DOVER FIRE DEPARTMENT GUIDELINES

Initiated: 6/1/23

Approved: Chief of Department

Section 1.0 SOG's

1.1 Purpose. To furnish Firefighting personnel of the Town of Dover with guidelines which are intended for the general maintenance of the Department. It is not intended for these guidelines to cover every specific act of duty. In addition to their duties, as herein set forth, the members of the Dover Fire Department shall perform such other duties as may be required by their superior officers. Ignorance of the guidelines will not be an excuse for noncompliance therewith; as it is the duty of all members to thoroughly familiarize themselves with these guidelines.

1.2 Property. This manual, the property of the Town of Dover, shall be preserved, and shall be kept up-to-date by inserting new pages as may be furnished from time to time.

1.3 Summary of responsibilities. It is the responsibility of each member of the Department to protect life and property by:

1.3.1 Responding without delay to all alarms of fire.
1.3.2 Responding without delay to all calls for emergency medical services, or other assistance received.
1.3.3 Calling to the attention of the Chief or Chief's designee any conditions or acts on part of persons or businesses which may lead to fire hazards.
1.3.4 Having a sound knowledge of firefighting techniques.
1.3.5 Providing Emergency Medical Services at the First Responder Level

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Section 2.0 Organization of the Department

2.1 Charter and Statues.

2.1.1 The Department shall be operated in accordance with the General Laws of Massachusetts, Chapter 31 and Chapter 48, Sec 42, 43 and 44, and such other provisions of the General Laws or Specific Laws which may be in effect and applicable.
Question: Do we need or should we have this section.

2.2 By-Laws and General Procedures.

2.2.2 The operation of the Department shall be guided by the Town of Dover By-Laws and any Town rule or regulation of general application.
Question: Do we need or should we have this section.

2.3 Organization.

2.3.1 The Fire Department consists of a paid on-call force which works as directed of the Fire Chief. The personnel of the Dover Fire Department shall consist of the following:

2.3.1.1 Fire Chief
2.3.1.2 Deputy Chief
2.3.1.3 Captain
2.3.1.4 Lieutenants
2.3.1.5 Firefighters
2.3.1.6 Chaplain
2.3.1.7 Other such individuals as shall be authorized by the Chief and/or appointed by the Board of Fire Engineers.

2.4. Authority and Responsibilities.

2.4.1 Fire Chief or his/her designee shall have full authority and command of all personnel connected with the Fire Department of this Town and shall possess full power and authority over its organization and discipline. The Chief shall be in command at all fires, in his absence, the next ranking officer or firefighter present shall assume command until such time as they are relieved. The Chief shall have the responsibility of supervising the work, developing policies to be followed by the Department, and taking

2.4.2 Deputy Chief.

2.4.2.1The Deputy Chief shall perform such duties as the Chief assigns. In the absence of the Chief, the Deputy Chief shall assume the duties of, and have the authorities and responsibilities of the Chief. The Deputy Chief shall be on-call 24 hours a day/7 day a week. (See Section 16.0). ***Question: "on-call"***

2.4.3 Captain.

2.4.3.1 The Captain shall assume command at incidents in the absence of the Chief and Deputy Chief. Captain will assume all other duties as the Chief may assign such as those of Engine or Ladder Company commanders, training personnel and performing other fire prevention functions. (See Section 17.0).

2.4.4. Lieutenants

2.4.4.1. The Lieutenants shall assume command at incidents in the absence of the Chief, Deputy Chief and Captain. Lieutenants shall assume such other duties as the Chief shall assign, such as: Engine or Ladder Company Commanders, training personnel and performing other fire prevention functions. (See Section 18.0).

2.4.5 Firefighters.

2.4.5.1 Firefighters shall a sound fundamental knowledge of firefighting skills & techniques. They shall have the ability to work with others as a team unit. Type of work shall include firefighting, maintenance of apparatus and equipment, ambulance operations, and all other duties assigned by a superior officer. (See Section 19.0).

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Section 3.0 Personnel Procedures

3.1 Rules and Regulations.

3.1.1 In the matter of rules and regulations governing personnel administration of the department, the members shall be bound by the personnel Procedures governing Town employees. This includes but not limited to the Town of Dover Personnel Bylaws.

3.2 Physical Fitness

3.2.1 All members of the Department shall keep themselves in good physical condition to be able to carry out their respective duties.

3.2.2 New members shall be required to pass a Department approved physical ability test.

3.3. Courtesy

3.3.1 All members of the Department shall treat the public with courtesy, shall be civil and orderly, and keep their emotions under strict control. If it is necessary to order a person from a fire damaged area, a police officer, if available, shall be requested to issue such order.

3.4 Impartiality of Members

3.4.1 Members shall be fair and impartial in their dealings with the public and shall not show favoritism to anyone because of race, creed, color, sex, or prestige.

3.5. Personal Habits.

3.5.1 Members of the Department shall report for duty unimpaired by alcohol or controlled substances, nor shall they possess, use, consume, or ingest alcohol or controlled substances while on Department property.

3.5.2 No use of tobacco products, either by smoking or chewing, is allowed on Town property, i.e. within station or outside of it, and during any call, mutual aid response, or training sessions, at any time. Firefighters are not allowed to use tobacco products at any time, per Massachusetts general law, Part 1, Title VII, Chapter 41, Section 101A for all new hires after 1988. This law enables the dismissal of any firefighter who uses tobacco products during his tenure, whether on or off duty.

3.5.3 Members are expected to be clean shaven at all times when on department time per NFPA guidelines (adopted by this department Aug 2014) and OSHA regulations enacted February 2018. This is so SCBA masks will be able to achieve a full correct seal when in use. Members who show up without this appearance will not be allowed to participate in department training, respond to calls, or respond on mutual aid apparatus.

3.5.3.1 Members being exclude from department operations for violating theses Sections shall be ineligible for compensation.

3.6 Dealing with the Press, Media, or other forms of Mass Communications

3.6.1 No member of the Department shall release information to the press, media or post on social media without the specific authority of the Chief.

3.7. Use of Language.

3.7.1 Members shall not use immoral, disrespectful, or other improper language, nor shall loud or boisterous talking be allowed in or about the station or at the scene of a fire. No officer or member shall speak with disrespect to or about any superior officers.

3.8 Civil Rights.

3.8.1 Members of the Department shall not violate the civil rights of any member of the public or any member of the Department.

3.9. Town of Dover Health Insurance Plans

3.9.1 All members are entitled to sign up for the Town of Dover health insurance plans. Members will be responsible for the full cost. This is for those members who have no access to health insurance or desire to be part of the Town's various options.

3.10 Traumatic Stress

3.10.1 All members who feel stressed from traumatic incidents they have witnessed or been part of, have available to them, counseling from the Norfolk County Stress debriefing services. See the Chief or Deputy Chief about how to access these services if you feel the need at any time.

3.10.2 All members may be required to attend stress related debriefings.

3.11 Department Correspondence

3.11.1 All Department correspondence (verbal, email, text, posted notices, etc.) is confidential and is not to be forwarded or shared with the public at any time or other Department members.

3.12 Employee Hourly Compensation

3.12.1 All personnel shall be paid hourly at the rate set by the Town of Dover while on duty. Each call members will be paid 1.5 hours for the initial call and then hourly after. Payroll checks are issued bi-weekly on Wednesdays, and it will be mailed to members. Members can opt for direct deposit. Personnel should see the Treasures/Collectors office for direct deposit information.

3.12.2 Personnel shall inform the Fire Chief of any change of mailing address or changes of residence.

3.13 Cellphones

3.13.1 Use of personal cellphones should be limited when on duty so as not to distract or interfere with the operation of the fire call or each member's ability to perform assigned tasks.

3.13.2 Taking photos of scenes is discouraged and no photos should be posted to social media sites involving sensitive information. Officers and other designated personnel are allowed to take pictures for training and investigative purposes with the Chief's permission. Incidents involving Police investigation are not to be photographed without permission of Police officer in charge and only by Fire Officers. Use of cellphones in the station is allowed as long as they do not interfere with operations, training, and work being performed and you are discreet in your conversations.

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Section 4.0-Department Discipline

4.1 Violations.

4.1.1 Violation of any guideline or order shall be reported in writing to the Chief of the Department, and such writing shall contain specific information concerning the violation, date, time, location, member(s) involved and all other members witnessing and/or in attendance.

