

**MARYLAND STATE FIREFIGHTERS ASSOCIATION  
CONSTITUTION AND BY-LAWS**

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# \*\*\*CONSTITUTION\*\*\*

## ARTICLE I- NAME AND MEMBERSHIP

**Section 1** - The name of the Association shall be “The Maryland State Firefighters Association”. “MSFA” shall be considered to represent the name of the Association when used, subsequent to this Section, in the Constitution, By-Laws and SOP’s.

**Section 2 - Regular Membership**- Regular members shall be the Volunteer Fire Companies or Departments, Volunteer Ambulance and Rescue Companies whose stations are located in the State of Maryland, having equipment, personnel and facilities which comply with the provisions of this Constitution, and who have paid the initiation fee, yearly dues, and have elected delegates and alternates to attend the Annual Convention and Conference of the Association. Nothing in this Article shall be constructed as affecting the membership status of any volunteer fire company or department, which was a member of the Association on July 1, 1975. The words “Member Companies” as used in the following articles of the Constitution and By-Laws shall include “Volunteer Fire Companies or Departments, and Volunteer Ambulance and Rescue Companies”, except in those instances where it is necessary to differentiate.

Each company desiring to hold membership in this Association shall pay an initiation fee of five dollars (\$5.00). Each active company shall pay to the Financial Secretary on or before the first session of the Annual Convention and Conference each year the sum of Two hundred dollars (\$200.00) as annual dues or in the case of new members, a pro rata amount for the current year (payable with the initiation fee), said sum constituting dues for the current fiscal year.

**Section 3** - The MSFA is authorized to suspend a membership, so issued, at any time it determines that the Member Company is proven to be in violation of or no longer meets the qualifications as prescribed under this Article.

**Section 4- Associate Membership** - Any fire, rescue or ambulance company which does not otherwise meet the standards for membership in the MSFA, and any organization which provides direct services either in supporting any volunteer fire company, rescue company, or ambulance service, by the provision of collateral services which aid the volunteer fire, ambulance and rescue companies of the State of Maryland in providing their services, shall be entitled to apply and upon approval to become Associate Members of the MSFA. Such application would require review and approval by a majority vote of the Executive Committee for election to Associate Membership. Action of the Executive Committee is subject to reversal by a two-thirds (2/3) vote of the membership registered and voting at the next Annual Convention and Conference. In order to qualify as Associate Member, the applicant organization must provide services, which directly benefit career or volunteer fire, ambulance or rescue companies of the State of Maryland, such as providing for services at the scene of an emergency, fund raising for such organizations or other similar purposes. The application shall contain a statement of the purpose of the organization applying for Associate Membership, an

that it is effectively a non-profit organization; that it is an organization which does not exist for the profit of any individual member thereof, but for humanitarian purposes. The annual dues for Associate Membership would be fifty dollars (\$50.00). The first year's dues plus a five-dollar (\$5.00) initiation fee must accompany the application.

Associate Members, once approved as such, are entitled to attend activities of the MSFA. However, Associate Members shall not be entitled to a vote with regard to the business of the MSFA.

**Section 5- Sustaining Membership-** Any organization which desires to provide pecuniary support or otherwise collaterally support any program or purpose of the MSFA, and the existence of which as an entity does not otherwise contain any conflict with respect to the purposes of the MSFA, may apply to the MSFA as a Sustaining Member. The application for such membership would be required to be submitted to the Executive Committee of the MSFA for review and approved by a majority vote of the Executive Committee for election to Sustaining Membership. Action of the Executive Committee is subject to reversal by a two-thirds (2/3) vote of the membership registered and voting at the next Annual Convention and Conference.

The application shall identify the applicant with regard to the name of the applicant, whether the applicant is a sole proprietorship, partnership or corporation, the primary business of the applicant, the nature of activities in which the applicant is involved, other than its primary business, the reason for the application, the type of pecuniary or collateral support the applicant proposes to provide to the MSFA, and the nature and constituency of its directors or membership or any other persons having a directorial or managerial interest in the applicant organization. The application will be accompanied by the first year's annual dues of two hundred and fifty dollars (\$250.00), plus a five-dollar (\$5.00) initiation fee.

The applicant, upon approval as a Sustaining Member, would be entitled to attend the Annual Convention and Conference of the MSFA and, by invitation, selected meetings of the Executive Committee of the MSFA, but would have neither a right to a seat in the Annual Convention and Conference nor a right to vote with respect to the affairs of the MSFA. The Sustaining Member shall receive the Maryland State Firemen's Association Trumpet magazine, window decal, and an appropriate recognition award as approved by the Executive Committee.

**Section 6-** The President shall designate a Special Committee to study and report on the application of any person, firm or corporation for either Associate or Sustaining Membership and to, thereafter, report to the Executive Committee its recommendations with respect to the applicant. Such Special Committee would consist of no less than two (2) members of the Executive Committee, two (2) past presidents of the MSFA, the Chairman of the Constitution and By-Laws Committee, the Chairman of the Legislative Committee, and the Chairman of the Standards Committee. In addition, at the discretion of the Executive Committee, up to three (3)

additional members-at-large may be appointed to the Special Committee to study and make a recommendation with respect to the application for Associate or Sustaining Membership. This committee shall not exist beyond the recommendation for any subject application.

**Section 7-** The Executive Committee shall report on the approval of all Associate or Sustaining Memberships at the Annual Convention and Conference. Such report shall be made prior to the preparation and distribution of ballots, thereby providing the right of the delegates registered and voting to call for reversal of action by the Executive Committee with regard to such approval or disapproval of Associate or Sustaining Memberships. This reversal shall require a two-thirds (2/3) vote of the membership registered and voting at the Annual Convention and Conference.

**Section 8-** The Ladies Auxiliary of the Maryland State Firefighters Association is a member of the MSFA, without voting privileges and without obligation to pay dues.

**Section 9-** Member companies of the MSFA and members of those companies shall conduct themselves in a manner, which will be a credit to the MSFA. Any Member Company or members of those companies who are accused of misconduct as defined in the Constitution and By-laws of the MSFA shall be subject to a hearing by the Executive Committee.

Misconduct shall be defined as acting in such a manner and fashion so as to expose the MSFA or the Maryland Volunteer Emergency Services to negative publicity and ridicule by failing to act to remedy an event of misconduct by a member(s) of its Company.

Upon a Member Company or member(s) of a company violating this provision, the Executive Committee shall direct the MSFA Secretary to notify the company, in writing, of the specifics of the misconduct and request a representative of the company to appear before the Executive Committee at a specific time and place.

The Executive Committee in executive closed session shall conduct a formal hearing on the misconduct and/or Constitution and Bylaws violation. The accused shall be accorded due process during the hearing and shall have the right to be heard. After the formal hearing the Executive Committee may dismiss the charges, suspend membership privileges, fine or expel the member.

## **ARTICLE II- ANNUAL AND SPECIAL CONFERENCES AND CONFERENCES**

**Section 1-** The Annual Convention and Conference shall be held annually in June. Business sessions shall be at the call of the President. The President shall develop an Order of Business for the Annual Convention and Conference, to be approved by the Executive Committee at the first Executive Committee Meeting in the new calendar year. The Order of Business shall enumerate the business session planned and provide, at a minimum, for Reports of Officers; Reports of Committees; Nomination of Officers; Voting for Officers and Constitution and By-Laws changes; Unfinished Business; New Business; Good of the Association; and any other Business to come before the Annual Convention and Conference in the Business Sessions. The location of the Annual Convention and Conference shall be chosen by a majority of the votes of the Delegates, Alternates, or others qualified, present and voting on the official ballot, at

least three (3) years in advance. Each Member Company shall be entitled to cast five (5) votes and the Past Presidents one (1) vote each.

**Section 2-** Should there, for any cause, be a need to change the place and/or time for the holding of the Annual Convention and Conference, the Executive Committee shall have the power to select the place and the Secretary shall notify the Member Companies of the place chosen, three (3) months prior to the time of the meeting. In case the Annual Convention and Conference is not held for any cause at the time fixed in Section 1, then it shall be held at a subsequent date during the year. The date to be determined by the Executive Committee and notice thereof to be given to the Member Companies by the Secretary.

**Subsection (a)** Guidance to the Maryland State Firefighters Association is hereby provided in the event that any such restrictions placed upon the organization due to disastrous conditions beyond the control of the Association and/or its membership that would not allow for in-person meetings of the organizational components of the Association to be held. Therefore, under these circumstances, the Executive Committee of the MSFA may authorize the use of a virtual format to conduct the regular business of the Association. Due notice and an agenda will be provided to the member companies and officers.

Virtual meetings can be conducted in a variety of fashions and the four allowable forms of electronic communications to conduct meetings within the MSFA shall be:

- A. Full-featured internet, or combination internet/telephone meeting services that integrate audio (and optionally, video), text, and voting capabilities.
- B. Telephone meetings, with internet services for conducting secret votes and sharing documents.
- C. A speaker phone in the meeting room to allow members who are not physically present to participate by telephone.
- D. Telephone meetings without internet support (and without any central meeting room).

Such electronic meetings of the MSFA shall be subject to all rules adopted by the MSFA Executive Committee or by the membership to govern them, which may include any reasonable limitations on, and requirements for, members' participation. Any such rules adopted by the MSFA shall supersede any conflicting rules in the parliamentary authority but may not otherwise conflict with or alter any rule or decision of the general membership.

**Section 3-** After the holding of the Annual Convention and Conference, the President shall call the delegates to attend Special Conventions and Conferences at times and places named by him, whenever the Executive Committee shall deem Special Conventions and Conferences necessary. Counting from the Centennial, the Association shall schedule a Special Convention and Conference, to be held thereafter, on each 25<sup>th</sup> year anniversary.

**Section 4-** All Past Presidents shall be entitled to seats in and participate in the proceedings of the Annual Convention and Conference. (See Article B of these By-Laws).

**Section 5- Parliamentary Procedure-** Rules contained in the current edition of *Robert's Rules of Order* shall govern the meetings of the MSFA in all cases in which they are applicable and in which they are not inconsistent with the Constitution and By-Laws and any special rules that the MSFA may adopt.

### **ARTICLE III- REPRESENTATION AND RULES**

**Section 1-** Each active Member Company shall be entitled to the benefits of the Association in full.

**Section 2-** Each active Member Company shall be entitled to elect annually five (5) delegates and five (5) alternates to attend the Annual Convention and Conference, who shall be the representatives of their respective organizations for one (1) year and entitled to participate in the proceedings of the Annual and Special Conventions and Conferences during the year for which the dues of their Member Company has been paid in accordance with Article I, Section 2. No delegate may represent more than one (1) Member Company and no delegate's name shall appear on more than one (1) Credential List.

**Section 3-** Each Member Company electing delegates and alternates to the Annual Convention and Conference shall furnish said delegates and alternates with proper credentials certifying to their election, and signed by the President or Secretary of the organization, which shall be forwarded to the Recording Secretary of the Association on or before the third day of June in each year.

**Section 4-** Any Member Company, who is delinquent in paying their dues by the first session of the Annual Convention and Conference, shall automatically be suspended.

Secretary shall notify the Member Company that it has been suspended for failure to pay dues and shall not be permitted to register at the Annual Convention and Conference. If the suspended Member Company does not pay its dues by the Executive Committee meeting, held at least thirty (30) days following the Annual Convention and Conference, the suspended Member Company's membership will be terminated. The terminated company may reapply for membership, pursuant to Article I, Section 2 of the Constitution, and shall pay all dues, in arrears, with the application.

**Section 5- Membership and Voting-** Member shall be defined and qualified as recited in Article I, Section 2 of the Constitution.

Qualified new members shall have the right to participate in the business of the MSFA at Annual and Special Conventions and Conferences as provided in Article III, Sections 2 and 3.

Delegates or Alternates otherwise qualified pursuant to terms of this Constitution shall have the right to vote on all matters properly submitted during Annual and Special Conventions and Conferences.

Past Presidents shall have the right to participate as voting Delegates during the Annual Convention and Conference as provided by Article II, Section 4.

**Section 6- Fiscal Year-** The Fiscal Year of the MSFA shall be July 1<sup>st</sup> through June 30<sup>th</sup>. Following the close of the Fiscal Year, the books of the Financial Secretary and the Treasurer shall be reviewed by the Financial Committee and a financial report conducted by an outside accounting service of their status made to the Executive Committee, prior to the next Annual Convention and Conference.

**Section 7-** There shall be a Standard Operating Procedure (SOP) Manual maintained by the Constitution and By-laws Committee which shall contain administrative and operational procedures approved by the President and the Executive Committee. SOPs shall be developed in accordance with SOP A001 "Preparation and Control of Standard Operating Procedures."

## **ARTICLE IV- OFFICERS**

**Section 1-** All elected officers of this Association shall be from the active membership of their Active Member Companies, in good standing, and shall consist of a President, First Vice-President, Second Vice-President, Recording Secretary, Financial Secretary, Treasurer, Chief Chaplain, and a Board of five (5) Trustees.

The President, First Vice-President, Second Vice-President, Recording Secretary, and Chief Chaplain shall hold their offices for one (1) year or until their successors are elected. One (1) Trustee shall be elected each year for a term of five (5) years to fill the vacancy in the Board of Trustees occasioned by the expiration of the term of one (1) of the Trustees.

The Secretary, Financial Secretary and the Treasurer shall hold their offices for a term of three (3) years or until their successors are elected. The Secretary, Treasurer and the Financial Secretary shall be elected in alternate years, so that their terms of office do not end in the same year. This initial transition to

alternating years will result in the Secretary being elected for a two (2) year term at the June 2020 Convention and Conference and then to a three (3) year term at the 2022 Convention and Conference, the Financial Secretary being elected to a three (3) year term at the June 2020 Convention and Conference. The Treasurer will be elected for a three (3) year term at the June 2021 Convention and Conference.

No one, having been convicted of, or received probation before judgement for, any felony, or violation of Maryland Criminal Law Article Title 7 (Theft and related crimes), Title 8 ( Fraud and related crimes), or Title 9 ( Crimes Against Public Administration), or any analogous law of any other State, or any analogous Federal statute, shall be eligible to serve as an elected officer, appointed officer, or committee member. This provision shall not apply to any person who has been fully pardoned by the Executive authority of the jurisdiction in which the person was convicted.

**Section 2-** A majority of the votes of those qualified present and voting shall be required to elect. Each Member Company shall be entitled to five (5) votes. Voting shall be by printed ballot or voting machine.

For any office or place of next Annual Convention and Conference where there is only one (1) nominee, the nominee shall be declared elected or chosen and the office and place shall not be listed on the ballot.

**Section 3-** Whenever there are more than two (2) candidates, after each ballot when there shall be a failure to elect, the candidate receiving the lowest number of votes shall be dropped until two (2) remain.

**Section 4-** The President shall preside at all conventions and conferences, appoint all committees and in collaboration with the Chief Chaplain, the Treasurer, the Financial Secretary, and the Recording Secretary and appoint Chaplains, Assistant Treasurers, Assistant Financial and Recording Secretaries, if required. The President shall sign orders on the Treasurer for payment of money, and countersign all orders issued by the Board of Trustees for the payment of benefits. In making committee appointments, the President shall be guided by the concept of regionalization as provided for in the Constitution, Article VIII (Volunteer Company Assistance Fund Board).

The President shall visit or cause to be visited by the First and/or Second Vice-Presidents as many Active Member Companies and respective bodies of Active Member Companies as possible, the delinquent Member Companies, and the companies or departments that do not belong to this Association.

The President shall be an ex-officio member of all committees. They shall make an annual report to the Association and shall perform all other duties as may be required of them by the Association.

The President, after conferring with the Executive Committee, shall annually meet with the Governor with regard to the State Budget to provide for funding requests for the funds to be administered by the Volunteer Company Assistance Fund Board.

It shall be the duty of the President to invite through the Secretary, the Governor of the State of Maryland to attend the Annual Convention and Conference of the Association. The invitation



shall go forward to the Governor at least thirty (30) days prior to the opening of the Annual Convention and Conference, and the President shall provide a period of time on the program to suit the Governor's pleasure.

**Section 5-** It shall be the duty of the First Vice-President in the case of the death, resignation or inability to act of the President to assume the duties of the President. In the event of the death of both the President and the First Vice-President, or if either be unable to attend the duties of the President, the Second Vice-President shall assume these duties, if necessary.

**Section 6-** In the absence of the President, the First and Second Vice-Presidents from any convention and conference, one of the delegates shall be called to the chair by a vote of the convention and conference.

**Section 7-** The Recording Secretary shall keep in an appropriate medium a complete record of all Annual and Special Conventions and Conferences and all meetings of the Executive Committee and shall publish each year the proceedings book of each Annual Convention and Conference. The Recording Secretary shall receive and answer all communications pertaining to the Association and keep a record thereof. The Recording Secretary shall make an annual report to the Association and also such reports from time to time as the President and Executive Committee may require. The Recording Secretary shall, provide to the meeting of each Annual Convention and Conference, a roll of Member Companies entitled to representation therein, by reason of having complied with the provision of Section 1, Article III, and another roll of Past Presidents, delegates and alternates entitled to a seat in the convention and conference and deliver the rolls together with credentials of the delegates and alternates-elect to the committee on credentials appointed by the convention and conference. The Recording Secretary shall give bond to be approved by the Executive Committee, who shall fix the amount thereof, and it shall be held by the President.

**Section 8-** The Financial Secretary shall receive all monies and turn them over to the Treasurer. The Financial Secretary shall keep in an appropriate medium, provided for that purpose, a complete record of all the monies received by the MSFA. The Financial Secretary shall give bond, to be approved by the Executive Committee, who shall fix the amount thereof, and it shall be held by the President. The Financial Secretary shall mail bills to each Member Company in January of each year. Said bills to contain a notice, prominently displayed, that dues are payable in advance and will be considered in arrears after the first session of the Annual Convention and Conference.

**Section 9-** The Treasurer shall receive from the Financial Secretary and safely keep all monies belonging to the MSFA. The Treasurer shall sign all checks for the payment of bills of the MSFA, along with the President, the Financial Secretary, or Committee Chairman on whose budgeted funds the check is being drawn, after the expense has been submitted to the Budget and Revenue Committee and approved by the Executive Committee. The Treasurer shall make a report at the first session of each Annual Convention and Conference, giving an itemized statement of receipts and disbursements, accompanied by the vouchers thereof. The Treasurer shall give bond to be approved by the Executive Committee, who shall fix the amount thereof, and it shall be held by the Financial Secretary.

**Section 10-** The Board of Trustees shall have control and management of the money annually appropriated to the MSFA by the State of Maryland, and shall not order the expenditure of any of it for any other purpose than paying of the benefits provided for in Article VI.

The Board shall meet after the adjournment of each Annual Convention and Conference and organize by the election of a Chairman, Vice-Chairman and Secretary from among its number, who shall hold their offices for one (1) year or until their successors are elected. The Board shall also meet prior to the first session of each Annual Convention and Conference and at such other times and places as it may be called together by its Chairman. The Secretary of the Board of Trustees shall receive and mark, tie and keep a record of all claims for benefits and perform all other duties as prescribed by the Constitution and By-Laws. The Board of Trustees shall make a report, in writing, to the MSFA at each Annual Convention and Conference.

