

# PIERRE FIRE DEPARTMENT BEST PRACTICES MANUAL



This document represents a series of best practices. The document is intended only for the use of this agency and not for any other agency. The document is not intended to be relied on by any other individual, public or private, or agency. The document may not be used in court or in any other forum against the agency or against any individual, other than use by the agency. The imposition of discipline by the agency against any individual under control of this agency is not proof of the failure to comply with the standard of care, but only with this agency's practices. In many cases, these best practices strive to exceed the standard practice. Adoption of the NFPA [standard], when done, is not recognition of the standard but an attempt to achieve the best practice. Failure to adopt the NFPA [standard] is not the failure to meet a standard of care but a conscious choice of which practices are the best practice for this agency.

# INDEX

**FIREFIGHTER JOB DESCRIPTION .....Pages 4-5**

**DEFINITION OF TERMS.....Page 6**

## **OPERATIONAL**

|   |  |
|---|--|
| <a href="#">Best Practice #1</a> .....  | Battalion Dispatch Procedures            |
| <a href="#">Best Practice #2</a> .....  | Firefighter Response General Rules       |
| <a href="#">Best Practice #3</a> .....  | Protective Clothing                      |
| <a href="#">Best Practice #4</a> .....  | Apparatus Driving                        |
| <a href="#">Best Practice #5</a> .....  | Apparatus Fire Assignment                |
| <a href="#">Best Practice #6</a> .....  | Accountability                           |
| <a href="#">Best Practice #7</a> .....  | Fire Hose Line Deployment                |
| <a href="#">Best Practice #8</a> .....  | Interior Attack Process/Tools/Search     |
| <a href="#">Best Practice #9</a> .....  | Staging                                  |
| <a href="#">Best Practice #10</a> ..... | Evacuation                               |
| <a href="#">Best Practice #11</a> ..... | Mayday                                   |
| <a href="#">Best Practice #12</a> ..... | Rapid Intervention Team (RIT)            |
| <a href="#">Best Practice #13</a> ..... | Radio Communications                     |
| <a href="#">Best Practice #14</a> ..... | Command Structure                        |
| <a href="#">Best Practice #15</a> ..... | Geographic Divisions on Incidents        |
| <a href="#">Best Practice #16</a> ..... | CO and Silent Calls                      |
| <a href="#">Best Practice #17</a> ..... | Incident Safety Officer (ISO)            |
| <a href="#">Best Practice #18</a> ..... | Media & Public Information Officer (PIO) |
| <a href="#">Best Practice #19</a> ..... | Wildland Urban Interface (WUI)           |
| <a href="#">Best Practice #20</a> ..... | Active Shooter                           |
| <a href="#">Best Practice #21</a> ..... | Explosive Gas Emergencies                |
| Best Practice #22-50.....               | Reserved for Future Use                  |

## **SPECIFIC LOCATION ALTERNATE RESPONSE**

|   |                                       |
|---|---------------------------------------|
| <a href="#">Best Practice #51</a> ..... | Solem Public Safety Building (Prison) |
| <a href="#">Best Practice #52</a> ..... | Pierre Regional Airport               |
| <a href="#">Best Practice #53</a> ..... | Predetermined Mutual Aid Assignments  |
| <a href="#">Best Practice #54</a> ..... | Rescue Ambulance Support              |
| <a href="#">Best Practice #55</a> ..... | Rescue and Dive Water Response        |

[Best Practice #56](#).....Rescue Vehicle Extrication  
[Best Practice #57](#).....Rescue Hazardous Materials Response  
[Best Practice #58](#).....Rescue Specialty Responses  
 Best Practice #59-100.....Reserved for Future Use

**ADMINISTRATIVE**

[Best Practice #101](#).....Benchmark Qualifications  
[Best Practice #102](#).....Audio, Video, Photography,  
[Best Practice #103](#).....Station Personal Use  
[Best Practice #104](#).....Parade  
[Best Practice #105](#).....Funeral  
[Best Practice #106](#).....Run/Call Documenting  
[Best Practice #107](#).....Pump Proficiency  
[Best Practice #108](#).....Department Awards  
[Best Practice #109](#).....PFD Scholarships  
 Best Practice #110-199.....Reserved for Future Use

**CADET**

[Best Practice #201](#).....Pierre Fire Dept. Cadets

# **JOB DESCRIPTION**

**DEPARTMENT: Pierre Fire Department**

**TITLE: Firefighter (Volunteer)**

## **PHILOSOPHY STATEMENT:**

The Department provides emergency services to the city of Pierre and additionally provides emergency rescue services to Hughes, Stanley, and Sully Counties.

This Department is seeking individuals who are goal oriented and value teamwork and who can accept changing duties and who are multi-skilled and can perform a variety of tasks.

## **BEHAVIORAL COMPETENCIES:**

Maintains confidentiality of work information.  
Demonstrates an ability to function successfully in a team environment.  
Demonstrates an ability to function on occasion with little supervision.  
Exhibits courteous and respectful treatment of customers.  
Displays a positive attitude and flexibility in changing situations.  
Participates in identifying problems and suggesting solutions.  
Adhere to the Best Practices Manual as provided by this department.

## **GENERAL STATEMENT OF DUTIES:**

This individual will perform various duties to include, but not be limited to firefighting (Structural & Wildland), search & rescue, hazardous materials responses, and apparatus maintenance.

Applicants may be accepted on the department by the process of an interview, background check, medical physical, and acceptance through the city commission.

As a condition of acceptance as a volunteer on Pierre Fire Department, all individuals shall successfully complete all training as required by the Pierre Fire Department Bylaws.

All applicants who become members of the Pierre Fire Department should become a certified firefighter as described in the Pierre Fire Department Bylaws. All training to reach certified firefighter status is provided at a local level.

**SUPERVISION RECEIVED:**

Duties will typically be performed under the direct supervision of their company officer and/or the Chief or designee.

**ESSENTIAL FUNCTIONS:**

Firefighters are directly responsible to their company officer for the following:

- A. Participating in emergency responses, training and public education.
- B. Being prepared to temporarily assume the duties and responsibilities of driver, if necessary.
- C. Possessing through knowledge of the operation of the apparatus and equipment to which they are assigned.
- D. Possessing through knowledge of the streets, hydrants, water sources, and target hazards.
- E. Maintaining and caring for all equipment assigned to them, their station and their apparatus.
- F. Performing other such duties as assigned.

**WORK ENVIRONMENT:**

Firefighting is a dynamic profession and individuals may at times be subject to hazardous environments due to the nature of the work. A member may also be subjected to extreme weather conditions.

**PHYSICAL ABILITY:**

A member may be required to exert 60 to 100 pounds of force occasionally, and/or frequent lifting of 50 pounds, and/or negligible amount of force constantly to move objects. Occasionally climbing a ladder or stairs may be necessary.

**COMPENSATION:**

As the title suggests, volunteer firefighters are not financially compensated for their services. Each volunteer firefighter is provided with all required firefighting equipment.

# DEFINITION OF TERMS

- A. Incident or Emergency Incident: Any situation that requires immediate action by the fire department to stop or reduce the loss of life and property.
- B. Incident Management System: The orderly system by which an incident is controlled or rendered safe.
- C. Incident Commander or “Command” (IC): The person responsible for putting a plan in action to control an incident.
- D. Best Practices: Practices to be followed by fire department personnel unless a unique situation calls for deviation from normal operations. Deviating from the best practices is the sole responsibility of the person who does so or orders it done.
- E. Hazardous Environment: Products of combustion or gases in the atmosphere. May be used to describe an entire incident. Also includes fumes from a hazardous chemical or mixture of chemicals.
- F. Come In Easy: Command given to all responding apparatus and firefighters by 1<sup>st</sup> officer on the scene after a determination has been made, beyond a reasonable doubt, that the call does not need an emergent response.
- G. Emergent: To respond with lights and sirens to an incident.
- H. Non Emergent: The incident has been determined not to be an emergency. If response is still needed it will be without lights and sirens.

## **Best Practice #1**

### **Battalion Dispatch Procedures**

[\(Back to Index\)](#)

#### **Purpose:**

To provide the best practice as to whom and what should respond to various types of incidents.

#### **Practice:**

1. In all cases the incident commander may alter this based on actual situations.
2. The city of Pierre is divided into two Fire Battalion Districts with the dividing line running North and South along Governors Drive cutting across Capitol Lake and following Ree Street to the Missouri River.
3. The two battalions will be called Battalions 1 and 2 with Battalion 1 consisting of Engine 1 and Engine 3, and Battalion 2 consisting of Engine 2 and Engine 4. Rescue 1 and Truck 1 will not be assigned to a battalion due to their specialized mission and the need for them to respond anywhere in the city.
4. On an initial call of an emergency west of the dividing line the dispatch center will tone out Battalion 1 with Engine 1, Engine 3 and Rescue responding emergent with lights and sirens. East of the dividing line, dispatch will tone out Battalion 2 with Engine 2, Engine 4 and Rescue responding emergent. Truck 1 will respond emergent on all calls anywhere in the city when the emergency involves a structure. Truck 1 will not respond to grass fires, vehicle fires, or hazardous material spills unless specifically called for by the Incident Commander. On all calls regardless of location all Pierre Fire Department personnel are free to respond to the scene and render assistance or to their respective stations to standby with apparatus in case of another alarm or the declaration of a second alarm.
5. If dispatch can confirm a working structure fire through the questions they ask, dispatch will immediately dispatch both battalions. Upon arrival at location if the first arriving officer deems that there is a “working structure fire” they may immediately call for a second alarm which will bring the other battalion.
6. If the incident size up reports either smoke or fire showing, all apparatus should plan on responding whether they are requested by dispatch or not. Incident Commander will determine what apparatus is needed to continue to respond once size up is complete.

Approved By:

Ian Paul, Fire Chief  
Pierre Fire Department  
Date: 7/1/2016

Approved By:

Cory Hoffrogge, Deputy Fire Chief  
Pierre Fire Department  
Date: 7/1/2016

## Best Practice #2

### Firefighter Response General Rules

[\(Back to Index\)](#)

#### **Purpose:**

To provide a best practice on how to respond to incidents.

#### **Practice:**

1. When responding to an alarm, firefighters should report to their assigned apparatus. If the apparatus rolls prior to arrival, they should report directly to the scene.
2. When responding to an alarm, firefighters in private vehicles shall not pass other firefighter vehicles or fire apparatus, and should yield to all responding apparatus.
3. Firefighters arriving at an incident in private vehicles, unless involved in the initial attack, should report to their assigned apparatus or incident designated staging area.
4. Private vehicles must be parked clear of the incident; i.e., one-half block away
5. Rescue Squad members, in a non-fire incident, should report to the Squad.
6. Firefighters after arriving should place one of their accountability tags on a fire apparatus on the scene.
7. Blue lights on private vehicles afford drivers no traffic privileges. They are requests for the right of way only. Failure to obey all traffic laws may subject you to criminal action by law enforcement and to departmental disciplinary action. If during the response to a call the "Come In Easy" command is given, firefighters in private vehicles should continue to respond to the scene, but without blue lights flashing and obeying all traffic laws.
8. Private vehicles are not to use four-way flashers when responding to an alarm (their use makes it impossible for you to signal a turn).
9. No firefighter shall operate any department vehicle or to participate at an incident while under the influence of any intoxicant. A firefighter suspected to be under the influence of any intoxicant at an incident will be removed from the incident.

10. No firefighter shall be permitted to operate any fire department vehicle without a valid South Dakota Drivers license.
11. Firefighters should carry their issued protective clothing and pagers. Firefighters may keep their protective clothing at the station with their captains approval.
12. When responding to an alarm, private vehicle headlights should be lighted and seat belts should be worn by all occupants of the vehicle.

Approved By:

Ian Paul, Fire Chief  
Pierre Fire Department  
Original Date: 7/1/2016  
Date: 7/6/2018

Approved By:

Paula Tronvold, Deputy Fire Chief  
Pierre Fire Department  
Date: 7/6/2018

## **Best Practice #3**

### **Protective Clothing**

[\(Back to Index\)](#)

#### **Purpose:**

To provide a best practice on proper personal protective equipment (PPE) attire while responding and on scene. Also to provide guidance on PPE care and maintenance.