4.1.2 Report of violation shall be signed and dated by the reporting party.

4.2 Department Orders.

4.2.1 All general orders, special orders and notices received from the Chief's office shall be brought to the attention of the members of the Department. All such orders, special orders and notices shall remain in force and effect until cancelled in writing.

4.2.2 No member is to post or remove any notices on bulletin boards without permission of the Chief.

4.3. Leave of Absence.

4.3.1 Leaves of absence shall be granted to the members of the Department only by the Chief.

4.3.2 Such leaves will be in 3-month increments and can be extended by the Chief at his/her discretion.

4.3.3 Members need to apply in writing for such leaves, with the reason why and the length of leave requested.

4.3.4 Leaves of absence shall be in accordance with the town of Dover's Personnel Bylaws.

4.3.5 Members with leaves of absence shall not attend calls, training or other fire department activities.

4.4. Suspensions/Removal from Work

4.4.1 In circumstances making such action advisable or necessary, the Chief may summarily suspend or remove from active duty any person(s) subject to his orders and authority.

4.4.2 The Officer in Command at an incident may remove any member from active participation at an incident (other than Chief or Deputy) if necessary.

4.4.3 Suspended members shall not:

4.4.3.1 Responded to calls or attend trading.

4.4.3.2 Receive compensation.

4.4.3.3 Represent themselves as members of the Town of Dover Fire Department

4.4.3.4 Come to the Fire Station without being instructed by the Chief

4.5 Conduct

4.5.1 While on duty at fires, the greatest degree of silence shall be required, compatible with the efficient discharge of duty. Noisy conversation or boisterous conduct shall be considered a violation of these guidelines.

4.5.2 Members are expected to be courageous without being reckless and to strictly obey all orders of their superiors.

4.6 Property.

4.6.1 No member shall sell, give away, or otherwise dispose of any property belonging to the Town of Dover Fire Department, nor shall any property be loaned to any person without the permission of the Chief.

4.6.2 All property of the Department shall be returned upon resignation, retirement, or discharge of the member.

4.7 Obedience.

4.7.1 Members must readily and punctually obey the orders and instructions of their superiors.

4.7.2 If such orders or instructions appear to be unreasonable or improper, the member may, after carrying out the same, appeal to the Chief in writing.

4.8 Complaints and Grievances.

4.8.1. Any member feeling aggrieved at the treatment or orders of a superior officer, or any member, wishing to call attention to the matter or firefighter's business, neglect of duty, or make recommendations for the improvement of services, shall communicate in writing with the Chief of the Department.

4.9. Department Activities.

4.9.1 Unless authorized by the Chief of the Department, members shall not disclose to any person, information relating to Department business or any happenings in the Department. This includes forwarding of any emails/notices/correspondence pertaining to Department business to persons within and outside of the Department.

4.10 Town of Dover's Personnel Rules and Regulations

4.10.1 The Town of Dover Fire Department shall adopt the latest addition of the Town of Dover's Personnel Rules and Regulations as to disciplinary actions.

Section 5.0 Firefighting Procedures

5.1. Command at Fires/Emergencies/Calls for Service

5.1.1 The ranking officer present shall assume command at the scene.

5.1.2 In the absence of the Chief, Deputy Chief, Captain, or a Lieutenant, the first piece of apparatus at the scene shall assume command and control of the incident, be responsible for the actions of the other members until relieved by a superior officer. If, in their judgement, it is necessary to call for additional assistance, they shall request such aid as deemed necessary, by radio.

5.1.3 Upon arrival of a superior officer, the person in charge shall fully inform such officer of existing conditions and disposition of apparatus.

5.2 Reports.

5.2.1 In all cases, the officer or senior member at a fire, department incident and still alarm shall make a full and concise report, in writing, directly after the incident. All reports and payroll sheets shall be signed by the Officer of member filling them out.

5.2.2 This shall include:

5.2.2.1 Incident /Fire Report

- Date
- Time In & Time Out
- Incident Number
- Location-w/Number & Street
- Reason for Dispatch
- Incident Type
- Apparatus Responding
- Type of Building (if applicable)
- Weather
- Written Report of Incident

5.2.2.2 Pay Roll Sheet

- Date
- Time In & Time Out
- Incident Number
- Location-w/Number & Street
- Reason for Dispatch
- Incident Type
- Member(s) Responding
- Members on Apparatus

5.3. Conduct of Officers.

5.3.1 The Officer-in Charge shall not unnecessarily jeopardize the safety of the members under them: shall be just, dignified, and firm.

5.3.2 They shall be careful to abstain from abusive language in giving orders as well as in conversation.

5.4 Relief.

5.4.1 No member shall leave their assigned post of duty until relieved by a superior officer or person in charge.

5.4.2 No member shall leave quarters without permission of a superior officer or person in charge.

5.5. Use of Helmets.

5.5.1 Responding to all alarms of fire, helmets shall be worn, unless they are seated without a fully enclosed cab per NFPA rules. (E2, E4, L1, S1, S2, S3). If riding in open areas of E1 and E3 then helmets must be worn. Orders other wise.

5.5.2 On the fire ground, helmets should be worn at all times until the Incident Commander orders otherwise.

5.6. Responding to Alarms.

5.6.1 Alarms for fire or emergencies shall instantly be responded to.

5.6.2 The officer-in charge shall determine procedures in the event of simultaneous alarms.

5.6.3 All Officers are to sign on with their call number and state if responding to scene or station.

5.6.4 Officers (Captain/Lieutenants) and firefighters should not pass the fire station and should always go to the station to staff apparatus. If such officer should pass by the reported address, then they can stop as long they have all their PPE.

5.7 Stating Destination.

5.7.1 Care shall be taken that the destination is correctly announced and understood before leaving quarters. If you do not know, ask Dover Control for a cross street.

5.8 Mutual Aid.

5.8.1 No mutual aid is to be requested or given until approved or asked for by the Chief or Officer in Charge.

5.9 Route to Fire.

5.9.1 The shortest route to a call for service shall be taken except when by reason of street conditions, it is not advisable, or when better time can be made or better conditions are encountered by a different route.

5.10. Speed of Apparatus to Fire.

5.10.1 Chapter 89, Section 7b, shall govern operations of fire apparatus. This law of the Commonwealth is posted on the bulletin board and shall be adhered to by all members. This Law says in part: “that” operation of fire apparatus shall be with due consideration of the safety of the public.

5.10.2 Covering another station, the speed of the apparatus shall be considerably lessened from that permitted when answering an alarm.

5.11 Speed of Apparatus from Returning from Alarm.

5.11.1 When returning the apparatus will keep to the speed limit and obey all traffic laws.

5.11.2 When returning all warning lights will be turned off except rear traffic warning bars.

5.12 Speed of Apparatus General Use.

5.12.1 Apparatus will keep to the speed limit and obey all traffic laws.

5.12.2 All warning lights will be turned off except rear traffic warning bars and no sirens/ horns shall be used unless necessary.

5.13. Unauthorized Riders on Apparatus.

5.13.1 No person, other than a member of the Department, shall be allowed to ride on the apparatus without permission of the Chief or unless it is an emergence.

5.14 Seatbelts

5.14.1 Seatbelts are to be worn/used by all members when riding on the apparatus.

5.14.2 Do not leave the fire station without your seatbelt on.

5.15 Responsibility for Sec 10, 11, 12, 13, 14

5.15.1 Officer and/or Driver will check that or ask each member if seatbelt is in proper use.

5.15.2 The Officers and Drivers will be equally responsible for the above sections.

5.16. Sounding of Sirens and Air Horns.

5.16.1 To guard against accidents during travel, sirens and air horns will be sounded with such frequency as speed and conditions en route require, but shall be dispensed with as far as practicable, consistent with safety, in the immediate vicinity of schools, churches, hospitals, farms with horses, horseback riders, and public buildings may not needlessly be disturbed or alarmed. In general, the pitch and frequency of these signals should correspond with the necessity thereof, and not be exceeded, particularly at night.

5.17 Passing of Apparatus.

5.17.1 The Driver of a piece of apparatus shall not pass another piece unless the driver of the latter piece signals them to do so or if the other is disabled. This rule does not apply to command vehicles.

5.18. Remaining with Apparatus.

5.18.1 Unless otherwise ordered, all members shall remain on or near their apparatus when it is not engaged. If members are ordered to leave apparatus, members should not leave without tools.

