

## **RULES**

Established by the Chief of the Aspinwall Fire Department for the government of the fire department and the management of fires in the borough

Issued in accordance with the provisions of Chapter 7 of the Code of the Borough of Aspinwall and Article XXXI of the By-Laws of the department.

## **ORGANIZATION**

1. The fire organization of the Department shall, under the supervision of the Chief, have complete control of all fire apparatus and equipment and all features of fire prevention and protection of the borough.
2. The parliamentary organization of the Department shall not in any manner what-so-ever, conflict or be confused with the fire organization.
3. Whereas fire officers have but one vote in the parliamentary organization of the Department, their authority in the line of duty in the fire organization shall be subject to question only by the Chief and/or Assistant Chief, and the authority of the Chief and Assistant Chief in the line of duty is subject only to the provisions of Chapter 7 of the Code of the Borough of Aspinwall, or any re-enactment or amendment thereof.
4. All instructions and orders of fire officers in the line of duty shall be obeyed by subordinate officers and members. Questions as to the correctness of such instructions and orders may be determined at the first opportunity after execution of same.

## **DUTIES OF FIRE OFFICERS**

5. Assistant Chief – Shall, under the supervision of the Chief, exercise general command over all officers, members, fire apparatus, and equipment of the department.
7. Captain - Shall, under the supervision of the Chief and Assistant Chief, exercise general command over all officers, members, fire apparatus, and equipment of the department; execute the provisions of his/her office as prescribed in the Rules and Regulations of the Department, Chapter 7 of the Code of the Borough of Aspinwall, or any re-enactment or amendment there of, and these Chief's Rules; and see that all officers and members of the department carry themselves within the confines of such provisions. With the assistance of the Lieutenants he/she shall assign all members of his/her department present at the scene of any fire to fire fighting duties. He/she shall ensure that a written report is prepared after all alarms, practices, and special details. Said report shall be maintained in the department records and a summary be read at the next regular meeting of the Department.
8. First Lieutenant -- Shall, under the supervision of the Chief, Assistant Chief and Captain, have command the department's firefighting operations, and perform such other duties as may be assigned to him/her.

9. Second Lieutenant – Shall, under the supervision of the Chief, Assistant Chief, Captain, and First Lieutenant, have command of the department's fire fighting apparatus, and perform such other duties as may be assigned to him/her.
10. Promptly after assumption of offices all fire officers shall advise the Chief of their home and business addresses and telephone numbers, so that same, together with those of the Chief, can be posted on the bulletin boards of the Department.

### **ASSUMPTION OF GENERAL COMMAND**

11. In the absence or incapacitation of the Chief, the Assistant Chief shall assume the duties of the Chief.
12. In the absence or incapacitation of both the Chief and the Assistant Chief, the Captain shall assume general command.
13. In the absence or incapacitation of the Chief, the Assistant Chief and both Captain(s), the First Lieutenant shall assume general command.
14. In the absence or incapacitation of the Chief, the Assistant Chief, both Captain(s) and both First Lieutenants, the Second Lieutenant shall assume general command.
15. In the absence or incapacitation of all fire officers, the first active member reporting at the fire station shall assume general command until the arrival of a fire officer, who regardless of rank and company affiliation, shall assume general command until the arrival of other officers. Any active member assuming general command in accordance with this rule should, however, delegate the right to general command to a more experienced active member, should such a member arrive at the fire station or at the scene of the fire.
16. In the event that a probationary member or junior member is the first to arrive at the fire station, such member must relinquish command to the first active member to arrive. If only probationary and/or junior members respond to the alarm, then the probationary member with the most seniority shall assume command. In this event, Allegheny County Dispatch must be notified and another fire department dispatched to assist with the call, and upon arrival at the scene, general command must be relinquished to the ranking officer of the first arriving mutual aid fire department.
17. All temporary assumption of command and temporary appointments occasioned as herein described shall remain effective and authoritative until the arrival of a fire officer of superior rank who, in accordance with his/her rank, shall assume his/her duties as outlined herein.
18. An officer assuming command shall relieve temporary apparatus commanders only with regularly elected fire officers, excepting for good and sufficient reason.
19. All officers and members reporting late shall report to the officer or member in command before assuming their duties.