#### **Practice:**

1. Anyone on the fire ground should be in full protective clothing: bunker pants and coat, boots, helmet, nomex hood and gloves unless otherwise directed.
2. No firefighter should enter a hazardous environment (products of combustion, etc.) without full protective clothing, self-contained breathing apparatus (SCBA) and a charged hose line. This includes ventilation, attack, rescue and overhaul.
3. Rescue members should ensure full protective gear while on incidents. Full protective gear for non-fire emergencies could include light weight rescue protective clothing.
4. Donning PPE while responding in any apparatus should be avoided. PPE should be donned before boarding the apparatus or once on scene.
5. Each firefighter is responsible to ensure his/her gear is clean and in good condition. Any issues with PPE should be reported to their captain or chief.
6. No firefighter should outfit their bunker gear with any non-fire related equipment unless approved by a chief officer. Helmet stickers are not allowed on red (rookie) helmets. Yellow helmets are allowed to have the name of the firefighter on the back and company designation on the front.
7. Firefighters wanting to purchase their own PPE and not use department issued gear should seek approval from a chief officer.

Approved By:

Ian Paul, Fire Chief  
Pierre Fire Department  
Date: 7/1/2016

Approved By:

Cory Hoffrogge, Deputy Fire Chief  
Pierre Fire Department  
Date: 7/1/2016

## **Best Practice #4**

### **Apparatus Driving**

[\(Back to Index\)](#)

#### **Purpose:**

To provide a best practice on general apparatus response.

#### **Practice:**

1. Apparatus responding emergent to an alarm should sound all audible warning signals and display all warning lights.
2. Apparatus should respond to an incident with lights and sirens only if there is a minimum of two firefighters in the vehicle. If only one firefighter, apparatus should respond non emergent unless authorized by Incident Command or chief officer.
3. Apparatus operating in the above condition may disobey traffic regulations if operated in a reasonable and prudent manner. Apparatus drivers may disregard a traffic control device such as a stop light only after the operator is assured that the roadway is clear.
4. Apparatus responding to an alarm should not pass other responding apparatus except under unusual circumstances, and then only with the permission of the lead apparatus.
5. When Command advises that an incident is under control and units are to “Come In Easy” emergency vehicles will continue to respond but should discontinue use of audible and visual warning devices and obey all laws and traffic warning devices while continuing to the scene. Once at the scene and parked, visual warning devices will be reactivated until released by command.
6. Riding on the tailboard of all apparatus is not permissible.
7. When an apparatus is being backed, a firefighter serving as a spotter should be at the rear of the vehicle, visible to the driver and make sure the area is clear.
8. When an apparatus is operating at an emergency incident or training activity in an area of public access, all visual warning devices should be used.
9. The headlights of all fire department apparatus should be lighted whenever the apparatus is in motion.

10. Emergency vehicle operation requires that the apparatus be driven close to the center line, over the center line or in the left turn lane as traffic dictates. No vehicle should be overtaken on the right side of any roadway.

11. Seat belts should be worn by all occupants.

Approved By:

Ian Paul, Fire Chief  
Pierre Fire Department  
Date: 7/1/2016

Approved By:

Cory Hoffrogge, Deputy Fire Chief  
Pierre Fire Department  
Date: 7/1/2016

## Best Practice #5

### Apparatus Fire Assignment

[\(Back to Index\)](#)

#### **Purpose:**

To provide a best practice on how apparatus should be positioned on a fire ground.

#### **Practice:**

1. First due engine responds directly to incident. First due engine typically sets up on address side or in an area directed by command and is the best tactical position of the apparatus. Typically the first due engine is considered the “fire attack” engine.
2. Second due engine provides support to the first due engine. The second due engine typically provides a water source to the first due engine. Once water supply is set up, second due engine will locate in an area that is the best tactical position. This may include stand by in the event of a second alarm at a different location.
3. Third due engine will typically maneuver to the opposite side of the structure of the first due engine if possible unless otherwise directed by the incident commander. Third due engine may have tactical assignments that could include exposure protection, firefighting, stand by etc.
  - a. Note...If responding to a structure with a sprinkler system and/or standpipes, the third due engine will provide support at the fire department connection.
4. Fourth due engine provides support to the third due engine. The fourth due engine typically provides a water source to the third due engine if directed. Once water supply is set up, fourth due engine will locate in an area that is the best tactical position. This may include stand by in the event of a second alarm at a different location. The fourth due engine should refrain, if possible, of removing tools and equipment from their apparatus. The fourth due engine should be available for a 2<sup>nd</sup> alarm if needed.
  - a. Note...If responding to a structure with a sprinkler system and/or standpipes, the fourth due engine will provide support at the opposite side of the structure of where the first due engine if possible.
5. Truck should report to the front of the structure unless otherwise directed by the incident commander. Truck will provide aerial support as needed.

6. Rescue truck will typically locate close to the incident scene but allow enough space for truck and the engines to complete assignments.

Approved By: Ian Paul, Fire Chief  
Pierre Fire Department  
Date: 7/1/2016

Approved By: Cory Hoffrogge, Deputy Fire Chief  
Pierre Fire Department  
Date: 7/1/2016

## **Best Practice #6**

### **Accountability**

[\(Back to Index\)](#)

#### **Purpose:**

A best practice to maintain accountability of the personnel on an incident. The accountability practices should be used for training, emergent, and non emergent events.

#### **Practice:**

1. All personnel arriving on scene should remove one helmet accountability tag and place on the driver's side mirror of an apparatus.
2. All personnel making entry into a structure should provide their second accountability tag to the door manager. The accountability tag should be returned to the person that made entry after they exit the structure.
3. If a PAR (Personnel Accountability Report) is requested by command, personnel will need to report to the apparatus they initially placed their accountability tag. The apparatus operator will need to ensure all personnel that tagged in at their apparatus are accounted for. Any personnel that have not been accounted for should be relayed to command immediately.

Approved By:

Ian Paul, Fire Chief  
Pierre Fire Department  
Date: 7/1/2016

Approved By:

Cory Hoffrogge, Deputy Fire Chief  
Pierre Fire Department  
Date: 7/1/2016

## **Best Practice #7**

### **Fire Hose Line Deployment**

[\(Back to Index\)](#)

#### **Purpose:**

To provide a best practice on what fire hose to deploy when arriving on a fire ground. This is the minimum amount of hose line as some fires may dictate larger diameter hose or additional hose lines.

#### **Practice:**

1. An initial attack requires a minimum of two (2) 1¾" lines with a pump pressure of 125 lbs (this pressure can be adjusted as needed depending on the incident) Consideration should be given for one (1) 2½" line charged for additional backup.
2. One 1¾ line is for the initial attack team. One 1¾ line is for the back-up team (2 in 2 out rule).
3. Attack lines of 1¾" should have a minimum of two firefighters on each line if advancing.
4. Lines of 2½" should have a minimum of three firefighters on each line if advancing.
5. All nozzles on all lines must be pre-set at maximum gallonage following an incident. Nozzle firefighter may adjust gallonage settings as the incident dictates.
6. Large diameter supply hose should be laid as close to the curb as possible in order to maintain a clear roadway for additional apparatus.

Approved By:

Ian Paul, Fire Chief  
Pierre Fire Department  
Date: 7/1/2016

Approved By:

Cory Hoffrogge, Deputy Fire Chief  
Pierre Fire Department  
Date: 7/1/2016

## Best Practice #8

### Interior Attack Process/Tools/Search Pattern

[\(Back to Index\)](#)

#### **Purpose:**

To provide a best practice on what processes should be in place and what tools an interior attack team should consider when making entry.

#### **Practice:**

1. The interior attack team should not make entry until directed by the Incident Commander. The Incident Commander may determine to use an offensive, transitional, or defensive tactical attack depending on fire and structure conditions.
2. A backup team should be in place at the point of entry prior to the interior attack team making entry. The backup team should provide protection at the point of egress for the interior attack team.
3. Personnel controlling access (door manager) to monitor accountability in the structure should be assigned prior to the interior attack team making entry. The door manager will collect accountability tags of anyone entering the structure. Anyone exiting the structure should report to the door manager to collect their accountability tag.
4. The interior attack team should have the following equipment prior to making entry.
  - a. Hand line (minimum of 1 3/4").
  - b. A minimum of one radio per team but should consider providing a radio to every member of the entry team if available. Radio Communications set to PFD Simplex.
  - c. Halligan and Axe.
  - d. Thermal Imaging Camera.
  - e. Hand lantern.
  - f. Other tools as needed.
5. The interior team should open the nozzle to ensure proper water flow and nozzle adjustment prior to entering.
6. The interior team should ensure their radio communications is working properly by testing through command prior to entry. A simple radio test could be "command...interior...radio test."

7. Interior search patterns should be to the right and proceed in a counterclockwise manner unless the incident dictates an alternate search pattern. The interior team should report any change to the search pattern immediately to the incident commander. Progress should be relayed periodically (every 3-5 minutes or sooner if needed) to the incident commander.
8. The incident commander may consider positive pressure ventilation as part of the interior attack. Any ventilation tactics must be coordinated with the interior team and ordered by the incident commander or designee.

Approved By: Ian Paul, Fire Chief  
Pierre Fire Department  
Date: 7/1/2016

Approved By: Cory Hoffrogge, Deputy Fire Chief  
Pierre Fire Department  
Date: 7/1/2016

## Best Practice #9

### Staging

[\(Back to Index\)](#)

#### **Purpose:**

To provide the best practice on locating and dispatching incoming personnel, equipment, and apparatus in a controlled and safe process.

#### **Practice:**

1. An available fire officer or experienced firefighter should assume the position of staging manager. This position may be designated by the Incident Commander.
2. The staging location will be designated by the Incident Commander or the staging manager and the location will be transmitted.
3. All firefighters and additional units should check in with staging and remain in that location until assigned.
4. All firefighters after completion of an assignment should report back to staging unless otherwise directed.
5. The staging managers responsibilities include:
  - a. Establish a safe and secure staging area.
  - b. Ensure all apparatus are parked.
  - c. Maintain a log of manpower, equipment, and apparatus.
  - d. Assume a visible position in staging area.
  - e. Ladder any multiple story structures involved in the incident.
  - f. Advise command if reserves become low in the staging area.

Approved By:

Ian Paul, Fire Chief  
Pierre Fire Department  
Date: 7/1/2016

Approved By:

Cory Hoffrogge, Deputy Fire Chief  
Pierre Fire Department  
Date: 7/1/2016

## Best Practice #10

### Evacuation

[\(Back to Index\)](#)

#### **Purpose:**

To provide a best practice on transmitting an evacuation order. The order should be followed by all personnel. This may include ensuring the collapse zone (1 ½ times the building height) is protected.

#### **Practice:**

1. All personnel on scene should be warned of a mandatory evacuation order by a transmission from the Incident Command over the radio.
2. After the Incident Command transmits an evacuation, all apparatus on scene should provide additional warning of evacuation by one long continuous air horn blast of at least 15 seconds.
3. All personnel are to leave the danger area and report to staging for accountability.
4. If a PAR (Personnel Accountability Report) is requested by command, personnel will need to report to the apparatus they initially placed their accountability tag. The apparatus operator will need to ensure all personnel that tagged in at their apparatus are accounted for. Any personnel that have not been accounted for should be relayed to command immediately.
5. Personnel controlling access (door manager) should ensure all personnel have exited safely and report this to incident command.

Approved By:

Ian Paul, Fire Chief  
Pierre Fire Department  
Date: 7/1/2016

Approved By:

Cory Hoffrogge, Deputy Fire Chief  
Pierre Fire Department  
Date: 7/1/2016

## Best Practice #11

### MAYDAY

[\(Back to Index\)](#)

#### **Purpose:**

A best practice to transmit an emergency if a firefighter is in a position where assistance with evacuation may be needed.

#### **Practice:**

1. Never wait until it is too late to transmit a mayday. A firefighter should transmit the mayday as soon as he/she believes they may be in trouble.
2. A firefighter should transmit a mayday if he/she is in the following situations:
  - a. Lost or disorientated.
  - b. Separated from your team.
  - c. Trapped or entangled.
  - d. Suffering from a medical emergency.
  - e. Seriously injured.
  - f. Any other situation where a firefighter may need assistance.
3. Transmit the emergency over the radio by stating “MAYDAY, MAYDAY, MAYDAY.”
4. Identify yourself
5. Relay information of best last known location or other details that would be helpful to locating you.
6. Activate your PASS alarm and flashlights if applicable.
7. If possible, move to a room and close the door to slow heat and smoke progression to your location. Relay this to command. Then remain in place if conditions allow.
8. Try to stay calm to preserve air.
9. Command will designate the main fire operations channel (normally PFD Simplex) for the mayday. All other non-emergent traffic should cease or be directed to move too another channel (normally tactical simplex).

Approved By:

Ian Paul, Fire Chief  
Pierre Fire Department  
Date: 7/1/2016

Approved By:

Cory Hoffrogge, Deputy Fire Chief  
Pierre Fire Department  
Date: 7/1/2016

## Best Practice #12

### Rapid Intervention Team (RIT)

[\(Back to Index\)](#)

#### **Purpose:**

To provide the best practice on use of a Rapid Intervention Team (RIT) to rescue firefighters in need of assistance. Also reference BP #53 regarding RIT mutual aid.