5.18.2 Unless otherwise ordered, the driver of apparatus shall remain with at the vehicle. If Driver is ordered to leave apparatus, driver shall chock vehicle and should not leave without tools and full PPE.

5.19 Placement of Apparatus at Fire.

5.19.1 Apparatus shall not be located where it would hinder the move of itself or any other apparatus.

5.19.2 Public convenience should be considered, and the rights of general traffic respected as far as possible.

5.19.3 Trucks should be parked on the same side of the street as the alarm address/location.

5.19.4 When dealing with overhead wires, trucks should be parked at least 1 pole back from the problem or on the opposite side of street where wires are running overhead.

5.19.5 Streets shall not be obstructed by the crowding of apparatus into too limited an area. There shall be at least fifty feet between each piece of apparatus at a fire so that hose or ladders can be easily removed from same, and to give opportunity to dispatch pieces to other alarms.

5.19.6 Ladder trucks shall not be located near hydrants or water supply. Commanding officer shall determine if trucks should commit to a driveway of certain homes or wait out on the street.

5.19.7 Do not use driveways to turn the trucks around if possible, so as not to damage any property from the heavy vehicle weight.

5.20 Breakdown of Apparatus.

5.20.1 Apparatus en-route to a fire or emergency call shall not delay, because of the breakdown of another piece of apparatus, further than to ascertain the cause and nature of such breakdown and to pick up the members on that apparatus if seats are available.

5.20.2 The driver will remain at the vehicle and shall be left in charge of the truck that has broken down until it is removed to quarters.

5.21 Use of Water and Foam.

5.21.1 All members shall exercise control in the use of water and foam at fires.

5.21.2 Never stream water direct into smoke charged rooms, until fire is located.

5.21.3 No member shall turn a stream of water, or cause it to be directed, at any person or persons except for protection purposes.

5.21.4 No contents or debris are to be removed unless directed by an Officer so as to preserve the scene for determination of cause or in the event of a crime.

5.22 Care of Hose.

5.22.1 Driving over a line of hose is strictly forbidden unless absolutely necessary and unavoidable.

5.22.2 Couplings should never be driven over with the wheel of the truck.

5.23 Rekindling of Fires.

5.23.1 The rekindling of fires must be carefully guarded against, and when necessary for this purpose a member or members, plus a fire truck, shall be left at the scene until all danger has passed.

5.24 Care of Debris.

5.24.1 Care shall be taken after a fire of suspicious origin that any debris or articles that may help in the investigation of the cause of the fire, be left in the original state and position.

5.24.2 At an accident where glass, etc. is on the street, the member shall, if possible, obtain permission from the police before removing same.

5.24 Condition of Streets.

5.24.1 If a member should observe any street or highway conditions liable to cause delay or accident to apparatus or if they know of any occurrence or condition of affairs, which in the public interest should be reported to any other department, they shall promptly notify the Chief or next in command, who shall notify the proper department.

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Section 6.0 General Guidelines

6.1 Department Injury

6.1.1 Any member of this Department sustaining an injury while in the performance of duty shall immediately file a report and notify the Chief or Deputy.

6.1.2 This report is to be made out by the injured person if able, if not, then by the Officer-in-Charge.

6.1.3 All reports of injuries are to be filed in the Office of the Chief within twenty-four (24) hours after the injury occurs. No injury report will be accepted if this order is not carried out.

6.2 Chain of Command.

6.2.1 Members will observe that titles are given for a purpose and shall be used in dealing between members of the Department.

6.3 Department Meetings/Drills/Training

6.3.1 Members will be required to attend any meeting called for by the Fire Chief.

6.3.2 While attending such meetings department issued shirts and long pants shall be worn.

6.3.3 No open toed shoes, shirts with no sleeves or shorts shall worn

6.3.4 Members are reminded that they may be called upon to perform station work at these meetings.

6.3.5 Members must attend 8 department training sessions per year. If failure to attend the minimum of 8 department training sessions, firefighters will be removed for active service.

6.3.6 Department training sessions are assigned and approved by the Chief only. The Chief has the sole authority in what are the training sessions and the 8 sessions attended per year.

6.3.7 Business meetings, dinners and Firefighter Relief Association Meetings are not training sessions.

6.3.8 Department members shall be notified by email when department meetings, drills and training are scheduled. Members are to respond to notification email by emailing back if they are not going to attend. This notification shall be done 24 hours before the training is scheduled to take place.

6.4 Personal Protective Equipment

6.4.1 When responding to or working at an alarm of fire or rescue, all members shall wear complete protective equipment and helmets.

6.5 After calls or when Apparatus leaves the fire station before being placed back in service

6.5.1 Cleaned if needed

6.5.2 Filled with water

6.5.3 Restocked if needed

6.5.4 Radios checked

6.5.5 Fuel apparatus if it is less than ¾ filled

6.6 Parking at Station

6.6.1 POV's shall be parked at the station in designated paved parking areas. If no space is available members shall park at Town Hall.

6.6.1 Cars/trucks, personnel owned vehicles and/or Town vehicle except for Chief, Deputy, Captain and Fire Inspector shall not park in front of apparatus doors at any time or in the designated handicap space.

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Section 7.0 Standard Operating Procedures

7.1 Use of Self-Contained Breathing Apparatus (SCBA):

7.1.1 All personnel are required to don and use SCBA before entering hazardous or smokey atmospheres.

7.1.2 SCBA are to remain in use, even during overhaul and clean-up, until the incident commander determines that they are no longer required.

7.1.3 Once operations are complete.

7.1.3.1 Personnel should replace the air bottle with a fully charged air bottle.

7.1.3.2 Clean used bottle.

7.1.3.3 Clean SCBA air pack.

7.1.3.4 Replace SCBA air pack and bottle in appropriate location on apparatus.

7.1.3.4 Uncharged air bottle(s) should be placed in SCBA room for refilling.

7.1.3.5 SCBA are to be checked that they are working properly.

7.2 Personnel Riding On Apparatus

7.2.1 Only department personnel can ride on the apparatus unless approved by the Chief.

7.2.2 While and before any apparatus is moving, all personnel are required to be seated. No standing in jump areas or on side running boards will be allowed.

7.2.3 All members of the Department are required to wear seat belts while riding in apparatus or other vehicles equipped with them. This also includes jump seat areas.

7.2.4 Use of seat belts in jump seat areas of Engine 1 and 3 may preclude the ability to don SCBA while responding to a fire. However, SCBA will be used before entering smokey or hazardous atmospheres.

7.2.5 Members shall assist and direct apparatus drivers when it is necessary to back up the vehicle. Those members directing should have a portable radio with them to communicate with the driver and be in position to be seen by the operator of the truck.

7.3 Duties After a Fire

7.3.1 After a fire.

7.3.1.1 All personnel shall assist in the repacking of hose.

7.3.1.2 Cleaning and replacing equipment

7.3.1.3 Washing of hose, if necessary, repacking hose. When repacking hose, make sure the correct amount of hose lengths are put back on the truck.

7.3.1.4 Placing of all apparatus back in service.

7.3.1.5 After returning from responses, vehicles will be hosed down as necessary.

7.4 Cold Weather Operations

7.4.1 All members will be responsible for cold weather operations.

7.4.2 Precautions will be taken to prevent the freezing of air masks, booster equipment, and lines. If conditions are such, pumps, guns, and lines are to be drained to prevent freezing and damage. While operating at a fire or incident, pumps should be circulated, with pump heater on.

7.4.3 In the event of heavy snow, trucks equipped with automatic chains should deploy them for traction as necessary.
7.4.4 Under adverse weather conditions, speed of apparatus to a call will be reduced consistent with safety.
7.4.4 Station doors are to be closed immediately after apparatus leaves quarters.

7.5 Response to Motor Vehicle Accidents

7.5.1 Engine shall accompany the ambulance on calls received for vehicle accidents requiring an ambulance response.
7.5.2 Upon arrival, fire control and/or extrication, will be performed by the rescue crew.
7.5.3 If the services of the Engine or Ladder are not needed, they shall return to Quarters immediately as directed by the Incident Commander.

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Section 8.0 Guidelines for Drivers of Apparatus

8.1 Safety.

8.1.1 Careful driving shall be exercised at all times.

8.1.2 Drivers are operating under their own license and will be responsible for safe operation and obeying of all traffic laws at all times.

8.2 Apparatus Equipment

8.2.1 Drivers have the responsibility for the equipment on the apparatus. If equipment is removed at a fire, the driver shall keep track of it.

