

<b>10XX</b>	<b>Station Procedures (<u>LEGACY</u>)</b>	
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*This policy is intended to consolidate all legacy articles and policy memorandums into a single, unified framework for internal use within the department. This policy does not enlarge an employee's civil liability in any way and should not be interpreted as creating a higher duty of care, in an evidentiary sense, with respect to third-party civil claims against employees. Any proven violation of this policy shall serve solely as a basis for non-judicial administrative action by the department, in accordance with applicable laws governing employee discipline.*

**Related Policies:** Article I Department Station Procedures, sections 100.01 through 186.02  
**Applicable HI Statutes:**

ARTICLE I  
STATION PROCEDURES

- 100.01** CHANGE OF PLATOON. Change of platoon and command for Assistant Commanders shall be at 0800.
- 100.02** All company members coming on duty shall line up on the apparatus floor at 0800 in duty uniform.
- 100.03** At change of platoons, Company Commanders shall:
  - a. Cause company to line up at attention.
  - b. Call roll.
  - c. Read orders and communications received.
  - d. Distribute official communications, announce information of interest such as deaths of active or retired personnel.
  - e. Deliver other oral information or instruction deemed necessary.
- 100.04** Members shall, before leaving to go off duty, acquaint their successor with every detail of their tour of duty, giving them the keys or equipment necessary, and such information as may be for the efficiency and benefit of the Department.
- 101.01** DAILY BRIEFINGS (85-25). To keep the Fire Chief Office informed on current fire companies' daily activities, Assistant Chiefs shall prepare "briefs" which will be discussed with the Deputy Chief at 0830 hours.
- 101.02** Briefs will include:
  - a. Activities/operations for the 24-hour period.
  - b. Special details/assignments.
  - c. Apparatus; discrepancies: o/c, replacement.
  - d. Update of major incidents: on-going.
  - e. Personnel manning: illness and/or injury.
  - f. Equipment: discrepancies, o/c, need replacement.
  - g. Problems within: input.
  - h. Recommendations.

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**101.03** Discussions will not be limited to the above concerns.

**102.01** INDIVIDUAL PERSONAL RELIEFS. The Company Commander on duty shall not allow any member of his/her company to go off duty

- a. Until properly relieved by an oncoming member, or
- b. Until the anticipated number of members of the oncoming platoon have arrived, or
- c. Until other arrangements have been made with the approval of the Assistant Chief.

**102.02** Members on a scheduled tour of duty who absent themselves from duty without proper relief and approval from their superior officer shall be subject to disciplinary action.

**102.03** Ranking members shall be:

- a. Relieved by members of equal rank, or
- b. If the member of equal rank will not be present at change of platoon, by the member who is assigned to perform those duties on that date.
- c. Early relief from platoon duty of members shall be permitted.
- d. Permission of the Company Commander must be secured in every case, before relief is granted, that the member relieving is in the proper uniform and is in fit condition to go on duty.

**102.04** Shift exchanges between members of equal rank shall be permitted as provided in the collective bargaining contract and as follows:

- a. Completed Shift Exchange Request forms shall be submitted at least 10 days in advance of the anticipated date of exchange. The Assistant Fire Chief may make exceptions for emergency situations on a case-by-case basis.
- b. All exchanges shall be approved by all Company Commanders and Assistant Fire Chiefs affected.
- c. The maximum number of consecutive shifts exchanged shall be 5 shifts.
- d. Shift exchanges are permitted on days observed as Holidays with the explicit understanding that any holiday premium shall be claimed by the employee being relieved.
- e. All premiums, proficiency pay or other adjustments to pay shall be claimed by the employee being relieved.
- f. Any overtime shall be claimed by the relieving employee.
- g. Personnel involved shall be responsible for their respective time exchange accounts. All temporary exchanges shall consummated within a month.
- h. Personal settlements by cash or other remuneration for shift exchanges shall not be permitted. Personnel must repay shift exchanges with equal amount of time on duty.
- i. At no time will an employee be allowed to work more than 72 consecutive hours.
- j. The exchange shall be binding on both parties. It is incumbent on the employee being relieved to insure that the relieving employee reports for the required work shift. Should



the relieving employee not report for duty as agreed, the following sanction shall be imposed:

1. The employee being relieved shall be considered absent without leave and immediately placed on leave without pay (LWOP). If the employee is able to return to work, LWOP shall be terminated at the time of his/her arrival at his/her duty station.
2. The relieving employee may be suspended for one work shift.

Note: The respective Assistant Fire Chief shall conduct a thorough investigation as to the circumstances on a case-by-case basis.

### 103.01 TARDINESS

- a. If a member of the oncoming platoon fails to report for duty, a member of the off-going platoon may be selected to remain on duty until arrangements have been made with the Assistant Chief.
- b. However, in no event will a member of the off-going platoon be held in excess of one hour.
- c. Tardiness shall be entered in the company personnel matter journal.
- d. At the discretion of a superior officer, the member may be required to submit a report indicating his/her name, amount of time involved, reason for tardiness, the name of the relieving member, if any, and any other pertinent information.
- e. May be required to makeup lost time.

### 104.01 CHANGE OF ASSIGNMENT

- a. When details are made which require members to move personal equipment such as boots, turnouts and bedding from one station to another for short periods of time, chief officers shall provide department transportation.
- b. Upon request, members may elect to use their own cars at their own expense.

**105.01** MEMORANDUMS & DIRECTIVES (85-3). On-duty Company Commanders and Assistant Chiefs receiving written orders, directives and memorandums, shall be responsible to ensure that the Company Commanders and Assistant Chiefs respectively of the off-duty platoons are properly apprised of items of mutual concern. Such appraisals shall occur no later than the next duty period for each of the off-duty platoons.