#### **Practice:**

1. A RIT should be established and designated at any working structure fire or other incident deemed necessary by the incident command as long as the personnel are available.
2. A RIT should consist of a minimum of two firefighters that should have the physical ability and training to assist an endangered fire fighter. The RIT may be supplemented by a mutual aid department (Ft Pierre Fire) as long as they have the training and equipment to provide the assistance needed.
3. The RIT should assume a ready state to immediately react and respond to rescue endangered firefighters. The RIT should be positioned by command to maximize their effectiveness.
4. Multiple RIT's may be required for an incident depending on the size and complexity of the incident.
5. The RIT will be established secondary to the backup line. The establishment of RIT should not delay the initial attack team from making entry.
6. When a dedicated RIT has been assigned, they have the following responsibilities.
  - a. Refraining from other tactical functions. RIT's should be reserved for immediate deployment when firefighters become endangered.
  - b. Receive a briefing of incident conditions and locations of operating crews and continually monitor tactical radio channels.
  - c. Complete a survey of the involved structure area to:
    1. Determine access and egress points. Ladders may be required for elevated access or egress from the structure.
    - II. Determine specialized equipment that may be required for rescue operations.
    - III. Determine fire and structural operations that would hinder rescue operations.

- IV. Identify protection systems and other factors that will aid rescue operations.
  - d. Establish a dedicated tool drop area with appropriate equipment such as:
    - I. Air supply for victim (RIT bag or SCBA)
    - II. Portable radio for victim
    - III. Portable radio for each RIT member
    - IV. Thermal Imager
    - V. Forcible entry tools
    - VI. Portable hand lights
    - VII. Guide rope
    - VIII. Specialized rescue equipment (i.e. power saws, hydraulic tools, etc.)
7. When a RIT has been activated to deploy they should follow the best practices including:
- a. The RIT should be assigned a new designation (i.e. RIT 1, RIT 2, etc).
  - b. The radio channel currently in use on the fire ground (usually PFD Simplex) should be reserved strictly for the endangered firefighter and RIT operations upon their deployment. All other operations should be switched to a different operating channel (i.e. Tactical Simplex).
  - c. Command should deploy the RIT to the last reported location of the company or the most effective access point.
  - d. Command should establish a new RIT to back up crews involved in the rescue operation.
  - e. Command should redirect other operations to support RIT operations as necessary.

Approved By: Ian Paul, Fire Chief  
Pierre Fire Department  
Date: 7/1/2016

Approved By: Cory Hoffrogge, Deputy Fire Chief  
Pierre Fire Department  
Date: 7/1/2016

## **Best Practice #13**

### **Radio Communications**

[\(Back to Index\)](#)

#### **Purpose:**

To provide a best practice on communications and radio channels.

#### **Practice:**

1. All radio traffic will normally be conducted over the Pierre Fire Repeater unless otherwise directed by incident command.
2. All on scene radio traffic will normally be conducted over Pierre Fire Simplex channel unless otherwise directed by incident command.
3. All radios located on the apparatus should be preset to Pierre Fire Simplex. These radios are normally used for incident scene operations.
4. All training events should use Tactical Repeater or Tactical Simplex. This channel is not monitored by dispatch.
5. No unnecessary transmissions should be communicated over the radio. Radio traffic can be heavy on incidents so radio traffic should be held to a minimum. Unnecessary non emergent traffic should be avoided.
6. Rescue Squad should transmit over Pierre Fire Repeater or Pierre Fire Simplex if on scene. If responding out of the city limits Rescue should utilize Pierre Interagency or CD-2 if available.
7. Mutual aid channels may be assigned as deemed necessary by Incident Command.
8. All communications should be in plain language, no 10 codes.
9. The unit called should be addressed first in all radio communications. For example; if command is attempting to call Engine 1, it should be stated: "Engine 1 (pause) Command." Response should be "Engine 1, go ahead Command."
10. When relaying an order of acknowledgement you should use your incident designation then the unit or person you wish to talk to; the receiver of the information repeats. For example; "Rescue (pause) Command. Victim trapped division C. Use SCBA. That is a chlorine room."

Response: "Rescue copies. Victim trapped division C. Use SCBA. Chlorine room." The person receiving the order should repeat the order to ensure proper communication.

Approved By: Ian Paul, Fire Chief  
Pierre Fire Department  
Date: 7/1/2016

Approved By: Cory Hoffrogge, Deputy Fire Chief  
Pierre Fire Department  
Date: 7/1/2016

## **Best Practice #14**

### **Command Structure**

[\(Back to Index\)](#)

#### **Purpose:**

The purpose of the incident command system is to establish control of an emergency situation. To do this effectively someone should take command.

#### **Practice:**

1. Who is in command is determined by the highest ranking firefighter in the command structure who arrives at the scene first. This person may be a department officer, company officer, firefighter on the first arriving apparatus. Someone should be in charge regardless of rank.
2. Command, once established, is held by that person until a ranking officer arrives and assumes command, or the incident is terminated. In the event of two simultaneous alarms, command will be established based on geographic or business location; i.e. Madison Street Command, VFW Command, etc.
3. Command should transmit an initial report upon arrival at the scene. For example:
  - a. FD 20 is on scene at (address).
  - b. Building scene description if applicable.
  - c. Condition (smoke, flame, or nothing showing).
  - d. Action being taken and other important information.
  - e. Confirmed life hazards (i.e. person trapped).
  - f. Command location.
4. Command is responsible for the following tasks:
  - a. Assume an effective command position.
  - b. Transmit an initial radio report.
  - c. Make the initial size up of the situation:
    - i. Evaluate the situation.
    - ii. Develop a plan of attack.
    - iii. Implement the plan and assign specific units, specific tasks.
  - d. Report actions to other units.
5. Continuing tasks of command of a large incident where control of the situation is not immediate, the incident commanders responsibilities are:

- a. Transmit that a command post has been established. The command post should be stationary if possible.
  - b. Assign group or division supervisors as needed.
  - c. Evaluate initial attack efforts and take necessary action including a call for mutual aid if needed.
  - d. If relieved by a superior officer, give a concise and complete briefing on the situation and actions being taken. Remain with command unless otherwise assigned.
  - e. Transmit at regular intervals progress reports. Intervals between progress reports should be less than 15 minutes if the incident allows.
  - f. Incident wrap-up includes gathering of all pertinent information, documentation, returning of units to service or assigning watch duty and transmitting that the command post is terminated.
6. The first person to assume command will retain command until relieved by a ranking officer. Transfer of command to a ranking officer is at the discretion of the ranking officer. In cases where the person has the incident under control, a ranking officer may better serve in a supportive role rather than assuming command.
7. Transfer of command should be face-to-face if possible and transfer should be transmitted by radio to other units. The officer being relieved of command should brief the officer assuming command indicating the following at a minimum:
  - a. General status: Fire location, extent, potential and conditions, effectiveness of control efforts.
  - b. Deployment and assignment of operating apparatus and personnel.
  - c. Appraisal of needs for additional resources at that time.
8. In order to effectively control an incident, firefighters may be assigned specific designations by their tasks; i.e. Suppression, Ventilation, Rescue, Operations, Staging. These designations are for a specific assigned duty. These designated titles may replace fire department radio call numbers at an incident.
9. The command post should be set up at all incidents. The purpose is to centralize and identify the fire ground authority and enhance the efficiency of the command function. The command post should be set up on the address side of the incident unless the situation dictates otherwise. The command post should have a good view of the incident and operations if possible.

Approved By:

Ian Paul, Fire Chief  
Pierre Fire Department  
Date: 7/1/2016

Approved By:

Cory Hoffrogge, Deputy Fire Chief  
Pierre Fire Department  
Date: 7/1/2016

## Best Practice #15

### Geographic Divisions at Incidents

[\(Back to Index\)](#)

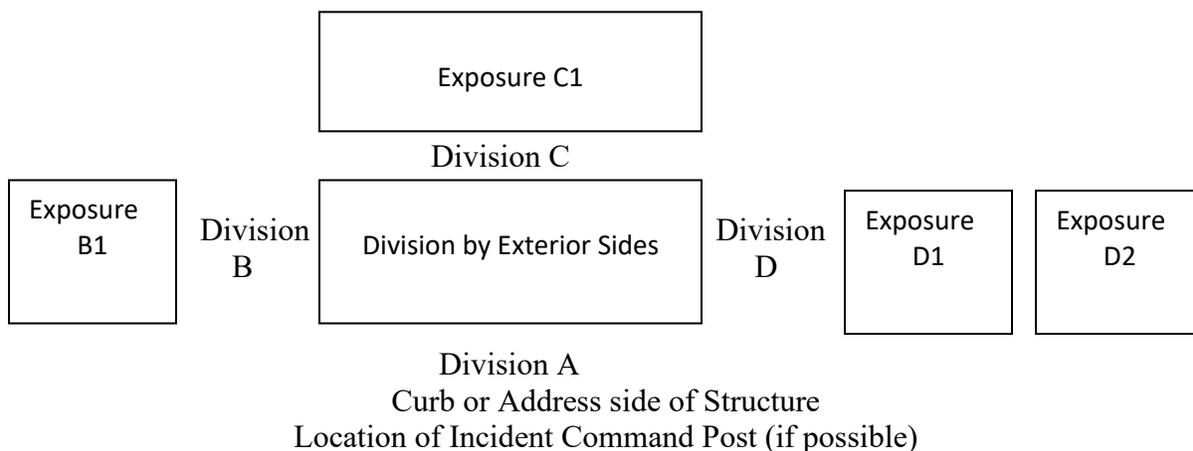
#### Purpose:

To provide a best practice to implement a process to establish locations on an incident using letters and numbers.

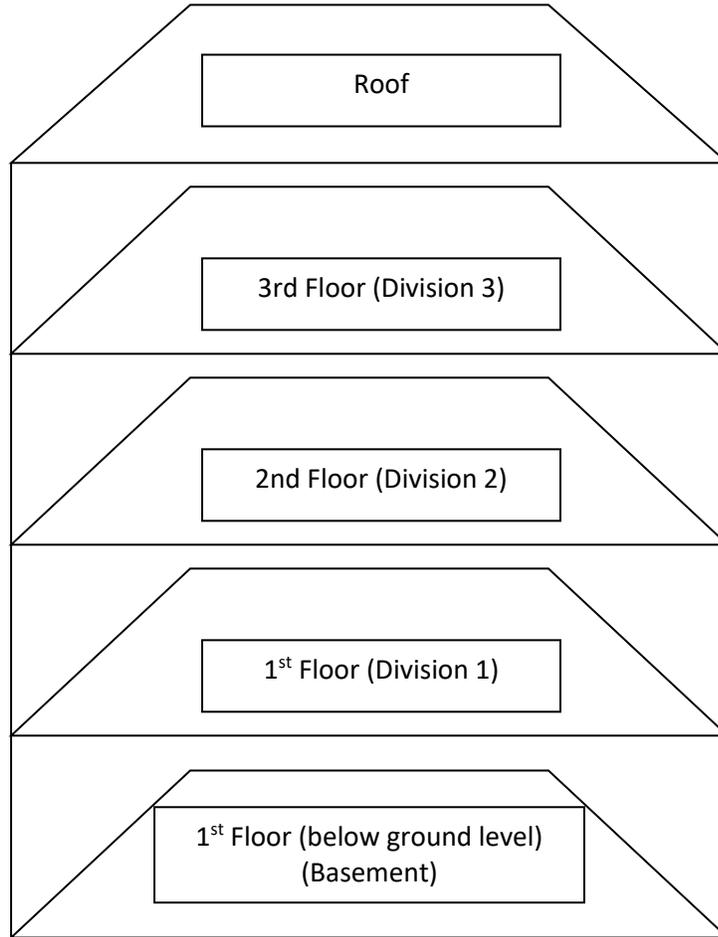
#### Practice:

1. Geographic divisions should be used to identify specific areas of responsibility or to pinpoint areas within the incident perimeters. Geographic divisions are identified by letters. Keep in mind that some letters sound alike and therefore words should be used for clarification; i.e. Alpha, Bravo, Charlie, Delta, etc.
2. The address side (command location) of an incident typically is considered Division A or Alpha. This may change based on the structure or the incident. Each side of the structure should be a new designated Division and should move clockwise. Division A location should be transmitted by command.
3. Exposures should also be designated by geographic locations. For example; an exposure on Division B should be referred to Exposure B.
4. Multiple stories should be designated by Division followed by a number. For example the 1<sup>st</sup> floor should be Division 1, the 2<sup>nd</sup> floor would be Division 2, etc. The basement or below ground level should be referred to as "basement."

