



WEST VIRGINIA STATE FIRE COMMISSION
REQUIREMENTS FOR WEST VIRGINIA
FIRE DEPARTMENTS

Legal Authority: W.Va. Code § 29-3-9(i) and W.Va. Code of State Rules Title 87, Series 6

Effective Date: October, 22 2014

Duration: This policy is effective until superseded or removed.

Approved: CARL SIZEMORE
Chairman

Date Approved: October 22, 2014

ANTHONY W. CARRICO
State Fire Marshal

Impact of the Amended Policy:

The former “Requirements for Local Fire Departments” is declared null and void. The policy may be removed and replaced with this document. The last amendment to this policy was May 1, 2007.

This policy incorporates the amendments to West Virginia Code of State Rules Title 87, Series 6 relating to certification and evaluation of local fire departments into parent text. Incorporates Title 87, Series 8 provisions regulating volunteer firefighters’ training, equipment and operating standards. Creates consistency in minimum training requirements among paid, combination and volunteer fire departments. Implements a retention period for reports and records. All other direction in this policy remains essentially unchanged.

New Document	Requirements for West Virginia Fire Departments	29 Pages
Superseded Document(s) Effective Date	Requirements for Local Fire Departments May 1, 2007	15 Pages

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STATEMENT OF PURPOSE

These requirements are intended to insure adequate provision of fire protection services to the citizens of West Virginia; to meet the needs and goals set out in W.Va. Code § 29-3-2; and to provide clear direction to Fire Departments in West Virginia.

This document provides the minimum requirements fire departments shall meet for the purpose of organizing their respective operations, personnel, equipment, training and services.

As used in this document the term "shall" indicates a mandatory requirement.

As used in this document the terms "may" or "should" indicate a recommendation or that which is advised and referred to the fire department to address in accordance with the organization's governing documents.

This policy reflects what shall be considered minimum requirements for basic fire protection services. Fire departments shall not only meet these minimal requirements, but should endeavor to surpass them.

SECTION ONE - CLASSIFICATION OF WEST VIRGINIA FIRE DEPARTMENTS

All Fire Departments will be classified. In the event a fire department appears to meet the definition of more than one (1) classification, the State Fire Commission may investigate and determine the appropriate classification for the Fire Department.

1.01. Paid Fire Departments

A "Paid Fire Department" is an organization that provides fire protection services to a specific geographic area and is under the direction of an Authority Having Jurisdiction. "Authority Having Jurisdiction" may be a municipal, county, or local government.

A Paid Fire Department is characterized by having Paid Firefighters. "Paid firefighters" are employees of the Fire Department or the Authority Having Jurisdiction which receive compensation on a regular full-time basis. The employees of this organization may be covered under a Civil Service System such as those provided for W.Va. Code § 8-15-12 or § 7-1-3d.

1.02. Combination Fire Departments

A "Combination Fire Department" is an organization that provides fire protection services to a specific geographical area under the direction of an authority having jurisdiction. "Authority Having Jurisdiction" may be a private corporation, company, public corporation, or municipal, county, state or federal level of government.

A Combination Fire Department is a department where one or more of the firefighters receive compensation for working as a firefighter on a full-time, “per call”, or an hourly basis. In addition to paid firefighters, the department also employs volunteer members.

1.03. Volunteer Fire Departments

A "Volunteer Fire Department" is an organization which provides fire protection services to a specific geographical area under the Authority Having Jurisdiction. The "Authority Having Jurisdiction" may be a private corporation, company, public corporation, or municipal, county, state or federal level of government.

A Volunteer Fire Department is one in which all of the members donate their time without compensation.

1.04. Industrial Fire Brigade

A "Fire Brigade" is a segment of an industry which provides fire protection services to a specific geographical area under the Authority Having Jurisdiction. The "Authority Having Jurisdiction" may be a private corporation, company, public corporation or the federal government.

Fire Brigades are exempt from the requirements of this policy.

1.05. County Fire Prevention Unit

A “County Fire Prevention Unit” shall mean an organization created under the provisions of W.Va. Code § 7-1-3d, which shall provide personnel or other resources to a municipal, volunteer, or other local fire department, pursuant to a valid Memorandum of Understanding between the County Fire Prevention Unit and the organization receiving the assistance.

In order for a Memorandum of Understanding under this section to be valid, it shall contain provisions addressing fire department evaluation and certification. Further, any Memorandum of Understanding must be properly reviewed and approved by the State Fire Commission.

SECTION TWO - FIRE DEPARTMENT ORGANIZATION

The National Fire Protection Association's current National Fire Codes may be used as minimum requirements relating to the organization, management, and operation of a fire department, its apparatus, equipment, personnel and other related activities.