**105.02** All Company Commanders are hereby directed to read, discuss and ensure that all members under their command fully understand the contents of all memorandums and directives originating from this administration.

**105.03** Company Commanders shall enter into their daily logs upon receipt of any memorandums or directives to show that they have been reviewed with all personnel under his/her command.

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- 105.04** Personnel may be questioned during inspections on memorandums and directives originating from this office.
- 106.01** IN-STATION S.O.P. When two or more Company Commanders are located in the same quarters, they shall confer with each other in regard to repairs, supplies and upkeep of quarters.
- 106.02** They shall work harmoniously together and shall share the responsibility equally.
- 106.03** The same unified effort is expected of members of lower rank who share responsibility.
- 107.01** WORK ASSIGNMENTS BY SUPERVISORS (85-18). All Fire Department personnel are reminded that they are expected to perform work assigned to them by their supervisor.
- 107.02** Supervisors are legally authorized to assign work to their subordinates. Therefore, a lawful and official order from a supervisor directing an employee to perform certain work must be obeyed.
- 107.03** The supervisor will excuse an employee from performance of assigned work:
  - a. If its performance will jeopardize the health and the safety of the employee, other employees, or members of the public.
  - b. If the employee has valid reason for not wanting to perform a work assignment, he/she should present his/her reason to the supervisor; however, the supervisor decides whether to not the employee's request will be granted.
- 107.04** The employee who fails to perform the assigned work is subjected to disciplinary action, including dismissal.
- 108.01** LOCKERS. Members shall keep all wearing apparel and other personal belongings, when not in use, in a locker, closet or other proper place provided for this purpose.
  - a. County or personal property shall not be placed or hung on apparatus in such a manner that it will be detrimental to the finish or use.
- 108.02** The locker or closet shall be kept in a neat and clean condition at all times and the doors kept locked.
- 109.01** HOUSE WORK. Company Commanders shall assign members to work incidental to the cleaning and maintenance of quarters and apparatus, equalizing the duties as nearly as possible.
- 109.02** At 0800, 1245 and other scheduled times, all members, regardless of rank, will proceed promptly with their work and duties.

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- 109.03** Regardless of rank, work will not be interrupted for the purpose of drinking coffee, personal business, phone calls, athletic activities, or eating until the work period is ended.
- 109.04** All members on duty shall rise at 0630 hours. They will deem to have their station and premises tidied up and all major pieces of equipment operational, checked and cleaned before 0800 hours.
- 110.01** STATION SECURITY. A floor watch shall be maintained in the station at all times except when an activity is in progress which renders such floor watch unnecessary.
- 110.02** Watch duty is unnecessary during the hours of 2100 to 0600 for stations which can be and are properly secured and equipped with an emergency alarm system for the general public.
- a. During such conditions, the Company Commander shall be responsible to answer all phone and alarm system calls.
- 110.03** Company Commanders shall arrange floor watch of all members in their company.
- 110.04** Company Commanders shall be responsible for the execution of the floor watch detail.
- a. Floor watch detail shall be posted on the bulletin board or blackboard.
- b. It shall also be entered in the company journal.
- c. Such duties shall be equalized as nearly as possible.
- 110.05** Members shall enter into log upon discharge of watch duty:
- a. The time and place specified in quarters designated by the Company Commander.
- b. They shall be alert and active in the performance of duty and observe that apparatus, equipment and alarm appliances are in readiness for immediate use.
- 110.06** The member on watch duty shall call his/her relief five minutes before time designated for change.
- 110.07** Members may exchange watch periods by express permission of the Company Commander.
- 110.08** The member on floor watch shall:
- a. Maintain quarters in the vicinity of the floor watch station.
- b. See that unnecessary noises are abated.
- c. Extinguish lights not in use.
- d. Properly arrange windows for ventilation and secure doors for the protection of Department property.
- 110.09** The member on floor watch shall be responsible to greet all visitors.
- a. Visitors or strangers who enter quarters shall be respectfully approached and their business ascertained.

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b. When the nature of the business is such that it cannot be handled without the floor watch leaving his/her post of duty, he/she shall call the Company Commander.

**110.10** Company Commanders shall be summoned immediately if information is desired or conditions arise which cannot be properly disposed of.

**110.11** Company Commanders shall be notified when mechanics or workmen enter quarters or when gasoline or supplies are presented for delivery.

**111.01** MEAL PREPARATION. One member in each station may be permitted to prepare food for the noon or evening meal by permission of the Company Commander, and while so engaged, will be considered as performing official duties.

**112.01** WORK SCHEDULE (86-23). The daily working schedule for all fire stations shall be as follows:

0800-0900 Daily maintenance-station, apparatus, equipment.

0900-1200 Training-follow training schedule and guide.

1200-1245 Meal.

1245-1600 Training-follow training schedule and guide.

1700-1745 Meal, rest.

1800-2200 Physical fitness, recreation.

Note: Monday through Friday - Personnel to follow training schedule.

**112.02** SCHEDULED ROUTINE 0800-1200

Wednesday Fire and Rescue tools and equipment periodic maintenance.

Thursday 0900-1200 Drill.

1245-1600 Make-up training per 170.00.

Friday 0900-1200 Pre-planning, familiarization.

Saturday Station, scrub and wash down, reline cabinets, overhaul stove and refrigerator, scrub shower walls and floors, wash down apparatus floor, front and rear apron, yard maintenance and hydrant detail.

Sunday Fire and rescue apparatus scheduled lubrication and oil change. Polishing brass, chrome, polishing equipment and apparatus.

Holidays Follow drill and/or work schedule.

Note: Scheduled routine shall be uniformly applied to all stations.

**112.03** 8 HOUR DUTY FIRE STATIONS. Will follow same working schedule as outlined for all fire stations.

**113.01** CARE OF PREMISES. The roofs of building, sidewalks and gutters in front of quarters shall be kept clean and free from obstructions.

