parades, and other

ALSTEAD FIRE DEPARTMENT	
	Document Number: 103
	Title: Membership Requirements
	Section: Administrative
	Creation Date: 12/15/2023 Most Recent Revision Date: 1/6/2024
	Approval Date:
ADMINISTRATIVE	103

department functions on an unpaid volunteer basis at the discretion of the Chief.
(Contact the Selectmen's Office for volunteer paperwork)

- Not an employee of the Town of Alstead.
- Not eligible to be an officer.
- Members must return all Department equipment, such as pagers, radios, and turnout gear, upon a change to this status. Any such equipment that is past expiration or useful life may be gifted to the Member at the discretion of the Chief.
- Honorary Members shall not respond to emergency calls.

Anyone not meeting the criteria for any Classification shall not be considered a Member of the Alstead Fire Department nor have the rights, privileges, duties, or appearance of a Member.

ALSTEAD FIRE DEPARTMENT	
	Document Number: 104
	Title: Attendance Policy
	Section: Administrative
	Creation Date: 12/15/2023 Most Recent Revision Date: 1/6/2024
	Approval Date:
ADMINISTRATIVE	104

Purpose: To establish clear guidelines for attendance at training drills, station duty work sessions, department meetings, and emergency calls, ensuring that all Active Members of the Alstead Fire Department meet the department’s operational readiness and performance standards.

Scope: This policy applies to all members of the Alstead Fire Department.

Responsibility: All members are responsible for attending scheduled training drills, work sessions, meetings, and emergency calls as required by their classification. Department leadership is responsible for monitoring attendance and ensuring compliance with this policy.

Attendance Tracking:


- The department Clerk shall maintain a spreadsheet indicating attendance for every department member for the previous twelve (12) months.
- The Chief or his designee shall provide the Clerk with attendance numbers for each training, work session, meeting, and emergency call.
- Members who are unable to attend a gathering or emergency call must notify an officer within 48 hours. Half credit will be given for up to six (6) such excused absences.

Enforcement:

- Attendance percentages crossing the requirement thresholds shall result in a change of membership status, per the Membership Requirements policy.
- The Clerk shall inform the Chief when any member has a status change.
- The Chief shall inform the member in writing (email is adequate) of the change and order that any Town-owned equipment be returned or issued, as the case may be per the Membership Requirements policy.

Exceptions:

- Any member who is also an employee in good standing of the Alstead Police Department or an active member in good standing with the Alstead Ambulance Department shall be eligible for any Member classification in the Alstead Fire Department at the discretion of the Fire Chief.
- Members returning from a properly requested and granted Leave Of Absence shall not be penalized for lack of attendance and shall be reinstated to the Member classification they held immediately prior to said Leave. (See Personnel Policies and Procedures Manual for Town of Alstead, NH for details on Leaves of Absence.)

ALSTEAD FIRE DEPARTMENT		
	Document Number: 205	
	Title: Landing Zone Operations	
	Section: Emergency Operations	
	Creation Date: 12/15/2023 Most Recent Revision Date: 1/8/2024	
	Approval Date:	SB Chair Initial <i>JML</i>
	Emergency Operations	205

Purpose: To establish guidelines for setting up and managing a safe and efficient landing zone (LZ) for aircraft during emergency operations, emphasizing apparatus response and the Landing Zone Coordinator (LZC) role.

Scope: This policy outlines the procedures and safety measures for establishing and maintaining an emergency landing zone.

Responsibility: The Incident Commander (IC) designates the LZC, who oversees the landing zone's preparation and operation, ensuring safety and effective communication with the aircraft.

Procedures:

1. Apparatus Response:


- Standard procedure is to respond to the LZ with fire department apparatus.
- The LZC may respond directly to the scene only if they deem it necessary for extra time to set up the LZ, particularly in cases of an imminent aircraft arrival.

2. LZC Duties and Safety:

- Ensure all ground personnel are equipped with proper personal protective equipment (PPE), including eye and hearing protection.
- Evaluate and determine necessary resources considering factors like weather, time of day, and location.
- Communicate exclusively with the aircraft using V MED 29 or other designated frequencies.
- Position with their back to the wind outside the 100' x 100' LZ.
- Provide essential information to the aircraft crew, including wind conditions, LZ description, hazards, and surface conditions.
- Secure the LZ from debris, people, animals, and lightweight objects.
- During night operations, avoid upward-facing lights and ensure emergency vehicle operators are ready to turn off lights upon request.
- Prevent ground personnel from approaching the aircraft unless accompanied by aircraft personnel.

3. Landing Zone Requirements:

- A flat, clear area of 100' x 100', with a firm surface and grass under 2 feet tall.
- Additional specific requirements for each agency operating aircraft can be found on their respective websites.

ALSTEAD FIRE DEPARTMENT	
	Document Number: 210
	Title: Operation and Transport of the Polaris UTV
	Section: Emergency Operations
	Creation Date: 12/15/2023 Most Recent Revision Date: 1/8/2024
	Approval Date: _____ SB Chair Initial <i>JCM</i>
Emergency Operations	210

Purpose: To establish standardized procedures for the safe and effective towing, transport, and operation of the Alstead Fire Department's Polaris UTV (Utility Terrain Vehicle) and its accompanying trailer. Also, to inform members of the liability they incur by using Personally Owned Vehicles to tow this apparatus.

Scope: This policy applies to all personnel involved in the operation, towing, and transport of the Polaris UTV and its trailer.

Responsibility: All personnel involved in towing and operating the Polaris UTV must adhere to these guidelines and accept liability for compliance and safety.

Towing and Transport Procedures:

1. Suitable Vehicles:


- Every effort shall be made to use an appropriate town-owned vehicle.
- Should a Personally Owned Vehicle (POV) be used, the following criteria must be met:
 1. The POV belongs to an Active Member who has a signed copy of this policy in their personnel file, which serves as their acknowledgment and acceptance of potential personal liability for loss during towing operations.
 2. Member's personnel file has a photocopy of their current Driver's License.
 3. There is current proof of insurance for any POV used.

2. Pre-Towing Checklist:

- Ensure all tie-downs and the winch cable are securely tightened.
- Disconnect the battery tender.
- Verify that no loose objects are on the trailer or UTV.
- Confirm all connections to the towing vehicle are secure and functioning.

3. Towing Personnel:

- It is recommended to have at least two members with the towing vehicle, including a spotter for backing the trailer.

ALSTEAD FIRE DEPARTMENT	
	Document Number: 210
	Title: Operation and Transport of the Polaris UTV
	Section: Emergency Operations
	Creation Date: 12/15/2023 Most Recent Revision Date: 1/8/2024
	Approval Date:
	SB Chair Initial <i>JMC</i>
Emergency Operations	210

UTV Operating Guidelines:

1. Riding in the Cab:

- Operators and up to two passengers may ride in the cab with seatbelts and approved helmets (no rear brim).

2. Restrictions on Riding:

- No one, other than a properly secured patient in a stokes basket, is allowed to ride on the rear of the UTV.

3. During Rescue Operations:

- If using the stokes, drain water from the tank and remove all hoses and fittings from the UTV.
- Do not use the UTV in High range during patient transport.

4. Use with UTV Tracks:

- The Fire Chief may authorize the installation of UTV tracks for operational advantage.
- When tracks are installed, do not use the UTV in High range.