When a problem occurs which has not been addressed in the National Fire Protection Association's National Fire Codes, such problems shall be referred to the West Virginia State Fire Commission for resolution.

The State Fire Commission shall be considered the "Authority Having Jurisdiction" with regard to the following as set forth in W.Va. Code § 29-3-9(i):

- 1) Fire prevention and control;
- 2) Uniform standards of performance, equipment and training;
- 3) Certification;
- 4) Training and education in fire service; and
- 5) The creation, operation and responsibilities of fire departments throughout the state.

2.01. Organizational Documents

Fire Departments shall develop and maintain the following documents within their files for review by the State Fire Commission or any authorized governmental entity:

- A. Constitution (articles of incorporation/municipal charter)
- B. By-laws (organizational structure, responsibilities and overall operations)
- C. Rules and Regulations (day-to-day operational guidelines)

These records shall be retained by the fire department and/or their governing Authority Having Jurisdiction in accordance with *Appendix A- Record Retention*.

2.02. Financial Records

Fire Departments shall maintain a financial accounting record of all receipts and disbursements. Such records shall be maintained for a period prescribed by regulations of the Internal Revenue Service, WV State Tax Department, County Government, Municipal Ordinance, or any other applicable law, rule or regulation.

These records shall be retained by the fire department and/or their governing Authority Having Jurisdiction in accordance with *Appendix A- Record Retention*.

2.03. Membership Records

Fire departments shall maintain a comprehensive record of each member's participation in the activities of the department. Such records may consist of, but not be limited to:

- A. response to emergencies;
- B. participation in training and maintenance of training records;
- C. attendance at business or other meetings;

- D. records of and participation in administrative functions;
- E. response and operation of any EMS-related operations of the department;
- F. other activities that enhance the operational capabilities of the fire department and;
- G. members' emergency medical information.

These records shall be retained by the fire department and/or their governing Authority Having Jurisdiction in accordance with *Appendix A- Record Retention*.

SECTION THREE - ADMINISTRATIVE PROCEDURES

3.01. General Fire Department Information

Fire Departments shall provide an annual listing of number of their members/employees and their classification in accordance with Section One of these Requirements to the State Fire Commission by January 31th of each year.

Changes in any of the following shall be filed with the Office of the State Fire Commission within thirty (30) days of the change: Chief, Fire Department address, telephone number(s) (business and emergency), electronic mail or website information.

Fire Departments shall respond as directed to requests and surveys requested by the State Fire Commission or State Fire Marshal.

These records shall be retained by the fire department and/or their governing Authority Having Jurisdiction in accordance with *Appendix A- Record Retention*.

SECTION FOUR – MEMBERSHIP

4.01. Benefits

Each department shall provide worker's compensation insurance coverage for all members and employees.

4.02. Classification of Fire Personnel

For the purpose of administering this policy, personnel shall be classified according to the following:

- A. "Active members" means an individual that performs the function of fire prevention and suppression, or vehicle and machinery extrications when responding to emergency situations. Depending on the level(s) of training the active member has completed, active members may also perform the tasks and duties of hazardous materials response and

mitigation, technical rescue, emergency medical services and any other duties that a specialized support member may provide if so trained.

B. “Ancillary support member” means any person solely performing support, administrative, or day to day functions for the department. Under no circumstance shall an ancillary member perform any function which requires training for an active member or a specialized support member.

C. “Approved Curriculum” means a curriculum for training approved by the West Virginia State Fire Commission.

D. “Assistant Chief” otherwise known as “Deputy Chief” or as “Battalion Chief” means the second highest fire line officer(s) in charge of the fire department. May take on the responsibilities of the chief in his or her absence. A department may have more than one person filling this position.

E. “Chief” means the highest ranking fire line officer in charge of a fire department.

F. “Department” or “Fire Department” means any fire fighting response organization regulated by the West Virginia State Fire Commission. Department includes a fire company or fire brigade, Provided that: private or corporate fire company or brigades are exempt from this policy.

G. “Firefighter” means any active member of a fire department.

H. “Fire Line Officer” means Chief, Assistant Chief, Deputy Chief, Battalion Chief, and other officers of the fire department usually referred to as line officers (usually referred to as Lieutenant and Captain), the third and fourth highest tiers in ranking in charge of the fire department and may take on the responsibilities of the chief or assistants in those person(s) absence.

I. "Honorary Membership" is a special recognition bestowed upon an individual for reasons determined by the membership of the department, This individual may not participate on a regular basis in the day-to-day operations of the department.