**Section 11-** The Chief Chaplain shall have had formal training of the Word of God, shall have served as a Priest, Rabbi, or Minister; and shall be recognized as a clergyman by the religious group of which he is a member; and shall be elected from any of the Member Companies of this Association, and his duties shall be those that the President shall call for him to perform. If because of Ministerial duties or other reasons he requires assistants, he shall submit his request to the President, together with names. The President may appoint a Chaplain or Chaplains, with the approval of the Executive Committee, to serve until the next Annual Convention and Conference. The Chaplains shall have the responsibilities of conducting the Memorial Service at the Annual Convention and Conference, including the compilation of a list of deceased members.

**Section 12-** No Officer, Committee Chairman, or Member shall at any time or in any way, by writing or otherwise, take into their hands any matter being handled by an Officer or Committee, without first consulting said Officer or Committee Chairman in charge.

**Section 13-** Failure of an Officer to perform their duties shall be deemed just and sufficient cause for suspension from office in the MSFA by the Executive Committee.

**Section 14-** Travel reimbursement for Officers attending the MSFA Executive Committee shall be in accordance with SOP A003 "Travel Reimbursement".

**Section 15-** The appointed officers of the MSFA shall be from the active membership of their Active Member Companies, in good standing, and shall consist of the Executive Committee Members, Office of the Parliamentarian, and Office of the Attorney. The appointed officers shall hold their office for one (1) year or until their successors are appointed by the President of the MSFA.

**Section 16-** The immediate Past President, who shall be an ex-officio member and thirteen (13) appointed members shall constitute the Executive Committee. The Executive Committee Members shall be appointed with the provision that no more than one (1) appointed member shall be from any one (1) region represented in the Association.

The Executive Committee shall hold at least three (3) meetings during each year, one (1) within thirty (30) days after their appointments, one (1) at least twenty (20) days before each Convention and Conference, and others at the discretion of the President at such times and places

as shall be designated by the President. Other meetings of the Executive Committee may be called by a majority of the Committee.

The Executive Committee shall fix the amount of and approve the bonds of the Recording Secretary, Financial Secretary, Treasurer, Assistant Secretaries and Assistant Treasurers, if applicable; make all contracts for work to be done or supplies to be provided by this Constitution; and approve Committee Chairman out of pocket expenses incurred by them incident to the performance of their duties. The Executive Committee shall approve the budget as submitted by the Budget and Revenue Committee, with the right to alter the budget as submitted, within its discretion, as in the best interest of the MSFA.

Any vacancy occurring in an elective office shall be filled by an individual recommended by the President and approved by the Executive Committee. The officer so selected shall serve until the next Annual Convention and Conference; if the term, for which the vacancy occurred does not expire at that Annual Convention and Conference, the term of the successor elected there shall be for the balance of the vacant term.

The Executive Committee shall have the power to call Special Conventions and Conferences through the President. The Executive Committee shall make an annual report to the MSFA and shall look after its interest generally. At all of its meetings a majority shall constitute a quorum and a majority of those present shall decide all questions. (The Executive Committee shall only receive or make payment of money or contracts during its period of office.)

The Executive Committee shall take an annual inventory of all equipment, supplies, etc., owned by the Association, listing name of article, value of same and in whose custody said article is maintained. This inventory shall be published in the Annual Proceedings Book. No property belonging to the Association shall be disposed of without the consent of the Executive Committee.

The Executive Committee and the Elected Officers shall manage the affairs of, and the Executive Committee shall transact all business of the MSFA requiring action between the Annual Conventions and Conferences.

The Executive Committee shall review and approve, or disapprove with recommendations all recommendations for grants, loans, or low interest loans made by the Volunteer Company Assistance Fund Board. The Executive Committee shall confer with the President of the MSFA, with respect to requests for funding to be made for the Volunteer Company Assistance Fund Board, to be presented to the Governor by the President of the MSFA.

The Executive Committee shall review and approve the creation and/or presentation of any new awards based upon the review and recommendations of the Awards Committee.

**Section 17-** The Office of the Parliamentarian shall be consultant to and advise the President or other Officers and Committee Chairman on any questions that may arise in interpreting the Constitution and By-Laws. The Parliamentarian shall be present at all meetings during the Annual Convention and Conference to assist the presiding officer on questions of

parliamentary inquiry and to call attention of the presiding officer to any error in the proceedings that may affect the substantive rights of any member or may otherwise do harm. The Parliamentarian shall speak when requested by the presiding officer.

**Section 18-** The Office of the Attorney shall render advice and assistance to the officers and committees on all legal matters involving the MSFA, as requested.

**Section 19-** All elected and appointed officers and committee members shall turn over to the Executive Committee, all records, equipment, monies and any other property of the Association, upon completion of their term of office or service on a committee.

**Section 20-** Any officer who requires an assistant, may request, of the President, with the approval of the Executive Committee, to appoint one (1) or more assistants. An assistant officer shall serve until the next Annual Convention and Conference, unless removed earlier by the President with the concurrence of the Executive Committee. The duties of each assistant officer shall be within the scope of the duties of, and as determined by, the elected Officer to whom that assistant assists.

**Section 21-** MSFA Officers will be reimbursed for expenses occurred in the performance of their duties in accordance with SOP A002 “Expense Reimbursement”.

**Section 22-** The MSFA presidential vehicles are provided for the use of the Presidents and Vice-Presidents for official business of the Association as authorized by the Executive Committee. Rules for the operation and maintenance of the President’s vehicles shall be in accordance with SOP A004 “Operation and Maintenance of the President’s Vehicle Fleet”.

## **ARTICLE V- COMMITTEES**

**Section 1-** The Standing Committees of the MSFA shall be:

**17 State Circle Committee-** At least three (3) members, all to be appointed annually.

**Awards Committee-** To be appointed annually, and to include as members the Chairman of all awards committees and a Chairman, not a member of any such committee.

**Budget and Revenue Committee-** Six (6) members, plus the Treasurer and the Financial Secretary shall constitute the Budget and Revenue Committee. Two (2) to be named each year for terms of three (3) years.

**Constitution and By-Laws Committee-** At least five (5) members, all to be appointed annually.

**Convention and Conference Committee-** At least five (5) members, all to be appointed annually.

**Data Systems Committee-** At least six (6) members, two (2) to be appointed each year for a three (3) year term.

**Emergency Medical Services Committee-** At least nine (9) members, three (3) to be named each year for terms of three (3) years.

**Financial Committee-** The Committee shall consist of the Office of the Financial Secretary, the Office of the Treasurer, the Budget and Revenue Committee Chairman and a representative of the Executive Committee.

**Fire Prevention and Life Safety Committee-** At least nine (9) members, three (3) to be named each year for terms of three (3) years.

**Firefighter of the Year Committee-** At least nine (9) members, appointed annually.

**Grants Committee-** At least five (5) members, all to be appointed annually.

**Hall of Fame Committee-** At least six (6) members, two (2) to be appointed each year for a three (3) year term.

**Historical, Archives, and Volunteer Firefighter's Room Committee-** At least seven (7) members, all to be appointed annually.

**Incentive Programs Committee-** A Chairman and at least nine (9) members, but not more than twenty-three (23) members, who shall cover the various areas of the state.

**Legislative Committee-** Chairman and one (1) member from each county represented in the MSFA, all to be appointed annually.

**Strategic Planning Steering Committee (SPSC)** – Standing members are: The Immediate Past Chair of the Executive Committee, President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Executive Committee Chairman & Vice Chairman and 2<sup>nd</sup> Vice Chairman, Treasurer, Budget Chairman, Secretary, immediate Past President and the Executive Director (Non-Voting Ex-Officio).

**President's Vehicle Committee-** At least three (3) members, all to be appointed annually.

**Public Relations Committee-** At least five (5) members all to be appointed annually.

**Recruitment and Retention Committee-** At least seven (7) members, all to be appointed annually.

**Residential Sprinkler Initiative Committee-** At least eleven (11) members, all to be appointed annually.

**Risk Management Committee-** At least three (3) members, all to be appointed annually.

**Safety Committee-** At least five (5) members, terms of two (2) years with three (3) members to be appointed in odd-numbered years and two (2) members appointed in even-numbered years.

**Scholarship Committee-** At least seven (7) members, three (3) to be appointed every even year for a two (2) year term and four (4) to be appointed in odd years for a two (2) year term.

**Sergeant-At-Arms Committee-** At least five (5) members, all to be appointed annually.

**Standards Committee-** At least seven (7) members, terms of two (2) years, with four (4) members to be appointed in odd-numbered years and three (3) members to be appointed in even-numbered years.

**Statistical Committee-** At least three (3) members, all to be appointed annually.

**Training Committee-** At least nine (9) members, three (3) to be named each year for terms of three (3) years.

**Transportation Committee-** At least five (5) members, terms to be for two (2) years, with two (2) members appointed in even years and three (3) members appointed in odd years.

**Ways and Means Committee-** At least six (6) members, all to be appointed annually.

**Section 2-** The Standing Committees shall be appointed annually by the President, within thirty (30) days after the adjournment of the Annual Convention and Conference, with members of Active Member Companies of the Association.

A subcommittee for a specific purpose may be appointed under any Standing Committee. Such subcommittee shall be appointed by the President, with approval of the Executive Committee. The Chairman of the subcommittee shall be a member of the Standing Committee. Reports from the subcommittee shall be presented through the Chairman of the Standing Committee.

**Section 3-** Committee members shall meet and transact business, meeting as and when scheduled by the Chairman.

The Committee Chairman shall report the activities of the committee, as directed by the President, to the Executive Committee and to members of the MSFA in convention and conference assembled. The failure of a committee member to perform prescribed duties shall be reported to the President, in writing, by the Committee Chairman. The President may remove and replace the offending committee member, who will be notified, in writing, by the MSFA Secretary. Said offending committee member may request, in writing, a hearing by the Executive Committee at its next scheduled meeting. In that event, the Executive Committee will either support or reverse the President's action.

Any appointee to a Standing or Special Committee of the MSFA, or to any Government, Regular or Special board, Commission, study group or administrative agency of this State; or any appointee to any committee or commission of another State or political subdivision; or any

appointee to any organization shall report on his or her committee's or commission's activities to the Executive Committee and to the Member Companies of the MSFA in convention and conference assembled. A list shall be appended to the By-Laws, naming such personnel and the non-MSFA bodies on which they are serving; listing terms of appointment, including date each person's term ends; describing briefly the purpose of each group; and showing a minimum schedule of reports to the MSFA, the schedule to be set by the Executive Committee. Such list shall be updated continuously (without need for the Amendment process) as information becomes available or as Executive Committee reporting requirements change.

**Section 4-** Except as otherwise provided in the Constitution, the President shall fill any unexpired term vacancy in any committee. In newly established committees with staggered terms, lots shall be drawn to determine length of terms of those initially appointed.

**Section 5-** Travel reimbursement for Committee Chairman or their designated representative shall be in accordance with SOP A003 "Travel Reimbursement".

## **ARTICLE VI- BENEFITS ADMINISTERED BY THE TRUSTEES**

The Board of Trustees shall act in accordance with the Annotated Code of Maryland, Article on Public Safety, Section 7-201, et. Seq. to provide and administer Line of Duty death benefits to spouses and children, or other family members, of volunteer firefighters, volunteer rescue squad personnel, volunteer ambulance personnel, and volunteer advanced life support personnel who have been determined to have died in the Line of Duty.

The Board of Trustees will also provide and administer Line of Duty injury and disability benefits as provided in the Article on Public Safety, Section 7-201, et. Seq.

The Board of Trustees reserves the right to increase death and/or disability benefits subject to available funding and in a manner consistent with the provisions of the Article on Public Safety, Section 7-201, et. Seq.

Specific rules and application procedures for the award of benefits shall be published in a manual which shall be made available to the membership of the Maryland State Firefighters Association, and any changes thereto shall be presented to the Executive Committee. The manual shall be reviewed and/or updated at least annually.

## **ARTICLE VII- AMENDMENTS**

**Section 1-** This Constitution may be amended or revised at any Annual Convention and Conference by a vote of two-thirds (2/3) of those entitled to vote and present and voting on the amendments, provided the proposed amendment or revision shall have been submitted, in writing, by the Executive Committee or a member company of this Association and forwarded to the Executive Committee at least ninety (90) days prior to the first session of the Annual Convention and Conference. The proposed amendment or revision to be in the hands of the



Secretary, at least sixty (60) days prior to the first session of the Annual Convention and Conference.

**Section 2-** Upon receipt of the amendment by the Executive Committee, in accordance with section 1, the Recording Secretary shall mail or distribute by an appropriate means at least forty-five (45) days prior to the first session of the Annual Convention and Conference, copies of the proposed amendments to all member companies in order that the amendments may be acted upon by the said member companies before the Annual Convention and Conference.

### **ARTICLE VIII- VOLUNTEER COMPANY ASSISTANCE FUND BOARD**

**Section 1-** There is herewith established pursuant to the Annotated Code of Maryland, Article 8, Sections 202-209, a Volunteer Company Assistance Fund Board.

**Section 2-** The Volunteer Company Assistance Fund Board (“Board”) shall be comprised of thirteen (13) persons, who shall be appointed by the President as prescribed in this section, from thirteen (13) regional districts, which have been determined by virtue of the number of fire companies located in each district and other geographic consideration, and which are constituted as follows:

Allegany, Garrett Counties	1 Member
Washington County	1 Member
Frederick County	1 Member
Carroll, Howard Counties	1 Member
Harford, Cecil Counties	1 Member
Baltimore County	1 Member
Anne Arundel County	1 Member
Prince George’s County	1 Member
Montgomery County	1 Member
Calvert, Charles, St. Mary’s Counties	1 Member
Caroline, Kent, Queen Anne’s Counties	1 Member
Talbot, Dorchester Counties	1 Member
Somerset, Wicomico, Worcester Counties	1 Member

Board members shall be appointed annually by the President for the stated terms, within thirty (30) days after the adjournment of the Annual Convention and Conference, with members of Active Member Companies of the Association. A Board member should not be appointed to serve concurrently as an Executive Committee Member. The following credentials should be considered for selection of members to the Board:

- \* Ten (10) or more years of fire organization experience
- \* Operational fire service experience
- \* Administrative fire service experience
- \* Financial Background

Each member shall serve for a term of three (3) years with four (4) members appointed each year. Of the initial twelve (12) appointments, four (4) members shall be appointed for a term of three (3) years, four (4) members shall be appointed for a term of two (2) years and four (4) members shall be appointed for a term of one (1) year. A Chairman shall be appointed annually by the President.

**Section 3-** Board members shall meet and transact business, meeting as and when scheduled by the Chairman.

A) The Board shall appoint a Vice-Chairman and a Secretary. The Vice-Chairman shall assume the duties of the Chairman in the event that the Chairman is unable to fulfill the term of appointment. The Secretary shall record all proceedings of the Board, maintain all records of the Board and initiate and receive correspondence on behalf of the Board.

B) Initially, the Board shall meet and consider, adopt and publish such rules of procedure as is necessary to carry out the functions of the Board as mandated by the aforesaid statute and shall thereafter enact or amend such other rules and regulations as it might be necessary to carry out its purpose. The Board, shall in addition to the foregoing, provide for applications for a low interest loan or grant and provide for distribution of such applications. The rules and regulations enacted by the Board shall include, but not be limited to, the following provisions:

1) That any volunteer fire, rescue or ambulance company of the State of Maryland be entitled to apply for assistance pursuant to the provisions of the statute, to the Board, irrespective of affiliation of the applicant;

2) Develop loan and grant criteria;

3) Develop loan and grant terms;

4) Develop criteria for the loan and grant application process;

5) Develop criteria for prioritization of loan and grant requests;

6) That the business of the Board be conducted in accordance with accepted parliamentary procedure.

C) The Board shall meet as and when necessary to consider or otherwise act upon applications that are pending or as is otherwise necessary to transact the business of the Board. The Board Secretary shall make notification of the meetings to all appropriate parties.

D) The applications submitted to the Board shall be complete and shall have attached thereto the following:

1) Applicants audited financial statements for the most recent two (2) years. For applicants that do not have audited financial statements, each application must have attached thereto financial statements in the form requested by the Board for the applicants most recent two (2) year period along with IRS Form 990 for each year presented on the financial statements.

2) A completed Non-Discrimination Certificate.

E) The Chairman of the Board shall regularly report on the business of the Board to the Executive Committee of the MSFA. No action with respect to any applicant or application recommended by the Board shall be valid unless the Executive Committee of the MSFA approves the same. Initially, all rules and regulations proposed by the Board in reference to its operation, including application forms, shall be approved by the Executive Committee of the MSFA, and thereafter, any amendments to the rules or regulations or changes in any application forms are subject to the herein approval of the Executive Committee of the MSFA.

F) The provision of an application form to an applicant, or the approval by the Board and Executive Committee of the MSFA, shall nevertheless be subject to approval of the Board of Public Works of the State of Maryland and available funding, in accordance with statute as currently constituted or as hereafter amended.

G) The Board shall recommend annually to the Executive Committee of the MSFA the rate of interest charged on the loans.

H) The Board shall not be limited nor otherwise bound with regard to its consideration of an application by any previous action it has taken with respect to any other applicant or application.

I) The Board shall receive and disburse funds in accordance with statute as currently constituted or as hereafter amended.

J) The Board shall in any event be subject in all of its activities to the provisions of the statute as currently constituted or as hereafter amended.

K) The Board shall submit an annual report to the Association, which shall be submitted to the Department of Budget and Management and to the Board of Public Works of the State of Maryland by August 30 of each fiscal year.

## **ARTICLE IX- FOUNDATIONS, BOARDS, AND AGENCIES**

**Section 1-** The President shall appoint representatives to all government boards and commissions established by Government agencies, wherein the MSFA is requested to send the name of one (1) or more individuals to the appropriate Appointment Secretary, for the Government body making the request.

**Section 2-** Where a board or commission has been created, wherein one (1) or more members of the voluntary emergency services would be appropriate to serve as members and where no specific request has been made of the MSFA, the following action shall be taken. The President with the concurrence of the Executive Committee shall direct the Secretary to send to the Chief Executive of the Governmental body creating or establishing the board or commission, one (1) or more names of persons to be considered for appointment as appropriate to represent the interest of the Maryland voluntary emergency services.

**\*\*\*BY-LAWS\*\*\***

## **ARTICLE A- STATUS AND AMENDMENTS**

**Section 1-** By-Laws shall not be enacted contrary to the form and substance of the MSFA Constitution.

**Section 2-** Any of the By-Laws may be amended by a vote of two-thirds (2/3) of those entitled to vote and present and voting on the amendment at any Annual or Special Convention and Conference.

## **ARTICLE B- CONVENTIONS AND CONFERENCES**

**Section 1-** All those entitled to seats in the Annual Convention and Conference shall be entitled to vote upon every question; but no member shall vote on any question in which they

have a direct pecuniary interest. The presiding officer of a convention and conference shall not vote unless there is a tie. (Note: See Articles II and III of the Constitution).

**Section 2-** If any ten (10) member companies require it, the yeas and nays shall be taken and entered upon the records of the MSFA.

**Section 3-** Any ten (10) member companies may call for the “previous question” and if it is ordered all debate shall cease and the pending question shall be at once put to the convention and conference.

**Section 4-** The President of the Convention and Conference shall decide all questions of order without debate, subject to an appeal to the Convention and Conference. In case of an appeal the point of order may be debated.

**Section 5-** Any person called to order shall immediately take his seat until the point of order is decided, when he shall be again entitled to the floor and while speaking shall confine himself to the question and shall not use any personalities or indecorous language.