### Fire Ground Divisions



## Multi-Story Divisions



Approved By:

Ian Paul, Fire Chief  
Pierre Fire Department  
Date: 7/1/2016

Approved By:

Cory Hoffrogge, Deputy Fire Chief  
Pierre Fire Department  
Date: 7/1/2016

## Best Practice #16

### CO and Silent Calls

[\(Back to Index\)](#)

#### **Purpose:**

To provide the best practice on responding to silent calls. This includes the Carbon Monoxide events where dispatch may call the on-call officer.

#### **Practice:**

1. Dispatch should contact the on-call officer to notify them of the non-emergent incident.
2. The on-call officer may determine that the incident should be stepped up to an emergent response.
3. Many on-call events are the result of a CO detector alarming. The on-call officer should respond to the incident with the CO (4 gas) detector. If possible, the on-call officer should contact another officer from fire or a local police officer to assist.
4. The officer should ensure the 4-gas detector is on and working in fresh air. The officer should then use the CO form (located on rescue next to the CO detector) to document the call.
5. If CO is over 50 ppm the officer should back out and request assistance from the fire department. Full PPE including SCBA should be worn to investigate the source of the CO.

Approved By:

Ian Paul, Fire Chief  
Pierre Fire Department  
Date: 7/1/2016

Approved By:

Cory Hoffrogge, Deputy Fire Chief  
Pierre Fire Department  
Date: 7/1/2016

## **Best Practice #17**

### **Incident Safety Officer (ISO)**

[\(Back to Index\)](#)

#### **Purpose:**

Although the Pierre Fire Department believes that all members are a safety officer within the tasks they may be conducting; this best practice is to provide direction for the designated Incident Safety Officer (ISO) on incidents and training events.

#### **Practice:**

1. An ISO should be identified at any large incident or large training event.
2. The ISO should be a firefighter that is experienced and is comfortable with the position.
3. The ISO should ensure safety practices are being followed at incidents and training events.
4. The ISO should have the authority to alter, suspend or terminate, activities that are judged to be unsafe and involve an imminent hazard.
5. The ISO should inform incident command of any actions taken to correct unsafe practices.

Approved By:

Ian Paul, Fire Chief  
Pierre Fire Department  
Date: 7/1/2016

Approved By:

Cory Hoffrogge, Deputy Fire Chief  
Pierre Fire Department  
Date: 7/1/2016

## Best Practice #18

### Public Information Officer (PIO)

[\(Back to Index\)](#)

#### **Purpose:**

This best practice is to provide direction for the designated Public Information Officer (PIO) on incidents and training events or when members are approached by media regarding an incident or training event.

#### **Practice:**

1. A PIO may be identified at any large incident or event.
2. The PIO may be a firefighter that is experienced and is comfortable with the position. However the PIO may be a designated member from law enforcement or other entity.
3. The PIO may also be serving in another role such as incident command, ISO, etc. depending on the complexity of the incident.
4. The PIO should be able to provide information to media and the public in a coordinated manner.
5. The PIO should coordinate with the incident commander or designee of any press releases or press conferences for approval of the information being released.
6. Members that are approached by the media or general public should direct questions to the designated PIO, incident command, or a chief officer unless otherwise directed.

Approved By:

Ian Paul, Fire Chief  
Pierre Fire Department  
Date: 7/1/2016

Approved By:

Cory Hoffrogge, Deputy Fire Chief  
Pierre Fire Department  
Date: 7/1/2016

## Best Practice #19

### Wildland Urban Interface

[\(Back to Index\)](#)

#### **Purpose:**

To provide a best practice when assigned structure protection during a wildland urban interface (WUI) incident.

#### **Procedure:**

1. The incident commander (IC) or designee should advise if structure protection is needed during a wildland incident. The IC or designee should provide a location or general area where structure protection resources are needed.
2. A structure engine should respond (if safe and accessible) to the designated location. Each engine should have a minimum of 3 firefighters for structure protection operations.
3. A structure engine should never leave a designated roadway unless otherwise directed by the IC or designee.
4. The structure engine should be positioned in a “safety zone” and facing outwards towards a point of egress. A safety zone could include a noncombustible surface such as gravel, pavement, concrete, bare dirt used as a drive path, etc.
5. Firefighters duties should include:
  - a. Establish a safe and secure staging area for your apparatus and firefighters.
  - b. Ensure all apparatus are parked a distance (100 feet) from combustible items.
  - c. Check structures for occupants but should not be entered unless absolutely necessary.
  - d. If a structure catches fire, no interior firefighting should be conducted until proper resources are on scene and directed by the IC or designee. Exterior fire suppression operations of the structure can be conducted if safe.
  - e. Defend the structure (not attack the main fire)...If it is not safe to defend, Drive Away.
    - i. Do not stretch hundreds of feet of line and attack the main fire. Use only enough hose to reach the side of the structure opposite the engine or the area you plan on defending.

- ii. A safe tactic is to use no more than  $\frac{1}{4}$  of your water supply to wet down the area the fire is advancing towards and then wait on the opposite side of the structure until the main fire passes through.
  - iii. Check the structure after the fire passes and extinguish any remaining fire.
6. If the above conditions cannot be met, firefighters should locate to an area where they can provide a proper defense (*not all structures can be defended*).

Approved By:

Ian Paul, Fire Chief  
Pierre Fire Department  
Date: 1/20/2017

Approved By:

Cory Hoffrogge, Deputy Fire Chief  
Pierre Fire Department  
Date: 1/20/2017

## Best Practice #20

### Active Shooter Response

[\(Back to Index\)](#)

#### **Purpose:**

To provide guidance to members when an active shooter event has occurred in the community. Firefighters may be requested to assist with triage of victims, traffic control, etc.

#### **Procedure:**

1. EMT's will respond directly to the Rescue Truck located at Station #1. R1A may also be used to transport EMT's as necessary. EMT's will wait further instruction and respond to the scene when requested by the officer in command.
2. Firefighters that are not EMT's will respond to their assigned station and standby. Firefighters will continue to standby until requested to respond by an officer in command.
3. Chief Officers will respond directly to the scene to a secure location and set up a unified command with other responding agencies.

Approved By:

Ian Paul, Fire Chief  
Pierre Fire Department  
Date: 11/1/2019

Approved By:

Cory Hoffrogge, Deputy Fire Chief  
Pierre Fire Department  
Date: 11/1/2019

## Best Practice #21

### Explosive Gas Response

[\(Back to Index\)](#)

#### Purpose:

To provide a best practice when responding to an indoor or outdoor explosive gas leak.

#### Procedure:

1. The responding officer should determine if the leak is an indoor or outdoor leak and confirmation on the type of gas if available. First responders should respond to the incident upwind/uphill when possible. *A gas emergency should start in a defensive strategy.*
2. Additional resources should be requested as soon as possible. Those resources include city electric to standby at the scene to disconnect power if requested, Montana Dakota Utilities (MDU) for natural gas emergencies, and other resources as deemed appropriate.
3. The incident commander (IC) should initially establish a protective perimeter around the initial reported incident. This protective perimeter should be expanded a minimum 300 foot radius (half of a city block) once a gas emergency is confirmed or at the request of IC. This protective perimeter can be adjusted as needed. Incoming apparatus can be used to block vehicle traffic from entering the protected perimeter.
4. The structures in the immediate 300 foot protective perimeter should be evacuated and the general public moved out of the protective perimeter if a gas emergency is identified. Instruct evacuees to **NOT** turn off or on electronics and do **NOT** use vehicles to evacuate if in close proximity to a gas leak.
5. Responders should not assume that if they cannot smell the gas, that there is no leak. Ethyl Mercaptan is added to LP and natural gas to give it a distinctive odor. This can be scrubbed out of the gas when it migrates through the ground or other objects and make the gas odorless.
6. IC should determine for an indoor leak if it is safe to turn off gas from an outdoor location. All outdoor natural gas breaks are managed by MDU. Firefighters should not attempt shut down of a damaged outdoor supply line.
7. IC should work directly with city electric to determine if shutting off electricity for an impacted structure is appropriate. If determined to shut off electricity, all

responders and general public should be 300 feet away from the impacted structure prior to shut off as it is possible for a spark to occur during shut off.

8. Firefighters should use the four gas detector to determine air quality in the area. A four gas should also be used when investigating a potentially impacted structure. Gas levels should be monitored up to the door and when entering the structure. Firefighters should return to a safe location anytime the four gas enters alarm mode. *MDU has a gas monitor that can be used to measure explosive gas levels from up to 100 feet away. It can also read explosive gas levels in a structure through glass. This should be considered as a first option if available.*
9. Once evacuations are complete the protective perimeter should be maintained until the incident is deemed safe for reentry.

Approved By:

Ian Paul, Fire Chief  
Pierre Fire Department  
Date: 3/25/2022

Approved By:

Sean Kruger, Deputy Fire Chief  
Pierre Fire Department  
Date: 3/25/2022

## Best Practice #51

### Solem Public Safety Building

[\(Back to Index\)](#)

#### **Purpose:**

To provide a standard response due to the complexity of the structure and business of the prison.

#### **Practice:**

1. First due Engine.
  - a. Go to front door of structure.
  - b. If hydrant is needed, hand pull large diameter supply line or soft suction.
2. Second due Engine.
  - a. Go to intersection of landfill road and entrance to west side of prison.
  - b. Hydrant available for hand pull of soft suction just inside gate on west side.
3. Third due Engine.
  - a. Go to east side of facility by fence.
4. Fourth due Engine, Ladder and Rescue:
  - a. Stage in National Guard parking lot near the entrance to the facility.
5. Officer Response:
  - a. First officer on scene with a radio.
    - i. Go to front door and stand-by alarm panel.
    - ii. Communicate size up and alarm panel reading.
  - b. Second officer on scene with a radio.
    - i. Go to control room and speak with operator to get guards size-up.
  - c. One officer with each of First, Second, and Third due Engines.
6. Firefighter Response:
  - a. POV's must be parked clear of access to facility. Parking is very tight.

7. Key Points:

- a. No one will enter the prison facility without a guard with each group. Accountability will be a key factor and each person coming into the prison facility will be checked going out. Crews will be kept at a minimum number to control access.
- b. Equipment carried with firefighters will be kept at a minimum and each firefighter will ensure that all equipment carried in is taken out with him and that all equipment is kept in his possession at all times.
- c. In many cases, dry hose loads may be carried in to be used on attack off of the fire department connections or extinguishers may be used. All connections are 2½ “ hose thread connections. A 2½” x 1½” reducer or a 2½” x 1½“ gated wye will be needed.

Approved By:

Ian Paul, Fire Chief  
Pierre Fire Department  
Date: 7/1/2016

Approved By:

Cory Hoffrogge, Deputy Fire Chief  
Pierre Fire Department  
Date: 7/1/2016

## Best Practice #52

### Pierre Regional Airport

[\(Back to Index\)](#)

#### **Purpose:**

To provide a standard response due to the complexity of the structure and business of the local airport.

#### **Practice:**

1. The following response should be assumed unless Incident Command deems necessary to have emergency apparatus and personnel respond to other areas of the airport to gain better access to an aircraft/accident site. Airport incidents are classified by the following:
  - a. Alert 1 – Local Standby by ARFF staff
  - b. Alert 2 – Full Emergency
  - c. Alert 3 – Aircraft Accident
  - d. Alert 4 – Structure Fire on Airport Grounds
2. Chief Officer, or designee, respond to the airport fire station and establish Incident Command. This location will be used for a unified command with other responding agencies.
3. ALERT 2: Pierre Fire Department Engines and Rescue will respond directly to the airport fire station to gain access for any incident on the airport grounds. Truck 1 members should respond in R4 and report to the airport storage building to retrieve the Mass Casualty Trailer. The airport fire station will be the main point of entry for all responding apparatus unless otherwise designated. The area directly inside the airport fire station will be the designated staging area.
4. ALERT 3: For any incident involving an Alert 3, the first due engine will proceed directly to the area of the incident and determine if an ARFF apparatus needs water support or other assistance. The second due engine should respond to the hydrant at the SRE building and set up a water fill site unless otherwise designated. All remaining apparatus will follow the same response as Alert 2.

Approved By:

Ian Paul, Fire Chief  
Pierre Fire Department  
Date: 7/1/2016  
Revised 10/2/2025

Approved By:

Sean Kruger, Deputy Fire Chief  
Pierre Fire Department  
Date: 10/2/2025

## Best Practice #53

### Predetermined Mutual Aid Assignments

[\(Back to Index\)](#)

#### **Purpose:**

To provide a best practice on company assigned mutual aid and to provide a controlled response to prohibit freelancing and promote accountability.