### **ASSUMPTION OF COMPANY COMMAND**

20. In the absence or incapacitation of any fire officer(s) at a fire or practice, the duties of such officer(s) as may be absent shall be assumed by the officer(s) next lower in rank. The vacancies in command thus created shall likewise be filled by lower ranking officers, if such are available, or by active members temporarily appointed to such positions by the officer or member in command.

## **MUTUAL AID**

21. No fire apparatus or equipment shall be taken beyond the limits of the borough for any purpose other than mutual aid without permission of the Chief or Assistant Chief when such officers are available.
22. Upon a call for assistance from outside the borough, if no specific apparatus is requested, the Chief shall determine which apparatus shall respond. If the Chief is not available, then the Assistant Chief shall determine which apparatus shall respond. In the absence of both the Chief and the Assistant Chief, the highest ranking officer shall determine which apparatus shall respond.
23. If both pumpers shall be out of the borough at the same time, the officer or member in command shall take the necessary precautions for protecting the entire borough during the absence of such apparatus.

## **FIRE**

24. Upon all alarms of fire, all officers and active, probationary and junior members of the department shall report promptly to their respective fire stations and shall immediately organize and prepare the apparatus for going to the scene of the fire. At no time shall any member who is under the influence or impairment of alcohol or drugs respond to an alarm.
25. No apparatus shall leave its quarters in response to an alarm unless manned by not fewer than four (4) members of the department, except as specified in Rule 25.
26. If, by the time the sirens stop blowing, or after four (4) minutes from the receipt of an alarm, whichever is sooner, four (4) members have not reported to the fire station, the apparatus may, at the discretion of the officer in command, proceed to the fire. The officer or member in command of the company shall notify the officer or member in general command that the company is responding with insufficient personnel. The officer or member in command shall, if he/she deems it necessary, contact Allegheny County Emergency Operations Center by radio or telephone and request that additional companies be dispatched to the fire.
27. No member shall ride on any apparatus in response to any alarm without possession of his/her full complement of full turnout gear. In addition, no person shall ride on the cab steps, running boards, tailboard, or hose bed of any apparatus when responding to an alarm. No member shall ride on any fire apparatus without wearing a seat belt, if available.
28. No probationary member shall enter a burning structure unless accompanied by a fire officer or an experienced active member of the department.
29. Upon returning to service after an alarm, the officer or member in command of the department shall see that all equipment is made ready for use at subsequent alarms.

## **GENERAL DUTIES OF OFFICERS AND MEMBERS**

30. All Junior, Probationary, Active, Active Non-Interior, and Life members shall respond to a minimum of 5% of emergency incidents. This shall be evaluated quarterly by the Chief officers.
31. All Junior, Probationary, Active, Active Non-Interior, and Life members shall meet a minimum annual training requirement of sixteen (16) hours of certified training courses, and nine (9) hours of station training.
32. Annual training requirements listed in the By-Laws to determine eligibility for line offices shall be in addition to the minimums prescribed for members in Rule 31 above.

