

**RULES AND REGULATIONS OF THE  
RURAL HALL FIRE AND RESCUE DEPARTMENT**

**APPLICANTS TO DEPARTMENT:**

1. Applicants shall be in good physical and mental condition.
2. Applicant shall have a valid NC driver's license. And will provide Fire Dept. with a copy of criminal background check and driver's records check.
3. Applicants who have DWI, substance abuse, or felony convictions and a driving record shall not be admitted to the Dept.
4. Applicants with unusually bad driving records that may jeopardize Dept. insurance should not be admitted to the Dept.
5. New applicants should live within the Dept. district. Applications submitted by individuals living outside the Dept. district may be approved by the Advisory Committee.
6. New applicants shall be at least 18 years of age and have a high school diploma, GED or be working toward receiving same.
7. New applicants shall obtain CPR certification and entry level standards within 1 year of acceptance and within 5 years obtain FFII & EMT. Special consideration given to traffic & support personnel.

**NEW MEMBERS:**

1. New members shall be on ninety-days (90) probation. After 90 days will be reviews by Advisory Board.
2. Members on ninety-day (90) probation shall not be permitted to fight interior fires, unless proof of training can be supplied.
3. All members shall report to the OIC or manpower pool for assignment.
4. A junior fireman who moves to the senior fire department does not have a probation period unless directed to do so by the Advisory Committee.

**PHYSICAL AND MENTAL CONDITION:**

1. Members should be in good physical and mental condition to remain active in the Dept. A physical examination by a medical doctor or a psychological evaluation by a psychologist may be required at any time.
2. Any members who become physically or mentally impaired shall be removed from service pending a review by the Advisory Committee.

**ALCOHOL AND CONTROLLED SUBSTANCES:**

1. Members shall not respond to any alarm any Dept. activity while under the influence of alcohol.
2. Members will not respond to any alarm or attend any Dept. activity while using illegal controlled substances.
3. Members shall advise OIC in charge of any Dept. activity that they are taking or are under the influence of prescription or over-the-counter medications that may cause drowsiness or otherwise impair their performance or judgment.
4. Members failing to comply with the alcohol and drug rules stated above shall be removed and placed on suspension by the OIC pending hearing between the Fire Chief and Advisory Committee.

**ATTENDANCE:**

1. Each member's participation will be evaluated by their attendance at meetings, standbys, alarms, and Dept. activities.
2. Members shall be required to attend fifty percent (50%) of meetings and drills.

3. All members shall be required to attend thirty-six (36) hours of training each year in order to stay in the Dept. Twenty-four (24) of these hours must be obtained from STATION 23 sponsored training classes.
  - 3A. All members must make ten percent (10%) of all fire and rescue calls. Members will be reviewed on a six (6) month period.
  - 3B. If a member fails to make ten percent (10%) of all calls within the first six (6) months, the member shall be placed on probationary status forfeiting their benefits (Pension and Benevolent).
  - 3C. After being placed on probation, the member will be reviewed over the next several months. If the member's response has not improved, he may be dismissed by the Advisory Committee. These situations will be reviewed on a case-by-case basis.
4. Members receiving training outside the Dept. shall provide written documentation of that training for the hours to be counted toward certification.

**INCENTIVE:**

The Dept. has established an incentive program to benefit the members who answer twenty percent (20%) of the fire and rescue calls for the month and attend nine (9) hours of documented fire and rescue training for that quarter (3 months). For the members who meet these qualifications, they will be paid \$2.00 per call. The Town of Rural Hall will cut checks on a quarterly basis. Each member can only receive up to \$599.00 for a twelve (12) month period.

**EQUIPMENT:**

Any member that resigns or is terminated from the Dept. shall return all issued equipment in good working order. If any equipment has been lost or damaged, the departing member shall reimburse the Dept. for the damages incurred. Legal action may be sought for reimbursement.