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- 113.02** No debris of any nature shall be swept or thrown into streets or gutters during the cleaning of quarters.
- 113.03** To assist the Building Department in the roof maintenance of fire stations:
  - a. Company Commanders shall be responsible to see that roof drains of their respective stations are inspected and cleaned on the first general maintenance day of each calendar month.
- 113.04** Excess grease or oil from cooking is to be disposed along with other trash in a capped container.
  - a. Under no circumstances is it to be emptied into the kitchen sink.
  - b. Absolutely no bones of animals, fowls, fish and fish scales shall be disposed of through the sink garbage disposal.
- 114.01** DORMITORY, SLEEPING QUARTERS. Beds shall be properly and neatly dressed after each use.
  - a. Members shall cooperate with one another in keeping the beds properly dressed.
  - b. A bed is properly dressed when it is covered with the Department's bed cover.
  - c. It shall be properly dressed during the hours of 0630 and 1900.
  - d. Bed covers shall be changed as necessary to keep beds in a neat and sanitary condition. Mattresses shall be turned upside down weekly but must not be folded.
- 114.02** Beds may be provided only for personnel on duty (hot bed system).
- 114.03** Individual beds may be provided for Company Commanders and Assistant Chiefs if reasonable space is available in the fire station dormitory.
- 114.04** Sleeping is permissible only in a member's assigned bed between the hours of 1900 and 0630. Members on duty shall retire with turnouts adjacent to beds.
  - a. Members who occupy beds when not on duty shall respond to all fire alarms or other alarms as decreed necessary by Commander on duty-member will rise at 0630.
  - b. Members occupying beds in quarters shall not be unnecessarily disturbed.
  - c. Members shall perform personal hygiene prior to occupying County owned beds.
  - d. Sleeping on top of bed covers shall not be permitted.
- 115.01** STATION VISITORS. All visitors or chief officers, as they enter the station, shall be courteously approached by the officer or member on floor watch to ascertain their business.
- 115.02** Visitors with legitimate or justified reasons or purposes and proper identification will be escorted through the quarters.
- 115.03** Fire fighting members may demonstrate the use of sliding poles, ladders, life nets or other fire fighting devices.

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- a. Under no circumstances shall any visitor be permitted to use these devices individually or with the assistance of fire fighting members.

**115.04** Entrance to quarters for the purpose of soliciting is strictly forbidden except as approved by the Fire Chief.

**115.05** Under ordinary conditions, the following should not be affected by these restrictions.

- a. Members of the families of fire personnel working in the station, when conducting themselves in an orderly manner.
- b. Tradesmen delivering food, uniforms and uniform accessories when requested by a member, or cleaners or laundrymen furnishing necessary service to members on duty.
- c. Public employees, particularly Police Officers, when necessary to enter the station in connection with their duties.

**116.01** PUBLIC IMAGE. Members in duty uniform may stand in front of, or in the entrance to company quarters but shall not be permitted to congregate to such an extent that criticism will be directed at the Department.

**117.01** DEATH NOTICE. Appreciating the desire of department members to pay their respects and express condolences to the bereaved: Employees who are aware of the passing of a department member, retiree, or the immediate family member (parent, sibling, or child) of an active department member, are encouraged to notify the Office of the Fire Chief as soon as possible to ensure our efforts in notifying all personnel.

- a. Notification shall be generated from the Office of the Fire Chief. This will include the dates and times of the pending arrangements and services.
- b. With the passing of active or retired uniformed personnel, the Fire Chief or his designee shall make contact with the family and offer traditional funeral service accommodations to include Honor Guards, Pall Bearers, and/or casket transportation utilizing fire apparatus.
- c. Upon receipt of notification of the death, a general distribution electronic (e-mail) The Fire Chief or his designee will coordinate the aforementioned service accommodations through the Assistant Fire Chief of Operations and the Battalion Commanders.

**118.01** FUNERAL DETAIL. Upon request of the family of a deceased active or retired member of the Hawaii County Fire Department, the Fire Chief or his designee shall assist the family in making the necessary arrangements for the funeral. The Fire Department will provide an engine to carry the coffin from the funeral home, the place of viewing, the church for final service, and to the cemetery for burial.

**118.02** Members of the Hawaii County Fire Department are asked to provide voluntary Honor Guard duty by the casket while the body is on view. Honor Guard members are to wear the duty uniform, clean and pressed, and black shoes nicely polished.

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- 118.03** When the funeral procession passes a Fire Station, the on-duty members of that station will line up at attention in front of the station while the procession passes by, and render the hand salute. The Chief Officer or Senior Captain will be in command of formation. If funeral procession passes by Central Fire Station, with all companies within the Hilo Fire District 1, 2, 3, and 4 standing by.  
*(Revised 3-16-06)*
- 119.01** NO LOITERING AREAS (84-9). The Fire Dispatch operational area, warehouse and Maintenance Shop are designated as No Loitering Areas to all personnel. Personnel on official business only will be permitted into these areas.
- 119.02** Personnel may be permitted to use the Training Room to conduct their club/social meetings, etc. All requests for use of the Training Room shall be routed through the chain of command.
- 119.03** Loitering in quarters is prohibited.

  - a. Officers may prohibit the entrance of any person or cause any person to leave quarters when in the opinion of the officer such act is in the best interest of the Department.

