

# ROCKY HILL FIRE DEPARTMENT

## STANDARD OPERATING POLICY

### **ORGANIZATION AND STRUCTURE POLICY**

This organizational policy addresses the establishment of the fire department, its structure, response to incidents, apparatus and station location, mission statement, and SOPs/SOGs, to include training, and chain of command.

This policy pertains to all personnel of the Rocky Hill Fire Department.

Organization:

The Rocky Hill Fire Department began operation on February 18, 1927 with 71 town residents signing a charter to establish its creation.

Prior to this there was no organized fire protection within the town.

To support the fire department, SECTION 704 of the town charter reads as follows:

*Fire Department: It is the intent of this Charter that fire protection shall continue to be provided by the volunteer companies heretofore established in the organization and conduct of which no change is contemplated. The Town, however, by this Charter, preserves the right to establish or encourage the establishment of additional volunteer companies, until the Council shall by ordinance otherwise determine.*

*A. There shall be a Fire Chief, appointed by the Town Manager, who shall direct the operation of fire companies at fires, institute and conduct suitable training programs for fire fighters in cooperation with company officers, and perform such other duties as may be prescribed by ordinance or the orders of the Town Manager. The Chief shall make rules for the operation of the department subject to the approval of the Town Manager. The violation of these rules by any member of the department shall be punishable by appropriate disciplinary action, provided that no member of the department shall be removed or suspended by the Chief without receiving the approval of the Town Manager within twenty-four (24) hours.*

Mission and Values:

As members of the Rocky Hill Fire Department, we dedicate our efforts to provide for the safety and welfare of the public through preservation of life, health, property and the environment.

It is the responsibility of each member to support the mission by subscribing to the following values.

For the Community: We recognize that the community is the reason for our presence. We value the faith and trust of the community, and continually work to deserve that confidence through our attitude, conduct, and accomplishments.

Lives are more valuable than property. The safety of the public is of paramount importance, followed closely by the safety of our members. All members of the public are entitled to our best efforts.

For the Department: We strive for excellence in everything we do. Honesty, fairness, and integrity will not be compromised. We continually to strive for maximum safety, effectiveness, and efficiency in all our activities.

Unity and teamwork are stressed as being to our mutual advantage as individuals and as an organization. Members are continually encouraged to improve themselves as individuals and employees. The free exchange of ideas is encouraged. We will provide professional and courteous service at all times. We are sensitive to changing community needs.

RHFD Mission Statement:

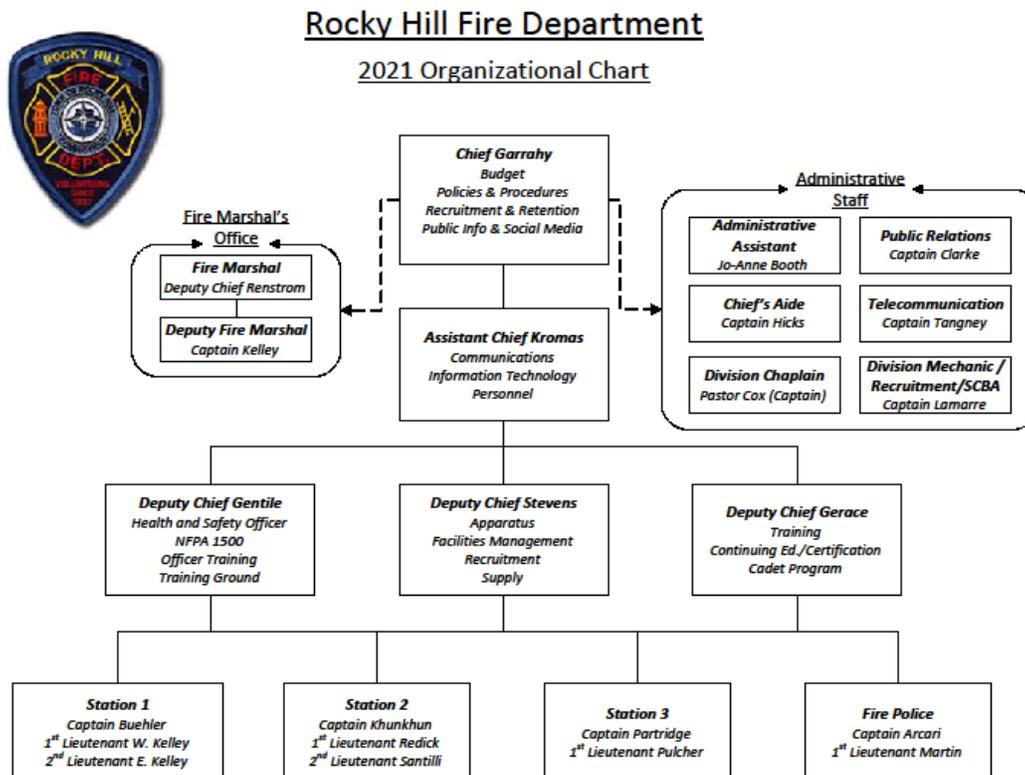
*The Rocky Hill Fire Department is committed to providing for the safety and welfare of our community through the preservation of life, property, and the environment.*

*We accomplish our mission with Professionalism, Integrity, and Dignity by maintaining a constant state of readiness.*

Organization and Structure;

The below organization chart depicts the structure of the department. Each staff position has individual roles and responsibilities included on the organization chart to define primary job functions for each position. Additional information on this topic can be found in the division operating rules.