**Section 6-** At least one (1) delegate or one (1) alternate from one hundred (100) different Member Companies, in good standing, shall constitute a quorum for the transaction of business at any convention and conference.

**Section 7-** No Member Company, Association of Member Companies, Auxiliary, individual or any other person, shall be allowed to conduct any raffle, benefit, or solicit alms, in any way, on the floor of the MSFA Convention and Conference.

**Section 8-** The order of business at the Annual Convention and Conference will be developed in accordance with Article II, Section 1 of the MSFA Constitution.

### **ARTICLE C- ASSOCIATE/SUSTAINING MEMBERSHIP**

**Section 1-** Associate/Sustaining Members are entitled to the rights and subject to the limitations specified in Article I of the MSFA Constitution.

**Section 2-** Associate/Sustaining Members shall not use the logo of the MSFA without special permission of the Executive Committee.

**Section 3-** Associate/Sustaining Members shall not display FD tags on vehicles owned by them unless they are otherwise qualified, pursuant to the Transportation Article of the Annotated Code of Maryland, Section 13-615.

### **ARTICLE D- STANDARDS, FIRE COMPANIES/DEPARTMENTS**

**Section 1-** THE MINIMUM STANDARDS FOR VOLUNTEER FIRE, ALS, BLS, RESCUE, AND MARINE COMPANIES OR DEPARTMENTS ARE:

a) Shall maintain records of responses in accordance with an approved reporting system

- b) Provide a heated station of adequate size and configuration to house apparatus, vehicles and equipment
- c) Shall have a suitable means of receiving and alarm and alerting membership
- d) Shall pass an inspection made by the Standards Committee prior to acceptance
- e) Shall pass subsequent inspections made from time to time by the Standards Committee
- f) Shall require all emergency vehicle drivers to be trained as Emergency Vehicle Operators
- g) Shall require all Marine unit vessels to have a qualified operator
- h) As used in these By-Laws the term “emergency medical provider” will include those individuals having a current valid certification or license issued by the Maryland Institute for Emergency Medical Services Systems (MIEMSS).

**Section 2- THE MINIMUM STANDARDS FOR VOLUNTEER FIRE COMPANIES OR DEPARTMENT ARE:**

- a) Active membership consisting of at least twenty (20) members including at least three (3) active line officers
- b) At least three (3) trained active operators to be appointed to drive and operate the apparatus. These operators shall be thoroughly familiar with the operation of the apparatus and will be under the guidance of the Chief Officer
- c) A minimum of ten (10) active members shall have successfully completed at least the Firefighter I training, as conducted by the Maryland Fire and Rescue Institute or equivalent, and the Hazardous Materials-Operations Level Course
- d) Shall operate apparatus in conformance to the following SOPs defining the MSFA standard for pumpers, pumper/tankers, tankers with pumps, tankers without pump, and aerial apparatus, as applicable:
  1. SOP No. S001 “Pumper Standards”
  2. SOP No. S002 “Tanker Standards”
  3. SOP No. S003 “Ladder Truck Standards”

**ARTICLE E- MINIMUM STANDARDS AMBULANCE COMPANIES MIEMSS VOLUNTEER AMBULANCE INSPECTION PROGRAM**

**Section 1-** The minimum standards herein have been jointly developed by the MSFA and MIEMSS and thus also constitute the standard for the Voluntary Ambulance Inspection Program. Upon successful completion of a voluntary inspection conducted by MIEMSS personnel, Certificate of Excellence decals for the ambulance and a Certificate of Excellence wall plaque for the station will be issued by MIEMSS. Minimum standards for MSFA member fire and rescue companies operating Basic Life Support (BLS) ambulances are:

a) Active membership consisting of at least ten (10) members with EMS training, two (2) of whom must be Line Officers with responsibility for the ambulance service. For purposes of membership in the MSFA, these ten (10) members must be trained in accordance with subsection "e" of this section.

b) A heated station of adequate size and construction for housing of the apparatus and equipment.

c) A suitable means of receiving an alarm and alerting company membership.

d) Each ambulance shall have reliable two-way radios for communication with dispatch and medical command and control. Said equipment shall be operated in accordance with applicable FCC Rules and Regulations. Where communications equipment, provided by the State EMS Communications System, is operated, said equipment shall be available for inspection at any reasonable time to MIEMSS or State EMS Communications System contracted maintenance personnel. Said equipment shall also be operated and maintained in accordance with State EMS Communications System guidelines.

e) After July 1, 1995, it shall be the standard of every ambulance belonging to a member company of the MSFA, when operated on a mission in or from the State of Maryland, to be staffed by at least two (2) attendants certified in training recognized by the Good Samaritan Act of Maryland, and the Hazardous Materials Operations level course. One (1) of these attendants shall possess current and valid Maryland EMT-B certification (or higher-level certification) issued through MIEMSS. The EMT-B (or higher-level attendant) must care for the patient and ride in the patient compartment during transport. The second attendant, or another person who is not certified in training recognized by the Good Samaritan Act of Maryland, may be the driver. The driver shall be trained as an emergency vehicle operator.

f) Each ambulance shall be registered as an emergency vehicle with the Maryland Motor Vehicle Administration or by reciprocity with a bordering state. All apparatus shall be in the preventive maintenance inspection program. Records of inspection under this regulation shall be kept at the location where the vehicle is garaged, assigned, or maintained. The vehicle shall be equipped with NFPA Standards for emergency warning lights and emergency audible devices, including back-up alarm and safety devices.

g) Each company which submits an application for membership in the MSFA and which operates a BLS ambulance shall pass an inspection by the EMS Committee, or its designees, prior to acceptance. This inspection may be in addition to other requirements, if the company also operates fire and rescue apparatus. If the required medical supplies and equipment fail to meet the requirements, the company shall be notified, in writing, and have thirty (30) days to rectify the discrepancies. If the discrepancies have not been rectified, the MSFA membership of the company concerned may be suspended.

h) Member companies which have not previously operated an ambulance and undertake to do so shall, pass an inspection by the MSFA EMS Committee, or its designees, prior to initiating such a service.

i) It shall be the duty of a member company and its officers to comply with the provisions of these sections and all regulations adopted under the authority of these sections. Notification of suspension for non-compliance shall be made, in writing, by registered or certified mail, return receipt requested, delivered to the member company.

j) Each ambulance shall be equipped with adequate equipment and supplies to care for patients in the pre-hospital phase as dictated by applicable Maryland guidelines and training. Said equipment shall be in good condition and shall be appropriately marked. All reusable items,

especially those that are most often left with the patient at a hospital (boards, MAST, etc.), must be clearly marked. Due to the fact that patients are most often transported to trauma centers outside the immediate response area, the following minimum information is required:

**Ambulance Number (A31, M7, etc.), Company Name (not just initials), County and State Name, and Permanent Accessible Phone Number Including Area Code.**

k) The equipment in each ambulance and all records relating to its maintenance and operation as such shall be open for inspection at any reasonable time to a duly authorized representative or designee of the MSFA. Ambulance supplies and equipment are listed in SOP E001 "Ambulance Company Standards".

## **ARTICLE F- MINIMUM STANDARDS, RESCUE COMPANIES ALS (MICU)**

**Section 1-** Minimum standards for Advanced Life Support (ALS) Companies, performing ALS with a mobile intensive care unit (MICU). A MICU is an ambulance equipped to render ALS and transport the patient to a medical facility. Minimum standards for MSFA member ALS companies operating at the MICU level are:

a) Active membership consisting of at least ten (10) members with EMS training, two (2) of whom must be line officers with responsibility for the ambulance service. For purposes of membership in the MSFA, these ten (10) members must be trained in accordance with subsection (e) of this section.

b) A heated station of adequate size and construction for the housing of the apparatus and equipment.

c) A suitable means of receiving an alarm and alerting company membership.

d) Each unit shall have reliable two-way radios for communication with dispatch and medical command and control. Said equipment shall be operated in accordance with applicable FCC rules and regulations. Where communications equipment is operated that is provided by the State EMS communications system or that interfaces with the State EMS communications systems, said equipment shall be available for inspection at any reasonable time, to MIEMSS or State EMS communications contractual maintenance personnel. Said equipment shall also be operated and maintained in accordance with State EMS communications systems guidelines.

e) From and after July 1, 1994, it shall be the standards of every MICU belonging to a member company of the MSFA, when operated on an ALS mission in or from the State of Maryland, to be staffed by at least two (2) attendants certified in training recognized by the Good Samaritan Act of Maryland, and the Hazardous Materials Operations Level course. One (1) of those attendants shall possess current and valid Maryland Cardiac Rescue Technician (CRT) or higher-level certification issued through MIEMSS. The attendant with the higher-level certification shall ride in the patient compartment and shall be responsible for patient care during transport. The second attendant or other person, who is not certified in training recognized by the Good Samaritan Act of Maryland, may be the driver.

f) Each MICU shall be registered as an emergency vehicle with the MVA, or by reciprocity with a bordering state.

g) Each company submitting an application for membership in the MSFA who operates a MICU shall pass an inspection by the EMS Committee or its designees prior to acceptance. This inspection may be in addition to other requirements, if a company also operates fire and rescue apparatus. If the required medical supplies and equipment fail to meet the requirements, the company shall be notified, in writing, and have thirty (30) days to rectify the discrepancies. If the

discrepancies have not been rectified, the MSFA membership of the company concerned may be suspended by the MSFA. Notification of suspension for non-compliance shall be made, in writing by registered or certified mail, return receipt requested, delivered to the member company.

h) It shall be the duty of a member company and its officers to comply with the provisions of these sections and all regulations adopted under the authority of these sections.

i) Each MICU shall be equipped with adequate equipment and supplies to care for patients in the pre-hospital phase as dictated by applicable Maryland protocols and training. Said equipment shall be in good condition and appropriately marked. The equipment on each MICU and all records to its operation and maintenance shall be open for inspection at any reasonable time to a duly authorized representative or designee of the MSFA.

j) Each MICU shall be equipped with medical supplies and equipment as set forth in SOP E002 "ALS (MICU) Standards".

## **ARTICLE G- MINIMUM STANDARDS, RESCUE COMPANIES ALS (CHASE VEHICLES)**

**Section 1-** Minimum standards for Advanced Life Support (ALS) companies performing ALS with a chase vehicle (ALS Unit). An ALS Unit is a vehicle equipped to render ALS, transport the ALS provider and equipment to the scene to provide patient care, and accompany the patient to the appropriate medical facility on an ambulance.

**Note:** This section does not apply to companies operating a chase unit to upgrade an ALS equipped ambulance from basic life support staffed to ALS staffed.

a) Active membership consisting of at least ten (10) members with EMS training, two (2) of whom must be line officers with responsibility for the ALS service. For purposes of membership in the MFSA, these ten (10) members must be trained in accordance with subsection "e" of this section.

b) A heated station of adequate size and construction for the housing of the ALS unit and equipment.

c) A suitable means of receiving an alarm and alerting company membership.

d) Each unit shall have reliable two-way radios for communication with dispatch and medical command. Said equipment shall be operated in accordance with applicable FCC rules and regulations. Where communications equipment is operated that is provided by the State EMS communications system or that interfaces with the State EMS communications system, said equipment shall be available for inspection at any reasonable time, to MIEMSS or State EMS communications contractual maintenance personnel. Said equipment shall also be operated and maintained in accordance with State EMS communications systems guidelines.

e) From and after July 1, 1994, each ALS unit belonging to a member company of the MSFA, when operated on an ALS mission in or from the State of Maryland, to be staffed by at least one (1) attendant certified in training recognized by the Good Samaritan Act of Maryland, and the Hazardous Materials- Operations Level Course. That attendant shall possess a current and valid Maryland Cardiac Rescue Technician (CRT) or higher certification issued through MIEMSS. The CRT or higher-level certification shall be responsible for patient care. A second attendant, or other person, not certified to the level of CRT (or higher) may be the driver.



f) Each ALS Unit shall be registered as an emergency vehicle with the Maryland Motor Vehicle Administration, or by reciprocity with a bordering state.

g) Each company submitting an application for membership in the MSFA who operates as an ALS unit shall be required to pass an inspection by the EMS Committee or its designees prior to acceptance. If the required medical supplies and equipment fail to meet the requirements, the company shall be notified, in writing, and have thirty (30) days to rectify the discrepancies. If the discrepancies have not been rectified, the MSFA membership of the company concerned may be suspended by the MSFA. Notification of suspension for non-compliance shall be made, in writing by registered or certified mail, return receipt requested, delivered to the member company.

h) It shall be the duty of a member company and its officers to comply with the provisions of these sections adopted under the authority of these sections.

i) Each ALS unit shall be equipped with adequate equipment and supplies to care for patients in the pre-hospital phase as dictated by applicable Maryland protocols and training. Equipment shall be in good condition and shall be appropriately marked. The equipment on each ALS unit and all records relating to its operation and maintenance, shall be available for inspection at any reasonable time to a duly authorized representative of the MSFA. Each ALS unit shall be equipped with medical supplies and equipment as stated in Section 3.2 of SOP E002 “ALS (MICU) Standards”.

## **ARTICLE H- MINIMUM STANDARDS, RESCUE COMPANIES**

**Section 1-** The minimum standards for volunteer rescue companies are:

a) The following rescue equipment shall be carried on a motorized piece of apparatus with a minimum 1/2-ton capacity to carry same without being overloaded. The vehicle shall meet

D.O.T. specifications and shall not exceed chassis manufacturer’s G.V.W. The vehicle shall be registered as an emergency vehicle and meet all codes of the Maryland Motor Vehicle Administration or its successors. All apparatus shall be in the preventive maintenance inspection program. Records of inspection under this regulation shall be kept at the location where the vehicle is garaged, assigned, or maintained. The vehicle shall be equipped with NFPA Standards for emergency warning lights and emergency audible devices, including back-up alarm, and safety devices. All personnel staffing this unit shall have protective clothing available.

b) Active company membership consisting of at least ten (10) trained members including two (2) officers; a heated station of adequate size and construction for housing of apparatus and equipment; and a suitable means of receiving an alarm and alerting company members.

c) Member companies operating a rescue squad shall maintain on their roster a minimum of ten (10) members who have successfully completed the forty (40) hour basic course in rescue procedures, the intermediate course of Rescue Instruction, or the Rescue Technician course as offered by the Maryland Fire and Rescue Institute or equivalent, and the Hazardous Materials-Operations Level Course.

d) Equipment standards are found in SOP E003 “Rescue Company Standards”.

## **ARTICLE I- MINIMUM STANDARD BLS FIRST RESPONDER UNITS**

**Section 1-** The standards for this unit are found in SOP E004 “BLS First Responder Standards”.

## **ARTICLE J- MINIMUM STANDARDS FOR MARINE UNITS**

**Section 1-** Standards for watercraft are found in SOP E005 “Watercraft Standards”.

## **ARTICLE K- COMMITTEE DUTIES**

**NOTE:** For duties of the Executive Committee, refer to MSFA Constitution, Article IV, Section 16.

**Section 1-** The **17 State Circle Committee** shall be responsible for the operation and maintenance of the building at 17 State Circle, Annapolis, for so long as it is leased to the MSFA, including such duties as formulation of a budget based on maintenance and operating expenses, recommending alterations in conformity with guidelines of the Maryland Historical Society, preservation of the building as a show place for the MSFA, and establishing exhibits of selected MSFA memorabilia.

**Section 2-** The **Awards Committee** shall coordinate functions of the MSFA Committees responsible for the selection and making of awards.

**Section 3-** The **Budget and Revenue Committee** shall establish and maintain procedures to implement the budget, with approval of the Executive Committee. The Committee shall supervise the compilation of the MSFA annual budget and submit same, with recommendations, to the Executive Committee for final approval. The Budget and Revenue Committee at the time they present the Budget to the Executive Committee shall make a recommendation of monies to be kept in Reserve for that Budget year. That Reserve can only be changed by a supplemental Budget.

**Section 4-** The **Constitution and By-laws Committee** shall formulate and present proposed changes to the Constitution and By-laws to the Executive Committee, providing the proposals have been submitted, in writing, in accordance with Article VII, Section 1, entitled “Amendments”.

**Section 5-** The **Convention and Conference Committee** shall make arrangements for the Annual Convention and Conference and, as needed, shall coordinate activities with local organizations.

**Section 6-** The **Data Systems Committee** shall establish a mechanism for collecting and recording information on the type and value of each kind of financial support provided or available by counties and municipalities to fire, emergency medical services, and rescue companies in each jurisdiction. All appropriate information on equipment, buildings (including

federally and/or state-owned structures), membership, alarms, etc., is to be included in the database. Gathering and use of the information is to be coordinated with the Statistical Committee and the Volunteer Company Assistance Fund Board.

**Section 7-** The **Emergency Medical Services Committee** shall represent the Ambulance and Rescue Services in the member companies in formulating standards to comply with regulations as deemed necessary under the Emergency Medical Service of Maryland Department of Health and Mental Hygiene. The committee shall provide information to and cooperate with the Firemen's Training Committee in the development of a Ten (10) Year Training Plan, including such training relating to the provision of Emergency Medical Services.

**Section 8-** The **Financial Committee** shall function as a team consisting of the Office of the Financial Secretary, the Office of the Treasurer, the Budget and Revenue Committee Chairman, and a representative of the Executive Committee.

The team will be responsible for the fiscal matters of the Association and shall provide an annual Financial Report conducted by an outside accounting service to the Executive Committee by the Annual Convention and Conference.

**Section 9-** The **Fire Prevention and Life Safety Committee** shall develop and promote a statewide year-round fire prevention program. The program shall be planned and promoted to inform the people of Maryland of all age groups. The program shall be developed and carried forward in cooperation with the Director of the Maryland Fire and Rescue Institute and the State Fire Marshall, who will serve as technical advisors to the Committee. The Committee may enlist the aid of any interested organization, group or individuals at the discretion of the Fire Prevention and Life Safety Committee or at the direction of the Executive Committee. The Committee shall furnish a written report at each meeting of the Executive Committee, and it shall present a complete report of Committee activities during the year to the delegates assembled at the Annual Convention and Conference. The Committee shall maintain liaison between the Governor's Fire Prevention Conference and the MSFA.

**Section 10-** The **Firefighter of the Year Committee** shall be responsible for receipt of the nominations and selection of the recipient of the annual MSFA award. The Committee shall solicit nominations for the National Volunteer Fire Council's award and submit appropriate names to that group.

**Section 11-** The **Grants Committee** shall promote participation in grant programs and provide assistance to Companies/Departments with grant applications and grant writing.

**Section 12-** The **Hall of Fame Committee** shall be responsible for naming persons to the MSFA Hall of Fame, Marbury F. Gates Service Cup Award, and the Roll of Honor, in recognition of their efforts on behalf of the Fire/EMS/Rescue service.

**Section 13-** The **Historical, Archives, and Volunteer Firefighter's Room Committee** shall compile historical data relative to fire, emergency medical services and rescue activities in Maryland. This committee shall represent the MSFA in all matters relating to the Volunteer

Firefighter's Room and shall coordinate appropriate MSFA activities including, but not limited to, furnishing and decorating with those activities of the University College, Adult Education Center, University of Maryland. The Committee shall endeavor to locate and acquire items for exhibit in a permanent museum and perform such other duties as may be required by the MSFA.

**Section 14-** The **Incentive Programs Committee** shall be responsible for monitoring incentive programs, coordinate the collection of information for programs such as LOSAP, Income Tax Modification and other programs that might come about, to provide for volunteer firefighters, rescue, and emergency medical personnel.