8.2.2 After a fire, a thorough check of all equipment shall be made.

8.2.3 During cold weather, pumps should be circulated when on scene to prevent freezing.

8.3 Warning Lights.

8.3.1 All warning lights shall be operating when apparatus is responding to alarms of fire, medical emergencies, or other emergency calls.

8.3.2 Apparatus returning from a call will turn off warning lights. Traffic bar shall remain on.

8.4 Apparatus to Station

8.4.1 When backing apparatus into Walpole Street bays, one member is to exit the truck and stop traffic and guide the truck back into the station.

8.4.2 Another member is to assist in backing the apparatus in a bay.

8.4.3 The driver shall reinstall the diesel exhaust hose and member assisting backing the vehicle in shall attach it to the exhaust.

8.4.4 If needed, apparatus will be fuel.

8.4.5 Booster tanks will be filled.

8.4.6 Apparatus cleaned and/or washed.

8.5 Apparatus at Fire Calls

8.5.1 When apparatus is being used at a fire, all unnecessary lights shall be turned off.

8.5.2 The motor shall be revved up to compensate for the battery discharge.

8.6: Wheel Chocks

8.6.1 Shall be used at all times when trucks are stopped or unattended.

8.7 Drivers Checks

8.7.1 Drivers of apparatus shall check all vehicles for

8.7.1.1 fuel,

8.7.1.2 water tank

8.7.1.3 lights,

8.7.1.7 general equipment.

8.7.2 Any abnormal condition shall be brought to the attention of the Chief or Officers.

8.7.3 Forms to report this shall be filled out and placed in mail box in watchroom.

8.8 Vehicle/Equipment Damage

8.8.1 Any damage to any vehicle or equipment shall be brought to the immediate attention of the officer-in-charge

8.8.2 All pertinent details of such damage shall be given to the officer for their report.

8.8.3 A written report to the Chief shall also be made by the involved driver.

8.9 Apparatus Accidents

8.9.1 All incidents involving any other vehicle or person shall be immediately reported to the Chief's office.

8.9.2 The accident report should include:

8.9.2.1 Town of Dover accident report

8.9.2.2 Police vehicle report

8.9.2.3 Copy of involved driver's license with report

8.10 Apparatus on Apron/Ramps

8.10.1 When apparatus is pulled out of the station and parked on ramps, wheel chocks shall be placed

8.10.2 After a brief warm-up period, the motors shall be shut down.

8.10.2 In cold weather, care shall be taken to prevent freezing of radiators and pumps.

8.11 Caution and Good Judgement.

8.11.1 Shall be exercised by drivers at all times when operating hard surfaces.

8.11.2 Shall be exercised by drivers at all times when operating off hard surfaces to prevent damage to vehicle, property, and the danger of apparatus becoming immobilized due to soft terrain.

8.12 Diesel Exhaust System

8.12.1 Diesel exhaust piping should be hooked up at start of apparatus at all times.

8.12.2 When backing into the station and/or returning from call the driver of apparatus shall hook up diesel exhaust piping immediately.

8.12.3 Apparatus should not run within station without the diesel exhaust attached and operating.

DOVER FIRE DEPARTMENT GUIDELINES
Initiated: 6/1/23
Approved: Chief of Department

Section 9.0 Duties on Watch Desk (Radio, Paperwork & Telephone)

9.1 A watch shall be maintained at Headquarters during a call and the stay will be determined by the Chief of Department.

9.1.1 Upon arriving at the desk, announce that 'Dover Fire Is On The Air.'

9.2 The person on radio duty and one other member shall be the only people in such room.

9.2.1 Officers are allowed to be in the Watch Room, if necessary, above the 2-person limit.

9.2.2 Other personnel shall not congregate at the door or in the hallway so as to distract those on watch.

9.3 The person at the desk shall see that the radio room is run in a business-like manner, and projects a favorable public image at all times.

9.4 The telephone shall be answered immediately in a courteous tone, stating "Dover Fire Department" - and giving your name and rank (i.e. firefighter or officer).

9.4.1 Telephone in watch room shall only be used for Department businesses as it relates to the incident at hand.

9.5 Announce all locations of destination over the radio to apparatus en-route.

9.6 Make a full and concise report of all alarms of fire and/or incidents responding to. Note all radio transmissions on the appropriate form. Fill out the timesheet correctly noting personnel who responded and the truck they were assigned to. Note time in and time out on such sheet and sign the bottom of it with your name. Fill out all required information on sheets. Make sure officer in charge fills out report on call. When finished, place forms in mail box in Watch Room.

9.7 Radio Transmission Record Keeping.

9.7.1 Note all radio transmissions on the appropriate form to be filled out.

9.7.1.1 Note time of transmission

9.7.1.2 Make a note of all such calls, etc. for any officer or member and refer same to such person.

9.8 Observe all Federal Communications Rules and Regulations when conducting radio communications.

9.9 Keep radio tuned to a reasonable level, be alert, and answer all radio messages promptly. Acknowledge all reports from apparatus, officers, and other radio units.

9.10 If asked, burning permits should be applied for on-line, at the Town of Dover website.

9.11 The radio desk is to be always kept in a neat and orderly manner. Only articles and reference material essential for radio room operations shall be kept on the desk or stored in desk drawers.

9.12 Payroll Sheet and Incident Report
9.12.1 Watch desk person shall be responsible for filling in payroll sheet and incident report:

9.12.1.1 Incident /Fire Report
- Date
- Time In & Time Out
- Incident Number
- Location of Dispatch-w/Steet Number & Street Name
- Location of Incident- w/Steet Number & Street Name
- Reason for Dispatch
- Complete Incident Type (my not be reason for dispatch)
- Apparatus Responding
- Mutual Aid or Line Box Coverage Apparatus
- Type of Building (if applicable)
- Weather

9.12.1.2 Payroll Sheet
- Date
- Time In & Time Out
- Incident Number
- Location-w/Street Number & Street Name
- Reason for Dispatch
- Incident Type
- Member(s) Responding
- Members on Apparatus if apparatus leaves the station

DOVER FIRE DEPARTMENT GUIDELINES

Initiated: 6/1/23

Approved: Chief of Department

Section 10.0 Use of Radio

10.1 All radio messages shall be in accordance with FCC rules and regulations.

10.2 Portable and Mobile radios, when tested, shall be tested with either Dover Fire or Dover Control.

10.3 Call letters or numbers shall be used for identification. Example; Car 1, Dover Fire, 7-4,7-5, 703, E411 etc...

10.4: All Radios in Watch Room

10.4.1 Are to be left on 24-hours a day, with the voice level tuned so that the radio can be heard and understood.

10.4.2 Mutual Aid radio shall be switched to Dover Police frequency. If channel is changed to another frequency, it is to be returned to Dover Police when members leave the watch room.

10.5 All radio messages shall pertain to Fire Department business and be stated in a business-like manner.

10.5.1 Personal conversations shall not be transmitted over the radio.

10.6 Avoid unnecessary conservation, make messages short and concise.

10.7 When transmitting.

10.7.1 Voice should be kept to a normal speaking level.

10.7.2 When transmitting a message, speak slowly and annunciate clearly.

10.8 All radio messages shall be acknowledged.

10.9 Upon dispatching of apparatus,

10.9.1 Desk person shall announce location: “Dover Fire to the apparatus, your destination is 5 Springdale Avenue, Dover Town Hall”

10.9.2 Nature of call, “Alarm Activation…”

10.9.2 Announcement to be acknowledged by officer or driver of apparatus.

10.11 Proper location shall be ascertained before leaving quarters.

10.12 First Arriving

10.12.1 The first arriving officer/apparatus at an incident shall give a situation report. This shall include:

Location

Type of building, if applicable

Size of building, if applicable
What is observed, “Nothing Showing” if applicable
Description of Incident, “Two car MNV with PI”, “Wildland/ brush fire ½ acer”, “Proceed with Caution”

10.13 Upon return of apparatus to quarters, the officer will so indicate such, or indicate otherwise: i.e “Holding Engine 4, all other apparatus returning to quarters.”

10.14 Microphones shall be returned to their holders after conservations, so that mics are not left open by error, thus transmitting background conversations.

10.15 Portable Radios
- 9.15.1 shall be returned to charging units
- 9.15.2 Shut off
- 9.15.3 Verified that charging light comes on after use
- 9.15.4 Make sure the radio is tuned to the Dover Fire frequency

10.16 The Chief’s and Deputy Chief’s pager is to be toned for all incidents 24-hours a day, followed by announcement of the location and type of call.