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STATION FACILITIES AND GROUNDS, FUEL STORAGE,  
EQUIPMENT AND SUPPLIES

- 130.01** OFFICIAL EMPLOYEE BULLETIN BOARD. Each fire station and principal work area shall be equipped with an official employee bulletin board which shall be reasonably accessible to all employees. Authority to post or to remove communications from the bulletin boards shall be limited to Company Commanders and Bureau Heads or those relieving in their absence. Following are guidelines for usage of the bulletin boards:
- a. All communications emanating from the County or Fire Department affecting employees shall be posted. All other communications must be cleared for posting by Civil Service through the Fire Chief's office.
  - b. The collective bargaining contracts set forth the bulletin board privileges of the various unions.
  - c. Communications shall be posted at least 30 days and then kept on file until their usefulness is past.
  - d. All employees shall be responsible to familiarize themselves with the contents of all communications posted, and shall acknowledge their perusal by initialing all papers.
- 131.01** COMPANY LIBRARIES. A library of essential information and material is maintained in each company, bureau and subdivision of the Department.
- 131.02** Material contained in these libraries shall not be removed from quarters.
- 131.03** Officers shall see that books and pamphlets designated to comprise these libraries are kept up to date and available for use of members in quarters.
- 131.04** It shall be the officers' responsibility to make replacements due to loss or normal wear and tear.
- 131.05** Chief officers performing station inspections shall:
- a. Observe the condition and completeness of company libraries.
  - b. See that Department books and records are properly cared for and preserved.
- 132.01** REPLENISHMENT OF SUPPLIES. At the end of each month, Company Commanders shall replenish their company supply rooms from the storeroom.
- 132.02** Companies should request only amounts needed to bring their balances on hand up to the allowable limits.
- 132.03** Requests for supplies shall be made and routed through the appropriate Battalion Chief for adjustment and/or approval.

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- 132.04** Requests for office supplies shall be made as needed and routed to the storeroom through the appropriate Battalion Chief.
- 132.05** Battalion Chiefs shall assure themselves and be responsible that supplies requested are essential for the period covered.
- a. Supply orders received at the storeroom by the 5th of the month will be delivered not later than the 17th of the month.
  - b. Additional needs that arise during the month must be picked up from the storeroom after approval by the Battalion Chief.
- 132.06** Assistant Chiefs may redistribute supplies within their battalions to handle emergencies.
- 132.07** Fire company personnel below the rank of captain shall each be issued one sponge or chamois.
- 132.08** Initial issue and subsequent replacements shall be entered in his/her personal equipment inventory.
- 132.09** Company officers shall keep the allowable reserve in their supply rooms from which unusable articles turned in or reported missing may be replaced.
- 132.10** Unusable articles shall be turned in to the Storekeeper for disposal.
- 132.11** Missing articles shall be reported through proper channels.
- a. Officers shall be watchful in observing and curtailing abuse of these articles.
- 132.12** Members shall care for and use these articles properly to prolong their usefulness.
- 132.13** **FIRST AID KITS.** First aid supplies used around quarters will be obtained from the house kit only.
- a. The articles carried in kits on apparatus are intended for emergency use in the field.
- 132.14** Officers ordering first aid supplies will refer to itemized lists in first aid kits on apparatus and house kits. (Only those articles listed will be ordered.)
- 132.15** Only one house kit shall be maintained in each station and broken items in apparatus kits should be exchanged for complete items from the house kit if possible.
- 132.16** Company Commanders shall be responsible for the proper maintenance of house kits and kits on apparatus.
- 133.01** EMERGENCY SUPPLIES OR USE OF SHOP AFTER NORMAL WORKING HOURS.  
Due to occasional need for members outside of the shop to use shop facilities, or need for



equipment or supplies from the storeroom after normal working hours, duplicate keys for the shop and the storerooms are kept at the Administrative Services Bureau.

- 133.02** The only other persons who may have shop or storeroom keys are authorized members of the shop and the storekeepers, respectively.
- 133.03** The appropriate Assistant Chief shall determine whether the need is urgent enough for him to authorize the Administrative Services Bureau to release the key to himself or a designated representative.
- 133.04** A chief officer or his designee shall accompany the individual, open the facility, assist with issuance in the case of the storeroom, and see that the following information is recorded in the prescribed record book:
- a. For the storerooms:
    1. The date.
    2. The quantity and type of equipment, materials or supplies.
    3. To whom the issuance is to be charged.
    4. Person receiving the issuance.
  - b. For the shop:
    1. The date and time of opening and closing of the shop.
    2. Purpose.
    3. Kind of equipment and material used.
    4. Name(s) of person(s) authorized to use the shop facilities.
- 134.01** CONSERVING ENERGY. All electrical lighting, appliances and equipment not in use or needed shall be turned off. This includes unattended televisions, radios, air conditioning units, electric lights, etc.
- 134.02** All air conditioning units will be adjusted to room temperature of 75O by the County Building Department.
- a. No one shall tamper with the adjustment of any air conditioning unit (portable air conditioning units excluded) without the consent of the Chief.
- 134.03** All electrical equipment, appliances and machinery shall not be permitted for private use.
- a. This includes storage and preparation of meals or foodstuffs.
  - b. And other types of cooking for private use outside of employee's normal meals, or snacks at the station.
- 134.04** Private equipment or machinery shall not be permitted.
- a. This includes use of washing machines and irons for employees' laundry, electrical equipment
  - b. And machinery for the repair or construction of private vehicles, furniture and furnishings, etc.