**Section 15-** The **Legislative Committee** shall formulate and monitor the passage of such legislation as may be to the interest and benefit of the MSFA. The Chairman of the Committee shall register as the legislative agent for the MSFA and shall direct others that assist him in this endeavor to also register. The Chairman shall keep records and file reports as required by the laws of Maryland and shall assure that any person registered on behalf of the Association also keeps and files records required by law. The Chairman shall report regularly and seek advice from the Officers and the Executive Committee on positions of the MSFA, but shall have the authority to act by lone judgment when time is of the essence, being ever mindful of the goals and aims of the MSFA.

**Section 16-** The **Strategic Planning Steering Committee** shall in conjunction with the Presidents and Executive Committee develop short and long-range goals and plans of the Association.

**Section 17-** The **President's Vehicle Committee** shall be responsible for the acquisition, maintenance, and disposal of Association vehicles and accessories.

**Section 18-** The **Public Relations Committee** shall compile information of interest to fire, emergency medical services, rescue companies and the public, making this information generally known throughout the State, by whatever method that can be used to the best interest of the MSFA. The Committee shall perform such other duties as may be required by the Association and shall submit a written report of its activities to the Annual Convention and Conference.

**Section 19-** The **Recruitment and Retention Committee** shall be responsible for developing and executing programs to assist members with recruiting new members and keeping their existing members.

**Section 20-** The **Residential Sprinkler Initiative Committee** supports and works with local fire service groups in establishing requirements for residential sprinkler systems in new one (1) and two (2) family dwellings and educate various groups on the facts about residential sprinklers.

**Section 21-** The **Risk Management Committee** shall monitor MSFA insurance requirements and recommend adjustments as needed.

**Section 22-** The **Safety Committee** shall promote a statewide safety program among member companies. The program will be planned so as to provide companies with material and literature on safety on the scene of any emergency and driving of equipment to emergencies, drills and parades. The Committee will cooperate with the Training Committee, the Emergency Medical services Committee, Maryland Fire and Rescue Institute or its successor, and any such agency that promotes safety. The Committee will have published in the bulletin of the Maryland Fire and Rescue Institute, its successor, or other such publications, information on accidents as well as precautions to be taken for the best interest and welfare of personnel. The Committee will make a report at each meeting of the Executive Committee and will present a complete report for the year to the delegates at the Annual Convention and Conference.

**Section 23-** The **Scholarship Committee** shall by June 1<sup>st</sup> in cooperation with scholarship committees of appropriate universities, colleges, academies, or other institutions of higher learning within Maryland to determine to provide or deny grants or loans to new applicants or continuing students. The Committee shall in proper cases award, to the extent funds are available, such grant or loan to an eligible applicant or student participating in a course related to fire or health services including, but not limited to, fire sciences or emergency medical services.

The Committee may use funds provided through resources of the MSFA or from other sources. The Committee is authorized to solicit funds for grants or loans from any source it deems proper. The Committee shall from time to time, promulgate rules and regulations relating to its duties, eligibility of applicants or recipients, acceptable sources of funds to be solicited or regulations dealing with liability of a given recipient to repay part of any grant or loan.

**Section 24-** The **Sergeant-At-Arms Committee** shall maintain order at all Executive Committee meetings, the MSFA Convention and Conference, and other meetings as required.

**Section 25-** The **Standards Committee** shall study and keep abreast with fire fighting, emergency medical services and rescue requirements and make recommendations for any changes that would improve the standards of this Association, and to make inspections or perform such other duties as may be required by the Association.

**Section 26-** The **Statistical Committee** shall assist and cooperate in the formation and operation of a uniform statistical reporting system (Statistical Report) by the State. The Committee shall obtain and compile other statistical information as may be requested by the MSFA.

**Section 27-** The **Training Committee** shall promote programs responsive to the needs of the fire service located within the State of Maryland and shall continue the development of a ten (10) year training program which reflects the future needs of the Maryland Fire Service; in addition, the Training Committee shall be the official voice of the MSFA in fire service training matters with the University of Maryland and other vocational or educational organizations of this State. The Committee shall advise and collaborate with the Maryland Fire and Rescue Institute in the conduct of courses of instruction for the Maryland Fire Service; and shall encourage and

assist in developing regional schools and local and other specialized courses in the State. The Committee shall recommend to the Executive Committee enabling legislation, which will maintain and advance the necessary fire service training plans or programs. The Committee shall submit periodic reports to the Executive Committee and a written report of its activities to the Annual Convention and Conference.

**Section 28-** The **Transportation Committee** shall provide to the Maryland Motor Vehicle Administration or its successor, as required, proof by MSFA that applicants for special “FD” license plates are eligible members of a volunteer fire department, or emergency medical services company, or auxiliary thereof. The applicable fees and time periods shall be determined from time to time by the Executive Committee on its own motion or on the request of the Transportation Committee. It shall be responsible for notifying companies and auxiliaries of current procedures for obtaining such plates or validation stickers for them. The Committee should maintain a close working relationship with the M.V.A. concerning any matters that may affect the emergency services organizations of their members. The Committee shall also maintain liaison with the Maryland Toll Facilities Administration to continue the special privileges provided for authorized emergency vehicles.

**Section 29-** The **Ways and Means Committee** shall operate the MSFA’s annual raffle and shall perform such other duties as may be assigned to it.

## **ARTICLE L- NON-DISCRIMINATION**

**Section 1-** This organization prohibits discrimination in membership or other activities on the basis of race, religion, sex, national origin, physical or mental handicap.

The Constitution and By-laws of the Maryland State Firefighters Association have been revised and updated with the amendments approved at the 129<sup>th</sup> Annual Convention and Conference held virtually at Ocean City, Maryland, June 19-24<sup>th</sup>, 2021.

Punctuation and grammatical errors were corrected August 9, 2024

Lee Lutz, Chair  
Constitution & By-laws Committee

## **APPENDIX A** **MSFA Standard Operating Procedures (SOPs)**

SOP A001 “Preparation and Revision of Standard Operating Procedures”  
SOP A002 “Expense Reimbursement”  
SOP A003 “Travel Reimbursement”  
SOP A004 “Operation and Maintenance of the President’s Vehicle Fleet”  
SOP A005 “Discrimination Policy”  
SOP A006 “Disciplinary Policy”  
SOP A007 “Diversity and Inclusion Policy”  
SOP E001 “Ambulance Company Standards”  
SOP E002 “ALS (MICU) Standards”  
SOP E003 “Rescue Company Standards”  
SOP E004 “BLS First Responder Standards”

SOP E005 “Watercraft Standards”  
SOP S001 “Pumper Standards”  
SOP S002 “Tanker Standards”  
SOP S003 “Ladder Truck Standards”

The above noted Standard Operating Procedures can be found below and separately on the MSFA website, [www.msfa.org](http://www.msfa.org), under Documents.

## **SOP No: A001**

Title: Preparation and Revision of Standard Operating Procedures

Effective Date: 7/1/2009

Authorized By: President Powell

Prepared By: Dennis Skinner

### 1.0 Purpose

- 1.1 The purpose of this procedure is to define the method for the preparation and revision of MSFA Standard Operating Procedures (SOPs).

### 2.0 Responsibilities

- 2.1 Constitution and Bylaws Committee- The committee responsible for processing, maintaining, and revising the SOPs of the MSFA.
- 2.2 The Executive Committee- The committee responsible for reviewing the initial release and revision of the SOPs of the MSFA.
- 2.3 MSFA President- The officer responsible for final approval of the MSFA SOPs.

### 3.0 Procedure

#### 3.1 Preparation of SOPs

- 3.1.1 A SOP may be generated by any committee or Officer of the Association or by the Constitution and Bylaws Committee at the request of the Executive Committee or an Officer.
- 3.1.2 The SOP shall be submitted to the Constitution and Bylaws Committee for formatting and number assignment. Numbering shall be as follows: AXXX-Administrative SOPs, EXXX-EMS SOPs and standards, and SXXX-Suppression SOPs and standards.
- 3.1.3 The Constitution and Bylaws Committee shall present the formatted SOP to the originator for their review and approval.
- 3.1.4 After approval by the originator the SOP shall be submitted to the Executive Committee and the MSFA President for their review and approval.

- 3.1.5 If the SOP is disapproved the Constitution and Bylaws Committee will coordinate with the originator to incorporate changes that will make the SOP acceptable and have the SOP posted on the MSFA website.
- 3.2 Revision of SOPs
  - 3.2.1 Revisions to a SOP will be submitted to the Constitution and Bylaws Committee for formatting. The Constitution and Bylaws Committee will identify those portions to be revised and will submit the revision to the Executive Committee and MSFA President for approval.
  - 3.2.2 Following approval, the Constitution and Bylaws Committee will update the SOP with the revisions and complete Section 5 of the SOP indicating the revision.
  - 3.2.3 If the revision is disapproved the Constitution and Bylaws Committee will coordinate with the committee or officer requesting the revision to incorporate changes that will make the SOP acceptable. Section 5 of the SOP will be completed, and the revised SOP submitted to the MSFA webmaster for posting to the MSFA website.
- 4.0 Forms
  - 4.1 MSFA Standard Operating Procedure Format
- 5.0 Revisions



## **SOP No: A002**

Title: Expense Reimbursement  
Effective Date: 7/1/2009  
Prepared By: Dennis Skinner  
Authorized By: President Powell

### 1.0 Purpose

- 1.1 The purpose of this procedure is to define how Officers and Committee Chairman will be reimbursed for expenses not directly related to travel. Travel expenses will be reimbursed in accordance with SOP A003 "Travel Reimbursement".

### 2.0 Responsibilities

- 2.1 The Budget and Revenue Committee- The committee responsible for establishing procedures to implement the budget, with approval of the Executive Committee.
- 2.2 The Executive Committee- The committee responsible for the approval of the MSFA budget based upon inputs from the Budget and Revenue Committee.

### 3.0 Procedure

- 3.1 The Budget and Revenue Committee shall distribute to the Elected Officers, Appointed Officers, and Committee Chairmen the form to request funds to be included in the annual budget.
- 3.2 The Officers and Committee Chairman shall include in the budget request estimated expenses to be reimbursed for their office or committee. Those Officers that have appointed assistants approved by the Executive Committee shall include any reimbursement for those assistants in their budget submittal.
- 3.3 The Budget and Revenue Committee shall compile the annual budget to be presented to the Executive Committee at the first meeting of the Committee following the Convention and Conference for final approval.
- 3.4 As expenses are incurred they shall be presented to the Treasurer with receipts and the appropriate form for reimbursement.
- 3.5 No reimbursement in excess of the amount authorized in the budget shall be given without the approval of the Budget and Revenue Committee and the Executive Committee.

### 4.0 Forms

- 4.1 Budget Request Form
- 4.2 Reimbursement Request

## SOP No: A003

Title: Travel Reimbursement

Effective Date: 7/1/2009

Prepared By: Dennis Skinner

Authorized By: President Powell

- 1.0 Purpose
  - 1.1 The purpose of this procedure is to define who is eligible for travel reimbursement and the amount of that reimbursement for attendance at Executive Committee meetings.
  
- 2.0 Responsibilities
  - 2.1 Budget and Revenue Committee- The Committee responsible for review of expenses and sources of revenue and setting the amount of reimbursements.
  - 2.2 Executive Committee- The Committee responsible for final approval of reimbursement amounts and revisions to this operating procedure.
  
- 3.0 Procedure
  - 3.1 The rates for mileage reimbursement shall be as follows:
    - 0-50 miles: \$60.00
    - 51-100 miles: \$ 80.00
    - 101-200 miles: \$120.00
    - 201-250 miles: \$140.00
    - 251-300 miles: \$160.00
  - 3.2 The above reimbursement will be for those driving their personal vehicle not Fire Department or Government owned vehicles.
  - 3.3 There will be one (1) reimbursement per vehicle. The driver will state on the reimbursement form that "I am the primary driver of my personal vehicle and not a governmental or departmental vehicle."
  - 3.4 The primary driver, in order to receive mileage reimbursement must be one of the following: Elected Officers including the Trustees, Executive Committee Members, the MSFA Attorney, Assistant Secretaries, Assistant Treasurers, Assistant Financial Secretaries, the Chief Chaplains, Chaplains, Public Address Systems Group, Committee Chairman or their Designee giving a report, and one (1) Sergeant at Arms.
  - 3.5 A stipend up to \$100.00 per night will be paid per room for lodging for up to two nights. No more than one person per room can claim the lodging allowance.
  - 3.6 The following will be eligible for two (2) nights reimbursement: Elected Officers including the Trustees, Executive Committee Members, the MSFA Attorney, Assistant Secretaries, Assistant Treasurers, Assistant Financial Secretaries, Public Address Systems Group, the Chief Chaplain, Chaplains, one (1) Sergeant at Arms, and any Committee Chairman asked to stay an additional day by the Executive Committee Chairman.
  - 3.7 All Committee Chairman or their designee, giving a report will be entitled to one (1) night reimbursement only.  
The Budget and Revenue Committee shall make a recommendation as to

the amount of mileage reimbursement and overnight stay reimbursement at the first Executive Committee meeting of the year immediately following the Convention and Conference.

3.8 The Executive Committee shall approve the final reimbursement amounts for the year at the first Executive Committee meeting of the year following the Convention and Conference.

4.0 Forms

4.1 Reimbursement Request Form

5.0 Revisions

**SOP NO: A004**

Title: Operation and Maintenance of the President's Vehicle Fleet

Effective Date: 8/18/24

Prepared By: Mitch Vocke

Approved By: President Carey

1.0 Purpose

- 1.1 The purpose of this SOP is to establish rules and regulations for the operation and maintenance of the MSFA President's Vehicle Fleet.

2.0 Responsibilities

- 2.1 President's Vehicle Committee- The MSFA committee having the responsibility for the acquisition, maintenance, and disposition of the vehicles in the Presidential fleet. They shall develop rules and regulations governing the use of these vehicles and forms to document compliance.
- 2.2 The Executive Committee- The MSFA committee having the responsibility of review and oversight of the President's Vehicle Committee.

3.0 Procedure

- 3.1 The use of a vehicle in the Presidential fleet is a privilege, not a certainty. These vehicles are the property of the MSFA and are to be used as authorized by the Executive Committee. The President's Vehicle Committee and the Executive Committee shall investigate any instances of misuse.

3.2 Garaging

- 3.2.1 All MSFA owned vehicles shall be garaged in Maryland.
- 3.2.2 MSFA owned vehicles may go out of state on official MSFA business.

3.3 Maintenance

- 3.3.1 All vehicles will be serviced regularly, not less than every 5,000 miles. Vehicle service shall be documented on the Vehicle Information Form as provided by the President's Vehicle Committee and shall be kept on file in the vehicle.
- 3.3.2 All warranty work will be done at a dealership. All warranty work shall be documented on the Vehicle Information Form as provided by the President's Vehicle and shall be kept on file in the vehicle.
- 3.3.3 Tires shall be replaced as necessary, using the original equipment tire as those that were installed on the vehicle when new.
- 3.3.4 Non-warranty repairs shall be made by an authorized repair facility as determined by the President's Vehicle Committee. The custodian of the vehicle shall submit a receipt to the Treasurer for reimbursement.

3.4 Vehicular Collisions

- 3.4.1 All collisions involving MSFA vehicles will be reported to the local police department pursuant to Maryland law. In addition, the custodian of the vehicle shall notify the Chairman of the President's Vehicle Committee and the MSFA President. Such notification shall

be made in a timely manner, but not more than twenty-four (24) hours after said collision.

3.4.2 The custodian of the vehicle shall be responsible for providing the Chairman of the President's Vehicle Committee written documentation of the collision to include: a copy of the police report, the vehicle registration information for all other vehicles involved, the name and contact information of other drivers, and all information pertaining to injuries. All required documentation shall be forwarded to the Chairman of the President's Vehicle Committee as soon as possible, but no later than seventy-two (72) hours following said collision.

3.4.3 The Chairman of the President's Vehicle Committee will be responsible for notifying the MSFA insurance carrier of the collision, once all required documentation is received.

3.4.4 Only authorized repairs may be made and must be made by an authorized repair facility.

3.4.5 Payment for repairs will be made only by the MSFA Treasurer after receipt of payment by the insurance carrier, and invoices from the authorized repair facility making the repairs. Payment for repairs will only be made to the authorized repair facility.

3.4.6 Damage(s) other than those resulting from a collision shall be handled as stated above, with the exception of vandalism, which must be reported to the local police.

3.5 Vehicles being exchanged after completion of term of office shall be detailed inside and out. This expense shall be incurred by the custodian of each vehicle.

Registrations shall be changed at the Convention and Conference and forms from the President's Vehicle Committee shall be provided for at the time of exchange.

3.6 Vehicles being sold shall be stripped out prior to the Convention and Conference, and be ready for delivery at the Convention and Conference, if necessary. If the successful bidder is not present then the vehicle will have a set of local government tags attached and be taken back to a central point for the new owner to arrange pickup.

3.7 Smoking policy- There will be absolutely **no** smoking in MSFA vehicles. This is necessary due to the health issues of secondhand smoke and damage to upholstery and carpeting that have been observed in MSFA vehicles.

#### 4.0 Forms

4.1 MSFA President's Vehicle Committee Vehicle Transfer Form

4.2 MSFA Vehicle Information Form

#### 5.0 Revisions

## SOP No: A005

Title: Sexual Harassment and Discrimination

Effective Date: 12/2/2017

Prepared By: Mike Farlow

Authorized By: President Bilger

The Maryland State Firefighters Association (MSFA) is committed to full compliance with the letter and spirit of the Federal and State Laws governing the prevention of and appropriate response to employment discrimination or sexual harassment with the Maryland State Firefighters Association. These practices undermine the integrity of the individual work relationship, adversely affect morale, and interfere with our ability to provide quality service to the citizens of the State of Maryland. Officers, committee members, agents, and employees of the Maryland State Firefighters Association shall not:

- 1) Fail or refuse to accept any applicant, discharge any officer, committee member, agent, or employee, or otherwise discriminate against any person based on race, color, religion, sex, age, national origin, marital status, or because the individual has a physical or mental disability, except where these disabilities will not allow the individual to perform the requirement of his or her duties.
- 2) Limit, segregate or classify a member, or otherwise adversely affect the status of an individual, because of the individual's race, color, religion, sex, age, national origin, and marital status, physical or mental disabilities.
- 3) Engage in acts of sexual harassment. Sexual Harassment consist of unwelcome sexual advance, requests of sexual favors, and other verbal or physical conduct of a sexual nature when:
  - a) Submission to such conduct is made explicitly or implicitly a term or condition of membership.
  - b) Submission to or rejection of such conduct is used as a basis for membership.
  - c) Such conduct has the purpose of, or effect of unreasonably interfering with an individual's work performance or creating an intimidation, hostile or offensive work environment.

Sexual harassment can take the form of deliberate or repeated verbal abuse, joking, ridiculing, offensive gestures, or less subtle overtures, such as touching, patting, pinching, and displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials, or other materials (including electronic mail messages) that are sexually suggestive, sexually demeaning, and/or pornographic or other inappropriate physical conduct. Telling jokes or stories or teasing of a sexual nature may create a hostile or offensive working environment. It may also be created by the display of sexually explicit materials in the workplace.