10.17 The following radio codes will be used by all personnel for situations indicated:
- Code 7 Apparatus unable to respond due to mechanical issues
- Code 8 No driver or crew
- Code 9 Apparatus unable to respond due to vehicular accident
- Code 100: Bomb scare at schools

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Initiated: 6/1/23

Approved: Chief of Department

Section 11.0 Mutual Aid

11.1 Upon Receiving Call for Mutual Aid

- 11.1.1 Apparatus will be dispatched in accordance with the pre-arranged plans.
- 11.1.2 No trucks are to leave the station until an Officer has determined:
  - 11.1.2.1 What apparatus will respond
  - 11.1.2.2 Crew is chosen based on availability of personnel

11.2 No apparatus shall be dispatched to another town unless it has been requested or authorized by the officer-in-charge of the requesting department.

11.3 No mutual aid is to be accepted or requested unless authorized by the Officer or person in charge of this
department.

11.4 All mutual aid for greater alarm fires requested by communities not pre-arranged and not operating in Norfolk County will be authorized by the Fire Districts. All calls for mutual aid from the Fire Districts will be honored if personnel and equipment are available.

11.5 When responding to Mutual Aid, Officers shall upon entering mutual aid community change radio channel to that community and notify their Fire Alarm that Dover apparatus in their community.

- 11.5.1 Notify Dover Fire or Dover Control that responding unit is migrating to a different frequency.

11.6 Upon arrival at the incident, the person in charge of the apparatus shall inform the incident commander via radio that they are at the scene and available for assignment.

11.7 All personnel responding on apparatus shall remain with such apparatus pending assignment. All other incoming personnel shall report to the Dover Fire station.

11.8 Initial personnel response to mutual aid.

- 11.8.1 Shall consist of an Officer and 3 firefighters.
- 11.8.2 Additional personnel and equipment will be dispatched as needed.
- 11.8.3 When responding to mutual aid for station coverage, bring your shoes and other clothes to wear inside other town's stations. No personnel are allowed into the living or common quarters wearing turnout gear, which must remain on the apparatus floor.
- 11.8.4 Tanker response shall consist of a Driver and one other member minimum.

11.9 No member of the Dover Fire Department is to respond to a mutual aid call directly unless instructed to by a Chief Officer.

Section 12.0 Recall of Personnel

12.1 All members recalled to duty shall report to the station.

12.2 Use of Red Lights

- 12.2.1 On personal vehicles requires a Red-Light Permit approved by the Chief of Department and issued by the Registry of Motor Vehicles.
- 12.2.2 These permits allow use only in the Town of Dover
- 12.2.3 Does not give you any rights not to follow the rules of the road.
- 12.2.4 Caution in use must be used and you will be responsible under your own license.

12.3 All personnel shall remain on duty until call is terminated by officer-in-charge.

12.4 When a call is received for Mutual Aid, a “Group Call” shall be sounded regardless of the nature of fire or call, including Station coverage or direct fire response. Upon arrival at the Station, the officer-in-charge shall determine the personnel needs and act accordingly. If in their opinion, it is necessary, a “second tone” will be sounded.

12.5 When it is necessary due to pumping, accidents, fire, or other situations requiring additional help, the officer-in-charge may call the station and have additional personnel/equipment sent to the scene, if available.

DOVER FIRE DEPARTMENT GUIDELINES

Initiated: 6/1/23

Approved: Chief of Department

Section 13.0 Use of Heat, Lights and Telephone

13.1 Use of Heat

13.1.1 Main apparatus floor shall be kept at a temperature of 60 degrees F maximum.

13.1.2 Doors and windows shall be kept closed when heat is on.

13.1.3 Thermostats shall be turned down when doors are open for any length of time.

13.2 Use of Lights

13.2.1 Lights shall be turned off when not in use.

13.2.2 Night lights shall be kept on throughout the night.

13.2.3 Lights in Meeting Room, Watch Room, Maintenance Room, SCBA Room, and Offices Shall be turned off when not in use.

13.3 Use of Telephone.

13.3.1 The telephone is for Fire Department business.

13.3.2 No personal calls are to be made during an incident.

13.3.3 All telephone calls are to be answered by person on the desk with name and rank given upon answering.

13.3.4 No information about responses to calls, incidents, names of parties involved or fires may be given out unless cleared by Chief or Deputy in advance. Especially if News/TV stations are calling.

DOVER FIRE DEPARTMENT GUIDELINES

Initiated: 6/1/23

Approved: Chief of Department

Section 14.0 Wearing of Apparel

14.1 Dress Uniforms

14.1.1 Members, in good standing after 1 year, shall be issued a dress uniform consisting of:

- Pants
- Jacket
- Shirt
- Bell Cap
- Blue Shirt
- Black Tie
- Department Patch

14.2 Protective Equipment: Uniforms and other clothing

14.2.1 Members after receiving an appointment, shall receive the following protective equipment:

- Turnout Coat
- Bunker Pants
- Helmet
- Boots
- Firefighting Gloves
- Accountability Tag
- Flash Light

14.3 Badges.

14.3.1 Members in good standing after 1 year, shall receive:

- Jacket Badge
- Dress Shirt Badge
- Bell Cap Badge

14.4 Picture ID.

14.4.1 Members, in good standing after 1 year, shall receive a department issued picture ID.

14.5 All badges, picture ID cards, protective equipment, uniforms, and work clothing are the property of the Dover Fire Department. Upon termination of a member's employment, all shall be returned to the Chief or Deputy.

14.6 All members will sign a receipt of equipment issued.

DOVER FIRE DEPARTMENT GUIDELINES

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Approved: Chief of Department

14.7. General:

14.7.1 Color and design of protective equipment, dress uniform, and work clothing shall be at the discretion of the Chief.

14.7.2 All protective equipment, work clothing, and dress uniforms shall be uniform in design and color.

14.7.3 All equipment, uniforms, and clothing shall be the responsibility of each member.

14.7.4 Provisional appointees will not be given a dress uniform unless they are in good standing with the department and after 1 year service.

14.7.5. Lost or stolen equipment, uniforms, or clothing will be replaced by the individual member at their own cost. Check Ad 'may' 'chief'

14.7.6 Uniforms and clothing shall be neat and clean, and worn in a presentable manner at all times.

14.7.7 Protective equipment, dress uniforms, and work clothing shall be worn by members only when engaged in department duties and activities. By wearing such apparel, you represent the Dover Fire Department and are expected to act accordingly in all situations when out in public.

14.7.8 When attending all department meetings or training you are required to wear department issued shirts, long pants, and shoes. No open toed shoes or sandals are allowed to be worn at these events. Members are expected to work department meetings and drills and should dress accordingly.

14.7.9 All members may choose not to wear uniform ties between June 1 and September 14. Ties will be worn on occasions as required by the Chief such as, but not limited to, funerals, parades, etc.

14.7.10 Light blue dress shirts shall be worn by all personnel below the rank of Lieutenant for all occasions requiring a dress uniform.

14.7.11 Department members shall wear the Dover Fire patch on the left sleeve of all dress uniforms, work clothing, and all dress shirts. The Dover Fire patch shall be worn on all dress shirts. No other patches, insignia, or emblems shall be worn on any uniform other than an EMT patch. Location of patch placement shall be in accordance with department policy.

14.7.12 No member shall wear the rank that they were not appointed to or the uniform or station wear of another department while operating on the Dover Fire Department.

Section 15.0 Injury Leave

15.1 Members injured in the line of duty shall notify the Chief or any officer immediately and complete a written report with-in 24 hours.

15.2 To return to duty status, a doctor's written approval clearing such member for all activities must be submitted to the Department. The wording "without restriction" must be include in the back to work letter form the doctor. The Town of Dover may require that the injured employee may have to receive the back to work clearance from the Towns doctor.

15.3 Attendance at department monthly business meetings will be at the discretion of the Chief. No attendance or participation at training or drills is allowed though.

15.4 All 'line of duty injuries' shall meet the Town of Dover Personnel Bylaws requirements.

DOVER FIRE DEPARTMENT GUIDELINES

Initiated: 6/1/23

Approved: Chief of Department

Section 15.0 Duties of Deputy Fire Chief

16.1 In the absence of the Chief of the Department, the Deputy Chief shall have the powers and responsibilities of the Chief.