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- 135.01** FUEL--INVENTORY CONTROL AND USE OF. Company Commanders shall see that an accurate record is kept of all gasoline and oil received or expended, personally supervising the filling of the supply tanks.
- 135.02** When gasoline or oil is requested for non-HFD vehicles, before issuance is made:
- a. Verification shall be made for the authorization of the vehicle or personnel.
  - b. For such issuances, it should be logged in company journal and reported to Fiscal Office.
- 136.01** LUBRICATING OIL. All personnel who are responsible for their respective department vehicles shall be limited to the following issues:
- (1) #40 - Detroit Diesels only.
  - (2) #15/40 - All other vehicles
- 136.02** Stations utilizing private vendors for servicing shall notify said vendors or change.
- 136.03** Oil will be made available for disbursement through the warehouse for apparatus use.
- 137.01** GASOLINE DISBURSED REPORT 83-7. Gasoline and diesel levels will be checked daily. Officers from outside stations shall telephone their readings to the clerk in charge of fuel, administration office.
- 138.01** SPECIAL INSTRUCTIONS
- a. Weekly gasoline readings shall be reported by telephone via the Assistant Chief's office (no written report is required) to the Office Manager's office no later than 1000 hours each Monday.
- 139.01** REFUELING OF HFD VEHICLES. Vehicles requiring unleaded fuel are to be refueled at the following places:
- a. KONA: Captain Cook Police Station
  - b. HILO: Central Police Station
  - c. LAUPAHOEHOE: Laupahoehoe Police Station
  - d. NORTH AND SOUTH KOHALA, KA'U, HONOKAA: Dept. of Public Works Base yard (Monday through Friday)
- 139.02** Other vehicles are to be refueled at the following places:
- a. KONA: Captain Cook Police Station
  - b. HILO: County Base Yard (Schultz Siding)
  - c. SOUTH KOHALA: Waimea County Base Yard
  - d. LAUPAHOEHOE: Laupahoehoe Police Station
  - e. NORTH KOHALA AND HONOKAA: Dept. of Public Works Base yard (Monday through Friday)

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- f. PAHALA: Lee's Service Station
- g. NAALEHU: Wong Yuen Service Station
- h. PAHOA: Yamaguchi Service Station
- i. KAWAIHAE: T. Doi and Sons

**139.03** Purchases at above mentioned stations are to be charged and the sales slips turned in to administration.

**140.01** FUEL STORAGE. Stations which keep Diesel Fuel in 55 gal. drums at the station will utilize the following procedure:

- a. Full drums should be stored in such a position that water will not collect around either opening.
- b. A slight tilting of the drum to one side is recommended. This may be done by placing a 4" x 4" block of wood under one side of the drum.
- c. Whenever the drum is empty, the drum should be completely drained and stored in the up ended position until ready to be refilled.

**141.01** FILLING OF LIQUID PROPANE GAS TANKS. Company Commanders at stations equipped with Liquid Propane Gas tanks shall request through the Fiscal Office for the immediate refill of these tanks when the dial reaches 30% of its capacity.

**142.01** MANAGEMENT OF DEPARTMENT PROPERTY. Employees are expressly prohibited from borrowing departmental tools, furnishings, utensils, etc., for their personal use away from the fire station.

**142.02** Lawn mowers, chain saws, department tools or equipment shall not be used for other than department purposes.

**142.03** Lending of public property shall be approved by the Fire Chief.

**142.04** Except in dire circumstances where, in the interest of the public, the Assistant Chief on duty may approve the loan of equipment, followed by a report to the Fire Chief through channels.

- a. The borrower shall sign an appropriate statement of the loan, and entry shall be made in the appropriate journal.
- b. The officer issuing the loan shall be responsible to see that the items are returned.
- c. It shall be understood that borrowers will be liable for damages or loss of equipment and will be responsible for all expenses incurred for repairs or replacement of said equipment.
- d. Upon returning the items, the signed statement is returned to the borrower and the action is entered in his/her journal.

**143.01** INVENTORY 85-1. Station commanders will submit a quarterly inventory report showing those items transferred, damaged, lost, unserviceable, replaced or have been returned to

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Central Supply Warehouse. Report to include inventory number and nomenclature of the item.

- 143.02** To expedite inventory spot checks, all storage areas and apparatus compartments shall be labeled as to its contents. Assistant Chiefs to compile reports and forward to Deputy Chief's office.
- 144.01** STATION INSPECTION. As the direct representatives of the Fire Chief, respective Assistant Chief shall conduct periodic examinations of departmental personnel, operations, facilities and equipment.
- 144.02** Purposes of the inspections shall be:
- a. To assist personnel with full compliance of procedures.
  - b. To assure the safety features and good physical condition of facilities and equipment.
  - c. To establish liaison with personnel for improvement of the Department.
- 144.03** The primary responsibility for these functions rest directly on the Company Commanders.
- 144.04** The Assistant Chief and his inspection shall merely reinforce and supplement their efforts.
- 144.05** Inspections shall be conducted according to a schedule at the prerogative of the Deputy Fire Chief, and as directed by the Fire Chief.
- 144.06** It is intended that all platoons or shifts of each station be inspected at least twice each year.
- 144.07** The Assistant Chief need not give any prior notice of the facility to be inspected.
- 144.08** Where minor discrepancies are found which are not significant enough to be recorded on the report:
- a. The Assistant Chief should discuss them with the officer in charge.
  - b. Corrections should be made immediately or as soon as possible.
- 144.09** Where discrepancies are noted on the inspection report, the Assistant Chief shall:
- a. Determine the time allowed for correction in consultation with the officer in charge.
  - b. Follow through to assure that the corrections are made and reported.
  - c. Follow through to a satisfactory conclusion on all reports made by the County Safety Inspector and the State OSHA Inspector.
- 144.10** Very serious violations discovered shall be reported directly to the Fire Chief by the Assistant Chief.
- 144.11** It shall be the responsibility of the Chief or his designee to decide if disciplinary action is in order.

