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SPECIAL DISTRICTS
INSURANCE SERVICES

Fire District
Risk Management
Self-Assessment



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For additional information or assistance with the recommendations in this document contact:

Jason Jantzi, Risk Management Consultant – Public Safety
Direct: 503-375-8886 | Toll-free: 800-285-5461 ext. 106
Mobile: 503-559-0389
jjantzi@sdao.com



Fire District Risk Management Self-Assessment

This self-assessment is for the benefit of the fire district board and chief officers to assist in evaluating areas where the district may have gaps. This self-assessment is based on federal, state, and local rules, along with best practices derived from consensus standards such as NPFA, ISO, and other organizations. It is the responsibility of the district board and management team to review relevant rules and standards to determine your level of compliance based on your appetite for risk. This is not an exhaustive list, as this information is constantly changing, but is one tool to help you assess your district. When you answer these questions and find that there are missing or inadequate items, request assistance from the SDAO Risk Management team. riskmanagement@sdao.com 800-285-5461 or 503-371-8667

Board Policies and Practices Section

Introduction: This section addresses the elected board's policies and practices. There is a mix of required items and best practices that have been developed as the result of losses incurred by the SDIS pool. It is the responsibility of each board member to understand the laws and rules that govern their district and to act accordingly. Board members can have individual liability when acting outside the course and scope of duties on behalf of the district. The SDAO Consulting Services, Risk Management, Human Resources, and Legal Services Departments can be of assistance to the board in specific instances.

Board Duties/Responsibilities

- The district has written board duties and responsibilities of officers.
- The district provides each board member with a copy of ORS 198 and the statute that regulates the type of district you represent.
- The district distributes a copy of Oregon Government Ethics Law to each board member.
- The district adopts a policy to utilize SDAO legal services program or to seek qualified legal advice before any major decision that could lead to a lawsuit.
- The district has an annual review/training of each board member and written acknowledgement of policy and training kept on file.
- The frequency of board meetings complies with the Oregon statute regulating your type of district.
- The district has a procedure for election of board officers.
- The district follows ORS 198 or other authorizing statute for filling board vacancies.
- The board has filed the Notice of Registered Agent with the Oregon Secretary of State Archives Division and annually reviews the submitted notice to ensure that information is current.

Annual Budget Process

- Annual funds are set aside for board training.
- The district has established a budget committee. (For districts not governed by Oregon Budget Law, hold at least one budget work session.)
- The district advertises or distributes the adopted budget to district patrons. (For districts not governed by Oregon Budget Law, make the budget available to patrons.)
- The board approves an annual budget.
- The board sets a monthly review of expenditures.

The district annually identifies maintenance issues or other potential hazards within the district:

- Develop a plan, based on monetary considerations, for addressing the issues.
- A prioritized list of projects is made and approved; if no funding is available for a project, listing the project with "no available funds" is acceptable.

Public Purchasing

- The board has adopted a public contracting policy and reviews the Attorney General's Model Public Contracting Rules.
- The board has adopted a surplus property policy.
- The board has adopted a personal service policy.
- The board has adopted a procedure for reviewing all new and existing contract forms with legal counsel.

Public Meeting and Records

- The board has adopted a public meetings policy that addresses:
 - Regular meetings
 - Emergency meetings
 - Executive sessions
 - Minutes
 - Conflict of interest
 - Public access to the meetings
- The board has adopted a public records policy that addresses:
 - Exempt records
 - Fees for responding to record requests
 - Designated records coordinator
- The board has adopted forms or a process to allow the public to request records.
- The board has adopted forms or a process for acknowledging a request and for responding to a request that is consistent with the Secretary of State's guidance on public records.
- The district follows the records retention schedule established by the Oregon Secretary of State for Special Districts (OAR Chapter 166 Division 150).

Risk Management

- The board has adopted a policy to review the district's agent of record agreement and services every three years.
- The board reviews coverage annually with agent including district's P/C limits and deductibles, what is covered and amount of coverage.
- The district has an annual coverage certificate review. Annually discuss with the district's agent current contracts and corresponding certificates that have been issued to ensure that contract provisions comply with current coverages.
- The district has an annual review of district assets. Annually meet with the district's agent to review any applicable schedules (example: auto, property, inland marine) to ensure that assets are adequately valued, and all are listed.

- The district maintains an agreement for local legal services.

Financial Controls

- The board has adopted a written investment policy.
- The board has appointed an auditor. (For small districts not required to appoint auditor, complete the Secretary of State's Financial Report.)
- The board approves the annual audit or Secretary of State's Financial Report in district board minutes.
- The district files the audit or financial report with Secretary of State.
- The board requires a bond, crime coverage or letter of credit of any board member or employee charged with possession and control of district funds or carries the Travelers Comprehensive Crime Policy.
- The board has established minimum internal controls for access to district funds.

Education and Training

- Board members have had general board member training (an SDAO board training or affiliated association-sponsored training), and board has established policy for recurring training and/or continued education. www.sdao.com/sdao-ofdda-fire-district-directors-academy
- The district sends representatives to the SDAO Annual Conference.
- The district sends representatives to a personnel management training workshop (affiliated association sponsored training), ideally on a recurring/rotating basis.
- The district regularly sends representatives to risk management and safety workshops. (SDAO's risk management training or SDAO's boiler, electrical and HVAC maintenance seminar; OFDDA training; or other affiliated association sponsored training.)
- The district regularly sends representatives to a sexual harassment training. (SDAO or affiliated association sponsored training.)
- The district regularly sends representatives to an SDAO HR Regional Training or affiliated association sponsored HR training.

Personnel Management

Introduction: This section addresses personnel policies and practices. There is a mix of required items and best practices that have been developed to assist the members based on rules, laws and including best practices. It is the responsibility of each board member as well as the Fire Chief and officers to understand the laws and rules that govern their district and to act accordingly. The SDAO Consulting Services, Risk Management, Human Resources, and Legal Services Departments can be of assistance to the board in specific instances.

Annual review of board-approved personnel policies including:

- Non-discrimination/Veterans' Preference
- Job descriptions
- Harassment
- Employee benefits
- Violence in the workplace
- Employee evaluation procedures
- Discipline procedures
- Alcohol and drug-free workplace
- Vehicle usage on and off-duty
- The board has adopted a policy to never terminate a staff member without prior legal advice. (Free pre-termination legal advice available for districts insured by SDIS. For districts that have a deductible/SIR of \$25,000 or less, and prior to termination of an employee SDAO is called for legal advice, the \$25,000 deductible/SIR may be avoided if the district follows all reasonable advice provided to them.)