16.2 The Deputy Chief is delegated the authority of the Fire Chief in the enforcement of *Chapter 148 of the General Laws and rules and regulations made thereunder.* **Check and find.**

16.3 Under the direction of the Chief and Deputy, assigned personnel shall oversee the training of members.

16.3.1 Shall set up and organize a continuous training program for members.

16.3.2 Shall organize training programs for specialized subjects of fire department duties.

16.4 The Deputy shall assist the Chief in the responsibility of the maintenance of apparatus and equipment and see that the Captain/Lieutenants carry out their responsibility in these subjects.

16.5 The Deputy shall assist the Chief in the following categories.

16.5.1 Establish technical policies for firefighting operations.

16.5.2 Enforce laws and ordinances.

16.5.3 Develop assignments and running cards for all alarms.

16.5.4 Develop mutual aid plans with surrounding towns.

16.5.5 Be a liaison with the press.

16.5.6 Receive and direct investigation of all complaints.

16.5.7 Assist in survey of water supplies and instruct personnel in the proper use of our water system.

16.5.8 Maintain all records of the Fire Department.

16.6 Attend seminars and meetings to keep abreast of best and latest methods of training and fire prevention bringing this back to the department for dissemination.

16.7 The Deputy Chief shall perform such other duties as the Chief may assign.

16.8 Job Classification:

16.8.1 The Deputy Chief shall be classified in the supervisory and/or administrative division of the Department.

16.8.2 The Chief of the Department shall establish the hours of work for the Deputy Chief.

Section 17.0 Duties of the Captain

17.1 The Captain will be the officer-in-charge of the Engine, Ladder, Squad they are responding in. It is their responsibility to assign apparatus drivers with approval of the Fire Chief, and see that members are trained in the use of firefighting equipment.

17.2 The Captain shall notify the Chief, or in his absence, the Deputy, of any fire or other incident of unusual nature.

17.3 Duties shall include, but not limited to the following:

17.3.1 Firefighting:

17.3.1.1 Be in charge of all fires in the absence of the Chief or Deputy, until relieved by an incoming superior officer.

17.3.1.2 Shall respond to all calls.

17.3.1.3 Will report all complaints to the Chief and/or Deputy, in writing if necessary.

17.3.1.4 Shall conduct training sessions for members of the Department under the direction of the Fire Chief.

17.3.2 Administrative

17.3.2.1 Shall see that all guidelines in this manual are followed.

17.3.2.2 Shall report to the Chief any infraction of the above, in writing if necessary.

17.3.2.3 Shall report to the Chief regarding any equipment not in good running order that cannot be fixed by department personnel.

17.3.2.4 Shall complete officer's report on fires and other calls.

17.3.2.5 Shall attend all staff meetings and monthly meetings called by the Chief.

Section 18.0 Duties of the Lieutenant

18.1 The Lieutenant will be the officer-in-charge of the Engine, Ladder, Squad when they are responding. It is their responsibility to assign apparatus drivers, and see that members are trained in the use of firefighting equipment.

18.2 The Lieutenant shall notify the Chief, or in his absence, the Deputy and Captain of any fire or other incident of unusual nature.

18.3 Duties shall include, but not limited to, the following:

18.3.1 Firefighting:

18.3.1.1 Be in charge of all fires in the absence of a superior officer, until relieved by the Chief, Deputy, Captain, or an incoming officer.
18.3.1.2 Shall respond to all calls.
18.3.1.3 Will report all complaints to the Chief and/or Deputy.
18.3.1.4 Shall conduct training sessions for members of the Department under the direction of the training officer.

18.3.2 Administrative

18.3.2.1 Shall see that all guidelines are followed.
18.3.2.2 Shall make a report to the Chief or Deputy Chief regarding any infraction of the above.
18.3.2.3 Shall report to the Chief, Deputy Chief or Captain regarding any equipment, etc., not in good order and cannot be taken care of by the personnel.
18.3.2.4 Shall make out a complete officer's report on fires and other calls.
18.3.2.5 Shall attend all staff meetings and monthly meetings called by the Chief.

DOVER FIRE DEPARTMENT GUIDELINES

Initiated: 6/1/23

Approved: Chief of Department

Section 19.0 Duties of Firefighters

19.1 Firefighters shall efficiently perform their duties and comply with all ordinances, laws, rules, directives, orders, and these guidelines

19.2 Firefighter's shall be responsible to their superior officers and shall not speak disrespectfully to any officer.

19.3 Firefighters are responsible for general duty firefighting work in combatting and extinguishing fires, fire prevention, rescue work, etc.

19.4 Work involves responsibility for responding to alarms with an assigned company to assist in combating/extinguishing fires, other emergency work and other tasks assigned.

19.5 All shall have knowledge for desk watch, drill, care and maintenance of equipment and apparatus. Also, for keeping records for related equipment checks, etc.

19.6 A firefighter will respond to all alarms with assigned companies, may be called upon to drive and operate such apparatus as aerial ladders, pumpers, rescue, ambulance, etc

19.7 Firefighting duties which include but are not limited to:

19.7.1 Performance of hazardous tasks under emergency conditions in protecting life and property. This requires strenuous physical exertion under handicaps of smoke, extreme heat, gases, and cramped surroundings.

19.7.2 Lays, couples, connects hoses, advances hose into structures, burning buildings, to direct water streams, and other various duties.

19.7.3 Places, erects, and climbs ladders. including aerials. Vents burning buildings and areas, uses force to gain entry into buildings. etc. This will include doors, windows, roofs, floors, partitions, etc.

19.7.4 Enters burning buildings for evacuation purposes, also to rescue persons in danger, raising ladders, stretchers, administers first aid, and performs CPR.

19.7.5 Performs emergency rescue and extraction work in elevators, machinery, motors, and drownings, etc.

19.7.6 Spreads salvage covers, removes excess water and debris, secures buildings against rekindles, trespassers and weather.

19.7.7 Wash trucks, test equipment, dry out hoses, repack hose onto trucks, and maintain a clean and orderly condition of quarters

19.8 Complete training and be certified in 1st Responder/First Aid and CPR. Comply with required State laws as created to the mandatory First Responder level, if not an EMT.

19.9 On desk watch, receives and transmits alarms and pertinent information, instructions, and orders. Receives visitors, logs company activities, other information as needed and records information Per Section 10 of these Guidelines.

19.10 Attends departmental drills, company drills, and training session.

19.11 May perform duties as Lieutenant in accordance with these rules. Must maintain and provide regular care for all department equipment as directed by officer-in-charge. Always holds themselves in readiness to answer calls and the orders of his superior officers.

19.12 Punctual in attendance, quiet, civil & orderly in conduct and performance of duties.

19.13 Performs other duties and tasked signed to them by a superior officer or a Fire Chiefs designee.

DOVER FIRE DEPARTMENT GUIDELINES

Initiated: 6/1/23

Approved: Chief of Department

Section 20.0 Recruit Training Program

20.1 Recruit Training:

20.1.1 All members appointed to the Department as firefighters will be required to attend the Firefighter Training Program of the Dover Fire Department or any other approved training as determined by the Chief i.e. Massachusetts Fire Academy, etc.

20.1.2 Attendance in this program is mandatory.

20.1.3 Completion of this training program is mandatory.

20.1.4 Officer or member performing train shall, in writing, keep a record of training which shall include date, times, training performed and outcome.

20.1.5 When training is completed, officer or member performing training shall submit to the Fire Chief a record of training and if the training has met the requirements and/or 'passed' training for the fire Chiefs review.

20.1.6 The Fire Chief will be the sole member approving if training was completed/passed or more training is required.

20.1.7 New members are not allowed to ride on the trucks responding to calls or engage in firefighting at fires until completion of such training.

20.2. Members shall attend any classes available at the Mass. Firefighting Academy as requested and approved by the Chief. Members can apply to the On-Call/Volunteer Recruit program at the Academy to become certified as FF 1/2.

20.2.1 Payment for such classes will be at the Chief's discretion.

20.2.2 All members both new members and/or 'veteran' members shall apply inwriting to the Chief if they wish to attend the Mass. Fire Academy training.

20.3 Driver Training

20.3.1 Driver training is mandatory for each individual piece of apparatus before being allowed to drive apparatus. Training should be performed for each vehicle.