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- 145.01** STATION INSPECTION ASSIGNMENTS (85-4). Assistant Chiefs shall inspect stations as assigned.
- 146.01** PRIVATE & PERSONAL VEHICLES & PROPERTIES (82-11). The parking of privately owned vehicles in the station building is strictly prohibited.
- 146.02** Vehicles not owned or used by Department personnel shall not be allowed to park on station grounds unless permission is granted by the Company Commander.
- 146.03** Those desiring to park on a regular basis or for an extended period must have permission from the Chief.
- 146.04** All personal vehicles are prohibited from parking or standing within the confines of any building or station of the Fire Department.
- 146.05** In addition, no personal vehicle shall occupy spaces sheltered by station overhangs while department vehicles are left exposed to the elements.
- 146.06** Violation of this order will not be tolerated. Officers in charge shall be held equally responsible for all violations.
- 146.07** Storage of personal items within or upon County property is expressly prohibited.
- 146.08** Personal items that cannot be stored within assigned lockers shall be removed from station or support premises.
- a. Physical fitness equipment is exempt from this requirement provided the equipment is available for use by all personnel.
  - b. Other exceptions shall require the written approval of the Fire Chief.
- 146.09** In cases of negligence or improper use and care of personal safety equipment, the employee shall replace the lost or damaged equipment at his/her own expense.
- 147.01** LOCKER AND DRAWER KEYS. Where possible, locks are being keyed alike for chests of drawers, linen closets, equipment lockers, and/or wall lockers assigned to the same station member.
- 147.02** Two sets of keys will be maintained:
- a. One to be in the possession of and signed for by the user of the facility.
  - b. One to be tagged with the user's name and kept in the Company Commander's office.
  - c. Should any member lose his/her key, he/she shall obtain the duplicate key from his/her Company Commander, make one copy for himself/herself, and then return the duplicate key.

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- 147.03** When personnel are transferred to another fire station, they shall surrender their key(s) to their Company Commander or pay for the cost of replacements.
- 148.01** SAFETY EQUIPMENT (86-3). Increased disregard or carelessness of safety procedures and regulations has become very distressing. Safety equipment are very expensive cost items and account for a good part of the Department's operating budget. They are provided for your individual protection in order that our mission assignments may be carried out in relative safety. The value of safety equipment cannot be realized if they are not worn!
- 148.02** Company Commanders shall review HFD safety rules of the Procedures Manual, Sections 680.01 through 684.02, and Section 36 of the HFFA Collective Bargaining Agreement, followed by a To/From to the Deputy Chief listing all individuals attending session along with their respective signatures.
- 148.03** Rest assured that conformance to safety shall be in full compliance with the HFFA agreement.
- 149.01** STATION INSPECTION DISCREPANCIES (86-24). Corrective action shall be taken as soon as possible of all discrepancies as noted on station inspection report by Assistant Chiefs. To/From shall be submitted upon completion of corrective action(s). List of discrepancies not corrected which requires attention of other departments shall be submitted and will be forwarded to FASO for action.
- 150.01** CONDEMNATION AND DISPOSAL OF EQUIPMENT. The Fire Auxiliary Service Office is responsible for the issuance, repair, condemnation, and dispersal of all equipment.
- 150.02** When it is necessary to condemn equipment due to damage or normal wear and tear, the officer in charge of the equipment shall request condemnation.
- 150.03** The various supervisors under direction of the Administrative Services Bureau shall be authorized to condemn equipment as follows:
  - a. The Fire Equipment Maintenance Supervisor shall authorize condemnation of fire hose, apparatus and vehicles, all fire fighting equipment, and furniture items, and all items sent to the Automotive Shop for repair.
  - b. The Storekeeper shall authorize condemnation of all items issued from the Storeroom, such as personal safety equipment, uniforms, small office equipment, etc.
  - c. The Radio Shop shall authorize condemnation of radio and communication equipment assigned to the Fire Department inventory.
  - d. The Fire Auxiliary Service Office shall arrange for condemnation of large appliances and furniture, and all other inventory items not handled by the shops or Storeroom.

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**150.04** Disposal of condemned equipment shall be coordinated through the Fire Auxiliary Service Office.

**150.05** The following procedure will be implemented for the safe disposal of all "burnt out" or used fluorescent lamps.

- a. "Burnt out" fluorescent lamps will not be disposed into trash bins, contractual or otherwise.
- b. Bad lamps will be placed back into the carton of the replacement lamp.
- c. Masking tape ends of lamps for identification.
- d. When supply of good lamps have been exhausted, secure carton with masking tape and label "FOR DISPOSAL."
- e. Return case of bad fluorescent lamps to Supply in return for a new supply of lamps.
- f. Supply will make arrangements with the proper people for its disposal.
- g. Handle broken lamps with care and deposit into trash bin.
  1. Laceration caused by glass from a broken fluorescent lamp may cause irritation or infection.
  2. Report accidents as usual and get medical attention.
- h. Foregoing procedures will be followed until otherwise instructed.

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NON-EMERGENCY COMPANY ACTIVITIES

- 170.01** COMPANY TRAINING REQUIREMENTS. In order to maintain a high standard of fire fighting efficiency, Company Commanders shall train their company members.
- 170.02** On any evolution that is not clear to Company Commanders, the Training Officer will assist at their request.
- 170.03** Company members are expected to participate diligently in these training activities and to be thoroughly familiar with all equipment they may be required to use.
- 170.04** All members shall wear helmets while engaged in outside drills and at other times during drills or work details when the nature of the job requires such.
- 170.05** Each Assistant Chief shall observe a wet hose or ladder evolution drill with each of his companies at least once each quarter.
- 170.06** Company Commanders shall submit to the Training Officer through channels their drill reports once a month.
- 170.07** Assistant Chiefs shall review each report in their platoons:
- a. Noting the drill observed by them.
  - b. And ensure that the above requirements are strictly adhered to and reported correctly as outlined by affixing his/her initials after the signature of Officer-in-Charge.
- 171.01** RESCUE BOAT TRAINING (83-24). Off-duty use of Rescue Boat(s) shall be governed by the following procedures:
- a. Written permission for their use shall be directed to the Chief or Deputy.
  - b. Request shall indicate names of all personnel participating in exercise.
  - c. Indicate name of individual to be responsible for boat(s) and equipment.
  - d. Use by on-duty personnel shall be directed to the respective Assistant Chief.
  - e. Crew chief shall insure use of full protective equipment.
- 172.02** STATION 11, KA'U STATION - TRAINING REQUIREMENT. All personnel at Ka'u Station when necessary will participate in all volunteer drills.
- 172.03** Drill reports shall be submitted through channels.
- 173.01** DRIVER TRAINING. Members of companies who are designated to act as relief drivers will be kept familiar with the handling of apparatus.
- 173.02** Company Commander shall use inspections, drills and returning to quarters as training opportunities.