Staff Handbook, Training and Procedures

- The district has a staff handbook that is reviewed and updated regularly (at least every two years).
- The staff handbook is reviewed:
 - Upon hire
 - When changes are made to the workplace or policies
 - At regular intervals with staff
- The staff handbook is aligned to your workplace and is up to date.
- The district trains **all** staff on discrimination and harassment issues, mandatory reporting, and elder abuse.
- The district trains **all** supervisors on their role in discrimination and harassment, and personnel issues.
- The district maintains compliance with state/federal laws & guidelines:
 - Family Medical Leave Act (FMLA)/Oregon Family Leave Act (OFLA)
 - Hiring Practices/Veterans' Preference/Pay Equity

- The district annually reviews I-9 and other employment documents for compliance.
- The district has up-to-date job descriptions that are ADA compliant.
- The district policies are effectively communicated and enforced by supervisors.



Record Keeping and Other Documentation

- The district keeps all personnel files current.
- The district keeps relevant documents in active personnel files:
 - Employment/volunteer application
 - Resume (if offered)
 - Letter(s) of recommendation (if any)
 - Employment/volunteer offer letter
 - New staff orientation checklist
 - Staff agreements (if any)
 - Copy of original payroll set-up sheet (all subsequent ones belong in the payroll file)
 - Copies of all performance evaluations, goals, and objectives
 - Copies of all disciplinary actions, any dispute procedure documentation, and results (investigative notes, documents, etc. should not be kept in the employee file)
 - Requests for any policy exceptions
 - Requests for leaves of absence (if this contains medical information, place in separate confidential file)
 - Training courses/classes attended
 - Professional licenses, certifications, etc.
 - Copies of complimentary letters or notes

- All change of notices with appropriate signature for all salary or status changes
- Any request to view personnel file contents or have a copy
- Performance reviews
- I-9s and medical information kept separately from personnel files.
- The district stores personnel files in compliance with state and federal recordkeeping laws, including employees who have separated from the district.
- The district keeps items with protected medical information in a separate, locked location.
- The district provides training for managers and employees about personnel files.
- The district keeps all federal and state labor posters displayed in a conspicuous location.

Recruitment and Promotional Process

Introduction: This section addresses the process for the recruitment of career and volunteer staff members. There is a mix of required items and best practices that have been developed to assist the members based on rules, laws and including best practices. It is the responsibility of each board member as well as the district's hiring authority to understand the laws and rules that govern their district and to act accordingly. The SDAO Consulting Services, Risk Management, Human Resources, and Legal Services Departments can be of assistance to the district in specific instances.

Documents

- The district reviews position descriptions (PD) prior to each hiring cycle and a minimum of every two years to ensure the PDs are up-to-date and in compliance with the ADA.
- The district reviews the application for employment/volunteer for compliance with federal, state, and local laws and rules prior to each hiring cycle and a minimum of every two years.
- The district has reviewed the hiring and/or promotional process to ensure compliance with current Veteran's Preference law.
- The district secures all relevant application documents as confidential and only allows necessary access to those documents as part of the official hiring/promotional process.

Interviews

- The district prepares and reviews questions in advance for the interview panel to use. These questions are job related and avoid discussions about protected classes.
- When an interview panel is established, members of the panel will be a diverse cross section of district employees and possibly patrons to the best of the district's ability.

Physical Ability Testing

- The district reviews the physical ability testing process prior to each hiring process to ensure compliance with federal, state, and local laws and rules. If accommodations are requested prior to testing, the district should seek the advice of an HR or legal professional.
- The testing involves the use of objective criteria that is job-related, when possible, use a nationally recognized and accepted test.
- The district uses the PD to identify the criteria for the physical ability test.

Contractual Agreements Best Practices

Introduction: Districts may enter into a variety of agreements including MOUs and IGAs with other governmental and private groups. SDAO believes that it is important to memorialize these agreements in writing and to regularly review these documents to include updates such as statute and rule changes, new understanding of subjects, and new elected officials and district managers. This list is by no means exhaustive but are some likely topics that may have agreements. The district board has the responsibility to ensure these agreements meet current federal, state, and local laws and rules. SDAO Risk Management, Legal Services, and Consulting Services Departments can assist in specific instances.

This section is not intended to provide guidance for employment or personnel contracts. A labor attorney should be consulted prior to approval and acceptance of those of documents.

Governmental Agreements – As Appropriate

- The district maintains a list of agreements with public entities (such as mutual-aid, auto-aid, ORS 190 agreements, facility use, etc.)
- The district maintains an appropriate ambulance license with Oregon Health Authority.
- The district has an appropriate license for narcotics.
- The district maintains a written agreement with an attending physician advisor for EMS.
- The district has current mutual and auto-aid agreements with the surrounding districts/departments.
- The district has current agreements with other agencies or departments (Forestry, BLM, etc.)
- The district is currently accredited with Oregon DPSST or other accrediting organization.
- The district is currently active with the local fire defense board or county fire chiefs.
- The district is part of the Federal System for Award Management (S.A.M.) Registry.

Private Party Agreements

- The district maintains a list of agreements with private parties (such as vendors, patrons, private organizations, non-profits).
- The district ensures these agreements provide indemnification and proper levels of insurance coverage.

General Guidelines

- All agreements are reviewed and approved by the fire chief prior to acceptance and signature.
- The district consults local legal counsel prior to approval and signing of agreements.
- All agreements entered by the district follow this basic outline.
 - Parties of the agreement (define who the agreement is between)
 - Terms of the agreement (what is being provided by both parties)
 - Duration of the agreement (does the agreement end at a certain time?)

- Termination provisions of the agreement (how do/can the parties end the agreement?)
- The district has a process to regularly review agreements and contracts for changes and needed updates (may be annually or other set timeframe)



Unmanned Aircraft Systems (UAS) - Drones

Introduction: Districts may choose to utilize drones as a tool. This not an exhaustive list of what is required by the current FAA and State Department of Aviation rules, but only a guide to assist you to create your own checklist. The district board has the responsibility to ensure their flights meet current federal, state, and local laws and rules. **In order to have liability coverage the member must, at the time of the claim, be using the drone in compliance with all applicable local, state, and federal laws.** Contact your agent for specific coverage details. The SDAO risk management team can assist in specific instances.

For complete rules:

www.faa.gov/uas/

www.oregon.gov/aviation/pages/index.aspx

Prior to Flying

- The district has registered all drones with the FAA **and** State of Oregon.
- Remote UAS pilots have a current FAA pilot certificate **or** are flying under a current Certificate of Authorization from the FAA.
- The district has Implemented logs for maintenance, inspections, and flight activities.
- The district has developed guidelines for flight operations.
- The district has developed guidelines for media/sensor information storage.