Not only is harassment of any kind unlawful, but it is also harmful to the victim and other employees and members of the MSFA. Incidents of harassment can result in a general atmosphere in which many individuals suffer. Sexually oriented acts or sex-based conduct have no legitimate business purpose. If you engage in prohibited conduct, you will be subject to corrective action, which may include expulsion from MSFA activities.

**REPORTING AND INVESTIGATING COMPLAINTS:**

Except as herein stated, Complaints shall be handled according to the MSFA Disciplinary Policy. All reasonable accommodations shall be made to ensure that the Complainant shall have no contact with the person alleged to have committed the conduct.

Any member who files a complaint under this regulation will not be subject to harassment, intimidation, coercion, discrimination or reprisal. Any act constituting retaliation toward a Complainant shall be considered a separate violation of this policy. Member discrimination and sexual harassment are serious forms of misconduct that will not be tolerated and the MSFA will act positively to effectively remedy the valid claims of such conduct. A member who is found to have sexually harassed another member or to have discriminated against another member will be appropriately disciplined.

The MSFA reserves the right to refer any complaint to law enforcement.

## **SOP No: A006**

Title: Disciplinary Policy  
Effective Date: 12/2/2017  
Prepared By: Mike Farlow  
Authorized By: President Bilger

The Maryland State Firefighters Association (MSFA) is committed to fostering an open and engaging environment for the dissemination of information and ideas. From time to time the ability to conduct the business of the MSFA may be hampered by the actions of an individual. As such, it may be necessary for appropriate disciplinary measures to be taken, either in the form of corrective action or sanctions. The following policy shall be used for the investigation and determination of complaints, and the imposition of sanctions.

Any person who files a complaint under this policy will not be subject to harassment, intimidation, coercion, discrimination or reprisal.

### **Scope of Disciplinary Action**

The membership of the MSFA consists of Volunteer Fire, Rescue, and EMS Squads (referred throughout as Members or Member Companies). Any member of a Member Company may participate in MSFA activities, as MSFA officers, or as MSFA committee members.

This disciplinary policy shall operate as the standard for investigating all complaints brought against officers, committee members, Member Companies, agents, and employees of the MSFA regarding any and all complaints for violations of the MSFA Constitution and By-Laws and violations of any MSFA policies and procedures, including but not limited to the MSFA Anti-Discrimination and Sexual Harassment Policy.

Nothing in this procedure should be construed to limit the right of the MSFA to preclude an individual from attending or participating in an MSFA event for good cause.

### **Complaint Procedure**

A Complainant shall file a written and signed complaint with the Chair of the Executive Committee of the MSFA. The complaint must be specific, including name(s) of the accused, witnesses, dates and detailed description of the incident(s). If the complaint involves actions of the Chair, then the complaint shall be filed with the Vice Chair of the Executive Committee. If the complaint involves both the Chair and the Vice-Chair, then the complaint shall be filed with the President or the Secretary of the MSFA.

Within 72 hours of receiving the complaint, the complaint shall be forwarded to the remaining members of the Executive Committee. A copy of the Complaint shall also be forwarded to the Respondent, with notice that he or she may respond to the allegations in writing within 15 days of receipt of the Complaint. If the possibility of retaliation exists, identifying details of the Complainant may be redacted.

The Chair shall appoint an investigative committee, the majority of whom are members of the Executive Committee, to investigate the Complaint and to prepare a report on the same. The Report shall be issued to the Executive Committee within 30 days, unless such time is extended



**SOP NO: A007**

Title: Diversity and Inclusion Policy  
Effective Date: 10/10/2020  
Prepared By: Charles Simpson; Kate Loveless  
Authorized By: President Walker

**MSFA MISSION STATEMENT**

The MISSION of the Maryland State Firefighters Association (MSFA) is to serve, promote, advocate and represent the interests of the volunteer fire, rescue and emergency medical services of Maryland.

**MSFA DIVERSITY AND INCLUSION POLICY STATEMENT**

The purpose of the MSFA Diversity and Inclusion Policy is to function as an umbrella title for strategies that recognize and accommodate the differences in ethnic, cultural and socio- economic backgrounds, different religious beliefs, sexual orientation, disabilities, family responsibilities, life and work experiences of the members of our Association.

**MSFA VALUES STATEMENT**

As members of the MSFA we value:

- communication, leadership, teamwork, partnership, collaboration, and initiative.
- commitment to excellence in training and performance, and a passion for serving our communities.
- compassion, and the lives and property that we are entrusted to protect throughout our State.
- diversity and inclusion, which leads us to acknowledge, respect, and embrace the talents and needs of all members while focusing on our mission as an organization and as individuals.
- honesty, integrity, and character, and require both personal and organizational accountability.
- fire service tradition and the founding principles of loyalty and pride as they reflect the progressive heritage of our Association.

The members of the Maryland State Firefighters Association use the concepts of our mission and value statements to recognize and embrace the honor of carrying forward the legacy of those who served before us.

By definition, diversity addresses the many ways in which people differ. Inclusion speaks to the extent to which people feel welcomed, respected, trusted, treated fairly, and valued. In addition to the traits and characteristics normally associated with diversity, we include others that are relevant to the fire service such as talents, skills, and competencies.

The MSFA's values statement spells out our core principles that define HOW we are as an organization, providing a clear path to our operations, and conveys our beliefs and ethics by which all of our members shall serve this organization. This value statement recognizes the rights of all of our members to mutually respect and require the acceptance of others without bias. This is our written commitment to inclusiveness and diversity within our Association.

Title: Ambulance Company Standards  
Effective Date: 7/1/2011  
Prepared By: Dennis Skinner  
Approved By: President David Lewis

- 1.0 Purpose
  - 1.1 The purpose of this SOP is to establish the ambulance company standards for member companies of the Maryland State Firefighters Association.
- 2.0 Responsibilities
  - 2.1 EMS Committee- The MSFA Committee has the responsibility for formulating standards for ambulances operated by members of the MSFA.
  - 2.2 The Executive Committee- The MSFA committee has the responsibility of review and oversight of the EMS Committee and for reviewing the initial release and revision of the SOPs of the MSFA.
  - 2.3 MSFA President- The officer responsible for final approval of the MSFA SOPs.
- 3.0 Procedure
  - 3.1 Every ambulance shall be equipped with medical supplies and equipment as follows:

#### GENERAL SUPPLIES AND EQUIPMENT

- 1) Twenty-four (24) each Sterile gauze pads (4" X4" minimum)
- 2) Two (2) rolls 2" adhesive tape (some hypo-allergenic must be available)
- 3) Two (2) rolls 1" adhesive tape (some hypo-allergenic must be available)
- 4) Twelve (12) each Cravats (Triangular Bandages)
- 5) Twelve (12) rolls 4" self-adhering gauze bandages
- 6) Four (4) each Cold packs
- 7) One (1) box Assorted plastic bandage strips
- 8) Six (6) each Sterile sanitary napkins (or highly absorbent dressings)
- 9) Five (5) each Sterile Trauma Dressings (5"X9" minimum)
- 10) One (1) each Poison Kit
- 11) Three (3) each glucose supplements
- 12) One (1) each Penlight (narrow beam flashlight is acceptable)
- 13) One (1) each Adult BP cuff, regular and obese (sphygmomanometer)
- 14) One (1) each Pediatric BP cuff (sphygmomanometer)
- 15) One (1) piece Non-adherent material for occlusive dressing (18"X25" minimum-metal foil is not acceptable)
- 16) One (1) each Adult PASG with passive relief valves
- 17) Two (2) liters Sterile saline or sterile water
- 18) Two (2) each Sterile or clean sheets for burns (individually wrapped)
- 19) One (1) box Exam gloves (assorted sizes-OSHA standards will be followed)
- 20) Two (2) each Emesis basins

- 21) One (1) each Urinal
- 22) One (1) each Stethoscope
- 23) One (1) pair Bandage Scissors
- 24) One (1) each Container of disinfecting solution for ambulance (OSHA standards will be followed)
- 25) One (1) box Facial tissue
- 26) One (1) each Maryland Triage tag kit
- 27) One (1) each Sterile obstetrical (OB) kit containing: One (1) large towel or receiving blanket, Four (4) pairs sterile gloves (assorted sizes), Twelve (12) each sterile 4X4 gauze pads, Four (4) each umbilical clamps or ties, Two (2) sanitary napkins (or comparable absorbent dressings), One (1) bulb syringe for suctioning, and One (1) pair blunt scissors. (A commercially available OB kit may be substituted for these items)
- 28) One (1) each Rescue shears
- 29) Four (4) each Surgical masks
- 30) Four (4) each Gowns through which blood and/or body fluids cannot penetrate
- 31) Four (4) each Eye/face shields (NOTE: May be combined with surgical masks) NOTE: Items 29-31 may be combined into a bio-hazard kit carried on the ambulance.
- 32) Five (5) each Plastic, seal able bags with bio-hazard stickers
- 33) One (1) each bedpan
- 34) Two (2) each IV solution hangers
- 35) One (1) trash can

#### PORTABLE FIRST AID KIT

- 1) Twenty-four (24) each Sterile gauze pads (4"X4" minimum)
- 2) One (1) roll 2" adhesive tape (hypo-allergenic)
- 3) One (1) each Rescue shears
- 4) Eight (8) each Cravats (triangular bandages)
- 5) One (1) set Oropharyngeal airways (assorted sizes, 0-5)
- 6) One (1) each Ring cutter
- 7) One (1) each Stethoscope
- 8) One (1) each BP cuff (adult sphygmomanometer)
- 9) One (1) each Bandage scissors
- 10) One (1) each Penlight (narrow beam flashlight is acceptable)
- 11) Six (6) rolls 4" self-adhering gauze bandages
- 12) Two (2) rolls 6" self-adhering gauze bandages
- 13) Four (4) each Sterile trauma dressing (5"X9" minimum)
- 14) One (1) each Patient Marking pen
- 15) One (1) each Kit large enough to carry above equipment (dust and water resistant)
- 16) Two (2) pairs Exam gloves
- 17) One (1) set Nasopharyngeal Airways (assorted sizes)

#### AIRWAY MAINTENANCE SUPPLIES

- 1) One (1) each Portable oxygen resuscitator of at least 300 L capacity. Two (2) size "D" or one (1) size "E" extra medical oxygen (green for steel)

cylinders, unpainted brushed metal for aluminum or stainless steel cylinders), shall be free of grease and oil and shall bear a current hydrostatic test date. Unit shall be equipped with an appropriate thread or pin indexed yoke, a reducing valve limiting line pressure to 50 PSI, and a cylinder pressure gauge to indicate the amount of oxygen remaining. Additionally, a variable flow valve (not gravity dependent) and a flow meter capable of delivering at least 15 LPM shall be attached.

- 2) One (1) each on board installed piped oxygen resuscitator of at least 3,000 L capacity shall be available. Cylinder shall be properly color coded for medical oxygen, shall be free of grease and oil, shall be accessible for replacement, preferably from outside the patient compartment, and shall have a hydrostatic test date of less than five (5) years old. Unit shall be equipped with an appropriate thread or pin indexed yoke, a reducing valve limiting line pressure to 50 PSI, and a cylinder pressure gauge to indicate the amount of oxygen remaining. Additionally, at least one (1) oxygen wall outlet with plug-in variable flow valve, and a flow meter capable of delivering at least 15 LPM shall be installed.
- 3) Two (2) each Adult oxygen masks and cannulas, transparent, single use: Non-rebreather and Nasal Cannula.
- 4) Two (2) each Pediatric oxygen masks and cannulas, transparent, single use: Partial rebreather (Simple Face Mask) and Nasal Cannula.
- 5) Two (2) each Oxygen connecting tubing.
- 6) One (1) each Hand operated adult bag resuscitation unit with oxygen inlet, reservoir tube, clean adult and pediatric masks, without pop-off valve or with selective pop-off valve (clear recommended).
- 7) One (1) Hand operated infant bag resuscitation unit with oxygen inlet, reservoir tube, clean infant mask, and pop-off valve (clear recommended).
- 8) One (1) set Nasopharyngeal Airways (assorted French sizes).
- 9) One (1) set Oropharyngeal Airways (assorted sizes, 0 to 5).
- 10) One (1) Portable suction unit, battery powered with a minimum twenty (20) minute continuous operation. Assorted catheters and rigid suction tips. Must be able to develop 11.81 inches of water vacuum (300 mmhg) within four (4) seconds of clamping.
- 11) One (1) On-board, piped suction unit capable of providing a free air flow of at least twenty (20) LPM at the end of the delivery tube and a vacuum of 11.81 inches of water (300 mmhg) within four (4) seconds of clamping. The suction force shall be adjusted for use in children and intubated patients. The suction force must be reliable, such as from engine manifold and/or a permanent election suction pump powered by the vehicles' alternator/batteries.

#### LINEN SUPPLIES

- 1) One (1) each Pillow (Non-absorbent or disposable).
- 2) One (1) each Pillowcase.
- 3) Two (2) each Sheets.
- 4) Two (2) each Towels.
- 5) Two (2) each Blankets (cotton or other non-conductive material).

### CARRYING DEVICES

- 1) One (1) each Cot with mattress, four (4) wheels and adjustable head position.
- 2) Two (2) safety straps, minimum. (OSHA standards should be followed).
- 3) One (1) each Auxiliary Litter.
- 4) One (1) each Stair Chair (Items 3 and 4 may be combined.)

### IMMOBILIZATION EQUIPMENT

- 1) Two (2) full spinal immobilization devices that meet OSHA standards.
- 2) One (1) half spinal immobilization device that meets OSHA standards.
- 3) One (1) orthopedic stretcher.
- 4) Six (6) 9 inch straps (speed clips, etc. or an equivalent for immobilizing two (2) patients on two (2) long boards).
- 5) One (1) adult leg traction splint with ankle hitch.
- 6) One (1) pediatric leg traction splint with ankle hitch.
- 7) Two (2) padded board splints (54"X3").
- 8) Two (2) padded board splints (36"X3").
- 9) Two (2) padded board splints (15"X3").
- 10) Two (2) sets of head immobilization devices (head blocks, blanket roll).
- 11) Two (2) sets extrication collars (Five (5) sizes per set. Note: Soft cervical collars do not provide adequate immobilization for undiagnosed potential injuries).
- 12) One (1) Child safety seat that meets federal specification FMVSS-213.

### SAFETY ITEMS

- 1) One (1) fire extinguisher (5 lb. multipurpose dry chemical).
- 2) Two (2) hand lights.
- 3) One (1) each NO SMOKING sign in the patient compartment.
- 4) Three (3) each Reflective triangles that meet D.O.T. standards.
- 5) One (1) each per crewmember Public Safety Traffic Vest.

### PERSONAL PROTECTIVE EQUIPMENT

It is recommended that each riding member have their own protective gear (meeting NFPA standards). Should this not be available, the company will supply gear for members responding on that call.

- 1) One (1) each per crewmember present Protective coats.
- 2) One (1) each per crewmember present Helmet.
- 3) One (1) each per crewmember present Turnout pants and boots.
- 4) One (1) pair per crewmember present Safety Goggles.
- 5) One (1) pair per crewmember present Firefighter gloves.
- 6) One (1) each per crewmember Nomex hood.
- 7) One (1) each per crewmember Public Safety Traffic Vest.

### EXTRICATION EQUIPMENT

Unless an emergency vehicle capable of providing extrication support is within a ten (10) minute response and is routinely dispatched with the ambulance from its or another station on every call that would reasonably require such support, then certain access and extrication equipment should be carried on the

ambulance. The following is the minimum extrication equipment that should be available at all times:

- 1) One (1) each Wrench, 12" open ended.
- 2) One (1) each Screwdriver 12" standard slot blade.
- 3) One (1) each Screwdriver 12" Phillips type.
- 4) One (1) each Hacksaw.
- 5) Six (6) each Hacksaw blades (Carbide type).
- 6) One (1) each Pliers, Channel-lock, adjustable.
- 7) One (1) each Pliers, 10" Vise grip.
- 8) One (1) each Hammer, 2-5lb., 15" handle.
- 9) One (1) each Fire axe, butt, 24" handle.
- 10) One (1) each 24" Wrecking bar.
- 11) One (1) each Spring-loaded punch.

The following equipment is recommended but not required:

- 12) One (1) each Crowbar 51" with pinch point.
- 13) One (1) each Bolt Cutter with 1 ¼" jaw opening.
- 14) One (1) each Portable power jack and spreader tool.
- 15) One (1) each Shovel 49" with pointed blade.
- 16) Two (2) each Rescue rope, each 50 feet long, ½" diameter.

#### AMBULANCE VEHICLE

Refer to COMAR Section 11.14.02- Department of Transportation Standards

- 1) Functional climate control system (heating and cooling).
- 2) Functional emergency warning lights.
- 3) Functional emergency audible warning devices (horn excluded).
- 4) Functional head, tail, and signal lights.

#### SANITATION STANDARDS

- 1) Freshly laundered linen or disposable sheets and pillowcases or their equivalent will be used in transporting patients and changed after each use. At least one (1) complete change will be carried in the ambulance at all times. Moisture-proof protective covers shall be provided for the mattress and for any reusable pillows.
- 2) First aid supplies shall be stored in a clean container, free from dust, moisture, insects, and rodents.
- 3) The ambulance interior shall be cleaned after use. When patients with known infectious diseases have been transported, the patient compartment should be disinfected in compliance with organizations Infection Control Plan that meets OSHA bloodborne pathogen standards (CFR29.1910.30).
- 4) Suitable containers shall be provided for trash and soiled supplies.
- 5) An approved container to safely dispose of sharps (glass, needles, etc.) shall be provided on the ambulance.
- 6) Implements intended for use in a patient's nose or mouth shall be separately wrapped and properly stored and handled. Should such implements be contaminated through use, it should be disposed of, if disposable, and disinfected, if reusable. Of particular concern are suction tubing and catheters, diaphragms, oxygen delivery devices, resuscitator bags and face

masks. These items should be checked after each use and on a regular basis for debris and contamination.

**OPTIONAL EQUIPMENT (RECOMMENDED BUT NOT REQUIRED)**

- 1) One (1) each respirator for each crewmember as recommended by the Center for Disease Control and Prevention.
- 2) One (1) each Body Substance Isolation Kit. A second kit consisting of four (4) surgical masks, four (4) eye protection devices, and four (4) protective gowns for each crewmember.
- 3) One (1) each AED.
- 4) One (1) each Pulse Oximeter.

4.0 Forms

4.1 Maintenance and Operation records

5.0 Revisions

## **SOP No: E002**

Title: ALS (MICU) Standards

Effective Date: 7/1/2011

Prepared By: Dennis Skinner

Approved By: President David Lewis

- 1.0 Purpose
  - 1.1 The purpose of this SOP is to establish the ALS (MICU) company standards, including ALS Chase Units, for member companies of the Maryland State Firefighters Association.
  
- 2.0 Responsibilities
  - 2.1 EMS Committee- The MSFA Committee having the responsibility for formulating standards for ALS units operated by members of the MSFA.
  - 2.2 The Executive Committee- The MSFA committee has the responsibility of review and oversight of the EMS Committee and for reviewing the initial release and revision of the SOPs of the MSFA.
  - 2.3 MSFA President- The officer responsible for final approval of the MSFA SOPs.
  