Revised 12/1/2021



Incident response:

Incident response is provided by three line companies and supported by a staff company and a fire police company. A total complement of 100 active members will be considered the maximum membership of the department.

While initially volunteering for the fire service, members may earn specific and limited compensation within the limits of department policy.

The Rocky Hill Fire Department is an 'all-hazards' department and will respond to any emergency as dispatched. We utilize an asset dispatch system designed to provide the appropriately equipped apparatus to a variety of incidents. The membership will be trained to a minimum of FF 1 and hazardous materials operations.

The department will not serve in the capacity as a designated confined space rescue team.

The Rocky Hill Fire Department will maintain a fleet of three engines, two ladder trucks, and a rescue truck. In addition, there will be a utility vehicle housed at each station. The ladder trucks will be housed at Stations 1 and 2. There will also be one pumper housed at each station.

Engines 1 and 2 will be rescue type pumpers, while Engine 3 shall be a quint style pumper. Each engine shall have a 1500 GPM pump, along with a 500 gallon water tank, and a 30 gallon foam tank.

Trucks 1 and 2 are equipped with a 1500gpm pump, a 400 gallon water tank and an appropriate bed of 5 inch supply hose.

Engines and trucks carry the minimum equipment, ground ladders, and appliances as outlined by ISO.

The department will also maintain a fleet of support vehicles to meet the current needs of the division.

The apparatus allocation is as follows:

**Station #1**

Engine-1  
Utility-1  
Truck-1

**Station #2**

Engine-2  
Truck-2  
Utility-2

**Station #3**

Engine-3  
Rescue-3  
Utility-3

**Division Apparatus**

Trench Trailer  
Haz-Mat Trailer  
Lighting/Power Trailer

Marine units will be housed at Station 1 and when seasonal conditions permit, will be at the town public safety dock.

The department operates from three fire stations, strategically located within the town:

- Station 1, 730 Old Main Street.
- Station 2, 52 New Britain Avenue.
- Station 3. 3050 Main Street.

## Training:

The RHFD training program applies to all personnel and is designed to:

- To provide a continuous and progressive education that will enable RHFD personnel to furnish the highest level of service of the community.
- To facilitate the acquisition and development of knowledge and skills necessary for personnel to safely, effectively and efficiently fulfill their duty.
- To provide continuous reinforcement and monitoring of the skill and knowledge levels of department personnel.
- To ensure that all training is conducted in a safe manner.

## Authority and Responsibilities for Training:

Fire Chief: Has the overall responsibility for the performance of the policy

Training Chief: Has the responsibility for total management of the training program and will report at least monthly and/or upon request to the fire chief with a synopsis of the previous month's training activities and accumulated hours.

Company Captain: Is responsible for all aspects of the hands-on delivery of his firefighter's training.

Fire Personnel: All personnel with line function shall participate in training activities and maintain a personal and professional competency level respective to their position within the department.

Probationary Members shall attain State of Connecticut Firefighter-1 certification within 2 years of their start date. Additional certifications including NIMS 100, 200, 700, 800 within their first 6 months of membership.

CORE training topics: Those courses which a firefighter must attend as required by OSHA and RHFD, they include but are not limited to:

- Haz-Mat practical evaluation.
- Decontamination procedures.
- Level B Haz-mat suiting.
- Metering.
- First Aid.
- CPR-AED.
- ICS.
- Live burn evolutions.
- Any topic or certification course deemed mandatory by the training staff.

## Health and Safety:

The Rocky Hill Fire Department has developed and shall maintain SOP and SOGs which shall be available to each member via the department's shared drive.

It is the policy of the fire department to provide and to operate with the highest possible levels of safety and health for all members. The prevention and reduction of accidents, injuries and occupational illnesses are goals of the RHFD and shall be primary considerations at all times.

Each individual member of the RHFD shall cooperate, participate and be responsible for compliance with the provisions of this Occupational Safety and Health program and all guidelines implemented pursuant thereto.

Note: Refer to training SOP for full version.

Code of ethics:

To ensure the continuing integrity of the Fire Service, the highest standards of ethical conduct must be maintained at all times.

The design of this policy is to establish a criterion for department personnel to promote a culture of ethical integrity and high standards of professionalism. This Code of Ethics will mitigate and negate situations that may result in embarrassment and weakening of public support for what is a highly respected profession.

As members of the department, we share a responsibility to project an ethical character of professionalism, integrity, compassion, loyalty and honesty in all that we do.

Note: Refer to ethics SOP for full version.

Date: 12-2021

Proponent: RHFD Staff

Replaces: New

Revised/Reviewed: New