Guidelines for Flight Operations

- The district operating guidelines address all items found in [FAA Part 107](#) and [State of Oregon rules](#) such as:
 - Determine airspace restrictions; contact air traffic control, if needed.*
 - Check weather based on manufacturer's guidance.
 - Keep drone within visual line of sight, minimum 3 statute miles of visibility.*
 - Fly ONLY during daylight, at or below 400 ft.*
 - Do not fly closer than 500 ft. below, and/or 2000 ft. horizontally from clouds.
 - Do not fly near manned aircraft or over people.*
 - Do not fly over critical infrastructure unless following Oregon rules.
 - Do not fly in a harassing manner.

Guidelines for After Flying

- The district pilots inspect the drone based on manufacturer's recommendations.
- The district pilots log flight data for annual reporting to Oregon Department of Aviation.
- The district stores UAS batteries in a fire resistive package.
- The district stores media/sensor information data according to public records policy.

*Certain provisions allow a certificated pilot to deviate from this requirement.

Health and Safety Section – Oregon OSHA

Introduction: This section is a paraphrase of Oregon OSHA’s Division 2, Subdivision L, and related rules. All checklist items are the result of an Oregon OSHA rule, there are a small number of best practices in this section. **This is not an exhaustive list of Oregon OSHA rules;** further research may be required to ensure compliance with Oregon OSHA (<https://osha.oregon.gov/>). Contact SDAO Risk Management for assistance.

General

- The district has an organizational statement that talks about the organization’s structure, the functions of the district, and the type, amount, and frequency of training.
- The district requires that a physician release any employee or volunteer with a known medical condition prior to engaging in fire suppression activities.
- The district requires that any employee or volunteer be evaluated annually to ensure they are physically capable to perform the job duties.
- The district has a current position description for each occupation that identifies physical capacities, minimum and special qualifications.
- The district requires that any employee who is required to wear a tight-fitting respirator (SCBA, N95) have a medical questionnaire evaluated by a licensed health care provider.
- The district requires that any employee who is required to wear a tight-fitting respirator (SCBA, N95) have a fit test performed prior to wearing one and annually thereafter.
- The district requires that any employee who is required to render medical assistance be given hepatitis B vaccine or allowed to decline the vaccine in writing prior to exposure.

Administrative

- The district has a safety committee or holds an all-hands safety meeting monthly.
- The district maintains meeting minutes for at least three years.
- The district posts the minutes in an area that all district members can read them.
- The district does quarterly facility inspections.
- The district investigates all incidents that could or have resulted in property damage or injury.
- The district records injuries and illnesses on an OSHA 300 log and 300A summary
- The district records all needle or medical sharps sticks on a sharp’s exposure log.
- The district has had an OSHA consultation within the past five years (recommendation only) or a visit by SDAO Risk Management within the past three years.

Education and Training

- The district has implemented a policy addressing appropriate training and education based on position.
- The district has provided appropriate training in the following areas:

- Interior structural firefighters meet NFPA 1001, Firefighter 1 or higher; or are firefighting trainees who are under the direct supervision of a NFPA Firefighter 1 or higher.
- Exterior only firefighters meet the minimum performance standards (student prerequisites) of NFPA 1001 (2013).
- The district ensures that all live fire training is conducted in accordance with NFPA 1403 (2012) or Appendix A of OAR 437-002-0182 and under the direction of the training officer or district representative.



Personal Protective Equipment

- The district has a current hazard assessment to determine what personal protective equipment (PPE) is necessary.
- The district requires that all employees have the proper protective equipment for known hazards.
- The district provides a turnout ensemble (helmet, hood, coat, pants, and boots) that meets the requirements of NFPA 1971 (**currently owned** -1991 edition; **purchased after 7/1/16** – 2013 edition).
- The district provides hand protection that meets the requirements of NFPA 1973 (**currently owned** - 1988 edition; **purchased after 7/1/16** – 2013 edition).
- The district provides eye and face protection that meet the requirements of ANSI Z87.1 (1998 edition).
- The district provides hearing protection that meets the requirements of 1910.95 for sound levels above 85 db.
- The district provides effective PPE for bloodborne pathogens (gloves, gowns, face, and eye protection).
- The district performs documented inspections of all PPE at least **monthly** (weekly is preferred).

Respiratory Protection Program

- The district provides NIOSH approved respiratory protection.
- The district's written program includes the identity of the person or position responsible for maintaining the program.

The district's written respiratory program includes statements on:

- Procedures for selecting respirators.
- Medical evaluations of employees.
- Fit testing procedures of employees.
- Procedures for using respirators in foreseeable conditions.
- Procedures and schedule for cleaning, disinfecting, storing, inspecting, repairing, discarding, and maintaining the respirators.
- Procedures for ensuring adequate air quality, quantity, and flow of breathing air for SCBAs or supplied air respirators (SARs).
- Procedures for training employees.
- Procedures for annual evaluation of the respiratory program.

Respirator Selection and Use

- If the district uses respirators other than SCBAs or SARs, evaluate the respiratory hazard to select the appropriate respirator (if the atmosphere is or could be IDLH then SCBAs or SARs are the only recommended respirators).
 - The district should evaluate:
 - Identity of respiratory hazard, a reasonable estimate of exposure, **and** chemical and physical state.
 - Relevant workplace and user factors that will affect performance and reliability.
 - A sufficient number of respirator models to allow for correct user fit.
- The district provides a PASS alarm for each SCBA in use that meets NFPA 1982 (**currently owned** - 1983 edition; **purchased after 7/1/16** – 2013 edition).
- The district takes air samples from the compressor at least every six months to be analyzed for grade D air (quarterly is industry practice).

Medical Questionnaire and Fit Testing

- The district requires the employee to fill out a medical questionnaire prior to using the respirator.
 - Frequency
 - Prior to use (required)
 - Any negative medical signs or symptoms related to the use of a respirator (required)
 - Health care professional, supervisor or program administrator requests the employee be re-evaluated (required)

- Observations made during a fit test or other programmatic event indicates the need for re-evaluation (required)
 - Changes in workplace conditions (e.g., physical work effort, protective clothing, temperature) that may result in a substantial increase in the physiological burden placed on an employee (required)
 - A reasonable time interval determined by the employer (i.e., annually, biannually, every 5 years) [**Best Practice Only**]
- The district receives the response from the licensed healthcare provider **prior** to allowing the employee to use the respirator or fit testing the employee.
- The district fit tests employees prior to respirator use, when there are facial changes, and **annually** thereafter.

Bloodborne Pathogens

The district has a written exposure control plan that addresses the following:

- How to determine occupational exposures.
 - Work practices and engineering controls to eliminate exposures.
 - How to determine the circumstances surrounding an exposure incident.
 - Procedures for post-exposure care.
 - Procedures for implementing the exposure control plan.
 - Procedures to review the plan annually.
- The district has a committee that reviews the medical sharps **annually** to make recommendations about safer devices.
- District management reviews and documents a response to the committee recommendations (not required to accept recommendations).
- The district has a sharps log to document incidents.