- 3.0 Procedure
  - 3.1 Each MICU shall be equipped with medical supplies and equipment as follows:
    - 1) All the items required on a basic life support ambulance as set forth in SOP "E001 Ambulance Company Standards".
    - 2) The following specialized ALS supplies and equipment (Note: The following items and kits may be carried in combination with other items or kits and shall be carried in appropriate containers free from dust, moisture, insects and rodents.):

### ADDITIONAL ALS EQUIPMENT

- 1) One (1) each Cardiac Monitor/Defibrillator with quick look capability (adult and pediatric) (Note 1 & 2).
- 2) Two (2) each Adult defibrillator pads (Note 3).
- 3) Two (2) each Pediatric defibrillator pads (Note 3).
- 4) Two (2) sets Monitoring cables.
- 5) Six (6) sets Monitoring electrodes.
- 6) Two (2) sets Adult pacing pads (Optional Note 4).
- 7) One (1) set Pediatric pacing pads (Optional Note 4).
- 8) One (1) set Spare monitor/defib batteries.
- 9) One (1) each Spare EKG paper.
- 10) One (1) each Tube electrode paste or jell pads (Note 4).
- 11) One (1) each PDR or equivalent index (Optional).
- 12) One (1) each Copy of Maryland Medical Protocols.
- 13) One (1) each Gastric tubing (8, 10, 12, 14fr).
- 14) Two (2) each Appropriate size lavage syringes.



- 15) One (1) each Pneumothorax Kit.
- 16) One (1) each Glucometer Kit (Optional).

#### MEDICATIONS & DELIVERY DEVICES (NOTE 5)

- 1) Five (5) each Adenosine- 6 mg each.
- 2) Four (4) each Albuterol- 2.5 mg each.
- 3) Two (2) each Nebulizers.
- 4) Eight (8) each Atropine Sulfate- 1 mg each.
- 5) Two (2) each Calcium Chloride- 1 g each.
- 6) Two (2) each Dextrose 50%- 25 g each.
- 7) Two (2) each Diazepam (Valium)- 10 mg each.
- 8) Two (2) each Diphenhydramine (Benadryl)- 50 mg each.
- 9) Two (2) each Dopamine- 800 mg each.
- 10) Six (6) each Epinephrine 1:10,000- 1 mg each.
- 11) Two (2) each Epinephrine 1:1,000- Multi dose (or 5 amp set).
- 12) Two (2) each Furosemide (Lasix)- 100 mg each.
- 13) Two (2) each Glucagon- 1 mg each.
- 14) Four (4) each Lidocaine 2%- 100 mg each.
- 15) Two (2) each Morphine Sulfate- 10 mg each.
- 16) Two (2) each Naloxone (Narcan)- 2 mg each.
- 17) Two (2) each Nitroglycerin- Spray/Tab (Note 6).
- 18) Two (2) each Sodium Bicarbonate- 50 mg each.
- 19) Two (2) each Terbutaline
- 20) One (1) each Controlled access system.
- 21) Four (4) each 1cc syringes with 25 g needles.
- 22) Eight (8) each 3-5 cc syringes.
- 23) Four (4) each 18 or 19 g needles.
- 24) Four (4) each 1 ½ in. 21 g needles.

#### INTERVENOUS EQUIPMENT AND SUPPLIES

- 1) Six (6) each IV catheters gauges (14,16,18,20,22,24).
- 2) Three (3) each Red Top tubes.
- 3) Three (3) each Purple Top or any tube w/anticoagulant.
- 4) Two (2) each Vacutainers.
- 5) Two (2) each IO needles.
- 6) Two (2) each Saline lock (Optional).
- 7) Two (2) each 20 cc of normal saline (for Saline Lock) (Optional).
- 8) Eight (8) sets IV Administration Sets (4 capable 10-15 drops per minute).
- 9) Six (6) each 1000 cc bags Ringers Lactate.
- 10) Site Preparation Materials.
- 11) One (1) each Portable Sharps container.

#### INTUBATION KIT

- 1) One (1) set Miller blades (0,1,2,3,4).
- 2) One (1) set McIntosh blades (1,2,3,4).
- 3) One (1) each Adult laryngoscope handle.
- 4) One (1) each Pediatric laryngoscope handle.
- 5) Two (2) each ET tubes (6,7,8,9) cuffed.

- 6) Two (2) each ET tubes (2.5,3,3.5,4,5) uncuffed.
- 7) ET Tube holders (Optional).
- 8) Two (2) each Adult stylette.
- 9) Two (2) each Pediatric stylette.
- 10) Two (2) rolls 1” adhesive tape.
- 11) Four (4) each 10 cc syringes.
- 12) One (1) each Adult Magil forceps.
- 13) One (1) each Pediatric Magil forceps.
- 14) One (1) each Surgical lubricant (tube or packets).
- 15) One (1) each Lidocaine 10% or Benzocaine spray 20%.
- 16) One (1) each Lidocaine 2%- Jelly.
- 17) Spare laryngoscope bulbs and batteries (Optional).

Notes:

- 1) Cardiac monitor shall have capability of synchronized cardioversion, and pacing capability where EMTPs respond on the unit.
- 2) Units with Defib Pads that offer “quick look” are acceptable in lieu of quick look paddles.
- 3) Required when unit not equipped with paddles.
- 4) Not required when unit not equipped with paddles.
- 5) Packaging of medications may vary but quantities must be met.
- 6) One (1) bottle of tablets or one (1) multidose spray.

PERSONAL PROTECTIVE EQUIPMENT

- 1) Each ALS provider responding on the ALS unit must have a set of turn out clothing consisting of a coat with liner, boots with puncture resistant soles, firefighter’s gloves, and helmet approved for fire service, and a Public Safety Traffic Vest. In addition, a Nomex hood shall be provided.

- 3.2** Minimum standards for Advanced Life Support (ALS) companies performing ALS with a chase vehicle (ALS Unit). An ALS Unit is a vehicle equipped to render ALS, transport the ALS provider and equipment to the scene to provide patient care, and accompany the patient to the appropriate medical facility on an ambulance.

**Note:** This section does not apply to companies operating a chase unit to upgrade an ALS equipped ambulance from basic life support staffed to ALS staffed. This section does not apply to companies operating chase vehicles to upgrade an ALS equipped ambulance for BLS staffed to ALS staffed, unless the ALS equipment is carried on the chase vehicle. The following items and kits may be carried in combination with other items or kits and must be carried in appropriate containers free from dust, moisture, insects and rodents.

ADDITIONAL ALS EQUIPMENT

- 1) One (1) each ALS radio to communicate with on-line medical control.
- 2) One (1) each Cardiac monitor with quick look capability (adult and pediatric) (Note 1 and 2).
- 3) Two (2) each Adult defibrillator pads (Note 3).
- 4) Two (2) each Pediatric defibrillator pads (Note 3).
- 5) One (1) set Monitoring cables.

- 6) Six (6) sets Monitoring electrodes.
- 7) Two (2) sets Adult Pacing pads (Optional) (Note 4).
- 8) One (1) set Pediatric Pacing pad (Optional) (Note 4).
- 9) One (1) set Spare monitor/defibrillator batteries.
- 10) One (1) each Spare EKG paper.
- 11) One (1) each Tube electrode paste or jell pads (Note 4).
- 12) PDR or equivalent index (Optional).
- 13) One (1) each copy of Maryland Medical Protocols.
- 14) One (1) each Gastric tubing (8,10,12,14fr).
- 15) Two (2) each Appropriate size lavage syringes.
- 16) One (1) each Pneumothorax Kit
- 17) Glucometer Kit (Optional).
- 18) Pulse Oximeter (Optional).

#### MEDICATIONS AND DELIVERY DEVICES (NOTE 5)

- 1) Five (5) each Adenosine- 6 mg each.
- 2) Four (4) each Albuterol- 2.5 mg each.
- 3) Two (2) each Nebulizers.
- 4) Eight (8) each Atropine Sulfate- 1 mg each.
- 5) Two (2) each Calcium Chloride- 1g each.
- 6) Two (2) each Dextrose 50%- 25 g each.
- 7) Two (2) each Diazepam (Valium)- 10 mg each.
- 8) Two (2) each Diphenhydramine (Benadryl)- 50 mg each.
- 9) Two (2) each Dopamine- 800 mg each.
- 10) Six (6) each Epinephrine 1:10,000- 1 mg each.
- 11) Two (2) each Epinephrine 1:1,000- Multi-dose (or 5 amp set).
- 12) Two (2) each Furosemide (Lasix)- 100 mg each.
- 13) Two (2) each Glucagon- 1 mg each.
- 14) Four (4) each Lidocaine 2%- 100 mg each.
- 15) Two (2) each Morphine Sulfate- 10 mg each.
- 16) Two (2) each Naloxone (Narcan)- 2 mg each.
- 17) Two (2) each Nitroglycerin- Spray/Tab (Note 6).
- 18) Two (2) each Sodium Bicarbonate- 50 mg each.
- 19) Two (2) each Terbutaline.
- 20) Controlled access system.
- 21) Four (4) each 1 cc syringes with 25 g needles.
- 22) Eight (8) each 3-5 cc syringes.
- 23) Four (4) each 18 or 19 g needles.
- 24) Four (4) each 1 ½" 21 g needles.

#### INTRAVENOUS EQUIPMENT AND SUPPLIES

- 1) Six (6) each IV catheters gauges (14,16,20,22,24).
- 2) Three (3) each Red top tubes.
- 3) Three (3) each Purple top or any tube w/anticoagulant.
- 4) Two (2) each Vacutainers.
- 5) Two (2) each IO needles.
- 6) Two (2) each Saline lock (Optional).
- 7) Two (2) each 20 cc of normal saline (for Saline lock) (Optional).

- 8) Eight (8) sets IV Administration Kits (Four capable 10-15 drops per minute).
- 9) Six (6) each 1000 cc bags Ringers Lactate.
- 10) Site preparation material.
- 11) One (1) each Portable Sharps.
- 12) Litter mounted pole (Optional).

#### INTUBATION KIT

- 1) One (1) set Nasopharyngeal airways (sizes 22-34).
- 2) One (1) set Miller Blades (0,1,2,3,4).
- 3) One (1) set McIntosh Blades (1,2,3,4).
- 4) One (1) each Adult laryngoscope handle.
- 5) One (1) each Pediatric laryngoscope handle.
- 6) Two (2) each ET Tubes (6,7,8,9) cuffed.
- 7) Two (2) each ET Tubes (2.5,3,3.5,4,5) uncuffed.
- 8) ET tube holders (Optional).
- 9) Two (2) each Adult stylette.
- 10) Two (2) each Pediatric stylette.
- 11) Two (2) rolls 1" adhesive tape.
- 12) Four (4) each 10 cc syringes.
- 13) One (1) each Adult Magil forceps.
- 14) One (1) each Pediatric Magil forceps.
- 15) One (1) each Surgical lubricant (tube or packets).
- 16) One (1) each Lidocaine 10% or Benzocaine spray 20%.
- 17) One (1) each Lidocaine 2%- Jelly.
- 18) Spare laryngoscope bulbs and batteries (Optional).

#### OTHER

- 1) One (1) each Portable First Aid/Trauma Kit (Note 7 and 9).
- 2) One (1) each BP Cuffs (Adult & Pediatric).
- 3) One (1) each Stethoscope.
- 4) One (1) each Portable Oxygen Kit.
- 5) One (1) each Portable Suction.
- 6) One (1) each Body Substance Isolation Kit (Note 8).
- 7) Long Backboards and straps (Optional).
- 8) Short Backboards and straps (Optional).
- 9) Head Immobilization equipment (Optional).
- 10) Two (2) each Blankets.
- 11) Gloves (Note 9).

#### SAFETY ITEMS

- 1) One (1) each fire extinguisher (5lb multipurpose dry chemical).
- 2) Six (6) each 30-minute red road flares or three (3) D.O.T. reflective triangles.
- 3) Two (2) each Hand lights.

#### PERSONAL PROTECTIVE EQUIPMENT

- 1) One (1) each per crewmember protective coats (turnout or comparable).
- 2) One (1) each per crewmember safety helmets.
- 3) One (1) pair per crewmember boots (3/4 or 1/4 length with turnout pants).

- 4) One (1) pair per crewmember gloves.
- 5) One (1) pair per crewmember safety goggles.
- 6) One (1) each per crewmember Public Safety Traffic Vest.
- 7) One (1) each Nomex hood per crewmember.

#### ALS VEHICLE

- 1) Functional climate control system (both heating and cooling).
- 2) Functional emergency warning lights.
- 3) Functional emergency audible warning devices (not horn).

#### Notes:

- 1) Cardiac monitor shall have capability of synchronized cardiac version and pacing capability where EMTPs run on the unit.
- 2) Units with Defib pads that offer “quick look” are acceptable in lieu of quick look paddles.
- 3) Required when unit not equipped with paddles.
- 4) Not required when unit not equipped with paddles.
- 5) Packaging of medications may vary but quantities must be met.
- 6) One (1) bottle of tablets or One (1) multidose spray.
- 7) Kit should be able to provide patient care per Maryland protocols at the patient side.
- 8) Sufficient number for EMS crew manning unit.
- 9) Per Seal of Excellence- BLS criteria.

#### 4.0 Forms

##### 4.1 Maintenance and Operation records

#### 5.0 Revisions

## **SOP No: E003**

Title: Rescue Company Standards

Effective Date: 7/1/2011

Prepared By: Dennis Skinner

Approved By: President David Lewis

- 1.0 Purpose
  - 1.1 The purpose of this SOP is to establish the Rescue Company standards for member companies of the Maryland State Firefighters Association.
  
- 2.0 Responsibilities
  - 2.1 Standards Committee- The MSFA Committee having the responsibility for formulating standards for Rescue units operated by members of the MSFA.
  
  - 2.2 The Executive Committee- The MSFA committee has the responsibility of review and oversight of the Standards Committee and for reviewing the initial release and revision of the SOPs of the MSFA.
  
  - 2.3 MSFA President- The officer responsible for final approval of the MSFA SOPs.
  
- 3.0 Procedure
  - 3.1 Minimum equipment to be carried and the standards are:
    - 1) Axes- One (1) pick head, one (1) flat head, and one (1) pry.
    - 2) Bars- One (1) 12" Halligan and one (1) 30" Halligan.
    - 3) Blankets- Six (6) cotton and wool.
    - 4) Breathing- Two (2) positive pressure one-half hour (future purchases to be one-hour) self-contained breathing apparatus with two (2) spare bottles and one (1) positive pressure O2 resuscitator with demand valve and aspirator.
    - 5) Chain- Two (2) 10' 20-ton capacity and two (2) 10' 10 ton capacity.
    - 6) Chisels- One (1) air chisel with 100' section of line.
    - 7) Cutting tools- Bolt cutters; one (1) large pair and one (1) small pair.
    - 8) Electrical- One (1) 5 KW stationary or portable generator with a five (5) gallon safety can and one (1) quart of oil. 200 feet electrical line with twist-lock connectors, one (1) 3-way electrical junction box and assorted pigtails/adapters. Four (4) 500-watt portable lights with twist-lock connectors.
    - 9) Fans- One (1) explosion-proof 16" smoke ejector.
    - 10) Emergency Care- One (1) first aid kit; one (1) long back board; one (1) short back board or extraction immobilization device; one (1) stokes basket and fifty (50) triage tags.
    - 11) Fire Extinguishers- One (1) 20 lb. dry chemical; one (1) 20 lb. Halon or CO2.
    - 12) Lifting- One (1) 1/2 ton come-along; one (1) 20 ton porta-power; two (2) 10 ton jacks (manual or hydraulic).
    - 13) Ladders- One (1) 10'-16' two (2) section fire service rated ladder; one (1) attic ladder.
    - 14) Picks- One (1) point and chisel type; one (1) tunneling.

- 15) Poles- Two (2) 6' pike poles with hooked end.
- 16) Rope- One (1) each 150 ft 9,000 lb tensile strength lifeline (Kernmantle). All other utility ropes are at the discretion of the department.
- 17) Salvage Covers- Two (2) salvage covers 12'X12'.
- 18) Saws- One (1) rescue type circular saw with assorted tips/blades; one (1) chain saw; one (1) skill saw; one (1) hacksaw; one (1) hand saw.
- 19) Shovels- Two (2) long handled pointed shovels; two (2) scoop shovels.
- 20) Sledges- One (1) sledgehammer, 10 lb.; and one (1) non-sparking, 8 lb.
- 21) Small Tools- One (1) tool kit containing: one (1) 2lb hammer; one (1) 3lb hammer; two (2) hatchets; one (1) claw hammer; one (1) hacksaw with at least six (6) extra blades; one (1) 8" crescent wrench; one (1) 10" crescent wrench; one (1) 12" crescent wrench; one (1) pair tin snips; one (1) 8" or 10" pipe wrench; one (1) sheet metal cutting tool or crash axe; one (1) pair of regular pliers; one (1) pair 6" diagonal pliers; one (1) pair of long needle-nose pliers; one (1) 3/4" cold chisel; one (1) broad blade brick chisel; one (1) 1" star drill; one (1) set Allen wrenches; and one (1) spring loaded center punch.
- 22) Miscellaneous- Two (2) street brooms; two (2) mops; one (1) mop wringer with bucket; two (2) squeegees; two (2) battery powered hand-lights; cribbing (amount to be determined by the department); one (1) gas tank; one (1) radiological detection apparatus; and one (1) box of road flares.
- 23) One (1) each per crewmember: Respirator and gloves as recommended by the Center for Disease Control and Prevention, for airborne pathogens. One (1) each per crewmember Protective Coats, one (1) Safety Helmet, one (1) Boots with Turnout Pants, one (1) pair Gloves, one (1) pair Safety Goggles, one (1) each Public Safety Traffic Vest, and Nomex hood.
- 24) One (1) Bio-Hazard Kit, consisting of: Four (4) each surgical masks, four (4) each eye protection devices and four (4) protective gowns, two (2) red bio-waste bags, two (2) yellow bio-waste bags, ten (10) plastic trash bags, twenty-four (24) paper towels, twenty-four (24) clean towelettes, two (2) water soluble bags, and two (2) cans of foam alcohol scrub.

#### 4.0 Forms

##### 4.1 Maintenance and Operation records

#### 5.0 Revisions

## **SOP No: E004**

Title: BLS First Responder Standards

Effective Date: 7/1/2011

Prepared By: Dennis Skinner

Approved By: President Dave Lewis

- 1.0 Purpose
  - 1.1 The purpose of this SOP is to establish the BLS First Responder standards for member companies of the Maryland State Firefighters Association.
  
- 2.0 Responsibilities
  - 2.1 EMS Committee- The MSFA Committee having the responsibility for formulating standards for BLS First Responder units operated by members of the MSFA.
  
  - 2.2 The Executive Committee- The MSFA committee having the responsibility of review and oversight of the EMS Committee and for reviewing the initial release and revision of the SOPs of the MSFA.
  
  - 2.3 MSFA President- The officer responsible for final approval of the MSFA SOPs.
  