**GENERAL:**

1. Throughout this document, the Rural Hall Fire Department will be referred to as "Dept."
2. Members shall abide by all rules, regulations and SOP's set forth by the governing body of the Dept.
3. Members shall maintain and promote outstanding moral character.
4. Members shall uphold and preserve the highest standards for this Dept. in our community.
  - 4A. Members shall not use abusive or threatening language towards officers or fellow firefighters.
  - 4B. Members shall not willfully abuse Dept. property.
5. On the scene of a call, at the station or at any Dept. activity, members should do as asked by an officer in so far as practical and safe. Any problems should be reported to the Chief or Deputy Chief or Assistant Chief.
6. Members shall answer to the OIC for misconduct at any incident scene, the station or Dept. activity.
7. Members who are asked by the OIC to leave an incident scene, the station or Dept. activity due to some misconduct shall do so. Members refusing to leave shall be subject to thirty-days (30) suspension from service. A review of the member's actions by the Advisory Committee will take place as soon as possible. Further action may be taken after Advisory Committee Meeting.
8. Leave of absence may be granted by the Advisory Committee to any member that can show legitimate needs for leave. Leave of absence shall be for ninety days (90) at the end

- of which it may be revoked or extended by the Advisory Committee. The Chief reserves the right to ask that all Dept. issued equipment be turned in prior to the beginning of leave. There is no guarantee member will be reissued the same equipment.
9. Members of the Dept., who for any reason must move outside the Dept. district, may be permitted to remain in the Dept. if approved by the Advisory Committee.
  10. Members of the Dept. shall not borrow any tools or equipment from trucks or the station without permission from an officer.
  11. Members of the Dept. who leave the Dept. for any reason shall return to the Dept. in good condition all equipment issued to them by the Dept.
  12. Members wishing to resign from the Dept. should submit a written letter or resignation to the Chief or the Advisory Committee for action at business meeting.
  13. Members must be listed on the Certification Roster in Raleigh, NC in order to ride Dept. apparatus.
  14. At no time on any call should a member brandish a firearm or weapon unless you are an on duty, sworn law enforcement officer.

**ADVISORY COMMITTEE:**

The purpose of the Advisory Committee is to:

- Interview and vote on new members that have applied to the Dept.
- Attend to disciplinary actions that need to be taken
- Advise the Chief on matters that he has brought before them

This committee shall consist of the following members:

- All officers
- Two firemen-at-large elected from the membership of the Dept.

**RULES FOR DRIVING APPARATUS:**

1. Members should have good driving record. Driving records may be reviewed at any time.
2. Members shall report all moving traffic violations that they are convicted of to the Chief, Deputy Chief or Assistant Chiefs.
3. Members being convicted of DWI or whose license to drive is revoked for any reason is subject to being dismissed by the Advisory Committee.
4. Members being convicted of a felony or serious traffic violation or violations is subject to being dismissed or suspended from the department by the Advisory Committee.
5. The following are requirements to drive apparatus at Dept. Any members after 1-1-04 will be required to complete a driver/operator certification course.

**123, 223, 323, 423 and 723** – Must have completed a Driver/Operator Certification Program on each vehicle

**623** – Must have current CPR certification and completed the Driver/Operator Certification Program

**Squad 23** – Must have a current State Certification (Medical responder or EMT) to drive and operate the equipment on this vehicle. Also must complete the Driver/Operator Certification Program.

6. Members must be 18 to drive 323, 723 & Sq. 23 with approved certification. Member must be age 19 to drive all other apparatus after completion of Driver Ops. Course.
7. Member who is not certified on a Dept. vehicle shall not drive or operate that Dept. vehicle.

8. Member shall be allowed to drive and operate Dept. vehicles that they are not certified on only if they are accompanied by qualified driver/operator for training purposes.
9. Member certified on vehicles may, at any time, be required to demonstrate ability to drive or operate any vehicle they are certified on.
10. When not on an alarm, Dept. vehicles shall not be taken from station without permission from a Dept. officer.
  - 10A. Drivers should respond Dept. vehicles to alarms in accordance with the truck response list.
11. When a Dept. vehicle leaves the station, the County shall be notified by radio when responding on a call.
12. Driver of Dept. vehicles shall document and report any problems with or repairs that are needed to vehicle to the Dept. officer or paid personnel.
13. When a Dept. vehicle must be taken out of service, a Dept. officer and the County shall be notified.
14. Driver of a Dept. vehicle is responsible for that vehicle and its equipment.
15. Driver should not leave Dept. vehicle unattended at any time while that vehicle is in use; i.e., pumping water. If driver is needed elsewhere, he should assign someone qualified to attend the vehicle.
16. Driver shall check to see that the vehicle is clean, fueled and adequately equipped to answer the next alarm before leaving the vehicle at the station.
17. At no time should there be more than three (3) personnel in the cab of a Dept. vehicle. Only two (2) in 623, 723, 323, and 423.
18. At no time shall anyone be permitted to ride tailboard on any Dept. vehicle when responding to or on the scene of an alarm.
  - 18A. Seat belts shall be used - no exceptions.
19. If a Dept. vehicle is involved in an accident, the ranking Dept. officer available shall be notified immediately.
20. When responding 10-18 traffic to alarms in Dept. vehicles, all of the vehicles' emergency lights and siren shall be used.
21. Driver of first responding vehicle should fill out fire or rescue report as needed including County information.
22. Members shall not operate apparatus in a careless and reckless manner.
23. Upon arrival, headlights and MARRS light should be turned off. Leave emergency warning lights on; set brakes and chock wheels.