20.3.2 Training can be done with any officer if they have the time.

20.3.3 A driving and familiarization test will be done before being allowed to drive each individual truck.

20.3.4 All driver training will be documented in accordance with section 20.1.3 & 20.1.4

20.3.5 The Fire Chief will be the sole member approving if driver training was completed or more training is required.

20.3.5 No driver training shall be performed without the notification and approval of the Fire Chief.

DOVER FIRE DEPARTMENT GUIDELINES

Initiated: 6/1/23

Approved: Chief of Department

Section 21.0 Response Traffic Regulations

Section 21.1
These guidelines adopt the Commonwealth of Massachusetts General Laws Chapter 89 Section 7B, See below.

THE COMMONWEALTH OF MASSACHUSETTS
GENERAL LAWS, CHAPTER 89

TRAFFIC REGULATIONS

SECTION 7B: The driver of a vehicle of a fire, police, or recognized protective department and the driver of an ambulance shall be subject to the provisions of any statue, rule, regulation, ordinance or by-law to the operation or parking of vehicle, except that a driver of fire apparatus while going to a fire or responding to an alarm, or the driver of a vehicle of a police or recognized protective department or the driver of an ambulance, in an emergency and while in performance public duty or while transporting a sick or injured person to a hospital or other destination where professional medical services are available, may drive such vehicle at a speed in excess of the applicable speed limit if he/she exercises caution and due regard under the circumstances for the safety of persons and property, and may drive such vehicle through an intersection of ways contrary to any traffic signs or signal regulating traffic at such intersection if he first brings such vehicle to a full stop and then proceeds with caution and due regard for the safety of persons and property, unless otherwise directed by a police officer regulating traffic at such intersection. The driver of any such approaching emergency vehicle shall comply with the provisions of section 14 of Chapter 90 when approaching a school bus which has stopped to allow passengers to alight or board from the same, and whose red lamps are flashing.

Summary: Drivers are driving any such emergency vehicle under their own license and are responsible for all matters that occur when driving such vehicles. Rules of the road apply to all circumstances and does not give drivers of such vehicles any more right to not obey the rules of the road. Caution and speed should be observed at all times. Remember, your passengers are depending on you to get them safely to any call or scene without incident. Any delay or incident causing your emergency vehicle to be placed in jeopardy affects the rest of the Department response to a call.

DOVER FIRE DEPARTMENT GUIDELINES

Initiated: 6/1/23

Approved: Chief of Department

Section 22.0 Funeral Procedures

DOVER FIRE DEPARTMENT FUNERAL PROCEDURES

22.1 The following procedures will be the policy to be followed at/for funerals of deceased members of this Department.

22.1.1 Bunting drape to be left on Station for thirty (30) days or at the Fire Chiefs discretion.

22.1.2 Flags to be at half-staff from time of death until internment.

22.1.3 Uniform will be bellcap, blue/white shirt, uniform pants, black socks, black shoes, and white gloves.

22.1.4 Members shall remove head cover when entering church. Head cover to remain on at graveside services.

22.1.5 Chief to determine procedures for honor guard at wake and the procession of members during walk through.

22.1.6 At Chief's discretion and families' approval, an Engine or Ladder shall be park in front of funeral home during wake and also to be part of procession during day of funeral services.

DOVER FIRE DEPARTMENT GUIDELINES

Initiated: 6/1/23

Approved: Chief of Department

Section 23.0 Vehicle & Equipment Maintenance

23.1 It shall be the responsibility of all Officers and firefighters to see that the Fire Department equipment and vehicles are properly maintained and otherwise in good operating condition at all times.

23.1.1 If anything is not working properly, the member finding the non-operating equipment should fill out a repair report. Forms are found in the watch room and located under the vehicle run logs. Turn each report in immediately by placing it in mail box in the watch room or given to an Officer. Non-functioning equipment shall be taken out of service, tagged with the reason why, dated and signed. It shall be placed on the apparatus floor by the door entering the hallway to the meeting room.

23.1.2 All equipment used will be cleaned after use and returned to proper location on apparatus or in station.

23.1.3 It shall be the responsibility of the officer and/or driver of apparatus to see that all equipment used is returned to the proper location and cleaned.

24.0 SUMMER WEEKEND AND HOLIDAY DUTY SHIFTS

24.1 Summer Weekend Shifts:

24.1.1 During the summers from July 1st through Labor Day weekend
24.1.2 The department has members cover 12-hour shifts from Friday night through Sunday night. These shifts are broken up into shifts from 7PM-7AM and 7AM-7PM.

Friday 19:00- Saturday 7:00
Saturday 7:00-19:00
Saturday 19:00-Sunday 7:00
Sunday 7:00-19:00
3 Day Holiday adds
Sunday 19:00- Monday 7:00
Monday 7:00-19:00

24.1.3 Shift coverage consists of 1 Officer, 1 Driver, and 2 Firefighters.

24.1.4 Members are paid 8 hours for the 12 hours shift you are assigned to. You are responsible for submitting a timesheet for the shift prior to the following Tuesday by 18:00 to be paid.

24.1.4.1 If you do not respond to a call during your shift, you shall not be paid for the shift.

24.1.5 You must be within the Town of Dover during your shift.

24.1.6 You cannot be on both the Ambulance and the Fire shifts at the same time.

24.1.7 Sign-ups for the summer schedule will be posted for each month on the watch room bulletin board or via email. You will get an e-mail notifying you of list being posted. Instructions will be posted along with the sheets, and you will check off those shifts you are available for and want to do.

24.1.8 Schedules will be posted 1 to 2 weeks before each month starts. If you cannot do your assigned shifts, you are to contact the Deputy Chief and he will replace you with someone from the spares' list.

24.1.9 You have completed and passed new recruit training and checked off to ride the apparatus before doing any summer or holiday shifts.

24.1.10 To be eligible for summer weekend duty, members have to attend at least 4 Dover Fire Department training sessions that will be held between January and June of that year.

24.1.11 Members are required to perform and pass Department training to be eligible for summer weekend duty and holiday shifts. This shall include initial firefighter training, SCBA/Turnout gear, RIT training and any additional training demand necessary by the Fire Chief.

24.2 Holiday Shifts:

24.2.1 The following holidays are observed:
New Year's Day
Martin Luther King Day
Presidents' Day
Patriot's Day (April),
Memorial Day,
Juneteenth (June 19),
Columbus Day
Veteran's Day
Thanksgiving
Christmas
*Independence Day and Labor Day covered in summer schedule

24.2.2 The department has members covering 2-12 hours shift to cover the night before 19:00 the holiday to 7:00 and the holiday day shift (19:00-7:00).

24.2.3 Shift coverage consists of 1 Officer, 1 Driver, and 2 Firefighters.

24.2.4 Members are paid 8 hours for the 12 hours shift you are assigned to. You are responsible for submitting a timesheet for the shift prior to the following Wednesday by 10:00 to be paid.
24.2.4.1 If you do not respond to a call during your shift, you shall not be paid for the shift.
24.2.4.2 Members participating in the Holiday Schedule may be asked to submit payroll sheets earlier than the Wednesday 10:00 deadline.

24.3 Members on Weekend Duty and Holiday Duty must be able to respond to incidents, calls for service and for 'stand by.' Other town work, out of Town, or sickness renders you ineligible if you cannot respond. You shall notify the Chief or Deputy if you are ineligible.

DOVER FIRE DEPARTMENT GUIDELINES

Initiated: 6/1/23

Approved: Chief of Department

Section 25. Monthly Fire Meetings

25.1 The Fire Department will hold monthly meetings on the second Monday of each month during the year.

25.1.1 The Chief may move the meeting to a different date if needed.

25.1.2 These meetings will be held at the Fire Station and will usually consist of a business meeting followed by a training drill or class. The start time is usually 6:30 PM but may be changed to accommodate daylight hours or longer drill/training sessions.

25.2 A reminder notice will be sent to all current members by email the week before. All members are expected to attend and if you cannot attend, you are required to reply to the email that you are not attending. This must be sent 24 hours before the start of the meeting.

25.3 Required Dress Code for Meetings and Drills

25.3.1 Department issued shirt or sweatshirt.

25.3.2 Appropriate shoes, no sandals, or open toe shoes.

25.3.3 Long pants.

25.4 During the meetings, any member who wishes to bring up any ideas or concerns is encouraged to do so.

25.5. Extra meetings for training may also be held and will be announced in advance. These sessions may be held on weekends, weekdays, and during the daytime hours.

25.6 The month of February will also include the Annual Firefighters Relief Association Meeting which will include election of members to the Executive Committee and Sick Committee.