Emergency Response

The district has operational guidelines addressing the following:

- Emergency and non-emergency apparatus operation.
- Incident management system.
- Personnel accountability system that meets NFPA 1561, (2008).
- Rapid intervention team/crew.
- Rehab.
- All expected emergency responses (fire, EMS, technical rescues or HazMat).
- Staging of apparatus and/or personnel.
- Narcotics storage and usage during EMS responses.
- Mutual or auto-aid responses.



Hazardous Materials Response

- The district identifies non-residential hazardous materials storage locations.
- The district has a pre-plan for responding to these hazardous materials storage locations.

The response plan includes statements about:

- Pre-planning and coordination with outside parties.
- Personnel roles, lines of authority, training, and communication.
- Emergency recognition and prevention.
- Safe distances.
- Scene security and control.
- Evacuation procedures.
- Decontamination.
- Medical treatment and first aid.
- Personnel withdrawal procedures.
- After action critique.
- Personal protective equipment, emergency equipment, and response procedures.
- The role of the incident commander.

The incident commander is responsible for:

- Identifying the hazardous substance and condition.
- Implementing emergency operations.
- Ensuring effective personal protective equipment is selected and worn.
- Access is limited to the warm and hot zone.
- Effective decontamination procedures are implemented.

- A competent safety officer is designated.
- Only appropriately trained personnel are used.
- On-scene medical surveillance is provided for emergency responders.

Apparatus Bays

- The district keeps the apparatus bay clear of obstructions, trip hazards, slick and greasy floors.
- The district knows that the air inside the building is not contaminated with exhaust gases from apparatus engines by monitoring the air.
- The district follows these best practices when possible:
 - Exhaust gases are controlled by local exhaust means.
 - Perform routine preventative maintenance on vehicle engines.
 - Idle times are reduced when indoors.
 - Vehicle exhaust is directed outdoors and away from interior openings.
 - Interior doorways are sealed to prevent exhaust gases from entering.
 - Turnouts are kept in a separate room away from exhaust gases.
 - Ice makers and drink dispensers are kept in an area away from exhaust fumes.

Apparatus

- All vehicles have roll-over-protective-structure (ROPS) if it does not have a cab.
- All vehicles have tailboards that do not project outside of the vehicle sides or fenders.
- All vehicles have an exhaust system that keeps the exhaust gases away from the occupants.
- All vehicles have the loaded weight and unloaded height posted where the driver can clearly see it.
- The district has written procedures and records for **monthly** apparatus checks **and** when the apparatus is returned to the station **after use**.
- The district takes apparatus or equipment out of service that is excessively worn, deteriorated or damaged until it is repaired.
- The district has annual testing done on all fire service equipment, including hoses, pumps, and ladders.

Apparatus Operation

- The district only allows adequately trained personnel to operate vehicles.
- Only personnel who have a valid license are allowed to operate a vehicle on public roadways.
- The district ensures that all equipment is effectively stored and/or secured on the vehicle before it moves.
- The district ensures that all firefighters are seat belted while the vehicle is moving.
- The district has a backing policy that requires spotters to be used when backing a vehicle.

Traffic Control

- The district uses vehicles with emergency lights to control the traffic flow at emergency scenes.

- After the emergency is stabilized, the district uses traffic control measures listed in the ODOT short-term traffic control manual.

Hose and Drill Towers

- All floor and wall openings over four feet from the ground are equipped with a standard guardrail.
- All elevated platforms are equipped with toe boards when tools or other objects that could roll off are present.
- All fixed ladders in the hose-drying tower meet the requirements for fixed ladders.
- All ropes used to hoist hose in the tower have a safe breaking strength of at least three to one.
- The district has the hoist serviced and inspected annually.
- Tie off points are inspected according to the manufacturer or under the direction of a registered professional engineer.
- Written inspection records are maintained for three years.

District Owned Confined Spaces - Where employees do not enter.

- The district has all confined spaces identified and evaluated even if the district does not enter them.
- The district has all confined spaces posted with signage reading, "Danger - Confined Space (or Permit Required Confined Space), Do Not Enter."
- The district has effective means of keeping employees from entering the confined space.
- The district informs contractors of the presence of the confined space and its hazards.
- If the district enters its own confined spaces, the district has a full confined space program.

Emergency Service Confined Space Rescue

- If the district is designated as an employer's confined space rescue service, the district has a written agreement with that employer.
- The district trains responders for confined space rescues using NFPA or other national standards.
- The district ensures that everyone responding to confined space emergencies is certified to NFPA Firefighter 1 level.

Emergency Service Confined Space Rescue - Training

- The district provides training prior to entry into a confined space or any time there are changes in duties or equipment.

The district's confined space training plan includes discussions about:

- Inherent confined space hazards
- Safe performance in a confined space
- How to assess and secure the space
- How to use calibrated direct reading instruments

- How to effectively ventilate the confined space
- How to use the personal protective equipment
- How to use the confined space specific equipment
- When and how to exit the confined space
- The district's confined space training plan includes practical application of the learned skills including a simulated rescue every 12 months.
- The district documents the training with certification that includes the training topic, employee's name, date of training and signature of the trainer.

Emergency Service Confined Space Rescue - Standard Operating Guideline

The districts' operating guideline includes:

- The use of an incident management system that meets NFPA 1561.

An assessment of the confined space incident:

- Classification as a rescue or body recovery
- Physical Hazards
- Atmospheric Hazards
- Ventilation

Emergency Service Confined Space Rescue - Equipment

- The district provides appropriate equipment for entry into a confined space.
- The district provides appropriate equipment for non-entry rescue from a confined space.
- The district provides appropriate personal protective equipment for entry into a confined space.

Emergency Service Equipment Testing

- The district performs annual testing of all emergency equipment according to national standards (pumps, hose, ladders, etc.).
- The district performs annual testing of aerial devices in accordance with NFPA 1911, 2007 edition, or by a registered professional engineer, the apparatus manufacturer, or an American Welding Society certified welding inspector. Any repairs are recertified by the same.
- The testing is documented, and records are maintained according to public records law.

District Facilities - General

- The district keeps all areas clear of trip hazards.
- The district keeps all flammable liquids inside an approved flammable liquid cabinet or room.
- The district maintains proper guards on all power equipment (such as grinders or saws).
- The district maintains proper guards on all equipment with moving parts (such as belts, pulleys, or chains).
- The district inspects and maintains apparatus bay doors using the manufacturer's recommendations.