**ALARMS GENERAL:**

1. Dept. alarm should be activated on public service calls. If a request for public service is received by phone, this information should be relayed to control and the alarm activated.
2. When no Dept. officer is en route to the alarm, the driver of the first Dept. vehicle en route to the alarm shall be in command.
3. When no Dept. officer is on the scene of an alarm, the driver of the first arriving Dept. vehicle (i.e., Pumper or Squad) shall be in command.
4. When Dept. officers are en route to or on the scene of an alarm, the ranking officer should be in charge and the chain of command followed.
5. Members responding to alarm in POV shall abide by all traffic laws.
6. Members responding to 10-18 alarms in POV should display some form of flashing red light in or on the front of their vehicle.
7. Members should have a county fire monitor of some type with them while en route to alarms. If 10-22ed while en route, members should return to the station to standby for other calls until all Dept. vehicles return.

8. Members, when on the scene of an alarm, should be fully clothed; shirt, pants shoes and in appropriate PPE.
  - 8A. Members riding apparatus should have gear on prior to boarding.
9. Once on the scene of an alarm, all members should remain on the scene until released by the OIC.
10. Members on the scene of an alarm should display some form of Dept. identification.
11. When alarm is secured and units are released from the scene, all personnel should report back to the station to clean equipment and make vehicles ready for next alarm.
12. Members, when approaching the scene of any alarm, shall use extreme caution and take time to evaluate the situation. Watch for violent subjects, downed power lines, or the possibility that HAZ-MATS may be involved.
13. Members, when on the scene of a known HAZ-MAT incident, shall act in accordance with guidelines set forth in the Forsyth County SOP for HAZ-MATS.
14. The OIC shall be notified if any personal belongings of any victim are found at the scene of an alarm or if anything appears suspicious. Nothing should be moved until cleared by the OIC or County investigators.
15. Members shall not openly discuss any details of a call while on the scene or with bystanders. Direct all inquiries to the OIC or PIO.
16. During meetings or Dept. activities, the OIC should make crew assignments for Dept. vehicles in the event of an alarm. Only these members assigned to a vehicle should respond to the alarm, unless requested by OIC.
17. Driver of Dept. vehicle should appoint members to ride vehicle if there are more members that want to ride the vehicle than seating space allows.
18. All alarms shall be investigated by Station 23 personnel. When 10-22ed by the caller, one of our officers or first pumper/squad should check out the situation before all units are returned to quarters. Exception: When 10-22ed, information is given by law enforcement or FCEMS or SCEMS then the officer could use his own judgment (i.e., No PI or Unable to Locate).
19. No copies of any reports shall be distributed to anyone outside of the Dept. Official copies of reports should be obtained from the Forsyth County Fire Dept. or the Forsyth County Emergency Management Services. Also no information is to be given out over the phone to any individual inquiring about information.
20. All SOP's that have been adopted by Dept. shall be adhered to as regulations.

**ALARMS FIRE:**

1. Members responding to fire scene should respond with full turnout gear.
2. Members arriving on fire scene should report to the first-in apparatus for assignment and to form a manpower pool. If no apparatus is on the scene, attempt to size up the situation.
  - 2A. On assist calls, personnel should report to Station 23 apparatus or ranking officer for assignment.
3. Firefighters should check with driver or officer before pulling any hose lines off of truck. Officer should try to make his request for hose lines by radio while apparatus is en route.
4. At no time shall any Dept. member enter a structure or potentially hazardous area without authorization from the OIC. Also all interior attacks should be made with at least two individuals on a hose line when entering a structure and a Rapid Intervention Team (RIT) should be in place as manpower allows.
5. Members shall wear full turnout gear and SCBA while involved in fire or rescue activities in an area that could possibly or does contain materials that may be harmful to their health if inhaled.