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- 174.01** FIRST AID & CPR TRAINING. All fire fighting uncertified EMS (EMT or MICT) personnel shall maintain current First Responder Refresher and CPR BLS annual certifications as required.
- 174.02** Company Commanders shall comply with the following instructions:
- Follow the Fire Department's First Responder Refresher Training Schedule. Revised 10/96
  - Use the Brady First Responder A Skills Approach 4th Edition manual.
  - Submit First Responder Refresher Training Report TR-02 10/96, before the **15th of July** to the Training Division.
  - The EMS Training Center at HCC will issue First Responder refresher cards, when reports are received. No cards will be issued for reports received after the 25th of July.
- 175.01** OFF DUTY TRAINING (76-13). For personnel wanting to improve their skills by training while off-duty:
- Permission is granted for the use of equipment necessary to conduct voluntary training.
  - Drill reports will be required from the senior member of each group.
- 175.02** Restrictions on this voluntary training are as follows:
- No compensation for all voluntary training hours.
  - Meals for voluntary training is not authorized.
- 176.01** COMPANY FIRE INSPECTION PROGRAM. The Company Inspection Program shall consist of:
- Pre-planning Inspections.
  - Dwelling Inspections and Commercial Inspections.
- 176.02** Inspection shall be set as to the exact time and day for inspections by the training schedule.
- All company officers shall be guided by, weather conditions, fire alarms, emergencies, etc.
- 176.03** Companies shall conduct their inspections in their assigned inspection districts by platoons.
- 176.04** They shall familiarize themselves with the physical features and the fixed internal fire protection equipment in all buildings.
- 176.05** Special emphasis shall be placed on all target hazard areas and high value districts.
- 176.06** All required pre-planning and inspection reports shall be properly filled out, reported and recorded. One pre-plan to be submitted per station per month to Assistant Chief's office.

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- 177.01** PHYSICAL FITNESS ACTIVITIES. Physical fitness activities for company personnel should be compatible with station facilities and good safety practices to protect against property damages or physical injuries.
- 177.02** They comply with this stated intent, the following activities are sanctioned for personnel of all companies while on duty: table tennis, weights, volleyball, basketball, speed punching bag, calisthenics and badminton.
- 177.03** Any personnel desiring to engage in any other physical fitness activities shall first obtain permission through channels from the Chief.
- 177.04** Injuries sustained by employees on duty while engaged in sanctioned activities are covered by Worker's Compensation according to Corporation Counsel.
- 177.05** Off-duty personnel engaging in physical fitness activities at fire stations are not covered, and injuries to such persons shall be reported as not in the line of duty.
- 177.06** Injuries shall be reported by the Company Commander and recorded on County of Hawaii forms.
- 177.07** Jogging may be added to sanctioned physical fitness activities, provided the running area is free of pot holes and loose rocks that may cause injuries to the jogger.
- 177.08** Employees suffering injuries received or caused by performing acts of physical fitness while on duty will not be covered by the Accident Injury Leave (Act 64).
- 177.09** Public not allowed to participate in any Department activity without the approval of the Fire Chief.
- 178.01** MISCELLANEOUS SERVICES. Responses to public requests for assistance will be recorded under the following three categories:
  - a. Fire calls.
  - b. Rescue and Emergency calls.
  - c. Special Services.
- 178.02** Special Services
  - a. Covers all non-emergency requests where there is no impending danger to life or property. Examples: Flag pole jobs, animals in undesirable places, changing light bulbs, pump jobs, persons locked out of buildings, missing persons not in immediate danger, etc.
  - b. The Assistant Chiefs will determine under which category each separate public request is to be handled and shall detail companies at his instructions.

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- c. Companies detailed to Special Services shall proceed as a non-emergency vehicle. Generally, they shall remain in service and be available for response to fires and emergencies.
- d. Details on Services Rendered will be entered into station journal.
- e. An incident number will be assigned and a report will be submitted. (Following procedures outlined for Basic Field Incident Reports).

**179.01** BOY SCOUTS OF AMERICA FIRE FIGHTING EXPLORER PROGRAM. (87-10) Proof of liability coverage has to be filed with the Corporation Counsel for the local chapter of the Boy Scouts of America.

**179.02** Clearance for participation are as follows:

- a. All safety rules and regulations shall not be deviated from.
- b. Riding of department vehicles:
  - 1. Non-emergency only.
  - 2. Individuals shall be seated within cab or jump seat with safety belt applied.

**179.03** Authorization expires on date, unless specifically renewed by Fire Chief.

**180.01** MEDIA/EMPLOYEE RELATIONS - NON-EMERGENCY. After an incidence of importance is brought under control, the officer in charge is authorized to make verbal statements to the news media representatives upon request.

- a. This statement is to briefly summarize to the best of his/her knowledge what has happened at the incident.
- b. Under no circumstances shall any member or officer of the Department make derogatory statements or adversely criticize Department policy or the departmental activities of other officers, except in an official written communication, through channels, addressed to the Chief or personally by verbal report to the Chief.

**180.02** Suggestions for the improvement of the Department or well-being of the members, when presented through channels, is invited.

- a. Members making recommendations for change, alteration, or improvement shall consult with and report in writing to their immediate superior officer.
- b. All such recommendations shall be forwarded to the Chief with the approval or disapproval of the immediate officers noted thereon.