- Hand tools are inspected to make sure they are in good condition.
- The district inspects cranes, hoists, jacks, or lifts annually.
- The district inspects rigging prior to each use.
- The district has the weight rating posted for any mezzanine areas used for storage.

Walking / Working Surfaces

- The district has a documented inspection process of the facility at least monthly or as often as necessary to keep the workplace safe.

There is effective protection to keep people from falling:

- Loading docks more than **four feet**
- Stairs more than **four risers**
- Catwalks, platforms, raised walkways more than **four feet**
- Roofs or other surfaces not normally used for walking/working more than **ten feet**
- Slippery floors** due to spills of liquids/materials or weather

Electrical

- The district inspects all electrical cords for damage.
- The district ensures that all cords are kept out of the way to avoid trips and falls.
- Extension cords are used only for temporary wiring.
- The district keeps a minimum of **36 inches** of clear space around electrical panels.
- The district keeps electrical rooms free of storage.
- The district hires qualified electricians to install wiring or make repairs.

Heat Illness Prevention

- The district has determined when emergency operations directly involved in the protection of life or property, public safety power shutoffs, or restoration of essential services, such as evacuation, rescue, medical, structural firefighting, law enforcement, utilities, and communications have ceased, and the full provisions of this rule are in effect.**
- The district has implemented a written Heat Illness Prevention (HIP) Program that addresses the following items:
 - Identifies an Individual or position who is responsible for the program.
 - How employees will be trained on the hazards of heat exposure and the necessary steps to prevent heat-related illnesses.
 - How to recognize the symptoms of dehydration, and how to respond to suspected heat-related illnesses in others.
 - How sufficient amounts of cool, potable water in work areas will be provided for staff.

- How employees will be provided frequent opportunities and encouragement to stay hydrated by drinking water.
- How employees will be provided sufficient space to rest in a shaded area or cool climate-controlled area, and where heat-affected employees may cool off and recover when signs and symptoms of heat-related illnesses are recognized.
- How the employer will implement the heat illness prevention rest break schedule when necessary to keep employees safe.
- How the employer will implement heat acclimatization procedures for new employees or employees returning to work from extended absences of seven or more days.
- The district establishes and maintains an adequate number of shade areas when the heat index is above 80 degrees Fahrenheit.
 - Shade areas are open on at least 3 sides or have mechanical ventilation
 - Shade areas are large enough to cover employees seated in a normal posture
 - Employees must be able to remove PPE in these areas
 - Shade areas are as close as practical to work areas
 - If natural vegetation is used as shade the shadow must be sufficient to protect employees
 - Vehicles that have working air conditioning are considered shade
- The district provides ready access to sufficient drinking water at no cost to the employees when the heat index is above 80 degrees Fahrenheit.
 - The water must be cool or cold (Potable water that is suitable to drink and that is cool (66 °F – 77 °F) or cold (35 °F – 65 °F).
 - Employees must have at least enough water to consume 32 oz. per hour. This may be restocked throughout the day if supplies are needed.
 - Employees must be allowed time to drink water.
- The district has adopted the following high heat practices when staff is exposed to a heat index of 90 degrees Fahrenheit or greater.
 - Effective two-way communication is provided to all staff members.
 - Regular contact with staff working alone, a mandatory buddy system, or other effective means of observation and communication to promptly identify staff suspected of experiencing heat-related illness.
 - Designate and equip an adequate number of staff who are authorized to call for emergency medical services.
 - When staff work in structures without mechanical ventilation the district measures the current indoor heat index by measuring the temperature and humidity inside the structure or assumes the outdoor heat index is the same as indoor.

- Develop and implement a written heat illness prevention break schedule that meets the requirements of [OAR 437-002-0156\(5\)\(e\)](#).
- The district has determined how exposure to excessive heat is addressed in their emergency medical plan. [OAR 437-002-0161\(4\)](#)
- The district has developed and implemented a written plan addressing acclimatization of staff and volunteers.
- The district provides **annual** heat illness prevention training to all staff, including volunteers.
- The district keeps the most recent **annual** training record that includes:
 - Name/identifier of staff member trained
 - Date of the training
 - Name of the person who conducted the training
- The district's training covers the following topics:
 - Environmental and personal risk factors, such as health conditions, clothing worn and/or PPE usage.
 - The employer's procedures for complying with the requirements of this standard.
 - The importance of frequent consumption of small quantities of water, up to 32 ounces per hour.
 - The concept, importance, and methods of the district's acclimatization plan found in section (8).
 - The different types of heat illness, the common signs, and symptoms of heat illness, and the appropriate first aid and emergency response to the different types of heat illness.
 - The importance for staff to immediately report to the employer, directly or through the employee's supervisor, signs and symptoms of heat illness in themselves or in others.

Wildfire Smoke

- The district has determined when emergency operations directly involved in the protection of life or property, public safety power shutoffs, or restoration of essential services, such as evacuation, rescue, medical, wildland firefighting and associated support activities such as fire camp services and fire management, structural firefighting, law enforcement, utilities, and communications have ceased, and the full provisions of this rule are in effect.**
- The district has developed guidance for all staff related to the procedures for assessment, training, and protective measures for wildfire smoke.
- The district monitors wildfire smoke (PM2.5) using a publicly accepted method.
- The district provides **annual** training to all staff, including volunteers who may be exposed to an AQI of 101 or greater or PM2.5 at or above 35.5 µg/m³. This training includes the following topics:
 - Symptoms of wildfire smoke exposure.
 - Potential acute and chronic health effects.

- Each employee's right to report health related issues due to exposure and how to obtain medical treatment.
- How employees can access average and forecasts for AQI or concentrations of PM2.5.
- Training on the important, limitations, and benefits of using a filtering facepiece respirator (FFR).
- Training on how to use and maintain an FFR.
- How the district is protecting staff from wildfire smoke exposure, including how to obtain an FFR.
- A review of any job tasks that expose the wearer of FFRs to greater hazards than wildfire smoke and why staff should not wear the FFR during those tasks.
- Procedures for supervisors to follow when a report or observation of adverse health effects are seen.
- How to monitor PM2.5 in the workplace and how that will be communicated to staff
- The district keeps the most recent **annual** training record that includes:
 - Name/identifier of staff member trained
 - Date of the training
 - Name of the person who conducted the training
- The district has implemented a two-way communication method to provide information about the current ambient air concentration of PM2.5 or AQI from wildfire smoke that includes:
 - A means to notify staff of changes in the air quality that would change the needed exposure control measures.
 - A means for staff to notify supervisors of changes in air quality, availability of exposure control measures, and symptoms of exposure that may necessitate medical care.
- The district has implemented exposure control methods using engineering or administrative controls to reduce the level of individual's wildfire smoke exposure below an AQI of 101 or PM2.5 of 35.5 µg/m³ unless those controls are "functionally impossible or would prevent the completion of work."
 - **Oregon OSHA defines appropriate engineering controls** as items that may include, but are not limited to, temporarily relocating outdoor workers to available indoor areas or vehicles where the air is adequately filtered or using portable air purifiers equipped with HEPA filters (or similar high-efficiency air filters) that are sufficient in number and performance for the size of the enclosed area where used.
 - **Oregon OSHA defines appropriate administrative controls** as items that may include, but are not limited to, temporarily relocating outdoor work operations to another outdoor location with better air quality when work permits and changing employee work schedules to when better air quality is forecasted.