### **ALARMS RESCUE:**

1. Members responding to rescue scene should respond in coveralls or turnout gear as needed.
2. Members arriving at rescue scene should report to the first arriving Dept. vehicle for assignment and to form a manpower pool. If Dept. vehicle is not on the scene, attempt to size up the situation, if possible, attend to patient care.
3. At no time should there be more than three (3) Dept. personnel inside a residence that is the scene of a rescue alarm. Additional personnel may be requested by OIC for manpower in situations like CPR in progress.
4. Dept. members responding to any call, which involves an overdose or is violence related, such as shootings, cuttings, or assaults, shall remain a safe, predetermined distance from the scene until the area is secured by Law Enforcement Personnel. The officer en route or the driver of the squad shall determine where the staging area will be set up.
  - 4A. When responding to a call such as those defined above, all personnel including Squad will respond routine traffic until scene is secured. Once Control advises scene is secure, the Squad and POVs may change their traffic to 10-18.
5. Member that is assigned a patient or begins patient care on a victim should care for that victim only until such time that victim is released to ambulance service personnel.
6. There shall be no smoking at the scene or in the squad vehicle when oxygen is in use.
7. Members should take and record vital signs on all patients on all squad calls when possible.
8. Member should get signature of patient refusing service and of a witness when possible.

### **MEETINGS:**

1. Meetings should normally start at 7:00 PM unless otherwise designated.
2. The first Monday night of each month should be the Dept.'s monthly business meeting.
3. The third and fourth Monday nights of each month should be Dept. training nights.
4. During meetings or Dept. activities, the OIC should make crew assignments for vehicles in the event of an alarm. Only those members assigned to vehicle should respond to the alarm unless requested by OIC.

### **STATION AND EQUIPMENT:**

1. Dept. tables and chairs may not be borrowed by non-Dept. members.
2. Only bays on the backside of the station should be used for personal vehicle cleanup.
3. Dept. supplies shall not be used on personal vehicles.
4. Members should maintain station cleanliness. Any member found intentionally damaging, defacing, or promoting general un-cleanliness may be subject to dismissal by the Advisory Committee.
5. Unauthorized or non-member of the department will not be allowed to visit the station between 2300 – 0730 unless approved by officers.

### **BENEFITS**

1. Any new member of the Dept. is eligible for all benefits. If desired, the member may pay for all benefits during their first twelve months of membership. At the end of twelve months, the Dept. will pay all benefits.
2. To receive benevolence, you must have five years of continuous service with the Dept.
3. Forsyth County Fire and Rescue Association, Inc. provides the following departmental and individual benefits:
  - \$25,000 accidental death and dismemberment insurance (Relief Fund)

- \$10,000 term life insurance (Relief Fund)
- \$20,000 accidental death insurance (Relief Fund)
- \$40,000 in-line-of-duty death insurance (Relief Fund)
- Welfare Fund (Relief Fund)
- \$1,000 Benevolent Brotherhood Fund
- Free entrance to vendor area of the Piedmont Fire Seminar
- Automatic and mutual aid between all departments
- Mutual policies (policy statements) to provide guidance for uniform fire and rescue response, tactics and safety
- Shared AFFF/ATC foam stockpile at County station and four (4) additional stations
- Shared oil absorbent stockpile at four (4) stations
- Mobile air compressor unit at County station
- Two (2) stationary air compressors – Clemmons and Kernersville
- Three (3) air transport units (ATUs) – Rural Hall, Clemmons and Kernersville
- One (1) mobile ventilation unit – Vienna
- Bulk purchasing
- Coordinated radio identifiers and procedures
- Shared audio-visual training aids
- Shared training manuals
- Two (2) shared smoke machines for training
- Annual certification training classes for: Firefighter II, Hazardous Materials Responder-Operation Level and Emergency Rescue Technician
- Annual LP gas classes
- Quarterly specialty classes which includes Firefighter Survival class
- Smoke detector program
- Annual dinner and awards banquet
- Thermal imaging camera on County unit
- Identification card machine and program
- Teddy Bear Campaign
- Respirator fit testing
- Networking and updated information at regular meetings
- Overall coordination of the County-wide fire and rescue programs

**CHANGES AND AMENDMENTS:**

Any changes or amendments to the rules and regulations stated in this document must be approved by the Advisory Committee.

*Revised March 30, 2004*