**180.03** No information relative to the business affairs of the Department shall be furnished persons not connected therewith, except as authorized by the Chief.

**180.04** The violation of any of the provisions above shall be the subject of disciplinary action.

**181.01** TELEPHONE USE (80-15). Emergency Telephone (911)

- a. This trunk line is for reporting emergencies only.

b. Absolutely NO collect calls will be received on this trunk line.

**181.02** BUSINESS TELEPHONE (961-8297, 961-8336, Dispatch, and All Other Unlisted Telephones

- a. There shall be no personal collect calls received on any business telephone of the Fire Department.
- b. There shall be no long distance direct dialing for personal calls made from any Fire Department telephone.
- c. Long distance calls must be initiated through Telephone Company operator assistant (dial 0) and charged to the individual's personal phone number.
- d. There is no restriction for using the telephone on Fire Department business. However, calls must be logged and toll call must be reported to the business office for purposes of accountability.
- e. Personnel are restricted from conducting their personal business.

**181.03** USE BY WALK-IN PUBLIC

- a. Use of telephones by the public is discouraged. However, permission may be granted provided the following conditions are met:
  - 1. Request to use telephone when call is emergency in nature.
  - 2. The number requested is dialed by a member of the Fire Department.
  - 3. No long distance toll calls be made.
- b. Direct inquirer to the nearest pay phone booth in your area.

**181.04** PENALTY

- a. All personal calls appearing on the Hawaiian Telephone monthly statement being charged to the Fire Department shall be cause for disciplinary action.
- b. Flagrant repetition of this policy shall be cause for the immediate supervisor to be disciplined.

**182.01** FIRST AID KITS. Inventory station/in house first aid kits. Maintain minimum contents as listed below. Twenty-four-unit first aid kits in vehicles should be fully stocked.

First Aid Kit Requirements

- 1-inch adhesive compress..... 2
- 2-inch bandage compress..... 2
- 3-inch bandage compress..... 1
- 4-inch bandage compress..... 1
- 3 X 3-inch plain gauze pads..... 1
- gauze roller bandage..... 1
- 24 X 72-inch plain absorbent gauze..... 1
- 40-inch triangular bandage..... 1

**183.01** FLAG ETIQUETTE-THE UNITED STATES AND THE STATE OF HAWAII.

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Company Commanders will be responsible for the proper display and respectful care of the Flag.

- a. When not in use, it shall be folded and properly stored.
- b. Upon becoming unfit for service, either through wear or exposure, it shall be replaced and sent to the Storeroom for proper disposal.

**183.02** Whenever the Flag is to be carried in Department formation, a color guard shall be provided.

**183.03** The Flag shall be displayed in accordance with provisions contained in the pamphlet titled, "Etiquette of the Stars and Stripes," published by the Veterans of Foreign Wars of the United States.

**183.04** When saluting is required, members in uniform covered and not in formation shall render the right hand salute.

- a. Members in uniform uncovered and not in formation shall stand at attention during the period in which the right hand salute would otherwise have been given.
- b. Members in formation shall be brought to attention and the right hand salute given by the Officer in command.

**183.05** When the Flag is being hoisted or lowered, the salute is given as the movement of the Flag starts upward or downward, as the case may be, and held until movement ceases.

- a. This does not apply to member raising or lowering the Flag.

**184.01** TELEPHONE ETIQUETTE. All personnel shall comply with this format whenever answering calls and using Department telephones.

**184.02** Answer Promptly. Try to answer within two rings.

**184.03** Identify Yourself. When answering calls, members will give the name of the station, rank, and surname in the order listed. The member calling shall identify himself/herself in like manner.

**184.04** Phone usage. Conversation on the business phone shall be kept as brief as possible. Fire phones shall not be used for this purpose.

**184.05** Toll Calls. All toll calls shall be limited to absolute necessity on approval by the Chief or Deputy Chief. In an extreme emergency, the appropriate Assistant Chief may grant permission for toll calls. Administration shall be immediately notified of all toll calls.

**184.06** Observe Telephone Courtesy. Be courteous; create a friendly atmosphere.

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- 184.07** Be Prepared To Take Notes. A proper message includes the called person's name, the caller's name, organization, date, time, message, action to be taken, and name of member taking message.
- 184.08** Handling Complaints. Remain calm, cool and collected. Write down chief complaint. Include as much information as you can gather - who, what, where, when, why and how. Inform and submit all written information to your supervisor.
- 184.09** TERMINATE CALLS POSITIVELY AND COURTEOUSLY. When appropriate, thank the caller for calling.
- 185.01** INFORMATION FOR NEWS RELEASE (85-2). Company commanders and/or officers in charge shall report to fire control within one (1) hour upon returning to quarters all pertinent information of major incidents responded to (structural fires, rescue, casualties, etc.). Remarks to include a detail review of how, when, what, where, and why.
- 185.02** Assistant Chiefs shall ensure the reporting of this information to Fire Control.
- 186.01** PUBLIC/NEWS MEDIA/COMMUNITY RELATIONS. It is most important that the Fire Department foster good will, confidence and friendly relationship with the news media and the community as a whole.
- 186.02** The following procedures shall be in effect to better facilitate the gathering/dissemination of information.
- a. All requests for interviews, news photography of Department members will be directed to the Office of the Fire Chief.
  - b. On approval, the media will be accompanied by the Public Relations Officer, or a Public Relations Officer selected by the Fire Chief.
  - c. Interviews, video taping, or photo taking shall be done so as not to interfere with the on-going training/fire operations.
  - d. All Fire Department related questions shall be answered by the accompanying officer.
  - e. During periods of major operations, all inquiries shall be directed to the Incident Command Post.
  - f. Informational release shall be limited to the facts and standard operational procedures. Personal opinions are prohibited.

--End--