J. “Junior Members” are those individuals who are not less than 16 years of age but less than 18 years of age. Juniors shall not participate in any activity of the department considered to be hazardous. Fire Department Officials shall review State and Federal law as well as the Attorney General's opinion of January 17, 1990 regarding Junior Firefighter participation in the fire department. W.Va. Code § 21-6-2 requires all junior firefighters to complete Firefighter I, or its equivalent, and have the written consent of parent(s) or guardian(s).

K. “Specialized Support Member” means any person responding solely for the purpose of performing emergency medical services, hazardous materials mitigation, or specialized rescue.

L. "Support Members" are individuals who provide ancillary assistance to fire departments and may include search and rescue team members, dive team members, or any other type of special, non-firefighting-related support to the department in support of its scope of operations (such as administrative members who do not respond to fires).

SECTION FIVE - CERTIFICATION AND TRAINING

5.01 National Incident Management System (NIMS)

All firefighters, fire officers and chief officers covered under this policy shall meet or exceed the NIMS training as provided in the current version of “NIMS Guidelines for West Virginia” established by the West Virginia Division of Homeland Security and Emergency Management.

5.02. Volunteer, Combination and County Fire Prevention Unit Firefighter Certification and Training

Volunteer Firefighters certification, training and equipment requirements shall be set forth in the legislative Rule contained in Title 87, Series 8 of the West Virginia Code of State Rules. Combination Departments and County Fire Prevention Units shall satisfy the same requirements therein.

5.03. Paid Firefighter Certification and Training

All firefighters certified by the Fire Commission prior to the effective date of this policy shall remain certified to the level previously granted by the Fire Commission. All paid fire department personnel shall meet the following minimum NIMS, NFPA or State Fire Commission approved equivalent certification levels:

5.03.01 Structural

A. Firefighter:

100% Active Firefighting Personnel must attain 1001 or State Fire Commission approved Firefighter I; approved First Aid/CPR; and Hazardous Materials Awareness

100% Active Firefighting Personnel must attain 1001 or State Fire Commission approved Level II

* Must be completed within three (3) years of date of hire.

B. Fire Officer:

All Company Level Officers must attain 1021 or State Fire Commission approved Fire Officer Level I

All Chief Level Officers must attain 1021 or State Fire Commission approved Fire Officer Level II

- All previous firefighter and fire officer training will be recognized by the State Fire Commission to the level for which it is equivalent. The West Virginia Department of Education or the WVU Fire Service Extension officer will issue certificates of equivalency for purposes of compliance to these requirements only.
- Instructor certification is required by NFPA for national certification at the Fire Officer I and II levels. Instructor certification is not required for Fire Commission approved Fire Officer I and II certification.

C. Driver / Operator:

Operators of paid fire department vehicles shall meet the meet the minimum requirements of the Emergency Vehicle Operations Course. Operators of fire department apparatus should meet the appropriate section of NFPA 1002, or WVSFC approved equivalent for the type of apparatus operated. The purpose of 1002 is to specify the minimum job performance requirements for service as a fire department emergency vehicle driver who is also a pump operator, aerial operator, tiller operator, wildland apparatus operator, aircraft rescue and fire-fighting apparatus operator and/or mobile water supply apparatus operator.

5.03.02. Aircraft/Crash/Rescue

Paid Departments where aircraft/crash/rescue (*Aircraft Rescue and Fire Fighting*) is a primary function should meet the following minimum NFPA levels of personnel certification:

- A. Firefighter: All Active Firefighting Personnel must attain 1003
- B. Fire Officers: All Company Level Officers must attain 1021 Fire Officer Levels I &
- C. All Chief Level Officers must attain 1021 Fire Officer Level III
- D. Chief of the department must attain 1021 Fire Officer Level IV

5.03.03. Staff or Company Level Officers

Paid Fire Departments that have personnel designated as fire inspector, fire investigator should meet the following minimum certification standards:

A. Fire Inspector

All fire department personnel who perform fire inspection duties shall, within 36 months of assignment, meet the requirements of NFPA 1031.

B. Fire Investigator

All fire department personnel who perform fire investigative duties shall complete the Fire/Arson Investigation course from the National Fire Academy, or its equivalent within 36 months of assignment. These personnel should meet the requirements of NFPA 1033.

C. Fire Instructor

All fire department personnel who perform fire instructor duties should meet the requirements of NFPA 1041.

5.02.04. Self Contained Breathing Apparatus (SCBA) Repair Personnel

At least one (1) member in the paid fire department shall be certified as a repair person for SCBA or departments may show evidence of an agreement or contract with, or yearly documentation of yearly testing by a qualified repairman or firm/shop to provide such services.

