



**SPECIAL CITY COUNCIL MEETING
MEETING AGENDA
SEPTEMBER 15, 2022, AT 7:00 P.M.
Fire Hall-310 W Alden St**

1. Call Meeting to Order
2. Pledge of Allegiance
3. Roll Call
4. Discussion on Fire Department Standard Operating Guidelines
5. Any other Discussion Relating to the Fire Department
6. Adjourn

Adopted: September 17, 2012

Revised: January 22, 2013

Revised: December 7, 2015

Arlington Fire Department

Standard Operating Guidelines

The rules herein contained are not designed to limit any member in the exercise of his/her judgment in taking the action in extraordinary situations that a reasonable person would take. Situations may arise from time to time which cannot be foreseen, and for which no rules or regulations can be provided. It is expected that all members will act at such times with promptness and discretion. It is essential for the efficient conduct of this Department that it be organized on a prearranged, systematic basis as it is in other organizations, whether public or private. Fire extinguishment and Life Safety being the fundamental purpose of this Department's practices in Fire suppression, safety, drills and emergencies is outlined herein under the title, **Standard Operating Guidelines**. Members shall always bear in mind that they are serving the City, even though voluntary and that their conduct and behavior is subject to criticism by the general public to a greater extent than most any other line of work. For this reason the unwritten social rules of good conduct and behavior as practiced by all law-abiding and self-respecting citizens shall be observed at all times by all members of this Department. In any emergency the order of rank/command of the Department shall prevail. Officers shall be based on departmental rank as described below:

FIRE DEPARTMENT OFFICERS:

Chief

1st Assistant Chief

2nd Assistant Chief

Secretary

Treasure

Safety/Training Officer

Safety/Training Officer

REQUIREMENTS OF FIREFIGHTERS

1. All firefighters are required to make a minimum of 25% of calls excluding Skywarn in a fiscal year. (Revised 12/7/15)

2. All firefighters are required to make a minimum of 11 of required drills/training in a fiscal year. *(Revised 12/7/15)*
3. Failure to comply with either #1 or #2 will result in a forfeiture of one year relief benefits. *(Revised 1/22/13)*
4. It is the duty of the Department to meet once each month. The meeting shall be held the last Wednesday of each month at the Fire Hall or such other place designated by a vote of the Department members.
5. Attendance at all meetings will be taken at the beginning of said meeting. Arrival after Treasurer's report is read will not count in attendance.
6. No member shall consume alcoholic beverages during drill or meeting times.
7. No member shall use tobacco in the fire hall and in fire department vehicles.
8. It shall be the duty of each member responding to a fire call or drill call to register with the officers in charges so that activities of members may be kept for Department records.
- 12-7-2015 9. A standard response time to emergency calls is 5 minutes of travel time.
10. Any active Arlington Firefighter that moves out of the city limits of Arlington and cannot adhere to response time of within 5 minutes travel time shall be subjected to the Officer Board of Review.
11. Turn out gear needs to be inspected and washed a minimum of once a year or as needed.

RESPONDING TO EMERGENCY CALLS

1. All firefighters will wear pagers while in Sibley County except when leaving the county such as: going on vacation, out of the County, etc.
2. All firefighters shall respond to all emergency calls whenever possible, obeying all State and Municipal traffic laws. **(SPEED, STOP SIGNS, YIELDING)**
3. All firefighters shall abide by the City of Arlington Drug and Alcohol policy when responding to any call, 0 tolerance for medicals.
4. All firefighters must enter the hall thru the man doors.
5. The driver of every responding unit must know the location of the incident and what type of incident when available, before leaving the station. Use maps provided in each unit for the correct location of streets and avenues.
6. All firefighters (with exception of the Chief) will report to the Fire Station and then respond to the scene with their turnout gear. If you missed all units, call the Officer in Charge for permission to drive your personal vehicle.
7. No firefighter will drive an engine (pumper), unless that person is trained to operate the pump and all other truck operations. This includes all other fire department vehicles that the driver must be trained.
8. No firefighter shall ride on the rear tailboard of any fire truck.
9. When leaving the station responding to a call, all firefighters will be in full turnout gear.