- If elastomeric respirators are used to reduce employee exposure to wildfire smoke at any PM2.5 concentration, employers must comply with all applicable requirements under of the Respiratory Protection Standard – 29 CFR 1910.134.
- The district provides FFRs for voluntary use when the levels of wildfire smoke PM2.5 is at or above 35.5 µg/m3 but less than PM2.5 is at or above 200.9 µg/m3 or an AQI of 101 but less than 251.
 - The district maintains an adequate supply of FFRs in an area that is readily accessible to all staff or is distributed directly to staff.
 - The FFRs are stored in a manner so that they do not become a health hazard to the users.
- The district provides and requires use of FFRs when staff are exposed to levels of wildfire smoke PM2.5 is at or above 200.9 µg/m3 but less than 500.4 µg/m3 or an AQI of 251 but less than 501.
 - Use the Wildfire Smoke Respiratory Protection Program as described in Appendix A of this standard in lieu of conducting medical evaluations and fit testing, which are otherwise required under the Respiratory Protection Standard – 29 CFR 1910.134
- The district requires the use of respirators in accordance with the Respiratory Protection Standard – 29 CFR 1910.134. Whenever employee exposure to wildfire smoke PM2.5 is at or above 500.4 µg/m3 (AQI 501).

Cancer Risk Factor Reduction

Introduction: All hostile fires have known and unknown contaminants that can cause serious health problems. To reduce the risk to fire district personnel engaged in fire suppression and overhaul duties, districts should develop processes to reduce their exposures to these health hazards. These processes can be split into two categories: In-station and on-scene procedures. Cancer may never be eliminated from the fire service, but districts can take steps to reduce firefighters' exposures to carcinogens and promote a healthy lifestyle. Effectively managing these risk factors requires an organization-wide effort that includes leadership, management, supervision, accountability, and personal responsibility.

Board and Management Duties

- The district board has implemented a policy outlining the areas of responsibilities such as
 - Finance – funding sources, expenditures, capital planning
 - Health and Safety Officer – qualifications, authority for accountability
 - Logistics – acquisition of PPE and decon equipment and cleaning and maintenance of PPE
 - Operations – selection and use of PPE and authority for accountability
- The district actively promotes a tobacco and nicotine free workplace.
- The district actively promotes firefighter wellness to combat cancer risk factors.
- The district considers the budget with a specific focus on cancer risk reduction:
 - Provide adequate sets of turnouts to allow for cleaning.
 - Provide more than one hood for individual firefighters.
 - Provide more than one set of gloves for individual firefighters.
 - Provide for machine washing of turnouts after events.
 - Assessment of station design: storage of turnouts, vehicle exhaust, overall ventilation, etc.

Policy Considerations

- The district has implemented policies and procedures requiring:
 - The use of appropriate PPE by all personnel during **all** stages of fires, including overhaul and investigations.
 - **Appropriate PPE is determined by the chemical and physical hazards known or presumed to be present at an event.**
 - Consideration should be given to requiring apparatus operators to be on air.
 - Establishing cold, warm, and hot zones. Limit entry into hot zone to only necessary personnel.
 - Wet method gross decontamination of **all** PPE prior to leaving the scene and/or entering rehab.
 - Dirty, but deconned PPE to be bagged and/or placed outside the cab when possible.
 - Methods to remove contaminants from an individual's body, i.e., showering, wipes, sauna, etc.
 - No PPE worn inside the station classrooms, offices, or living areas.
 - No dirty PPE taken home or transported in personal vehicles.

- Regular washing of PPE consistent with manufacturer's recommendations.
 - **Strongly recommended** after every fire, including training burns
- Provide incident rehab appropriate for the level and type of incident.
- Decontamination for all apparatus, equipment, and station.
- The district reviews these steps regularly to ensure they are kept up to date.

Training

- The district provides regular training in the following areas:
 - Carcinogenic hazards encountered during fire events.
 - PPE or protocols necessary to reduce carcinogenic effects during fires.
 - Requirements to use proper PPE at all fire events.
 - Proper decontamination methods of PPE and individual firefighter, on-scene and in quarters.
 - Proper routine decontamination for apparatus, equipment, and station.
 - Benefits of personal wellness: fitness, nutrition, sleep, and regular medical evaluations.

Behavioral Health Program

Introduction: Most of us are aware of the physical demands that firefighters and EMS providers undergo through their career. Fire service leaders and behavior health professionals now recognize they face many of the following behavioral challenges because of their work such as anxiety, depression, burnout, stress disorders, and addiction. Clinical research and the claims experience of SDIS demonstrates that firefighter longevity and overall health are tied directly to strong behavioral health practices on both personal and agency-wide levels. The goal of creating a program is not to diagnose and cure individuals, but simply create an environment where tools and assistance are readily available, promoted, and utilized by everyone including family members. To that end, SDAO and SDIS have partnered with several professional organizations to provide mental health resources. SDAO Risk Management can assist you with accessing these resources. One such resource is: <http://www.everyonegoeshome.com/wp-content/uploads/sites/2/2017/12/behavioral-health-mgmt-guide-122017.pdf>

Board and Management Duties

- The district has policies and guidelines in place that define the behavioral health program, such as:
 - Appropriate confidentiality and necessary disclosure (intention of self-harm, suicide, etc.)
 - Confidential tracking of usage
 - Minimum and preferred qualifications of peer support personnel
 - Wellness of peer supporters
 - Expectations for leadership support of the program
 - Financial support and funding of resources
- The district works with culturally competent and trained mental health professionals (i.e., EAP, local clinicians and clergy with a practice focused on or specialized training for public safety personnel).
- The district actively promotes behavioral health resources to members and their family (EAP, local clinicians, chaplains, etc.).
 - SDIS provides low-cost access to www.PublicSafetyEAP.com for all fire district members.
- The district has trained members actively involved in peer-support roles.
 - SDAO has partnered with www.nwpeersupport.org to assist in implementing peer-support.
- The district provides regular training on the following subjects to all members:
 - General understanding of behavioral health and the available resources
 - How to perform self-care
 - How to utilize an after-action report (AAR)
 - How to recognize individuals in crisis and connecting them to resources
- The district provides appropriate and regular behavioral health training to **supervisory personnel**.
- The district provides appropriate and regular behavioral health training to **peer support personnel**.