#### **Practice:**

1. The following assignments have been designated to the companies of the Pierre Fire Department. These assignments may change as the Officer in Charge of the Pierre Fire Department determines necessary. All mutual aid requests not covered under this best practice will be determined by the officer in charge.
2. In the event Ft Pierre (or other local government) requests one additional engine, the automatic engine response will be Engine 1 and their personnel. In the event they do not have enough personnel to support the engine, the officer in charge may request additional personnel.
3. In the event Ft Pierre (or other local government) requests additional manpower, the automatic response will be rescue squad members. Rescue squad members will respond in Rescue 1 and Rescue 1A. In the event they do not have enough personnel to support the mutual aid request, the officer in charge may request additional personnel.
4. In the event Ft Pierre (or other local government) requests Truck 1 for aerial operations, only Truck 1 personnel should respond. In the event they do not have enough personnel to support the Truck, the officer in charge may request additional personnel.
5. In the event Ft Pierre (or other local government) is working an incident where the PFD Rapid Intervention Team (RIT) is requested, the PFD RIT will respond to Station #1 and respond with the appropriate apparatus. The response vehicle may be Rescue 1 unless responding over 10 miles away from the area. Then the RIT may use Rescue 1A or other designated vehicle. The PFD RIT may be automatic response for any working structure fire where Ft Pierre Fire Department is the authority having jurisdiction.
6. In the event of a Signal 1 accident in the city limits of Pierre where Rescue 1 is needed, Engine 2 will be automatic response to provide fire protection. If the

accident is close to another station, the incident commander may request that company to respond.

7. In the event Pierre Rural Fire Department requests an engine for water supply or fire suppression, Engine 4 and their personnel will be automatic response. In the event they do not have enough personnel to support the mutual aid request, the officer in charge may request additional personnel.
8. In the event of a structure fire in Pierre Rural Fire Department's jurisdiction, Rescue Squad members should automatically respond in Rescue 1 and Rescue 1A to provide mutual aid.

Approved By: Ian Paul, Fire Chief  
Pierre Fire Department  
Date: 7/1/2016

Approved By: Cory Hoffrogge, Deputy Fire Chief  
Pierre Fire Department  
Date: 7/1/2016

## Best Practice #54

### Rescue Ambulance Support

[\(Back to Index\)](#)

#### **Purpose:**

This process is to be used when the ambulance service is unavailable to respond to a medical call or needs assistance with a medical call the ambulance service is working. This is for medical assistance calls only and does not pertain to other rescue calls such as extrications, etc. This response replaces the current "Pierre First Responder" program.

#### **Practice:**

1. The ambulance service will request assistance through dispatch.
2. Response from Rescue Squad and EMT's are as follows:
  - a. Respond to the Rescue Truck.
  - b. No POV's should respond directly to the scene
  - c. A maximum of four members should respond in the Rescue truck to the scene.
  - d. EMT's and a Rescue driver have priority to respond in the Rescue Truck. All other members after that should stand down.
  - e. Respond emergent (lights and sirens) unless otherwise directed.
  - f. Switch communications to ambulance frequency.
  - g. Do not transport patient to the hospital unless completely necessary.
3. If the ambulance service is requesting a lift assist only, members may respond directly to the scene to provide assistance.
4. The ambulance service will relieve Rescue Squad once they become available.

Approved By:

Ian Paul, Fire Chief  
Pierre Fire Department  
Date: 7/1/2016

Approved By:

Cory Hoffrogge, Deputy Fire Chief  
Pierre Fire Department  
Date: 7/1/2016

## **Best Practice #55**

### **Rescue and Dive Water Response**

[\(Back to Index\)](#)

#### **Purpose:**

To provide best practices when responding to emergent and non-emergent water rescue and recovery incidents. All appropriate PPE, including life vests, should be utilized.

#### **Practice:**

##### **Boat Response**

1. Dispatch should request Pierre Rescue and relay the incident.
2. A chief officer or rescue officer should direct the response appropriately.
3. Any non-emergency boat response such as a boat on a sandbar, etc., should be directed to a commercial watercraft retrieval company for assistance unless otherwise directed by the officer in charge.
4. In the event a commercial company is not available for the non-emergency incident, the officer in charge should direct the response. This may include responding to the incident but removing the occupants only and have occupants coordinate a boat recovery from a third party.
5. All emergent boat responses should be directed by the officer in charge as needed.

##### **Subsurface Victim Response**

1. Dispatch should request Pierre Rescue and Dive Squad and relay the incident.
2. A chief officer, rescue officer, or designee should direct the response appropriately.
3. For incidents in the response area, Rescue members should respond to B1 and the Water Response Trailer and respond to the incident. Other apparatus should be requested from the officer in charge as needed.
4. Dive squad members should respond to the Station for the Water Response Trailer or directly to the incident if they have their appropriate dive gear.

5. On scene dive operations should be coordinated and directed by dive squad members if available. Rescue squad or other PFD members may assist with the dive operations as needed and directed by the on scene dive coordinator. Scene control, interviewing witnesses, and coordinating other responding agencies are examples of items that could be dealt with by non-dive team members.
6. For incidents out of the normal response area, rescue members should be directed by a chief officer or rescue officer for an appropriate response.

### **Ice Incident Responses**

1. Dispatch should request Pierre Rescue and relay the incident. Dive squad should also be contacted depending on the incident.
2. A chief officer, rescue officer or designee should direct the response appropriately.
3. All responses will be emergent (lights & sirens) unless otherwise directed by the officer in charge. This includes animal rescues.
4. Rescue members should respond to the Water Response Trailer and respond to the incident.
5. Dive squad members should respond to the water response trailer and/or directly to the incident as directed from an officer in command.
6. The Rescue Truck should be the next apparatus to respond to the incident unless otherwise directed by the officer in charge.

### **Other Water Responses**

1. For all other requests not identified above.
2. Dispatch or other requesting entity should relay the incident.
3. A chief officer or rescue officer should direct the response appropriately.

Approved By:

Ian Paul, Fire Chief  
Pierre Fire Department  
Original Date: 7/1/2016  
Date: 8/3/2018

Approved By:

Paula Tronvold, Deputy Fire Chief  
Pierre Fire Department  
Date: 8/3/2018

## Best Practice #56

### Rescue Vehicle Extrication

[\(Back to Index\)](#)

#### **Purpose:**

This best practice should be used when responding to a vehicle extrication incident. Full proper PPE should be used when working any incident.

#### **Practice:**

1. Dispatch should request Pierre Rescue and relay the incident.
2. Rescue members should respond to the Rescue Truck. The Rescue Truck should respond direct to the incident. The Rescue Truck seats seven members; however there should be a minimum of four on board before responding.
3. Remaining responding members should continue to Station #1 and respond in Rescue 1A. If additional members responding are not on the first two apparatus to leave the station, they may take Utility 1 and respond non-emergent to the incident or stage at Station #1 and wait for additional direction.
4. Rescue 1A is designated as the highway safety apparatus for incidents on or along vehicle transportation routes. The driver of Rescue 1A should be responsible to set warning signs, cones, electronic flares, etc. at the incident to assist in the safety of the first responders.
5. All extrication efforts should be directed by the commanding officer on scene.

Approved By:

Ian Paul, Fire Chief  
Pierre Fire Department  
Date: 7/1/2016

Approved By:

Cory Hoffrogge, Deputy Fire Chief  
Pierre Fire Department  
Date: 7/1/2016

## Best Practice #57

### Rescue Hazardous Materials Response

[\(Back to Index\)](#)

#### **Purpose:**

This best practice should be used when responding to a Rescue request not covered in any other Best practices.

#### **Practice:**

1. All rescue members should be trained at a hazmat awareness level. Not all members have certifications above this level. Full proper PPE should be used when working any incident. Rescue may not always have the available resources for a full response.
2. Rescue squad members should respond to the Rescue Truck for any small fluid cleanup requests that result from a vehicle accident. Rescue should respond directly to the incident.
3. Rescue members should respond to any other hazardous materials incident with the Hazmat Trailer located at Station #4. The Rescue Truck should also respond to these incidents as determined by the Incident Commander.
4. The Incident Commander should determine the appropriate response and request additional resources as needed.
5. Some chemical or biological incidents may require the 82<sup>nd</sup> Civil Support Team or other specialty hazmat team to provide mutual aid. This can be requested through the Hughes County Emergency Manager and dispatch.

Approved By:

Ian Paul, Fire Chief  
Pierre Fire Department  
Date: 7/1/2016

Approved By:

Cory Hoffrogge, Deputy Fire Chief  
Pierre Fire Department  
Date: 7/1/2016

## Best Practice #58

### Rescue Specialty Responses

[\(Back to Index\)](#)

#### **Purpose:**

This best practice should be used when responding to a Rescue request not covered in any other Best practices.

#### **Practice:**

1. Not all rescue members have training in the various disciplines noted below. Members should not place themselves in a position that they are not comfortable or not properly trained. Full proper PPE should be used when working any incident. Rescue may not always have the available resources for a full response.
2. Rescue is equipped with specialty equipment to respond to incidents that may occur rarely. These incidents include but are not limited to the following:
  - a. Trench Collapse
  - b. Confined Space
  - c. Grain Bin
  - d. Rope
  - e. USAR-Urban Search and Rescue
  - f. Land Search
3. Rescue members should respond to the appropriate Station and apparatus.
4. The commanding officer should coordinate the response and determine what level of expertise is available. The commanding officer should order additional resources as needed.

Approved By:

Ian Paul, Fire Chief  
Pierre Fire Department  
Date: 7/1/2016

Approved By:

Cory Hoffrogge, Deputy Fire Chief  
Pierre Fire Department  
Date: 7/1/2016

## Best Practice #101

### Benchmark Qualifications

[\(Back to Index\)](#)

#### **Purpose:**

To provide guidance to members when they may be qualified for benchmarks that come with time served and qualifications.

#### **Practice:**

1. All firefighters will start with rookie status which includes a red helmet. Firefighters are eligible to move out of rookie status and into a yellow helmet once they complete certified firefighter course and are nominated by their captain. Those firefighters that join Pierre Fire Department and are already certified will be eligible for a yellow helmet after 6 months of service once nominated by their captain. The member must show that he/she is capable of running their assigned apparatus and understand Pierre Fire Department Best Practices. Firefighters that retired as a Pierre Fire Department member and are returning to service will be reviewed on a case-by-case basis.
2. Firefighters are not eligible to run a blue light in their POV until they have moved out of rookie status and receive a yellow helmet. The blue light privilege can be revoked by a chief officer or the BOD at any time if it is abused. Blue lights are not issued by the Pierre Fire Department. Signed authorization from the fire chief to install a blue light in your POV must be completed prior to installation.
3. Firefighters may be eligible for a personalized name plate for their dress white uniforms once they move from rookie status and receive a yellow helmet.
4. Firefighters may be eligible for a Pierre Fire Department issued dress coat once they move from rookie status and receive a yellow helmet.
5. Firefighters may be eligible for a personalized badge for their dress white uniforms after five years of service with the Pierre Fire Department.
6. Firefighters may be eligible for the Length of Service Award Program after five years of service with the Pierre Fire Department. *See the Length of Service Award Program Bylaws for details on qualifications.*
7. Firefighters may be eligible for the personalized five years of service plaque after five years of service with the Pierre Fire Department.

8. Firefighters may be eligible for a lifetime membership nomination after twenty years of service with the Pierre Fire Department.

Approved By: Ian Paul, Fire Chief  
Pierre Fire Department  
Date: 7/1/2016

Approved By: Cory Hoffrogge, Deputy Fire Chief  
Pierre Fire Department  
Date: 7/1/2016

## Best Practice #102

### Audio, Video, Photography, & Electronic Imaging

[\(Back to Index\)](#)

#### **Purpose:**

To manage audio, video, photography, and electronic images taken by Department members. To ensure professionalism and to protect the privacy of departmental personnel, patients, fire victims, and the public that we serve.

#### **Practice:**

1. Under no circumstances shall members be allowed to use a personal camera, video recorder, helmet cam, or the camera/video function of a personal cellular phone, PDA, or any other digital imaging device while in the course and scope during emergency responses, unless authorized by the Incident Commander. Authorization shall be on a case by case basis.
2. All scene audio, video, photography, and/or electronic imaging shall be for clinical, documentation, or training purposes only, and conducted by or at the direction of the Incident Commander, using approved equipment.
3. No audio, video, photography, and/or electronic imaging containing individually identifiable patient information shall be taken.
4. Any audio, video, photography, and/or electronic images taken in the course and scope of duty are the sole property of the Pierre Fire Department. This includes any images taken with a member's personally-owned camera, cell phone camera, or any other digital imaging device. Audio, video, photography, and/or electronic images taken at emergency scenes may be considered evidence, and therefore, the Department has a legal obligation to maintain this data.
5. Designation of members will be done by a Chief Officer for the sole purpose of a fire department photographer and managing Pierre Fire Department social media sites. These designated members will be allowed to post photos and information that is not detrimental to the victim, community, Pierre Fire Department, etc. These privileges can be revoked by a Chief Officer at any time if necessary.