- 3.0 Procedure
  - 3.1 Minimum equipment to be carried and the standards are:
    - 1) One (1) each Stethoscope.
    - 2) One (1) each Pediatric BP Cuff.
    - 3) One (1) each Adult BP Cuff, regular and obese (sphygmomanometer).
    - 4) One (1) each Penlight.
    - 5) One (1) each Bandage Scissors.
    - 6) One (1) each Suction unit (hand powered or equivalent).
    - 7) One (1) each Patient Marking Pen.
    - 8) Twenty (20) each Sterile Gauze Pads (4"X4").
    - 9) One (1) roll 2" Adhesive Tape.
    - 10) Six (6) each Cravats.
    - 11) Four (4) each Sterile Trauma Dressing (5"X9").
    - 12) Four (4) rolls 2" Self-adhering gauze bandage.
    - 13) Four (4) rolls 4" Self-adhering gauze bandage.
    - 14) One (1) set Oropharyngeal airways (assorted sizes 0-5).
    - 15) One (1) set Nasopharyngeal airways (assorted sizes 22-34).
    - 16) One (1) Nasal Cannula (Adult Size).
    - 17) One (1) each Non-rebreathing Face Mask- Child and Adult sizes.
    - 18) Four (4) sets Examination Gloves (Latex Safe Gloves are preferred) and BSI Protection.
    - 19) One (1) each Bag Valve Mask- child and adult with appropriate mask (including sizes 0&00).



- 20) One (1) each Kit large enough to carry the above equipment.
- 21) One (1) each Bottle (500cc) sterile water normal saline.
- 22) Two (2) each Cold Pack.
- 23) One (1) each Thermal Blanket
- 24) One (1) each Oxygen cylinder, tubing and regulator.
- 25) Two (2) each HEPA Masks.
- 26) Two (2) each Gowns through which blood and/or body fluids cannot penetrate.
- 27) Two (2) each Eye/face shields (Note: May be combined with HEPA masks).
- 28) One (1) AED.
- 29) One (1) Adult Epinephrine Auto Injector.
- 30) One (1) Pediatric Epinephrine Auto Injector.

4.0 Forms

4.1 Maintenance and Operation records

5.0 Revisions

**SOP No: E005**

Title: Watercraft Standards

Effective Date: 7/1/2011

Prepared By: Dennis Skinner

Approved By: President Dave Lewis

1.0 Purpose

- 1.1 The purpose of this SOP is to establish the Watercraft standards for member companies of the Maryland State Firefighters Association.

2.0 Responsibilities

- 2.1 Watercraft Committee- The MSFA Committee having the responsibility for formulating standards for watercraft operated by members of the MSFA.
- 2.2 The Executive Committee- The MSFA committee has the responsibility of review and oversight of the Watercraft Committee and for reviewing the initial release and revision of the SOPs of the MSFA.
- 2.3 MSFA President- The officer responsible for final approval of the MSFA SOPs.

3.0 Procedure

3.1 PFD's Must Be Used On All Marine Units When On The Water

3.2 Inland Water Marine Utility Units

- a) Inland water marine utility units shall consist of a powerboat with carrying capacity of not less than six hundred (600) and draft not to exceed twelve (12) inches. Total power shall not exceed the BIA rated capacity for the boat.
- b) They shall conform to all appropriate regulations of the U.S. Coast Guard and the Maryland Marine Police for boats of the above class, including fire extinguishers, floatation devices, signaling devices and safety gear.
- c) Inland water marine units shall be equipped with the following items, which may be carried on the tow vehicle:
  - 1) One (1) standard first aid kit/bag mask.
  - 2) Marker buoys with fifty (50) feet throwing line.
  - 3) One (1) anchor with line.
  - 4) One (1) grappling or drag bar with line.
  - 5) One (1) emergency motor tool kit with spark plugs.
  - 6) One (1) bailing device.
  - 7) One (1) waterproof hand light.
  - 8) One (1) line throwing gun (optional).
  - 9) One (1) full backboard (optional).
  - 10) Two (2) twenty-five foot (25') mooring lines.
  - 11) One (1) Fire Department Portable Radio.

3.3 Open Water Rescue Units

- a) Open water marine fire/rescue units shall consist of a power boat not

exceeding BIA capacity and the following specifications:

- 1) Sixteen (16) up to twenty-five (25) feet in length.
- 2) Seventy-four (74) inch minimum beam.
- 3) One thousand four hundred (1,400) pound minimum carrying capacity.
- 4) Eighteen (18) inch maximum draft.

b) Safety equipment- They shall conform to all appropriate regulations of the U.S. Coast Guard and the Maryland Marine Police for boats of their class, including fire extinguishers, floatation devices, signal devices and the following safety gear:

- 1) Minimum of one (1) 15 lb ABC fire extinguisher and/or minimum one hundred fifty (150) GPM water pump.
- 2) One (1) bailing device.
- 3) Binoculars (7X50).
- 4) Marine compass.
- 5) Fathometer (Optional).
- 6) Global Positioning System (Optional).

c) Radio equipment:

- 1) One (1) marine VHF radio; twelve (12) channels and to include channels sixteen (16) and twenty-two (22).
- 2) One (1) Fire Department Portable Radio.

d) Open water marine rescue units shall be equipped with the following additional equipment, which may be carried on the tow vehicle:

- 1) One (1) trauma kit.
- 2) Two (2) marker buoys with line and anchors.
- 3) Four (4) mooring/utility lines thirty feet (30') by three/eights inch (3/8") nylon.
- 4) One (1) anchor with line one hundred twenty-five feet (125') by one/half inch (1/2") nylon.
- 5) One (1) rescue throwing bag with seventy-five feet (75') nylon line.
- 6) One (1) grappling hook or drag bar.
- 7) One (1) emergency tool kit.
- 8) One (1) ring buoy or rescue tube with line.
- 9) One (1) waterproof hand light.
- 10) One (1) spot/search light.
- 11) One (1) boat hook or eight (8) foot pike pole.
- 12) One (1) pair of oars or paddles.
- 13) One (1) full backboard or rescue sled.
- 14) One (1) bag mask resuscitator or oxygen kit.
- 15) One (1) portable pump (150 GPM minimum with one hundred feet (100') of one and one/half inch (1 1/2") fire hose and combination nozzle (Optional).

### 3.4 Open Water Marine Fire/Rescue Units

a) Open water marine fire/rescue units shall consist of a power boat with the following specifications:

- 1) Twenty-five feet (25') minimum length (may be larger).
- 2) Eight feet (8') minimum beam.
- 3) Twenty inch (20") maximum draft.
- 4) Seventy (70) gallon minimum fuel capacity.
- 5) Two thousand two hundred (2200) pounds minimum load capacity. The load capacity shall be in excess of motor and fire pump weights.

b) Power- Total power shall not exceed the BIA rated capacity for the boat.

c) Safety Equipment- The hull shall be manufactured with floatation and shall comply with all regulations of the U.S. Coast Guard and the Maryland Marine Police for boats of the above class.

d) The following additional equipment shall be carried:

- 1) One (1) fifteen (15) lb ABC fire extinguisher.
- 2) Dual bilge pumps.
- 3) Binoculars (7X50).

e) Fire Equipment:

- 1) Pump capacity five hundred (500) GPM minimum (to meet pump test rating from draft).
- 2) Hard suction with strainer or thru-hull draft of appropriate size for capacity of pump.
- 3) One (1) hose one and three-fourths inch (1 ¾") by one hundred fifty feet (150') with sixty (60) GPM nozzle.
- 4) Two (2) lengths of hose one and one-half inch (1 ½") by fifty feet (50') with sixty (60) GPM nozzle.
- 5) One (1) length of hose three inch (3") by fifty feet (50') supply line.
- 6) Pre-piped monitor with fog nozzle.
- 7) Dual gated two and one-half inch (2 ½") manifold with gauges.
- 8) One (1) one inch (1") Navy nozzle with applicator and adapter.
- 9) Foam educator with five (5) gallons of AFFF three percent (3%) foam.

f) Optional Fire Fighting Equipment:

- 1) Two (2) fire rated breathing apparatus.
- 2) Two (2) Nomex marine firefighting suits.
- 3) One (1) pick head axe.
- 4) One (1) pry bar.
- 5) One (1) pike pole ten feet (10') long.

6) One (1) twenty (20) pound CO2 fire extinguisher.

g) Rescue Equipment:

- 1) One (1) full backboard or rescue sled.
- 2) One (1) bag mask resuscitator or oxygen kit.
- 3) One (1) trauma bag.
- 4) One (1) swim platform or boarding ladder.
- 5) One (1) flare kit.
- 6) One (1) emergency sea anchor.

h) Additional Required Equipment:

- 7) One (1) Danforth type anchor with five/eights inch (5/8") by one hundred fifty feet (150').
- 8) Ground tackle for anchor.
- 9) Four (4) mooring/utility lines one/half inch (1/2") by twenty feet (20').
- 10) One (1) boat hook eight (8) feet long.
- 11) One (1) ring buoy or rescue tube with line.
- 12) One (1) emergency tool kit.
- 13) Four (4) fenders eight (8) inches by twenty (20) inches.
- 14) Four (4) Type II adult Personal Floatation Devices.
- 15) One (1) Type II child Personal Floatation Device.
- 16) Four (4) Type III commercial grade Personal Floatation Devices for crew members.
- 17) One (1) marine compass.
- 18) Two (2) windshield wipers.
- 19) Two (2) floodlights.
- 20) One (1) spot/search light.
- 21) One (1) red and amber emergency light.
- 22) One (1) marine VHF radio (all channel capability).
- 23) One (1) portable Fire Department Radio.
- 24) One (1) electric whistle.
- 25) One (1) six (6) foot paddle.
- 26) One (1) color display depth meter.
- 27) Four (4) marker buoys with anchor and line.
- 28) One (1) rescue line bag.
- 29) One (1) grappling hook or drag bar or drag line system.
- 30) One (1) power hailer (Ten (10) watt minimum).
- 31) Two (2) waterproof hand lights.

i) Optional Equipment:

- 1) One (1) Global Positioning System.

4.0 Forms

4.1 Maintenance Forms

## SOP No: S001

Title: Pumpers Standards

Effective Date: 7/1/2011

Prepared By: Dennis Skinner

Approved By: President David Lewis

### 1.0 Purpose

- 1.1 The purpose of this SOP is to establish the pumper standards for member companies of the Maryland State Firefighters Association.

### 2.0 Responsibilities

- 2.1 Standards Committee- The MSFA Committee having the responsibility for establishing standards for pumpers operated by members of the MSFA.
- 2.2 The Executive Committee- The MSFA committee having the responsibility of review and oversight of the Standards Committee and for reviewing the initial release and revision of the SOPs of the MSFA.
- 2.3 MSFA President: The officer responsible for final approval of the MSFA SOPs.

### 3.0 Procedure

- 3.1 A motor pumper of at least 750 GPM capacity (500 GPM if ordered prior to July 1, 1984) listed by ISO or its successors. The vehicle shall meet D.O.T. specifications and shall not exceed chassis manufacturer's G.W.V. The vehicle shall be registered as an emergency vehicle and meet all codes of the Maryland Motor Vehicle Administration or its successors. All apparatus shall be in the preventive maintenance inspection program. Records of inspection under this regulation shall be kept at the location where the vehicle is garaged, assigned, or maintained. The vehicle shall be equipped with NFPA Standards for emergency warning lights and emergency audible devices, including audible back-up alarm, and safety devices. This pumper shall be qualified for acceptance by means of an acceptance test, if new, and a service test, if used. If canopy cab is present, there shall be safety devices at canopy entrance: i.e., door, gate, bar, chain, etc. The pumper shall be in good operational condition, not loaded beyond the maximum allowable gross weight. It shall be equipped as follows:
  - 1) Twenty (20) feet of hard suction and strainer to comply with N.F.P.A. recommendations in existence at the time the apparatus was built. Where adequate water supply exists, twenty (20) feet of soft suction, sized to pump capacity of the pump, with 4 ½" female coupling on one end and pump barrel size on the other end. (MSFA recommends all pumpers carry at least twenty (20) feet of soft suction.)
  - 2) Booster tank to be full and have a minimum capacity of three hundred (300) gallons for companies with approved water

supply and five hundred (500) gallons capacity for companies without approved water supply. Apparatus purchased after July 1991, must have a minimum five hundred (500) gallon booster tank.

- 3) One thousand (1000) feet 2 ½" or larger (NST or twist lock coupling) hose for companies with approved water supply, five hundred (500) feet 2 ½" or larger (NST or twist lock coupling) for companies without approved water supply. Apparatus purchased after July 1991 will carry One thousand two hundred (1200) feet 2 ½" or larger fire hose.
- 4) Two hundred fifty (250) feet 1 ½" to 2" hose (NST coupling). Apparatus purchased after July 1991 will carry four hundred (400) feet 1 ½" to 2" (NST coupling) fire hose.
- 5) One hundred fifty (150) feet ¾" or larger hose, preconnected to apparatus and equipped with combination fog and straight stream nozzle. Thread for any chemical booster hose shall be NST, if apparatus is equipped with booster line. (Items 3,4, and 5 to be tested annually to manufacturer's specifications and carried on pumper at all times).
- 6) One (1) 14-foot minimum roof ladder with folding hooks.
- 7) One (1) 24-foot minimum extension ladder (fire service approved) and one (1) 10-foot folding ladder with bracket.
- 8) Two (2) pike poles, 6 foot and 8 foot minimum.
- 9) One (1) forcible entry bar, 30 inch minimum.
- 10) One (1) pick head axe and one (1) flat head axe (fire department type).
- 11) Two (2) 2 ½" or equivalent nozzles, shut off type with fog tip or combination, 200 GPM and one (1) play pipe with 1", 1 1/8", and 1 ¼" tips.
- 12) Two (2) 1 ½" nozzles, shut off type, with combination fog and straight stream, 95 GPM.
- 13) Two (2) 2 ½" double female couplings.
- 14) Two (2) 2 ½" double male couplings.
- 15) One (1) 2 ½" wye reducer with two 1 ½" shut-off discharges.
- 16) One (1) reducer, 2 ½" female to 1 ½" male.
- 17) One (1) reducer, double female from suction hose size to 2 ½" NST, with swivel.
- 18) Four (4) 2 ½" spanner wrenches.
- 19) Two (2) adjustable hydrant wrenches with bracket.
- 20) Two (2) salvage covers, 12 feet X 14 feet minimum.
- 21) Four (4) ladder straps or rope or chain hose tools.
- 22) One hundred twenty-five (125) feet 9,000 lb. Tensile strength lifeline kernmantle. All other utility ropes are at the discretion of the department.
- 23) One (1) broom.
- 24) One (1) mop.
- 25) One (1) shovel.

- 26) One (1) First Aid Kit per NFPA Pamphlet 1901 or revised editions.
- 27) Two (2) portable electric hand lanterns with mounting brackets.
- 28) Two (2) portable extinguishers, one (1) 80 BC rating powder type, one (1) 10 BC rating CO2 type.
- 29) Four (4) self-contained breathing apparatus (meeting NFPA 1981 requirements), certified for thirty (30) minutes or more of operation, with alarms or timers and spare cylinders for each.
- 30) Warning signals (Light, bell, siren, whistle) to be in good working condition.
- 31) Apparatus shall have a means of communications from rear step to driver (buzzer, bell or intercom).
- 32) A minimum of twelve (12) sets of turn out clothing (coats with liners, boots, gloves, Nomex hoods, and helmets). Boots to have puncture-resistant insoles. Coats, gloves, and helmets to be heat resistant, as approved for fire service. This equipment need not be kept on the pumper.
- 33) Audible back-up alarm on all new apparatus.
- 34) All equipment to be maintained ready for service at all times.
- 35) One (1) 2 ½" Underwriters relay fitting with shut off gate and 2 ½" swivel, female threads NST, preconnected to pump.
- 36) Eight (8) thirty-minute safety flares.
- 37) All apparatus shall meet Maryland State Department of Transportation standards, lighting, axle loads, tire size, frame capacities, height, length, width, etc.
- 38) One (1) set emergency road triangles (3).
- 39) One (1) each per crew member: Respirator and gloves as recommended by the Center for Disease Control and Prevention, for airborne pathogens.
- 40) One (1) Bio-Hazard Kit, consisting of: four (4) surgical masks, four (4) eye protection devices, four (4) protective gowns, two (2) red bio-waste bags, two (2) yellow bio-waste bags, ten (10) plastic trash bags, twenty-four (24) paper towels, twenty-four (24) clean towelettes, two (2) water-soluble bags, and two (2) cans of foam alcohol scrub.
- 41) Each person riding on the apparatus shall have a Public Safety Traffic Vest with them.

3.2 Annual testing of all Class "A" pumpers and fire hose to meet NFPA 1901 or revised edition. Annual compliance to be handled by County Fire Authorities and results submitted to Standards Committee on forms as provided by MSFA.

4.0 Forms

4.1 Annual Pump Test Form

5.0 Revision



## SOP No: S002

Title: Tanker Standards

Effective Date: 7/1/2011

Prepared By: Dennis Skinner

Approved By: President David Lewis

- 1.0 Purpose
  - 1.1 The purpose of this SOP is to establish the tanker standards for member companies of the Maryland State Firefighters Association.
  
- 2.0 Responsibilities
  - 2.1 Standards Committee- The MSFA Committee having the responsibility for establishing standards for Pumper Tankers and Tankers operated by members of the MSFA.
  
  - 2.2 The Executive Committee- The MSFA committee has the responsibility of review and oversight of the Standards Committee and for reviewing the initial release and revision of the SOPs of the MSFA.
  
  - 2.3 MSFA President- The officer responsible for final approval of the MSFA SOPs.
  
- 3.0 Procedure
  - 3.1 PUMPER-TANKER MINIMUM STANDARDS:
    - a) A motor pumper of at least 1,000 GPM pump capacity. The vehicle shall meet D.O.T. specifications and shall meet all codes of the Maryland Motor Vehicle Administration, or its successors, as a registered emergency vehicle. All apparatus shall be in the Preventive Maintenance Inspection Program. Records of inspection under this regulation shall be kept at the location where the vehicle is garaged, assigned or maintained. The vehicle shall be equipped with NFPA Standards for emergency warning lights and emergency audible devices, including audible back-up alarm, and safety devices. If a canopy cab is present there shall be safety devices at the canopy entrance, i.e. door gate, bar, chain, etc. The safety devices shall be in working order. Standards for pumps are primarily based on NFPA 1901, Standards for Pumper. These pumps are required to have slow closing valves on larger intake and discharge valves, and intake relief system, interlocks to prevent the accidental movement of the apparatus during pumping operations. Gauges should be NFPA approved.
    - b) The water tank size will be One thousand five hundred (1,500) usable gallons minimum. Other requirements added for the water tank include sumps with cleanouts, piping vents and overflows to behind the rear axle, and provisions for quick filling and dumping of any tank over one thousand five hundred five hundred (1,500) gallon capacity. It shall be equipped as follows:
      - 1) Two (2) 10 feet hard suction hose with a strainer, a double female swivel connection on one end of the suction hose and on

- 2) Booster tank to be full and have a minimum capacity of one thousand five hundred (1,500) usable gallons. Venting of the tank to capable of handling gallons discharged.
- 3) Eight hundred (800) feet 2 ½" or larger (NST or twist lock coupling) hose.
- 4) Four hundred (400) feet of 1 ½" to 2" fire hose. All hose is to be tested annually to manufacturer's specifications and is to be carried on pumper at all times.
- 5) One (1) 14-foot minimum roof ladder with folding hooks.
- 6) One (1) 24-foot minimum extension ladder (fire service approved) and one (1) 10-foot folding ladder, which either shall be mounted or compartmentalized.
- 7) Two (2) pike poles, one (1) 6 foot and one (1) 8 foot minimum.
- 8) One (1) 30" minimum forcible entry bar, which must be mounted.
- 9) Two (2) axes, one (1) pick head and one (1) flat head (fire department type), which shall be mounted.
- 10) Two (2) 2 ½" or equivalent nozzles shut off type with fog tip or combination, 200 GPM.
- 11) One (1) play pipe 1 ½" with 1", 1 1/8", and 1 ¼" tips.
- 12) Two (2) 1 ½" nozzles shut off type, with combination fog and straight stream, variable flow.
- 13) Two (2) 2 ½" double female couplings.
- 14) Two (2) 2 ½" double male couplings.
- 15) One (1) hose clamp.
- 16) One (1) 2 ½" wye reducer with 1 ½" shut-off discharges.
- 17) One (1) reducer, 2 ½" female to 1 ½" male.
- 18) One (1) reducer, double female from suction hose size to 2 ½" NST, with swivel.
- 19) One (1) rubber mallet, suitable for use on suction hose connections.
- 20) Four (4) combination spanner wrenches with brackets, to be mounted.
- 21) Two (2) adjustable hydrant wrenches with brackets, to be mounted.
- 22) Two (2) salvage covers, 12 feet X 14 feet minimum, water repellent.
- 23) Four (4) ladder straps or rope or chain hose tools.
- 24) One hundred twenty-five (125) feet 9,000 lb. tensile strength lifeline kernmantle. All other utility ropes are at the discretion of the fire department.
- 25) One (1) long handle broom.
- 26) One (1) long handle mop.