Sample Mental Health Self-assessment for personnel

This self-assessment was adapted from the Firefighter Behavioral Health Alliance self-assessment tool.

<https://www.ffbha.org/resources/suicide-questionnaire/> If you answer yes to 3 or more questions, we recommend that you seek care from a local chaplain, peer support team member, the Public Safety EAP, or a mental health clinician who has expertise in providing care to public safety professionals. **If you answered yes to the last two bolded questions, please seek support immediately from 911, calling the National Suicide Prevention Lifeline 1-800-273-8255 or calling the Share the Load Program 1-888-731-3473.** Once you receive help from one of these make contact with a trusted family member, friend, local chaplain, or counselor.

- Do you feel like a burden to your family, friends, or your agency?
- Do you feel the world would be better without you in it?
- Do you isolate yourself from others at work or at home?
- Do you find yourself turning to alcohol or other mood-altering drugs to make yourself feel better?
- Do you find yourself turning to other addictive behaviors to make yourself feel better?
- Have you or someone close to you noticed that your sleeping patterns have changed?
- Do you think “what’s the use” when responding to emergency calls?
- Do you find yourself thinking about or performing unnecessarily risky activities while on an emergency scene?
- Have you found an increased or new interest in risky activities outside of work?
- Do you find yourself displaying unexpected angry emotions or been talked to about unprofessional behavior toward others within the past two months?
- Have family, friends, or co-workers told you that “you have changed” recently?
- Does your family have a history of suicide?
- Does your family have a history of feeling depressed?
- Do you have feelings of hopelessness?
- Do you feel like killing or harming yourself?
- Have you created a plan to kill yourself? ***
- Have you recently attempted to kill yourself? ***



Youth Firefighter Program – Cadet Firefighters

Introduction: This self-assessment addresses concerns related to the employment of, volunteering by, or use of minor children as firefighters. These individuals are referred to in a variety of ways across Oregon but most commonly as cadets or junior firefighters. For the purposes of this document, a minor firefighter is a child who has not reached the age of 18 and performs any tasks commonly associated with the fire service and EMS, including training related to those tasks. SDAO Risk Management can assist you in specific circumstances. Contact your agent for coverage details.

Board and Management Duties

- The district has implemented a board policy outlining the minor firefighter program.
- The policy addresses the following:
 - Responsible parties
 - Selection process for both adults and minors, including background checks and eligibility requirements.
 - Third party affiliation, if any (such as Boy Scouts of America), their contracts, and their insurance coverage

- Code of conduct
- Operational guidelines: including maximum total number of minors allowed in the program, ratio of adults to minors (minimum two adults), selection process, physical capability assessment, ride along procedures, appropriate times/situations when minors can be at the station
- The district has a current policy addressing mandatory reporting laws.
- The district has a current policy addressing harassment and hostile work environment.
- The district has a current policy addressing electronic communication/social media.
- The district has a current policy addressing HIPAA and confidentiality.
- SOP/SOGs follow all federal/state/local laws and rules (such as OROSHA, BOLI, DPSST, OHA/EMS).
- The district has discussed adequate insurance coverage levels with their agent.

Contracting

- The district has established procedures for entering into agreements with third-party vendors (licensed, insurance current, named additional insured, adequate limits for OTCA, etc.)
- The district monitors agreements to ensure obligations are met as required by the agreement.
- The district has a single point of contact for review and approval of these and all agreements - **The chief should have oversight of the agreements if they are not the point of contact for approvals.**

Program Management

- The district has assigned a named individual as the program manager.
- The district has implemented a selection procedure for all adults who will be supervising minor firefighters (including background checks, reference checks, etc.).
- The district reviews relevant policies annually with the supervisors (e.g., mandatory reporting, harassment, operational guidelines, etc.).
- The program manager has spoken in person with parent(s)/guardian(s) about what the minor firefighter will be doing, and the hazards associated with the tasks assigned.
- The district has a signed consent form with parent(s)/guardian(s) and minor firefighter's signatures.
- The district has implemented a process to address concerns from parent(s)/guardian(s) and minors, including an investigation protocol.
- The district has developed a list of approved activities for the minor firefighters based on federal and state law, **all other activities are prohibited.**

Eligibility

- The district has implemented eligibility requirements for minor firefighters, including age, minimum GPA, and physical capability.

- The district has implemented eligibility requirements for adult supervisors, including criminal convictions, driver record, training, and attendance.

Operations

- The district has current operational protocols for minor firefighters that conform to the list of approved activities.
- The district's use of minors conforms to current federal/state/local laws and rules.
- The district has established protocols addressing how minor firefighters will arrive at the station or on-scene for duty assignments.
- The district has established procedures to address violations of standards.
- The district has set a minimum number of supervising adults that are to be present before minors are allowed at the station and on-scene.
- The district has set limitations on when minors are at the station to prevent sexual abuse/hostile work environment.
- The district has a current ride-along procedure that addresses concerns about sexual abuse/hostile work environment.
- The district provides appropriate job training prior to assigning tasks on scene.
- The district provides **annual** training on the following topics:
 - HIPAA and confidentiality, including social media
 - Bloodborne pathogen exposures
 - Harassment/discrimination and mandatory reporting

Facilities Use and Outside Trainers

Fire districts have been entrusted with public funds to purchase and use property and equipment for the public good. Over the years there have been instances of training that has gone awry and caused damage to not just district equipment and property, but to the public trust. Third party vendors or trainers can be a useful tool; however, they have their own set of complications. Here are some best practices to keep in mind when allowing outside groups or vendors to use your facility for any reason including training. For other public entities we also recommend your district have a current IGA or contract in place defining the terms of your relationship. SDAO Risk Management or Legal Services can be of assistance with answering questions about these agreements. Contact your agent for insurance coverage questions, such as proper limits.

Contracts and Agreements

- The district has implemented a policy on use of district property, including vehicles and equipment.
- The district has a current use agreement or contract on file for all planned events.
- The district has had the written agreement reviewed by the district's general counsel.
- The agreement includes language addressing the following:
 - Indemnity language that names who is responsible for damage or injuries.
 - Insurance language that names the district as the additional insured with appropriate levels of coverage, **contact your agent to determine appropriate amounts.**
 - Language related to the prohibition of harassment and discrimination and/or creating a hostile work environment.
 - Documented specifics about the event, including any exclusions that are necessary.
 - Documented fees that are to be charged for the event.
 - Additional language about requirements or expectations, such as access to district facilities, equipment usage, signage or promotion of the event, prohibitions, or limitations, etc.
 - Language detailing the termination of the agreement, under what conditions, emergencies, non-compliance, timeframes, etc.