Adopted: September 17, 2012

Revised: January 22, 2013

Revised: December 7, 2015

Revised: April 4, 2016

Revised: November 7, 2016

Revised: January 17, 2017

Revised: November 6, 2017

Revised: December 3, 2018

Revised: March 1, 2021

Arlington Fire Department

Standard Operating Guidelines

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FIRE DEPARTMENT OFFICERS:

Chief

1st Assistant Chief

2nd Assistant Chief

Secretary

Safety/Training Officer

Safety/Training Officer

REQUIREMENTS OF FIREFIGHTERS

1. All firefighters are required to make a minimum of 20% of calls excluding Skywarn in a fiscal year. *(Revised 1/17/17)*
2. All firefighters are required to make a minimum of 11 of required drills/training in a fiscal year. *(Revised 12/7/15)*
3. Any NFPA/OSHA requirements must be completed within 45 days of date completed by the Department. Any extension must be approved by the City Council in order to maintain good standing on the Department. *(Added 12/3/18)*
4. Failure to comply with either #1, #2, or #3 will result in a forfeiture of one year relief benefits and bonus. *(Revised 12/3/18)*
5. It is the duty of the Department to meet once each month. The meeting shall be held the last Wednesday of each month at the Fire Hall or such other place designated by a vote of the Department members.
6. Attendance at all meetings will be taken at the beginning of said meeting. Arrival after Treasurer's report is read will not count in attendance.
7. No member shall consume alcoholic beverages during drill or meeting times.
8. No member shall use tobacco in the fire hall and in fire department vehicles.
9. It shall be the duty of each member responding to a fire call or drill call to register with the officers in charge so that activities of members may be kept for Department records.
10. Turn out gear needs to be inspected at a minimum of once a year, and washed a minimum of twice a year, or as needed. *(Revised 12/3/18)*
11. All firefighters will have their pagers turned on and worn, or have available to hear a page, except when going on vacation, a distance from the County, etc. It is the firefighter's responsibility to make sure that the pager is operational. *(Revised 4/4/16)*

REQUIREMENTS OF PART-TIME VOLUNTEER FIREFIGHTERS *(Section Added 3/1/2021)*

1. Part-time firefighters are at no time eligible for any bonuses. They will be compensated for their time on calls and drills.
2. Part-time firefighters' years of service as a part-time firefighter will not count if in the future they decide to become full-time firefighters. Must be full-time volunteer and be in good standing with the department to qualify for relief retirement.
3. Part-time firefighters are required to make a minimum of 10% of calls excluding Skywarn in a fiscal year.
4. Part-time firefighters are required to make a minimum of 6 drills/training in a year.
5. Part-time firefighters are required to complete any NFPA/OSHA requirements along with any mandatory drills. They can provide paperwork from another fire department to meet these requirements. Paperwork has to be in their file with current year.
6. All other Arlington Fire Department Standard Operating Guidelines apply.
7. City of Arlington Policy and Procedures apply.

ARLINGTON FIRE DEPARTMENT

November 2, 2021 Officer's Meeting Minutes

Chief John Zaske called the meeting to order. 5 members reported for roll. Doug Mackenthun, Keith Dressen, Tom Pomplun, Neil Holmquist and John Zaske.

New Business

- Chief John Zaske mentioned if any changes/suggestions need to be made to SOG's. Discussion about the following.
 - Meeting requirements- Must attend 9 meetings in a fiscal year. Voted on 5 =Yes 0 =No.
 - Facial Hair- Firefighter must comply with OSHA/NFPA guidelines for facial hair. Voted on 5 =Yes 0 =No
 - Apparatus- All units must be refueled and cleaned after each run.
 - Drill/Training- All Firefighters are required to make a minimum of 11 drills of 100% time or 13 drills of 75% drill time, drill/training in a fiscal year to be in good standing. Voted on 5 =Yes 0 =No
- Chief John Zaske asked about Drill attendance. The response was 3 people are low and would have to attend November drill.
- Chief John Zaske asked about Fire call percentages. The response was, 1 person is below as of September 11th. There will be an update this weekend.
- Chief John Zaske mentioned washing of the gear. There are around 7 people that still have to wash their gear.

Submitted by: Secretary, Neil Holmquist

• Chief Doug Mackenthun Asked the department what they wanted to see changed in the SOG's?

- yes*
- Part-time Firefighter should have same amount of training as Full-time Firefighter as in 11 Drills if not on another Fire Department

REQUIREMENTS OF FIREFIGHTERS

- yes*
- #2 Remove 13 drills/training at 75% drill/training; must have excused tardy or early dismissal from officer to receive credit.

• #3 Must attend 6 meetings in a fiscal year, if not met will be subjected to disciplinary action up to/and including termination.

• #7 DELETE

• #9 (add) unless tardiness is prior approved by a Officer

• Any discipline in relation to any of these guidelines will be conducted under the provisions outlined in Section 16 of the City handbook.

Responding to Emergency Calls

- #7 should be PPE not Turnout Gear.

Jon Rose made a motion to accept the changes to the SOG's. Aaron Wisch second the motion. Motion carried.

*2015 Rose ←
try to find
happy medium
could stay need to
get rid of relief*