For the purposes of this Policy, all SCBA equipment used by any department, or any member thereof, shall be positive pressure.

5.02.05 Hazardous Materials

Paid fire department members and officers shall be trained in NFPA Standard No. 472, Professional Competence of Responders to Hazardous Materials Incidents. All Fire Department personnel shall be certified at the Awareness level. Paid fire department personnel that operate at hazardous materials incidents must minimally meet U.S. Environmental Protection Agency and U.S. Occupational Safety and Health Administration requirements for response at the Operations and/or Technicians level.

Additional training should be at the discretion of the fire chief based on possible involvement with hazardous materials incidents unless otherwise directed by federal or state statutes, rules and/or regulations.

These records shall be retained by the fire department and/or their governing Authority Having Jurisdiction in accordance with *Appendix A- Record Retention*.

5.04. *Curriculum Approval*

In order for Volunteer and Combination firefighter training curriculum to be approved by the Fire Commission, the established protocol and procedures must be met as set forth in the “Volunteer Firefighters’ Training, Equipment and Operating Standards” Legislative Rule provided W.Va. Code R. § 87-8-1 *et seq.*

In order for Paid firefighter training curriculum to be approved by the Fire Commission, the training agency must provide the curricula for the proposed course for review and approval. All proposed curricula shall be provided to the Fire Commission Training Committee for consideration to ensure compliance with the correlating NFPA standard. If the curriculum is rejected, a written explanation of the decision shall be provided to the respective training agency.

If the Training Committee approves the curriculum, it shall be forwarded to the full Fire Commission to vote whether to accept or reject the curriculum. The training agency shall be notified of the decision of the Fire Commission along with an effective date by which the training may be offered if approved.

5.06. *Equivalency Requirements*

5.06.01 IFSAC and ProBoard Equivalency.

Individuals holding certification accredited by the International Fire Service Accreditation Congress (IFSAC) or the National Board on Fire Service Professional Qualifications (ProBoard) must comply with the following guidelines:

An IFSAC or ProBoard applicant must complete the appropriate application and attach supporting documentation through either the certification division of West Virginia University Fire Service Extension, or to the West Virginia Department of Education.

The applicant must be a member of a West Virginia State Fire Commission recognized fire department and must have the signature of the Fire Chief in order to request reciprocity.

5.06.02 Non IFSAC or ProBoard Equivalency.

Individuals not holding certification accredited by the International Fire Service Accreditation Congress (IFSAC) or the National Board on Fire Service Professional Qualifications (ProBoard) must comply with the following guidelines:

Applicant must complete the appropriate application and attach supporting documentation through the certification division of West Virginia University Fire Service Extension, or through the West Virginia Department of Education.

The applicant must be a member of a West Virginia State Fire Commission recognized fire department and must have the signature of the Fire Chief in order to request reciprocity.

Applicant must submit documentation of training and testing that complies with each component of the appropriate NFPA Standard for the desired level of certification. Documentation must be dated within the last 5 years.

If documentation is insufficient, applicant must successfully pass a certification written exam with a minimum score of 70% for the desired level of certification and practical skills exam, where applicable.

Applicant must meet the general requirements for certification as outlined by the West Virginia State Fire Commission.

The West Virginia University Fire Service Extension Certification Division or the West Virginia Department of Education will review and verify all documentation. Once documentation has been reviewed and verified to meet the certification criteria, the candidate will be issued reciprocity. If documentation does not meet the certification requirements, the candidate will be denied reciprocity. The candidate would then be required to complete an approved training program and meet all certification requirements including but not limited to, passing written and practical skills certification exams.

5.06.03 Fire Officer I and II Equivalency.

Applicants seeking Fire Officer I/Fire Officer II equivalency shall submit:

A portfolio outlining the certification being sought and associated files containing the Job Performance Requirements which meet the respective NFPA 1021 standard.

A list of all current training and certifications courses which were taken to achieve the equivalent certification.

If the equivalency application is refused or denied, the applicant may apply to the Commission, pursuant to the same process as set forth in W.Va. Code of State Rules Title 87, Series 6, Section 12 seeking a hearing on the merits of the application, and the Commission shall issue a final decision upon the application.

SECTION SIX - OPERATIONAL REQUIREMENTS

6.01. In-House Documents

Fire Departments shall operate in accordance with their Constitution, Bylaws, Rules and/or Regulations.

These records shall be retained by the fire department and/or their governing Authority Having Jurisdiction in accordance with *Appendix A- Record Retention*.