Live Fire or Hazardous Training

- If the district is hosting or participating in a live fire or other potentially hazardous training event, there are **additional** considerations the district must include in the agreement:
 - Document responsibility for providing appropriate PPE to the participants.
 - If the PPE is not what the participant is currently using and trained on at their district, who is responsible for providing that training to meet OSHA standards? **OAR 437-002-0134 and OAR 437-002-0182**
 - Who is responsible for the cleaning and decon of the PPE?
 - If using respirators or SCBA who is responsible for ensuring that all OSHA respiratory standards are met prior to use? (i.e., medical evaluation, fit testing, training, etc.)

- The district has been provided a current training plan that addresses foreseeable risks. For live fire training, does that plan meet the requirements in NFPA 1403? – **there is language in the SDIS coverage documents requiring adherence to that standard.**
- Document who is responsible for providing workers' compensation coverage for all participants and instructors.
- Document who is responsible for damage to equipment, property, or the creation of foreseeable hazards (e.g., we burn the neighbor's fence or trees, we back into a building, we drop a powerline due to an overly active fuel load, or we damage a training prop).
- Document who is responsible for clean-up of the training area to remove debris.

Event Oversight, Planning, and Supervision

- The district provides on-site supervision of any event held on their property or property they are responsible for. This ensures the agreement is being adhered to and to address concerns or hazards that arise; consider charging a fee for this.
- The district requires an adequate number of pre-planning meetings with district staff.
- The district has been provided appropriate event planning documents by the event organizer.
- The district requires adequate levels of liability insurance from the event organizer – discuss with the district's insurance agent for appropriate coverage (event organizer has access to TULIP single event insurance through the district's agent).
- The district has a single point of contact for review **and** approval of these and all agreements - **The chief should have oversight of the agreements if they are not the point of contact for approvals.**

Facilities Maintenance Best Practices

Introduction: Some of the largest losses member districts face are related to the care and maintenance of their facilities. This section addresses some of the more common areas where concerns are seen. SDAO recommends that districts have a plan to address construction and maintenance of their facilities. SDAO Risk Management can assist you address specific circumstances. Contact your agent for coverage details.

Building Envelope

- The district inspects all buildings, including vacant and leased, regularly.
- The district has a documented inspection procedure reviewing the exterior of the buildings (items like roofs, walls, vegetation due to pests and arson, gutters and foundations, utility connections).
- The district has a documented inspection procedure reviewing the interior of the buildings (items like boiler rooms, extra humidity, leaking pipes and cracks in walls, electrical circuits).
- The district makes certain that roofs and gutters are kept free from damage and debris as often as necessary (minimum of twice a year).
- The district has a procedure in place to prioritize maintenance needs.
- The district has a procedure that outlines preventative maintenance priorities.

Fuel Tanks/Propane Tanks

- The district inspects the fueling area at least weekly for damage or deterioration.
- The facility is effectively grounded according to national standards.
- The district maintains proper labels on the structure or tank.
- The fueling facility is effectively protected from vehicles hitting the structure.
- There is adequate spill protection for the facility.

Utilities

- The electrical system is effectively grounded according to national standards.
- The district maintains proper labels on the breaker panels, disconnects, and fuse boxes.
- The water and gas shut-off valves are readily identifiable and unobstructed.
- The district inspects the apparatus bay shorelines and extension cords at least weekly for damage or deterioration.

Contracting

- The district has established procedures for hiring vendors (purchasing authority, licensed, insurance current, etc.).
- The district monitors contractors to ensure work is completed as required by the contract and local codes.

- The district reviews finished work at or before one year, five years and nine years to ensure the work is completed as required by the contract.
- All agreements entered by the district follow this basic outline:
 - Parties of the agreement (define who the agreement is between)
 - Terms of the agreement (what is being provided by both parties)
 - Duration of the agreement (does the agreement end at a certain time?)
 - Termination provisions of the agreement (how do/can the parties end the agreement?)
- The district has a single point of contact for review **and** approval of these and all agreements - **The chief should have oversight of the agreements if they are not the point of contact for approvals.**



Crime Prevention

- The district has established procedures to reduce potential for crime on their property.
- The district has adequate lighting installed around all facilities.
- The district controls access to the facility by use of fencing and signage that delineates areas open only to authorized users.
- The district has security systems and cameras installed in areas needing monitoring.
- The district maintains public areas separate from restricted areas inside the building by using doors, counters, or gates.
- The district keeps objects from blocking sight lines around the buildings, shrubs are trimmed lower than two feet tall **or** lower branches are trimmed up at least four feet from the ground.

- The district keeps windows and doors locked when buildings are not occupied.
- The district keeps equipment out of open sight lines to avoid theft.
- The district has a good working relationship with local law enforcement and has regular contact.



Vehicle Operations

Introduction: Vehicle crashes are some of the most frequent losses that SDIS incurs. This section is a compilation of best practices for creating and maintaining a solid motor vehicle program. The Risk Management Department can assist you with the development of this.

Prequalification Prior to Driving

- The district has a current job description for **any** position that drives vehicles for the district.
- The district policy for driving addresses the following areas:
 - Training
 - Experience – time behind the wheel
 - Experience – time at the district
 - Driver’s license check – motor vehicle report (MVR) from DMV
 - Job performance
 - Medical evaluations
 - Required qualifications for driving



Training of Drivers

- The district routinely provides different methods of training for drivers.
- The district monitors changes to traffic laws and provides this information to drivers.
- The district follows recognized training programs such as DPSST, NFPA, IFSTA, etc.
- The district places reminders of proper driving techniques and “watch-outs” around the station and apparatus for visual cues.

Initial Assessment of Driver Candidates

- The district provides a documented test based on the training material that was presented.
- The district conducts a closed course evaluation to demonstrate proficiency in each vehicle driven.
- The district conducts multiple over-the-road evaluations by a chief officer or designee for both emergency and non-emergent driving.

Requalification and Refresher Training

- The district conducts refresher training when changes, such as below occur **and** annually:
 - New or significant vehicle changes
 - Laws or rules related to driving are changed
 - New technology is added or used that affects driving conditions
 - Significant driver health changes (**requalification should also be done**)
- The district conducts performance evaluations annually by an over-the-road evaluation by a chief officer or designee for both emergency and non-emergent driving.
- The district reviews the driving records annually of each staff member who drives for the district.



Fire District Risk Management **Self-Assessment**



Administered by SDAO

PO Box 12613 Salem, OR 97309

Toll-free: 800-285-5461 | Phone: 503-371-8667

Email: riskmanagement@sdao.com | Web: www.sdao.com