6. Members may post photos of training events, fire prevention activities and other non-emergent events as long as the photos are in good taste and are not detrimental to the members, Pierre Fire Department, community, etc.
7. Audio, video, photography, and/or electronic images required and taken by the Department for the official purpose of documenting membership, qualifications, and/or accountability are not included in this guideline.
8. Violation of this guideline, or failure to permit inspection of any device covered in this policy, may result in disciplinary action.

Approved By: Ian Paul, Fire Chief  
Pierre Fire Department  
Date: 7/1/2016

Approved By: Cory Hoffrogge, Deputy Fire Chief  
Pierre Fire Department  
Date: 7/1/2016

## Best Practice #103

### Station Meeting Room and Maintenance Bay Use

[\(Back to Index\)](#)

#### **Purpose:**

To provide a best practice on utilization of the fire station for personal use.

#### **Practice:**

1. Use of these facilities is a privilege not a right.
2. This privilege is granted only to active members of the Pierre Fire Department and retired "Life" members based on the "Life" member policy developed by the Pierre Fire Department members.
3. Use of the facility is NOT extended to family or friends of the above groups.
4. The Fire Chief may suspend the privilege for cause.
5. The only Station to be used for this privilege is the #1 Fire Station located at 215 West Dakota Avenue.
6. Allowed hours of use are:
  - a. 5:00 PM to 11:00PM Mondays through Fridays.
  - b. 7:00AM to 11:00PM Holidays and Weekends.
  - c. Use during work hours (Monday thru Friday from 8:00AM to 5:00 PM) shall be approved prior to use by the Fire Department Chief, depending on City maintenance work schedules.
7. City of Pierre use supercedes all other use of this facility.
8. No vehicle or materials will be left in the station other than during the above hours.
9. Length of use of the facility should be limited to allow others to use it.
10. The bays and station will be kept clean and in good order during and after the use of the facilities (i.e. squeegee the floor, clean up spills, take out excess garbage, etc.)
11. Children must be supervised at all times.
12. Use of any station meeting rooms will be allowed only with permission from the Fire Chief. No business use shall be allowed.

13. USER AGREES TO INDEMNIFY AND HOLD THE PIERRE VOLUNTEER FIRE DEPARTMENT, CITY OF PIERRE, AND ITS OFFICERS AGENTS AND EMPLOYEES HARMLESS FROM ANY AND ALL LIABILITY, DAMAGES, ACTIONS, CLAIMS, DEMANDS, EXPENSES, JUDGEMENTS, FEES AND COSTS OF WHATEVER KIND OF CHARACTER, ARISING FROM, BY REASON OF, OR IN CONNECTIONS WITH THE USE OF THE FACILITIES DESCRIBED HEREIN. IT IS THE INTENTION OF BOTH PARTIES THAT THE PIERRE VOLUNTEER FIRE DEPARTMENT, CITY OF PIERRE, AND ITS OFFICERS, AGENTS, AND EMPLOYEES SHALL NOT BE LIABLE OR IN ANY WAY RESPONSIBLE FOR INJURY, DAMAGE, LIABILITY, LOSS OR EXPENSE RESULTING TO THE USER AND THOSE IT BRINGS ONTO THE PREMISES DUE TO ACTIONS, MISHAPS, MISCONDUCT, NEGLIGENCE OR INJURIES, EITHER IN PERSON OR PROERTY.

14. Failure to follow this practice may result in revocation of this privilege from all members (Both Active and Life members).

Approved By: Ian Paul, Fire Chief  
Pierre Fire Department  
Date: 7/1/2016

Approved By: Cory Hoffrogge, Deputy Fire Chief  
Pierre Fire Department  
Date: 7/1/2016

## Best Practice #104

### Parade

[\(Back to Index\)](#)

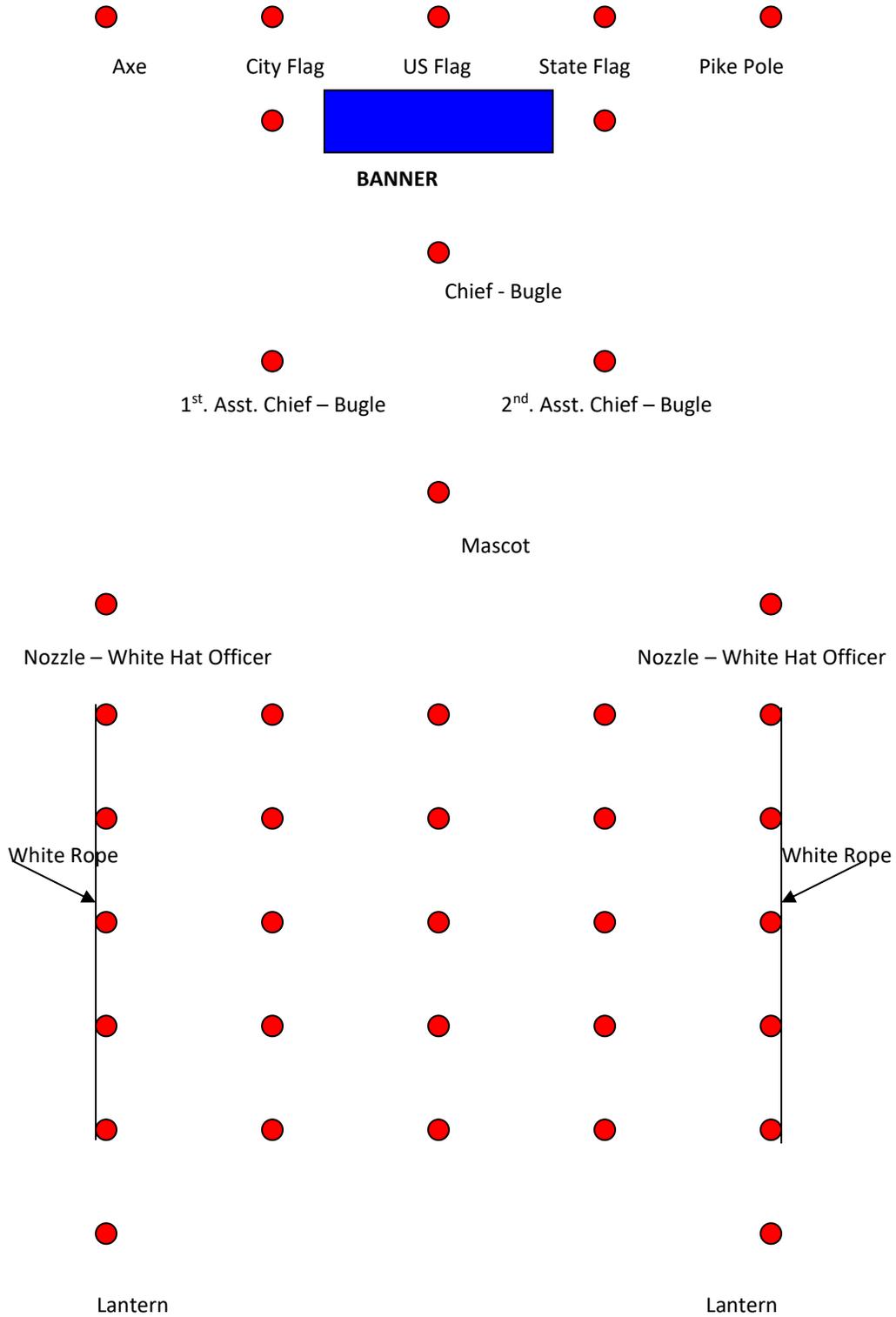
#### **Purpose:**

To provide the best practice on local and outside parade participation.

#### **Practice:**

1. Any member participating in a local parade should request permission from their captain on use of apparatus.
2. Any apparatus should not use air horns or sirens during parade route. This is due to the close proximity to the crowds along the route.
3. No candy or other items should be distributed from any large apparatus. This is due to the blind spots around the vehicles and the children being in close proximity. Candy and other items can be distributed from foot or smaller apparatus such as pickup, golf cart, etc.
4. Large participation with full dress and props for parades may be ordered by a chief officer. The following is the line-up for the large participation parade.
  - Dress is full dress uniform with cap.
  - Only Chief Officers carry bugles. If no chief Officers present, no bugles carried.
  - Adjust Chief Officer Section for number of Chief Officers present.
  - Adjust Ranks and Columns according to number of members present.
  - Nozzles (2 ½) with stacked tips are to be taken off trucks.
  - Lanterns and bugles are to be taken out of trophy cases. Cases for these are in storage under the stairs at Station 1.
  - Axe. Pike Pole and flag holders are located in cases for these are in storage under the stairs at Station 1.
  - Tubes for flags and tube and banner are located in in storage under the stairs at Station 1.

# Parade Line-up



Approved By:

Ian Paul, Fire Chief  
Pierre Fire Department  
Date: 7/1/2016

Approved By:

Cory Hoffrogge, Deputy Fire Chief  
Pierre Fire Department  
Date: 7/1/2016

## Best Practice #105

### Funeral

[\(Back to Index\)](#)

#### **Purpose:**

To provide a best practice on basic response to funerals for local and regional deaths.

#### **Practice:**

1. In the event of a death of a former or past member of the Pierre Fire Department the chief may organize a local funeral response based on the family's wishes. Response may include:
  - Honor Guard before service or at prayer service. *This service is typically only provided for Chiefs, Past Chiefs, Line Of Duty Deaths, and current members.*
  - Have Honor Guard outside after services. The honor guard should line-up in a gauntlet style if possible close to the vehicle transporting the fallen member. Honor guard will salute as the casket is brought out and placed in the transport vehicle.
  - Block intersections in route to cemetery.
  - Escort funeral procession with fire truck or department apparatus.
  - Have his or her company fire truck draped with black cloth at entrance of cemetery and/or have an engine equipped with a "Q" Siren at this location.
  - Have Pierre and Ft. Pierre Ladder Trucks at entrance of cemetery. *This service is typically only provided for Chiefs, Past Chiefs, Line of Duty Death, and current members.*
  - Available members stand in formation at graveside to provide a final salute during last call.
  - Have truck siren ("Q") blow (last call) after service at cemetery.
2. In the event of a death outside the local area which may involve a member, former member, or firefighter from another department, response may be directed from a chief officer.
3. All funerals should be attended in full Class A dress uniforms unless otherwise directed.
4. Any funeral response not addressed above should be at the discretion of a chief officer.

5. In 1921, a monument was erected at Riverside Cemetery in memory of members of the Pierre Volunteer Fire Department. There are a total of 32 plots. These plots are available for members of the Pierre Fire Department. When these plots are totally used up, there is no way to acquire more. The intent for usage of the Fire Department plots was for members with no family or no funds available for burial. Upon passage of this proposal at the Pierre Fire Department meeting, only members unable to be buried elsewhere will be eligible to be buried in the Fire Department plot. All uses of the burial lot must be approved by the PFD Board of Directors at a regular or special meeting. This is for members only and not available to family members. Spouses of those members buried here may be considered by approval of the PFD Board of Directors.

Approved By: Ian Paul, Fire Chief  
Pierre Fire Department  
Date: 7/1/2016

Approved By: Cory Hoffrogge, Deputy Fire Chief  
Pierre Fire Department  
Date: 7/1/2016

## Best Practice #106

### Run/Call Documenting

[\(Back to Index\)](#)

#### **Purpose:**

A best practice to maintain consistency when documenting if a firefighter was responding to a call. PFD Bylaws outline membership requirements that note criteria for responses.

#### **Practice:**

1. Responses should be documented in the run book on each apparatus. A firefighter can document they were responding on any apparatus (does not need to be their assigned company's truck).
2. All firefighters are required to use good faith when documenting if they were responding to a call.
3. Credit for response to a call would require the firefighter to actually be physically responding.
4. Credit for responding is not given for those that were not actually physically responding. i.e. Firefighter "A" was monitoring the call and would have responded if it sounded like a real event. *This is not a credited response.* An exception to this would be if a firefighter is on a local response, the firefighter may receive credit for all calls during that time. *That firefighter would likely be available to respond to the most urgent location.*
5. Captains should monitor the run books and ensure consistency prior to turning in monthly.

Approved By:

Ian Paul, Fire Chief  
Pierre Fire Department  
Date: 7/1/2016

Approved By:

Cory Hoffrogge, Deputy Fire Chief  
Pierre Fire Department  
Date: 7/1/2016

## Best Practice #107

### Pump Proficiency

[\(Back to Index\)](#)

#### **Purpose:**

A best practice to maintain consistency with all members on their ability to run their assigned apparatus. This test should be given annually to all members on the company.

