

## BEST OPERATING PRACTICE

PENNINGTON COUNTY FIRE SERVICE BOARD	SECTION: ADMINISTRATION & MANAGEMENT  SUBJECT: FIVE-YEAR PLAN	BOP#: FSB07 PAGE 1 of 3 DATE: 4/11/2018
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*Disclaimer: All Best Practices are provided as a guide for departments by the Pennington County Fire Service Board. These are for general guidance and should be modified by each department based on their own individual rules or standard operating guidelines/policies. Each department within Pennington County is ultimately liable for its own operations and practices.*

**PREMISE:** The Fire Service Board (FSB) recognizes the need to assist County fire departments to provide the highest level of personal protection feasible. The FSB may assist a County fire department in purchasing personal protection equipment or funds to purchase personal protection equipment. This assistance will increase the quality of fire protection to all county firefighters. It not the intent of this program to completely fund all the personal protection equipment purchases of the fire department, but to assist that fire department.

**PURPOSE:** This BOP explains the program and procedures for this Five-Year Program and set some minimum standards for equipment.

**SCOPE:** This BOP will apply to all County fire departments that request or receive equipment from the FSB.

**HISTORY:**

Original Release	November 11, 1992
Revised	January 12, 1994
Revised	June 12, 1996
Revised	November 11, 1998
Revised	Sometime in 2006 (amended to \$4,000)
Revised	October 9, 2013 (effective January 1, 2014)
Revised	February 10, 2016
Revised	December 14, 2016
Revised	April 11, 2018

### **OPERATING PRACTICE:**

1. Each year, as funded by the Pennington County Board of Commissioners, the FSB will provide four (4) departments with up to \$4,000 worth of National Fire Protection Association (NFPA) or United States Forest Service (USFS) compliant personal protective equipment (PPE). Specifically, this may include, packs, coat, shirts, pants, helmet, gloves, fire shelters, hoods and/or boots. For the years preceding the years that only have three (3) allocated departments, the fourth allocation will carry over to following year, having five (5) departments eligible for those years. It will be the responsibility of the Pennington County Fire Administrator (Administrator) to ensure accurate budgeting, whether it be three (3), four (4) or five (5) departments eligible within a given year. Battle Creek Fire Department will rotate their even number years eligibility with their three (3) fire departments, Hermosa, Keystone and Hayward. See chart in "PRACTICE: 5" section below.
2. Each department providing structural fire suppression will be expected to maintain a minimum of six (6) NFPA compliant Self-Contained Breathing Apparatus (SCBA) with at least one spare bottle and one personal alert safety system (PASS) device per SCBA.

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PENNINGTON COUNTY FIRE SERVICE BOARD	SECTION: ADMINISTRATION & MANAGEMENT  SUBJECT: FIVE-YEAR PLAN	BOP#: FSB07 PAGE 2 of 3 DATE: 4/11/2018
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3. Each department must also provide NFPA compliant PPE for structural firefighters. Departments not providing this PPE must place this equipment on the top of their list of requests for funding by the FSB. The FSB may choose not to purchase any equipment for that department other than PPE until a minimum level is reached.
4. Each department providing wildfire suppression will be expected to equip each firefighter with USFS compliant PPE. Departments not providing this PPE must place this equipment on the top of their list or requests for funding by the FSB. The FSB may choose not to purchase any equipment for that department other than PPE until a minimum level is reached.
5. The FSB will only reimburse a department or specific individual for the cost of vaccine. The FSB will not pay for administering the shot or subsequent follow-up test(s). The FSB will only reimburse for an amount obtained from the lowest price obtainable by the FSB.
6. The adoption of training standards may be required for funding of individual departments by the FSB.

### **PRACTICE**

1. Request for assistance will be processed in the following manner:
  - a. The department must first present a Fire Fund Request Form to the FSB in the year they are identified for assistance prior to the November meeting of that year.
  - b. The request for assistance must include quote from reliable fire equipment dealers or GSA pricing.
  - c. The FSB will review and act on the request as outlined in the FSB Bylaws.
  - d. If the request is approved by the FSB, the department then may order and pay for the equipment approved.
  - e. Once the request is approved no further approvals will be required.
  - f. Emergency requests will not be accepted.
2. Requests for reimbursement will be processed in the following manner:
  - a. Copy of itemized invoice from the supplier.
  - b. Copy of canceled check or carbon copy showing payment.
  - c. Reimbursements will be made in accordance with Pennington County Auditor's Office policies.
  - d. Reimbursements will not be made prior to the department paying for equipment.
  - e. Requests for reimbursement must be received by the Administrator prior to November 1 of the year approved.

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3. Any department that does not request assistance under this program in the year of their rotation will not be eligible until the next rotation.
4. Any unspent moneys will not be available to other departments in that year or subsequent years under this program.
5. The following rotation will be used for determining which departments are eligible in a specific year. Rotation initiated in 1997; updated 2018 with the formation of Battle Creek Fire Department.

YEAR	DEPARTMENT ELIGIBILITY				
	1	2	3	4	5
2018	Whispering Pines	Rapid Valley	Rockerville	Battle Creek - HM	
2019	Scenic	Silver City	Wasta	Box Elder	
2020	Doty	Hill City	Rochford	Battle Creek - KY	
2021	North Haines	Wall	Johnson Siding	Interior	
2022	New Underwood	Quinn	Black Hawk	Battle Creek - HW	
2023	Whispering Pines	Rapid Valley	Rockerville	OOOOOOOOO	
2024	Scenic	Silver City	Wasta	Box Elder	Battle Creek - HM
2025	Doty	Hill City	Rochford	OOOOOOOOO	
2026	North Haines	Wall	Johnson Siding	Interior	Battle Creek - KY
2027	New Underwood	Quinn	Black Hawk	OOOOOOOOO	
2028	Whispering Pines	Rapid Valley	Rockerville	Battle Creek - HW	
2029	Scenic	Silver City	Wasta	Box Elder	
2030	Doty	Hill City	Rochford	Battle Creek - HM	
2031	North Haines	Wall	Johnson Siding	Interior	
2032	New Underwood	Quinn	Black Hawk	Battle Creek - KY	
2033	Whispering Pines	Rapid Valley	Rockerville	OOOOOOOOO	
2034	Scenic	Silver City	Wasta	Box Elder	Battle Creek - HW
2035	Doty	Hill City	Rochford	OOOOOOOOO	
2036	North Haines	Wall	Johnson Siding	Interior	Battle Creek - HM
2037	New Underwood	Quinn	Black Hawk	OOOOOOOOO	
2038	Whispering Pines	Rapid Valley	Rockerville	Battle Creek - KY	
2039	Scenic	Silver City	Wasta	Box Elder	
2040	Doty	Hill City	Rochford	Battle Creek - HW	
2041	North Haines	Wall	Johnson Siding	Interior	