33. Attendance at an incident or practice is defined as the presence of a member from the time the alarm is sounded or practice begins until the department is back in service, all necessary duties are performed, and a record of attendance is completed. Early dismissal shall be permitted at the discretion of the officer or member in command of the Department.
34. Full turnout gear, consisting of helmet with liner, coat with liner, bunker pants, boots, gloves, and hood shall be worn by each member at the scene of any and all incidents. Reflective traffic vests shall be worn by each member at the scene of any and all incidents occurring on a Pennsylvania highway or interstate.
35. No turnout gear shall be stored on any fire apparatus. Said gear shall be kept in designated areas of the fire stations, or may be kept in the possession of the individual members.
36. Any member of the fire department who has been issued turnout gear by the department and who is also an active member of another fire department must keep his/her Aspinwall Volunteer Fire Department-issued turnout gear in one of this department's stations and may not use said turnout gear when responding to any calls with his/her other fire department(s), unless authorized by the Chief of the Aspinwall Volunteer Fire Department.
37. No member shall use the turnout gear of another member, except in cases of extreme emergency.
38. Each member shall be responsible for maintaining his/her own turnout gear in serviceable condition.
39. No member shall drive any fire department vehicle, unless he/she has a valid Pennsylvania driver's license, holds a current Emergency Vehicle Driver Training (EVDT) certification, or equivalent, and is authorized by the Chief to drive such vehicle. For fire department vehicles, which under the Pennsylvania Motor Vehicle Code requires a commercial driver's license (CDL), preference shall be given to drivers with a current commercial driver's license (CDL).

### **PRACTICE**

40. Practices shall be held the third and last Tuesdays of the month, at 7:00pm unless otherwise determined by the fire officers and/or Training Committee.

### **RADIOS**

41. Pagers and two-way radios issued to members may be kept in their possession when they are away from their residences. All such radio equipment shall remain the property of the fire department.

### **MEDICAL DISABILITY**

42. Temporary release from fire fighting duties because of medical disability shall be at the discretion of the Chief. Reinstatement to fire fighting duties shall be automatic with the presentation of a statement from a medical doctor, affirming the fitness of the member for fire fighting duty, or at the discretion of the Chief without such a statement.

## **INFRACTIONS OF RULES AND REGULATIONS**

43. Any infraction of any rule or regulation contained in Chapter 7 of the Code of the Borough of Aspinwall, or any re-enactment or amendment thereof, or these Chief's Rules, is sufficient cause for such disciplinary action by the Chief as may be deemed just and advisable, as provided for in the department by-laws.
44. Any Junior, Probationary, Active, Active Non-Interior, or Life member who fails to meet the annual minimum training requirement shall be subject to review by the Chief officers. Members may be temporarily suspended from responding on any or all apparatus to incidents. The member shall meet with the Chief officers to establish and agree upon a performance improvement plan to address the deficiency in training hours and lift any imposed suspensions.
45. Any Junior, Probationary, Active, Active Non-Interior, or Life member who fails to meet the minimum 5% of incidents, reviewed quarterly, shall be subject to review by the Chief officers. Members may have their turn-out gear and PPE pulled and may be temporarily suspended from responding on the apparatus to incidents. The member shall meet with the Chief officers to establish and agree upon a performance improvement plan to lift any suspensions and get their turnout gear and PPE re-issued.
46. Any Junior, Probationary, Active, Active Non-Interior, or Life member who fails to meet the minimum training, or minimum incident activity percentage, or both, a combined total of three (3) or more times, or fails to complete their established performance improvement plan, shall be subject to such disciplinary action as may be deemed necessary by the Chief officers, and provided for in the fire department by-laws.
47. Any officer or member unable to attend a regularly scheduled function of the Department shall notify the Department via telephone, or in writing (including the use of the dry erase board in either one of the stations) prior to the time of such scheduled function, if possible, or within twenty-four (24) hours after the function, stating the reason for the absence. If the excuse is justifiable, in accordance with these rules, such officer or member shall not be charged with an absence.
48. Sufficient reason for absence from a scheduled function shall, as far as practicable, be confined to illness of the member or one of his/her immediate family, conflict with the work or school schedule of the member or one of his/her immediate family, a death in the member's family, military obligation of the member, religious observances or attendance at a certified fire, rescue or other emergency training class.

## **RESCISSION OF FORMER RULES**

49. All former rules issued by the Chief of the Aspinwall Fire Department are hereby rescinded.

Updated: October 11, 2016 (DRAFT)  
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