#### **Practice:**

1. The pump operator should have the ability to operate their assigned apparatus which includes: tying to a hydrant, engaging the pump, setting and running the pump, distributing water as called for, and the ability to interpret all actions at the pump panel.
2. The Company Captain or his/her designee should be at the pump panel to witness this test. The personnel witnessing the test should lend no aid except to prevent injury or damage to equipment.
3. The test should include the following items:
  - a. Engage the pump.
  - b. Pull all speedlays and set up master stream (does not need to be done by the pump operator).
  - c. Charge all speedlays (one at a time) to 120 PSI.
  - d. Open the hydrant intake valve.
  - e. Charge master stream to 100 psi.
  - f. Top speedlay has burst...shut down.
  - g. Shutdown master stream.
  - h. Hydrant has failed...shut down and run off tank water only.
  - i. Shut down remaining speedlays.
  - j. Shut down pump.
4. Truck members should also be able to demonstrate on how to properly operate the aerial.

Approved By:

Ian Paul, Fire Chief  
Pierre Fire Department  
Date: 7/26/2016

Approved By:

Cory Hoffrogge, Deputy Fire Chief  
Pierre Fire Department  
Date: 7/26/2016

## **Best Practice #108**

### **Department Awards**

[\(Back to Index\)](#)

#### **Purpose:**

This practice is designed to outline the nomination and selection process for department awards. All nominee information sheets are at the end of this best practice.

#### **Practice:**

##### **Firefighter of the Year Award**

1. This award is to recognize outstanding service and contributions to the Pierre Volunteer Fire Department over the current year by a member with over two years of service. The service and contributions should have been as a part of the total activities of the department – emergency incidents, meetings, training, community activities, etc. – at the department and company level.
2. Selection Process is as follows:
  - a. The Department Fire Fighter of the Year winner will be selected by a vote of the membership of the dept prior to the Dec Awards Banquet. The Voting Process will be administered by FD22 and will be done in an electronic format whereas each member will be emailed a list of nominees and their bio sheets and then each member will be allowed to vote once for their choice of Fire Fighter of the Year.
  - b. At the Dec Awards Banquet each company nominee will be acknowledged and then the winner will be announced.
  - c. Each company Nominee shall receive a suitably inscribed and framed certificate in recognition of their nomination. The department award winner will receive a wall plaque noting their name, year of award and company designation. The winners name shall also be placed on a permanent plaque at the department headquarters.
3. Nomination Process is as follows:
  - a. Each Engine Company, Truck Company and Rescue Squad may nominate one member from their company for consideration as Fire Fighter of the Year, (Rescue may nominate only a Rescue only member). Each company shall choose the process for which they select their nominee.

- b. To be eligible for nominations members shall have completed two years of service prior to the first Thursday in December (Awards Banquet).
- c. Previous nominees of the company and previous department award winners are eligible for nomination in subsequent years; however the Deputy Chief and Assistant Chief are not eligible for nomination.
- d. All considerations for nomination shall be based on the year of award only, Years of service and prior honors or recognitions should not be considered.
- e. Each company is to make their nomination at the November meeting. They are to complete the information sheet provided to them and deliver to FD 22 or fill out the electronic form and email it to him. All info sheets need to be turned in by the 3<sup>rd</sup> Friday of November.

4. Criteria for Nomination/Selection is as follows:

- a. Fire ground/incident participation.
- b. Department meeting and drills.
- c. Company meeting and drills.
- d. Training courses-department, fire schools.
- e. Department and company activities—Fire Prevention week, company work details, community service, etc
- f. Member’s willingness to serve, cooperative spirit and positive attitude as measured by such things as cooperation with company and department leaders, response to requests from leaders, contributions to company and department activities and programs and overall leadership within the company and the department.

**Rookie of the Year Award**

1. This award is to recognize outstanding service and contributions to the Pierre Volunteer Fire Department over the current year by a newer member (six to twenty four months of service) The service and contributions should have been as a part of the total activities of the department – emergency incidents, meetings, training, community activities, etc. – at the department and company level.
2. Selection process is as follows:
  - a. The Department Rookie of the Year winner will be selected by a vote of the membership of the department prior to the December Awards Banquet. The Voting Process will be administered by FD22 and will be done in an electronic format whereas each member will be emailed a list of nominees and their bio sheets and then each member will be allowed to vote once for their choice of Rookie of the Year.
  - b. At the Dec Awards Banquet each company nominee will be acknowledged and then the winner will be announced.

- c. Each company Nominee shall receive a suitably inscribed and framed certificate in recognition of their nomination. The department award winner will receive a wall plaque noting their name, year of award and company designation. The winners name shall also be placed on a permanent plaque at the department headquarters.
3. Nomination process is as follows:
  - a. Each Engine Company and Truck Company may nominate one member from their company for consideration as Rookie of the Year. Each company shall choose the process for which they select their nominee.
  - b. To be eligible for nominations members shall have completed at least six months of service but not more than two years of service prior to the first Thursday in December (Awards Banquet).
  - c. Previous nominees of the company and previous department award winners are eligible for nomination in subsequent years.
  - d. All considerations for nomination shall be based on the year of award only, Years of service and prior honors or recognitions should not be considered.
  - e. Each company is to make their nomination at the November meeting. They are to complete the information sheet provided to them and deliver to FD 22 or fill out the electronic form and email it to him. All info sheets need to be turned in by the 3<sup>rd</sup> Friday of November.
4. Criteria for nomination/selection should be the same as outlined under Firefighter of the Year Award (number four above).

### **Don Marso Memorial Award**

1. This award is to recognize and acknowledge a firefighter's continuing service and contributions over the years. The award is made to that firefighter who, by example, inspires a high level of performance by other department members in all aspects of department activity.
2. Selection Committee and procedures are as follows:
  - a. Members of the committee will be the five most recent recipients of the Marso award who are still active members of the dept plus the Deputy and Assistant Chief.
  - b. The committee shall select its own chairman and establish its own method of considering potential recipients.

- c. The name of the member selected as the recipient of the Marso Award shall remain confidential until the presentation of the award.
  - d. No member shall be eligible for consideration for the Marso Award until they have completed at least 3 years of active service prior to the first Thursday in Dec. The current Deputy Chief and Assistant Chief are not eligible for the award.
  - e. No member shall receive the Marso Award more than once.
3. The award is to recognize the “best” in the Pierre Volunteer Fire Department—that individual who exemplifies what it means to be a “volunteer” in service to the company, the department and the community. Areas of service and participation the committee should consider include:
- a. Participation in company and department meetings and drills.
  - b. Participation in fireground/incident activities in accord with department and company standards and practices.
  - c. Participation in department and company activities.
- Other less tangible considerations include:*
- d. Willingness to assume responsibility for completion of tasks or assignments.
  - e. Motivation and drive to become a leader.
  - f. Cooperative and positive attitude.
  - g. Ability to instill pride in service and to inspire others.
4. The winner of the Marso Award will be announced at the annual PFD Awards Banquet. The Marso award winner will receive a wall plaque noting their name, year of award and company designation. The winners name shall also be placed on a permanent plaque at the department headquarters.

Approved By: Ian Paul, Fire Chief  
Pierre Fire Department  
Date: 7/23/2016

Approved By: Cory Hoffrogge, Deputy Fire Chief  
Pierre Fire Department  
Date: 7/23/2016

# Pierre Fire Department Firefighter of the Year Award Nominee Information Sheet



1. Name: [Click or tap here to enter text.](#)
2. Engine Company/Squad: [Choose an item.](#)
3. \*YTD total run percentage: [Click or tap here to enter text.](#)
4. \*YTD total training hours: [Click or tap here to enter text.](#)
5. \*YTD additional department/community activities (fundraising, parades, funerals, Safety Town/smoke trailer, Fire Prevention Week, fire prevention/education programs, etc.):

[Click or tap here to enter text.](#)

6. Please include a short narrative that describes the nominee's willingness to serve, cooperative spirit and positive attitude (cooperation, support, and respect of company and department leaders; company and department leadership; and other contributions to company and department).

[Click or tap here to enter text.](#)

\*YTD includes dates from January 1 through October 31 of the current year.

# Pierre Fire Department Rookie of the Year Award Nominee Information Sheet



1. Name: [Click or tap here to enter text.](#)
2. Engine Company/Squad: [Choose an item.](#)
3. \*YTD total run percentage: [Click or tap here to enter text.](#)
4. \*YTD total training hours: [Click or tap here to enter text.](#)
5. \*YTD additional department/community activities (fundraising, parades, funerals, Safety Town/smoke trailer, Fire Prevention Week, fire prevention/education programs, etc.):

[Click or tap here to enter text.](#)

6. Please include a short narrative that describes the nominee's willingness to serve, cooperative spirit and positive attitude (cooperation, support, and respect of company and department leaders; company and department leadership; and other contributions to company and department).

[Click or tap here to enter text.](#)

\*YTD includes dates from January 1 through October 31 of the current year.

## Best Practice #109

### PFD Scholarship

[\(Back to Index\)](#)

#### **Purpose:**

Provide awards to recognize and honor community volunteer service; emphasize worth of individual involvement in community service; encourage student volunteerism in the community and as a lifetime activity.

#### **Procedure:**

- Preference may be given to:
  1. Fire Department Cadets
  2. Documented service to the community
  3. Description of how they see themselves serving their community in the future
- May apply more than once, but may not have previously received an award from PFD.
- Applications may go through the School District or be delivered directly to the Scholarship Committee
- Available Funds - Scholarship committee will meet with the broker in January and review current fund condition to determine an amount not to exceed 4% of the fund total to be awarded during that year.
- No individual award will be less than \$500
- If all available funds are not awarded, they will remain in the fund and contribute to its growth.

#### **Community Service Award(s):**

- Total Not to exceed 1/3 of the available funds
- Eligibility
  - Any graduating senior of the Pierre School District who has been accepted for enrollment at any post-secondary education/training institution, public or private, including college or university, trade school, business school, vo-tech, etc.

#### **Membership Service Award(s):**

- Not less than 1/4 and not more than 1/2 the available funds per award.
- Eligibility:
  - Any graduating senior who has been accepted for enrollment at any post-secondary education/training institution, public or private, including college or university, trade school, business school, vo-tech, etc. and

whose parent or legal guardian is a certified firefighter in good standing on the Pierre Fire Department with at least 3 years of service on January 1 of the award year (including Life Members of the Pierre Fire Department).

- Post High School undergraduates within 4 years of high school graduation providing proof of attendance in the previously listed institutions and whose parent or legal guardian is a certified firefighter in good standing on the Pierre Fire Department with at least 3 years of service on January 1 of the award year (including Life Members of the Pierre Fire Department).

Approved By:

Department Majority Vote  
Pierre Fire Department  
Date: 3/6/2025

## **Best Practice #201**

### **Pierre Fire Department Cadets**

[\(Back to Index\)](#)

#### **Purpose:**

This program will provide the Operational Practices and the skills needed for any high school student to prepare him/her self to become a regular firefighter in any volunteer or career fire department. The rules laid forth in this program are based on the most recent version of insurance requirements. Any change in requirements from the Pierre Fire Departments insurance provider will immediately override any rules presented within this document.

#### **Membership**

##### ***Requirements***

1. Be a minimum of 14 years of age.
2. Be a maximum of 20 years of age or to the end of the first summer after graduating high school; whichever comes first.
3. Be in good health.
4. Must be physically able to perform the duties of a Fire Cadet.
5. Must be able to follow strict orders.

##### ***Application***

Applications to the cadet program shall include:

1. Maintain passing grades in school.
2. A completed copy of the Fire Department Parental Consent Form which is attached at the end of this program guidance.

Initially, interviews of individuals seeking to join the cadet program will be conducted by Chief (FD20) of the Pierre Fire Department and/or the Cadet Advisor(s). Upon establishment of the program, the cadet officers may assist the Chief (FD20) and/or Cadet Advisor in conducting cadet interviews.

Final approval of applicants will be at the Chief's (FD20) discretion after applicable reference checks which may include, but not limited to: teachers, guidance counselors, and the Pierre Police Department.