25.7 Any related FF Relief Association matters may be brought up and include votes to pass such issues. Prior notice for these will be given and the meetings will encourage EMT's to attend and participate.

DOVER FIRE DEPARTMENT GUIDELINES

Initiated: 6/1/23

Approved: Chief of Department

Section 26.00 Standard Operating Procedure for Fires and Emergencies

26.1 Upon Receiving Alert:

26.1.1 Proceed quickly, but safely to the fire station. If special duty or instructions are given, then follow them as required. Members should to respond to the fire station unless they are
passing the incident. Officers shall sign on and indicate if they are responding.

26.2 Upon Arrival at Station

26.2.1 Don Gear
26.2.2 Staff appropriate apparatus s per posted run cards.
26.2.3 Incident Commander or Officer on scene of my request additional apparatus of change response order if needed.
26.2.3 All members are to fasten seatbelts when responding in apparatus

26.3 Upon arrival at Incident

26.3.1 Park apparatus as necessary.

26.3.1.1 Keep apparatus on the same side of the street where the incident is reported.
26.3.1.2 Do not block driveways for future arriving apparatus.
26.3.1.3 First Engine in should allow room for Ladder Truck to position itself to access the building with the aerial.
26.3.1.4 When parking at a scene, the apparatus should allow enough spacing for other apparatus to work.
26.3.1.5 Listen to command for instructions and personnel to remain with apparatus until called for.

26.3.2 Park personal cars/trucks off road, away from the fireground and not in the driveway or blocking it.

26.3.3 Don Gear - properly!

26.3.4 Make sure you have tools with you when leaving truck i.e., Halligan, rakes/pike poles, thermal imager, gas meter, axe, SCBA.

26.3.5 Accountability Tag

26.3.5.1 Place white ID tag on the truck you responded on for accountability. Give it to the driver or officer who will be responsible for you.

26.3.5.2 Second red ID tag will be given to officer, at the door of building before you enter for firefighting purposes or the incident commander.

26.3.6 Report to command post for assignment if not given one on arrival. Listen to radio for orders.

26.3.7 First arriving Officer assumes command - may relinquish when superior officer arrives. Quickly relate to the next officer what has been observed, what has been done, and what is in progress.

26.3.8 If no officer is present on arrival, one firefighter must take command, relinquishing it when an officer arrives.

26.3.9 Size-up
- 26.3.9.1 Status of situation
- 26.3.9.2 Determine priorities
- 26.3.9.3 Take necessary action

26.3.10 Rescue - of first importance
- 26.3.10.1 SCBA
- 26.3.10.2 Laddering of building
- 26.3.10.3 Forcible entry and ventilation
- 26.3.10.4 Search and Rescue

26.3.11 Command determines method of attack - consider:
- 26.3.11.1 Progress of fire
- 26.3.11.2 What is involved
- 26.8.11.3 Exposures
- 26.8.11.4. Volume of water required
  - Tankers
  - Pumper Relay
  - Tanker relay
  - Combination
  - Mutual Aid

26.3.12 Weather conditions -effect on progress of fire or extinguishment

26.3.13 Deployment of Personnel
- 23.3.13.1 Firefighters and subordinate Officers assigned roles.
  - Rescue
  - Ladder/Truck Company (see above Rescue)
  - Engine Company Operations
    - a. Manning attack lines - what size, how many
    - b. Cut-off fire from victims
    - c. Protect escape routes

d. Protect Rescue Personnel

Water Supply Officer

a. Source of supply
b. Volume required
c. Method of transport

Arriving Mutual Aid Companies - Instructions and assignment

26.4 Fire Progress

Continually assess the situation, observing whether fire is gaining or if control is being achieved and if firefighters are responding to Command instructions.

26.4.1 If control is lost, do not hesitate to call for assistance, or if weather conditions and exposures constitute a threat, call for assistance.

26.4.1.1 Consider Safety of Firefighters

Call for withdrawal
Monitor for structural collapse
Set collapse zone
Cycle firefighters for rehab as work and heat require
Call upon Utilities for power cut-off
Call upon Police for traffic and crowd control
Salvage - if necessary, under the direction of an Officer.

26.4.1.2 Consider safety of residents in Area

Evacuate, if necessary
Remove spectators if necessary if endangered or impeding operations.

26.4.2 As control is Gained

26.4.2.1 Reduce size of lines, tips, volume of water used.
26.4.2.2 Withdraw unneeded personnel from operations
26.4.2.3 Discharge Mutual Aid Companies
26.4.2.4 Return unneeded apparatus to station and secure

Discharge personnel as conditions permit
Make use of some to replace equipment no longer required.

26.4.3 Overhaul

26.4.3.1 Dig out, without undue damage, suspected hot spots, using small lines as needed to extinguish.

Preserve evidence of cause. Do not shovel out everything just to clean up without first determining evidence of cause, for whatever reason.
Use only what water is needed for whatever fire is left.
Keep spectators and unneeded firefighters out of the area.

26.4.4 Mop-Up

26.4.4.1 Final check for any possible remaining fire.
26.4.4.2 Assignment of fire watch personnel and equipment as necessary.

26.4.4.3 Protect suspect materials and guard until the State Fire Marshal arrives.
26.4.4.4 Removal of non-suspect materials.
26.4.4.5 Removal of water.
26.4.4.6 Securing of property as best as possible.
26.4.4.7 Turn property over to Owner if non-suspicious.

26.5 Return to Quarters

26.5.1 Officers will assign firefighters to return to station with apparatus to assist in clean-up along with checking and securing of apparatus making them available to respond to next the incident.

26.5.2 Clean all tools used.

26.5.3 Complete required reports, in detail, as soon as possible, while information is fresh.

26.5.4 Hold a recap or critique with all personnel. Observations from all personnel and different perspectives will be discussed.

26.5.5 If your gear becomes soiled or covered with soot & dirt, you need to wash your gear to remove any contaminants from them. Washing machine and dryer is in station for your use in these matters.

DOVER FIRE DEPARTMENT GUIDELINES

Initiated: 6/1/23

Approved: Chief of Department

Section 27.0 Acknowledgment of Guidelines

27.1 All members will sign that they have received and shall abide by Dover Fire Department Guidelines.

27.1.1 Members have four weeks to sign once notification of Guidelines have been published.

27.2 An acknowledgement form is provided at the end of these Guidelines.

27.3 Members not signing the acknowledgement form shall be ineligible from:

27.3.1 Respond to calls or attend any training.

27.3.2 Receive compensation.

27.3.3 Represent themselves as members of the Town of Dover Fire Department.

27.3.4 If members do not sign the acknowledgment within four weeks are shall be removed from the Dover Fire Department. As both the Fire and Ambulance departments work closely, the removal shall include the Ambulance department.

27.4 All questions regarding these Guidelines shall be done in writing and signed/dated by the member making them.

27.4.1 The Fire Chief reserves the right not to answer such question if he/she wishes to do so.

Town of Dover Fire Department Guidelines
DFD-E-01

The purpose of this form is to provide a record that a new/current employee has received the Town of Dover Fire Department Guidelines.

Signature: _____

Print Name: _____

Date: _____

Return Completed form to the Fire Chief.

Equipment Issued Form DFD-E-02

The purpose of this form is to inform the new employee all equipment issued to the employee will be signed for by the employee and returned upon completion of employment with the Town of Dover Fire Department. Equipment includes all turn out gear, radio equipment, keys, books, handouts, clothing, badges and any other materials. If a potential employee has a question regarding Sign Equipment Issued Form, they can contact Chief Luttazi or Deputy Kornack.

Signature: _____

Print Name: _____

Date: _____

Return Completed Form to the Fire Chief.

DOVER FIRE DEPARTMENT GUIDELINES

Initiated: 6/1/23

Approved: Chief of Department

Contact Information Form DF-E-03

The purpose of this form is to obtain contact information from new employee. If a potential employee has a question regarding Sign Equipment Issued Form, they can contact Chief Luttazi or Deputy Kornack. Please print clearly.

Name: _____

Mailing Address: _____

Home Address: _____

Home Phone: _____

Cell Phone: _____

Email: _____

Next of Kin Contact: _____

Next of Kin Phone Contact: _____

Signature: _____

DOVER FIRE DEPARTMENT GUIDELINES

Initiated: 6/1/23

Approved: Chief of Department

Date: _____

Return Completed Form to the Dover Fire Department.