- 27) One (1) long handle shovel.
- 28) One (1) pair, insulated bolt cutters with 7/16" throat opening minimum cut, non-electric.
- 29) One (1) toolbox with hammers, wrenches, screwdrivers, and other assorted tools.
- 30) One (1) First Aid Kit per NFPA pamphlet 1901 or revised edition.
- 31) Two (2) portable electric hand lanterns, with mounting brackets, to be mounted.
- 32) Two (2) portable extinguishers, one (1) 80BC rating powder type, one (1) 10BC rating CO2 type with brackets, to be mounted.
- 33) Four (4) self-contained breathing apparatus (meeting NFPA 1981 standards) certified for thirty (30) minutes or more of operation, with an alarm and a PASS device and spare cylinders for each breathing apparatus. Each firefighter responding on the apparatus must have a set of turn out clothing consisting of a coat with liner, boots with puncture resistant soles, firefighter's gloves, Nomex hood, and helmet approved for fire service. In addition each responder must have a Public Safety Traffic Vest.
- 34) Two (2) wheel chocks mounted in readily accessible location.
- 35) Apparatus shall have a means of communication from rear step to driver (buzzer, bell, or intercom).
- 36) One (1) 2 1/2" underwriters relay fitting with shut-off gate and 2 1/2" swivel, female threads, NST, preconnected to pump.
- 37) Eight (8) thirty (30) minute safety flares.
- 38) One (1) set of three (3) emergency road triangles.
- 39) One (1) 2 1/2" quarter turn valve, relay valve.
- 40) One (1) siamese (2 1/2" female X 2 1/2" female X 2 1/2" male, clappered).
- 41) One (1) two-way radio to meet county standard with outside speaker and microphone or headset at the pump panel for convenience of the pump operator.
- 42) All equipment to be maintained ready for service at all times.
- 43) At the rear of the tank, 4 1/2" or greater size gated discharge gravity or jet dump NST. (Optional)
- 44) One (1) portable tank with capacity of holding the water of the pumper tanker. (Optional)

### 3.2 TANKER MINIMUM STANDARDS-TANKER WITH PUMP

a) The vehicle shall consist of a motorized piece of apparatus of minimum capacity to carry the equipment listed below without being overloaded. The vehicle shall meet D.O.T. specifications and shall not exceed chassis manufacturer's G.V.W. The vehicle shall be equipped with an audible back-up alarm and necessary warning devices. It must be registered as an emergency vehicle and meet all codes of the Maryland Motor Vehicle Administration or its successors. All apparatus shall be in the preventive maintenance inspection program. Records of inspection under this

regulation shall be kept at the location where the vehicle is garaged, assigned, or maintained. The vehicle shall be equipped with NFPA Standards for emergency warning lights and emergency audible devices, including back-up alarm, and safety devices. If canopy cab is present, there shall be safety devices at canopy entrance: i.e., door, gate, bar, chain, etc., in working order. The tanker should be in good operating condition. The vehicle must meet MSFA standards, which are primarily based on NFPA 1903. It shall be equipped as follows:

- 1) Tank capacity one thousand five hundred (1500) usable gallons, or larger.
- 2) Pump, five hundred (500) GPM with relief valve and one (1) 1 ½ inch gated inlet, and two (2) 2 ½ inch discharges, or P.T.O. pump used with jet dump capable of dumping at least five hundred (500) GPM. All threads to be NST. Apparatus purchased after July 1991, will have a seven hundred fifty (750) GPM pump.
- 3) Piping tank to pump, five hundred (500) GPM flow.
- 4) Tank refill, five hundred (500) GPM flow.
- 5) Venting of tank to be capable of handling gallons discharged.
- 6) Fill tower, top of tank, to be a minimum of 5" with quick release lid.
- 7) Two hundred (200) feet 1 ½" or larger fire hose and nozzle.
- 8) Two hundred (200) feet 2 ½" fire hose.
- 9) Two (2) wheel chocks mounted readily accessible locations.
- 10) Two (2) hydrant wrenches.
- 11) Two (2) spanner wrenches.
- 12) Two (2) hand lights.
- 13) One (1) rubber mallet.
- 14) Two (2) 2 ½" double females.
- 15) Two (2) 2 ½" double males.
- 16) One (1) 2 ½" female X 1 ½" male.
- 17) Assorted hose gaskets.
- 18) One (1) fire extinguisher, 80BC rated, powder type, and vehicle bracket.
- 19) One (1) shovel.
- 20) Eight (8) road safety flares.
- 21) One (1) first aid kit per NFPA Pamphlet 1903.
- 22) One (1) two-way radio to meet county standards with outside speaker and microphone.
- 23) One (1) set emergency road triangles (3 each).
- 24) One (1) each per crew member: Respirator and gloves as recommended by the Center for Disease Control and Prevention, for airborne pathogens. Each firefighter, responding on the apparatus must have a set of turn out clothing consisting of a coat with liner, boots with puncture resistant soles, firefighter's gloves, Nomex hood, and helmet approved for fire service. In addition, each responder must have a Public Safety Traffic Vest.
- 25) One (1) Bio-Hazard Kit, consisting of four (4) each surgical

masks, four (4) each eye protection devices, four (4) each protective gowns, two (2) red bio-waste bags, two (2) yellow bio-waste bags, ten (10) plastic trash bags, twenty-four (24) paper towels, twenty-four clean towelettes, two (2) water-soluble bags, and two cans of foam alcohol hand scrub.

### 3.3 TANKER MINIMUM STANDARDS- TANKER WITHOUT PUMP

a) The vehicle shall consist of a motorized piece of apparatus of minimum capacity to carry the equipment listed below without being overloaded. The vehicle shall meet D.O.T. specifications and shall not exceed chassis manufacturer's G.V.W. rating. The vehicle shall be registered as an emergency vehicle and meet all codes of the Maryland Motor Vehicle Administration or its successors. All apparatus shall be in the preventive maintenance inspection program. Records of inspection under this regulation shall be kept at the location where the vehicle is garaged, assigned, or maintained. The vehicle shall be equipped with NFPA Standards for emergency audible devices, including back up alarm, and safety devices. If a canopy cab is present, there shall be safety devices at canopy entrance: i.e., door, gate, bar, chain, etc. It shall be equipped as follows:

- 1) Tank capacity: One thousand five hundred (1,500) usable gallons or larger.
- 2) Discharge at five hundred (500) GPM flow with capacity of connecting suction hose from pumper.
- 3) Venting tank to be capable of handling five hundred (500) gallons discharging and filling.
- 4) Fill tower at top of tank to be a minimum of five inch (5") width, with quick release.
- 5) One hundred (100) feet 2 ½" fire hose for refilling.
- 6) One (1) wheel chock.
- 7) Two (2) hydrant wrenches.
- 8) Two (2) spanner wrenches.
- 9) Two (2) hand lights.
- 10) One (1) rubber mallet.
- 11) Two (2) 2 ½" double females.
- 12) Two (2) 2 ½" double males.
- 13) One (1) extinguisher, BC rated, powder type, with vehicle bracket.
- 14) Eight (8) safety flares.
- 15) One (1) first aid kit per NFPA 1903.
- 16) One (1) set emergency road triangles (3 each).
- 17) One (1) each per crew member respirator and gloves as recommended by the Center for Disease Control and Prevention, for airborne pathogens. Each firefighter responding on the apparatus must have a set of turn out clothing consisting of a coat with liner, boots with puncture resistant soles, firefighter's gloves, Nomex hood, and helmet approved for fire service. In addition each responder must have a Public Safety Traffic Vest.

18) One (1) Bio-Hazard Kit, consisting of: four (4) each surgical masks, four (4) eye protection devices, four (4) protective gowns, two (2) red bio-waste bags, two (2) yellow bio-waste bags, ten (10) plastic trash bags, twenty-four (24) paper towels, twenty-four (24) clean towelettes, two (2) water-soluble bags, and two (2) cans of alcohol hand scrub.

#### 3.4 TANKER EQUIPMENT-SUGGESTED-NOT MANDATORY

- 1) Folding tank.
- 2) Hard suction hose.
- 3) Soft suction hose.
- 4) Shallow drafting strainer.
- 5) Two (2) self-contained breathing units.
- 6) One (1) 2 ½" nozzle.
- 7) One (1) toolbox and necessary tools.
- 8) Two (2) axes, one (1) flathead and one (1) pick head.
- 9) One (1) forcible entry bar.
- 10) One (1) ten-foot pike pole.
- 11) One (1) ladder.
- 12) One (1) salvage cover, 12' X14'.
- 13) Rear of tank, a minimum 4 ½" gated discharge, gravity or jet dump, NST.
- 14) One (1) 2 ½" quarter turn valve.

#### 4.0 Forms

##### 4.1 Maintenance Records

#### 5.0 Revisions

## **SOP No: S003**

Title: Ladder Truck Standards

Effective Date: 7/1/2011

Prepared By: Dennis Skinner

Approved By: President David Lewis

### 1.0 Purpose

- 1.1 The purpose of this SOP is to establish the ladder truck standards for member companies of the Maryland State Firefighters Association.

### 2.0 Responsibilities

- 2.1 Standards Committee- The MSFA Committee has the responsibility for establishing standards for Pumper Tankers and Tankers operated by members of the MSFA.
- 2.2 The Executive Committee- The MSFA committee having the responsibility of review and oversight of the Standards Committee and for reviewing the initial release and revision of the SOPs of the MSFA.
- 2.3 MSFA President- The officer responsible for final approval of the MSFA SOPs.

### 3.0 Procedure

- 3.1 The vehicle shall meet D.O.T. specifications and shall not exceed manufacturer's G.V.W. The vehicle shall be registered as an emergency vehicle and meet all codes of the Maryland Motor Vehicle Administration or its successors. All apparatus shall be in the preventive maintenance inspection program. Records of inspection under this regulation shall be kept at the location where the vehicle is garaged, assigned, or maintained. The vehicle shall be equipped with NFPA Standards for emergency warning lights and emergency audible devices, including audible back-up alarm, and safety devices. If a canopy cab is present the entrance must be equipped with a safety device, i.e., door, gate, bar, chain, etc. The vehicle must meet MSFA Standards, which are primarily based on NFPA 1904, Standards for Aerial Apparatus.

The ladder truck may consist of a hydraulic aerial ladder or a hydraulic platform with a minimum of sixty-five (65) feet above ground level.

Testing of aerial and ground ladders and safety belts is to be done by authorized personnel and records are to be maintained.

The following equipment shall be maintained on the truck:

- 1) One hundred fifteen (115) feet of ground ladders (MSFA recommends one hundred sixty-three (163) feet).
- 2) Six (6) pike poles: two (2) 6 feet, two (2) 8 feet, and two (2) 12 feet.
- 3) Five (5) Axes: three (3) pick head and two (2) flat head.

- 4) Four (4) Electric Hand Lights
- 5) Four (4) Shovels: two (2) scoop and two (2) dirt
- 6) Two (2) Brooms, two (2) Mops, and two (2) Squeegees.
- 7) One (1) Heavy Duty Staple Gun.
- 8) Two (2) Prybars, 50" minimum.
- 9) Forcible entry tools.
- 10) Two (2) Life Lines, One hundred fifty (150) feet 5/8" and One hundred fifty (150) feet 1/2", plus two (2) One hundred fifty (150) feet Utility Lines (Three thousand {3000} lb. tensile strength Kernmantle).
- 11) Two (2) rolls eight (8) mil. (.008) Plastic- Minimum fifteen lb. roll.
- 12) One (1) Bucket and mop wringer.
- 13) One (1) can (at least three (3) lbs.) assorted nails.
- 14) Six (6) Sprinkler stops, with wrench.
- 15) Four (4) Spanner wrenches, assorted sizes.
- 16) One (1) insulated, heavy duty Wire Cutter, #6 wire.
- 17) One (1) Carpenter's Hand Saw or Power Saw.
- 18) One (1) Hacksaw with three (3) blades.
- 19) One (1) Power Saw with carbide blade.
- 20) Assorted wood plugs.
- 21) One (1) "K" Tool Door Opener.
- 22) Four (4) Life Belts, assorted sizes.
- 23) Two (2) pitch forks, four (4) prongs.
- 24) One (1) First Aid Kit, to meet First Responder requirements.
- 25) Two (2) Sledgehammers, minimum eight (8) lb.
- 26) Three (3) pairs of Safety Goggles.
- 27) One (1) Generator (AC), minimum five thousand (5,000) watts.
- 28) Three (3) five hundred (500) watt Floodlights.
- 29) Five hundred (500) feet Electrical Cable, minimum 12-3.
- 30) Two (2) five thousand (5,000) CFM 16" or one (1) eleven thousand (11,000) CFM 24" Smoke Ejectors, explosion proof motors.
- 31) Two (2) 2 1/2" double female Hose Adapters.
- 32) Two (2) 2 1/2" double male Hose Adapters.
- 33) Six (6) thirty (30) minute Road Flares.
- 34) One (1) Chimney chain with Chimney Brush.
- 35) Two (2) Metal Buckets, minimum twelve (12) quart.
- 36) One (1) Chimney Shovel.
- 37) Four (4) Masks, self-contained, with audible alarm and four (4) spare bottles (NFPA 1981 Approved). (One {1} self-contained Breathing Apparatus complying with NFPA 1981, open circuit self-contained breathing apparatus for firefighters, for each seating position {see section 2-1} but not less than four {4}).
- 38) Three (3) Portable Fire Extinguishers, in mounting brackets, one (1) twenty (20) lb. ABC, one (1) fifteen (15) lb. CO2, and one (1) 2 1/2 gallon water.
- 39) Eight (8) Rope hose tools or ladder straps.
- 40) One (1) detachable or permanently mounted Ladder Pipe on end of ladder, with stack tips and fog nozzle, five hundred (500) GPM or more.
- 41) One (1) Hammerhead Wall Pick.
- 42) One (1) Bolt Cutter, minimum 36".
- 43) One (1) Two-way Siamese, with shut off valve, 2 1/2" or larger.



- 44) One hundred (100) feet three 3” fire hose for ladder pipe or have built-in piping.
- 45) Two-way communication from ground to tip of fly of ladder or basket.
- 46) Communication from rear step to cab.
- 47) Two-way radio with local county frequencies.
- 48) One (1) Tool box containing the following small tools for fireground operation (NFPA 1904): One (1) Hacksaw, with blades; One (1) Keyhole Saw, One (1) 12 inch (305mm) Pipe Wrench; One (1) 24 inch (610mm) Pipe Wrench; One (1) Ball Peen Hammer; One (1) pair Tin Snips; One (1) pair Slip Joint Pliers; One (1) pair Lineman’s Pliers; Assorted types and sizes of screwdrivers (flat blade and phillips); Assorted sizes of Adjustable Wrenches; and Assorted sizes of Combination Wrenches.
- 49) One (1) Hose Roller.
- 50) One (1) set Emergency Road Triangles (3).
- 51) One (1) each per crewmember: Respirator and gloves as recommended by the Center for Disease Control and Prevention, for airborne pathogens. Each firefighter responding on the apparatus must have a set of turn out clothing consisting of a coat with liner, boots with puncture resistant soles, firefighter’s gloves, Nomex hood, and helmet approved for fire service usage. In addition, each responder must have a Public Safety Traffic Vest.
- 52) One (1) Bio-Hazard Kit, consisting of: Four (4) each surgical masks, Four (4) each eye protection devices and Four (4) protective gowns, Two (2) red Bio-waste bags, Two (2) yellow Bio-waste bags, Ten (10) plastic trash bags, Twenty-four (24) paper towels, Twenty-four (24) clean towelettes, Two (2) water-soluble bags, and Two (2) cans of foam alcohol hand scrub.

4.0 Forms

4.1 Maintenance records

5.0 Revision

## **MSFA Fire Police Committee Guidance Document**

The purpose of the MSFA Fire Police Committee is to provide guidance and minimum standards for the operation of fire police within Maryland Counties or Authorities Have Jurisdiction (AHJ).

### **Mission Statement**

To provide MSFA member companies, Counties and AHJ's with recommendations and guidance for the selection, approval, training, and duties of fire police members.

### **Standard Operating Guidelines**

**Selection:** To be eligible for participation as a fire police member, an individual must be recommended by the Commanding Officer of a fire company from which they are a member in good standing. The County or AHJ should have and follow established laws and/or ordinances in existence regarding the appointment of fire police members.

Fire police members should be subject to driver's license and criminal background checks with restriction from participation based on certain disqualifiers. This process should be conducted by the Authority Having Jurisdiction. Fire police members should participate in a jurisdictional medical clearance program.

### **Fire Police Minimum Standards for Operation**

#### **Equipment – Minimum Standards**

- Vest (Class III ANSI)
- Traffic Wand/Whistle
- Turnout Coat **or** (Class III ANSI) Raincoat
- Helmet/Hard Hat - Reflective
- Reflective Gloves
- Flashlight
- Traffic Cones minimum of 4 at 28"- 36" (MUTCD Requirements)
- Flares
- Emergency Lighting – Reference MD Law
- Radios as specified by AHJ
- Other Equipment per AHJ as needed or as suggested

#### **Standard Training**

- National Traffic Incident Management Responder Training.
- CPR/AED
- Online Training --- ResponderSafety.com
- Annual/Special Training per AHJ
- MFRI Fire Police Training
- ICS 100,200,700 & 800

## **Requirements**

- Must be a Member of a Fire Company
- Background Check by AHJ
- Appointment Letter from Chief
- Annual MSFA Emergency Light Paper
- Annual Physical
- Identification as authorized by AHJ

## **Committee**

- Chairman, Co-Chairman and Secretary
- One Committee Member and One Alternate from each County
- Liaison Representative from the MD Sheriff's Association
- Representative from MDOT/ OTMO

## **Appendix A**

- Fire Laws of Maryland
- Maryland Transportation Code §22-218  
Maryland Public Safety Article § 7-303 and 7-304
- Traffic Laws of Maryland

## **Appendix B**

- MUTCD guidelines (sections 6C.04, 6C.05, 6D.01,6D.04, 6D.06, 6O.01, 6O.02, 6O.04 and 6O.05)
- NFPA 1091 Reference