#### **Officers**

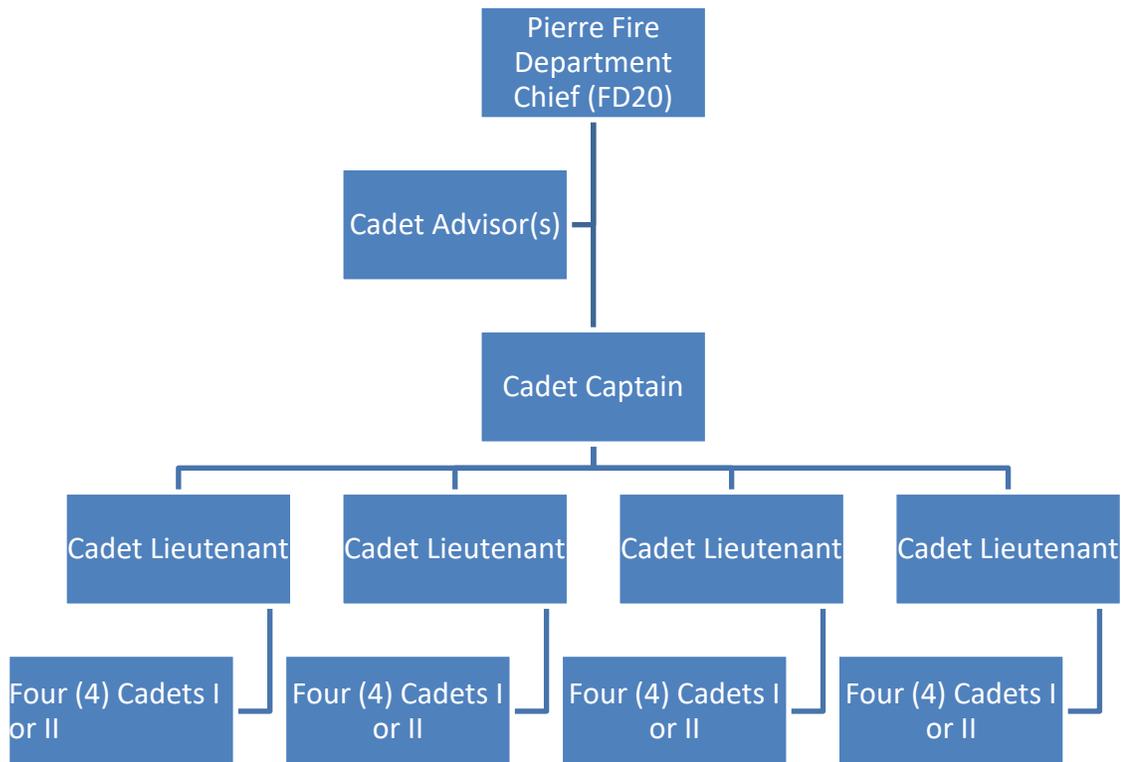
##### ***Election of Officers***

Cadets may be appointed to an officer position by the Chief and Cadet Advisor officers serve a term of 1 year. Officers may include a Cadet Captain and one Cadet Lieutenant for every four (4) additional cadets. A maximum of 4 Lieutenants will be allowed

capping the program at a maximum of twenty one (21) active members. In the absence of a fully qualified candidate for an officer's position, a trainee for that position may be assigned by the Chief and Cadet Advisor.

**Chain of Command**

1. Pierre Fire Department Chief
2. Cadet Advisor(s)
3. Cadet Captain
4. Cadet Lieutenant(s)
5. Cadet Firefighter II
6. Cadet Firefighter I



**Definitions**

**Cadet Advisor(s)**

A member of the Pierre Fire Department who has completed the South Dakota Certified Firefighter Course and has been appointed to this position by the Pierre Fire Department Deputy Chief (FD21). The primary duties are to act as a liaison between the cadet program and the Pierre Fire Department Board of Directors and assist the Pierre Fire Department Chief (FD20) with management and training of the Fire Cadets.

**Cadet Firefighter I**

A Fire Cadet who has **not yet** completed the 6 month probation period. Responsibilities include:

1. Attend trainings
2. Attend cadet meetings

### **Cadet Firefighter II**

A Fire Cadet who has successfully completed the 6 month probation period and has been approved for fire call response by the Chief (FD20).

Responsibilities include:

1. Attend trainings
2. Attend cadet meetings
3. Respond to fire calls

### **Cadet Lieutenant**

A Fire Cadet who has met the requirements of Cadet Firefighter II and has been a member of the Fire Cadet Program for at least one (1) year.

Responsibilities include:

1. Attend trainings
2. Assist Cadet Captain with organizing and running cadet meetings
3. Maintain the log book for assigned cadets
4. Respond to fire calls

### **Cadet Captain**

A Fire Cadet who has met the requirements of Cadet Lieutenant and has completed a minimum of 50% of the South Dakota Certified Course.

Responsibilities include:

1. Attend trainings
2. Organize and manage the cadet meetings
3. Ensure training and call response logs are up to date
4. Ensure the general readiness of all Cadets
5. Convey all pertinent information between cadets and the Fire Chief (FD20)/Cadet Advisor
6. Respond to fire calls

### **Log Book**

Functions, meetings, trainings, and fire call attendance of each member maintained either electronically or on paper and submitted to the Fire Chief (FD20) on a monthly basis.

### **Conduct**

Membership in the Pierre Fire Department Cadet Program is a privilege. Failure of any cadet to operate under the guidelines of the department or cadet program shall be cause for disciplinary action in the form of suspension or termination as a member of the program. Any disciplinary action within the Cadet Program will be at the sole discretion of the Chief (FD20) of the Pierre Fire Department unless such action is warranted during an emergency call, at which point the Incident Commander may

immediately suspend a Cadet until such time as the Chief (FD20) may address the situation.

### ***Controlled Substance Use***

1. No drug or alcohol use is permitted while associated with Pierre Fire Department.
2. Any cadet giving reasonable suspicion of drug or alcohol use is subject to a arbitrary Non-Warranted Urine or Preliminary Breath Test. Refusal of testing will result in immediate termination from the program.
3. Any prescription drug use shall be reported to the cadet advisor and Pierre Fire Chief (FD20) for immediate documentation.
4. Confirmed drug or alcohol use by any cadet may result in immediate termination.

### ***Social Media***

1. No Cadet is permitted to harass, abuse, or threaten anyone on any social media website or application.
2. No Cadet is permitted to impersonate a firefighter.
3. No Cadet is permitted to impersonate a Law Enforcement Officer, Trooper, Constable, Deputy, or Agent.
4. No Cadet is permitted to share, discuss, post, or otherwise convey information or images of any emergency incident or incident scene without written consent of the Pierre Fire Department.

### ***General Conduct***

1. In matters of general conduct, members shall be governed by the ordinary and reasonable rules of behavior observed by law-abiding and self-respecting citizens and shall commit no act either on or off-duty to bring reproach or discredit upon the department or its members.
2. Members shall refrain from conducting themselves in a manner or be party to any act that would tend to impair the good order and discipline of the department.
3. Members shall not, while on or off-duty use the badge, uniform, or prestige of the fire department for personal advantage or gain.
4. Members shall not use obscene, uncivil, or loud and boisterous language at fires, in quarters, or while engaged in events in which the department is represented.
5. All injuries, regardless of how minor or seemingly trivial, shall be reported up the chain of command to the Chief (FD20) and documented in the cadets log book.

### ***Duties***

Cadets may participate in any function in which the Pierre Fire Department is represented including, but not limited to:

1. Fundraisers such as raffle sales and the fishing tournament
2. Fire Prevention activities
3. Fire schools and academies held in the City of Pierre
4. Picnics, awards banquets, and other social events

## **Gear**

1. Custom gear and apparel is not permitted without prior authorization from the Advisor or Chief (FD20).
2. No audio or visual warning devices, including courtesy lights, may be installed on any cadet vehicle.
3. Structural firefighting gear may be issued if available. Any additional gear may be issued at the discretion of the Chief (FD20).
4. Upon completion of approved training and approval of the Chief (FD20), the department will issue the cadet a pager. Personal pagers and radio equipment are not permitted in the Pierre Fire Department.

## **Training**

1. Special cadet meetings may be called by the fire chief or the cadet advisor to discuss membership, training, etc.
2. Cadets should attend as many trainings as possible as long as it does not interfere with school, family, or their employment. Attending the monthly department training is strongly encouraged.
3. Cadets should attend South Dakota Certified Firefighter Courses held by the Pierre Fire Department.
4. Cadets may attend Engine, Truck, or Rescue company trainings if cadet attendance has been approved by the company officer or cadet advisor.
5. Cadets will not be eligible to attend out of town trainings such as district, regional, or state fire schools unless specifically approved by the Fire Chief (FD20).
6. **Any cadet who misses two consecutive monthly trainings will be subject for removal.**

## **Non-Allowable Duties:**

1. No Fire Cadet shall be allowed to respond directly to any incident scene until approved to do so by the Chief (FD20).
2. No Fire Cadet shall be allowed to be actively or directly involved in any of the following incidents:
  - a. Participate on any entry team while at the scene of a working structure fire or while conducting a live fire burn training exercise.
  - b. Participate on any entry team at a vehicle fire.
  - c. Participate in any offensive fire attack at natural ground cover fires.
  - d. Participate at any hazardous material or pollution spill incident, including gas leaks.
  - e. Participate at any emergency rescue or emergency medical incident.
  - f. No Fire Cadet will be allowed to operate any emergency vehicle owned or used by the fire department on any public thoroughfare.
  - g. No Fire Cadet shall be authorized to have or install any emergency light or siren on their personal vehicle.
  - h. No Fire Cadet shall operate any rotary cutting tool.
  - i. No Fire Cadet shall respond to mutual aid calls.

## Response to Alarms

All Fire Cadets will be allowed to respond to emergency incident scenes, except those listed in the Non-Allowable Section, under the following conditions:

1. No Fire Cadet will respond to any call until the completion of a 6 month probation period and approval by the Chief (FD20) of the Pierre Fire Department or unless specifically requested by the incident commander.
2. Cadets may respond to Pierre Fire Station 1 to monitor radio traffic. However this does not give permission to respond to incidents until FD20 provides approval or the incident commander requests as noted above.
3. No Fire Cadet will be allowed to carry a pager at school.
4. No Fire Cadet will be allowed to respond to any calls from 10 pm the night prior to any school day through the completion of that school day (3 pm unless dismissed early).
5. Any response from the Cadets place of employment must be authorized by the employer.
6. Any response to an incident will be non-emergent. The use of emergency lights, sirens, courtesy lights, and emergency flashers are all strictly prohibited. Failure to obey all traffic laws may subject you to criminal action by law enforcement and to departmental disciplinary action.
7. When permitted to respond to the emergency incident scene, the Fire Cadet responsibility will be of a support nature only.
8. The Fire Cadet is prohibited to respond directly to any incident scene. All Fire Cadets should report (non-emergency) to the closest fire station. If the fire cadet is with their parent that is serving as a member of the Pierre Fire Department, that fire cadet may ride with his/her parent to a fire station or to the incident scene.
9. Upon arrival at the station, the Cadet should:
  - a. Don their personal protective gear
  - b. Ask the highest ranking officer or driver of the apparatus if they may ride along. It is at the discretion of that officer/driver whether the request may be granted or denied.
  - c. If the request is granted, the cadet may ride in the command cab as long as no firefighter is displaced.
10. Upon arrival at an incident scene, all cadets will report to the established staging area, unless otherwise directed by the officers on scene.

Approved By:

Ian Paul, Fire Chief  
Pierre Fire Department  
Date: 7/1/2016  
Revised: 3/22/2017  
Revised: 10/15/2018

Approved By:

Paula Tronvold, Deputy Fire Chief

Pierre Fire Department

Date: 7/1/2016

Revised: 3/22/2017

Revised: 10/15/2018

### Firefighter Oath of Office

I \_\_\_\_\_ do solemnly swear to do my duty as a Cadet Firefighter for the City of Pierre to the best of my ability: to serve my commanding officers with respect and dignity; to serve the citizens of the City of Pierre with compassion, courage, and integrity; and to uphold the laws and constitutions of the United States of America, the State of South Dakota, and the City of Pierre; so help me God.

Cadet Signature \_\_\_\_\_ Date: \_\_\_\_\_

### PARENT/GUARDIAN CONSENT

I have reviewed the application and operating guidelines relating to the Fire Cadet Program and understand the requirements of being a Fire Cadet.

I further understand my son/daughter's performance, responsibilities, and duties as a Fire Cadet with the Pierre Fire Department.

I hereby give \_\_\_\_\_ my consent to become a Fire Cadet with the Pierre Fire Department:

I am authorizing my son/daughter, as a Cadet, to participate in:

- YES / NO** Classroom training and meetings.
- YES / NO** Hands on training (Operation and use of tools, pumps, ropes, ladders, and activities which may at times be physically demanding).
- YES / NO** Respond to fire calls when all requirements are met.

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Address \_\_\_\_\_

City: \_\_\_\_\_

Preferred Phone: \_\_\_\_\_ Alternate  
Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Relationship: \_\_\_\_\_

Signature: \_\_\_\_\_ Relationship: \_\_\_\_\_