6.02. National Fire Incident Reporting System

The State Code (W.Va. Code § 8-15-3a; §33-3-33) and the State Fire Code (W.Va. Code § 29-3-5; W.Va. Code R. § 87-1-1 et seq.) require every fire department to report fire loss data to the State Fire Marshal's Office. Fire Departments shall report to the State Fire Marshal monthly all fire and non-fire incidents through the National Fire Incident Reporting System.

6.03 Communications

Each fire department shall make provisions for the receipt of alarms and the notification of members of all emergency calls received.

These records shall be retained by the fire department and/or their governing Authority Having Jurisdiction in accordance with *Appendix A- Record Retention*.

6.04. Fire Protection District

In cooperation with bordering department(s), each fire department or county fire association shall prepare a map outlining their "first response" area and submit one (1) copy to the State Fire Commission upon request.

These records shall be retained by the fire department and/or their governing Authority Having Jurisdiction in accordance with *Appendix A- Record Retention*.

6.05. Rating for Fire Insurance Purposes

Fire departments, within their first response areas, shall achieve at least the minimal classification for a municipality or a rural fire protection district as determined by the Insurance Service Office.

6.06. *Public Fire Safety Education Program*

All fire departments in this State shall have a fire safety program to educate the public in prevention and reduction of fire risks. The program should assist the respective community in gaining the knowledge and skills they need to lead safer lives.

SECTION SEVEN - APPARATUS AND EQUIPMENT

7.01. *Vehicle Maintenance*

Each department shall maintain documentation of routine inspections and maintenance for all apparatus and equipment, including emergency repairs. These records shall be maintained by the department and made available, if requested, to an appropriate governmental entity.

These records shall be retained by the fire department and/or their governing Authority Having Jurisdiction in accordance with *Appendix A- Record Retention*.

7.02. *Housing*

Housing for apparatus and equipment shall be of adequate size, heated, and lighted adequately. Each housing facility shall meet the minimum requirements of the State Fire Code.

These records shall be retained by the fire department and/or their governing Authority Having Jurisdiction in accordance with *Appendix A- Record Retention*.

7.03. *National Apparatus Standards*

Apparatus shall meet the National Fire Protection Association (NFPA), National Institute of Occupational Safety and Health (NIOSH), and the Occupational Safety and Health Administration (OSHA) standards applicable at the time of manufacture, as appropriate.

If an apparatus is not capable of transporting the required equipment, as set forth in this Policy, to an emergency scene, a written plan must be kept on file, and be capable of being produced upon demand to the Fire Commission, Fire Marshal, or overseeing governmental agency, setting forth a detailed procedure for transporting all necessary equipment to the emergency scene, which shall be strictly adhered to. The plan not being able to be produced, or the plan not being adhered to is a violation of this standard and may result in revocation of the department's certification.

These records shall be retained by the fire department and/or their governing Authority Having Jurisdiction in accordance with *Appendix A- Record Retention*.

7.04. *Testing*

All fire pumps and hose shall be tested annually for compliance with nationally recognized standards. Records shall be maintained of such tests in accordance with this policy.

These records shall be retained by the fire department and/or their governing Authority Having Jurisdiction in accordance with *Appendix A- Record Retention*.

7.05. *Acquisition and Replacement of Apparatus*

Each department may prepare a long-range program for the purchase and replacement of apparatus and equipment.

These records shall be retained by the fire department and/or their governing Authority Having Jurisdiction in accordance with *Appendix A- Record Retention*.

7.06 *Minimum Equipment and Performance*

Minimum equipment and performance for Volunteer and Combination fire departments must adhere to the provisions set forth in the “Volunteer Firefighters’ Training, Equipment and Operating Standards” Legislative Rule provided in W.Va. Code R. § 87-8-1 *et seq.*

Paid fire department minimum equipment and performance shall meet the listed equipment as defined by apparatus set forth in *Appendix B – Pumper Fire Apparatus, Appendix C – Aerial Fire Apparatus, Appendix D – Mobile Water Supply Fire Apparatus, and Appendix E – Special Service Fire Apparatus.*

These records shall be retained by the fire department and/or their governing Authority Having Jurisdiction in accordance with *Appendix A- Record Retention*.

SECTION EIGHT - MUTUAL AID

Fire Departments shall develop mutual aid agreements with neighboring fire departments. Each fire department shall forward one (1) copy of such agreement and any subsequent changes to the State Fire Commission within thirty (30) days from when agreements are finalized.

If a countywide agreement exists, one (1) plan shall be submitted by the County Organization.

These records shall be retained by the fire department and/or their governing Authority Having Jurisdiction in accordance with *Appendix A- Record Retention*.

SECTION NINE – MISCELLANEOUS

Each fire department should:

- subscribe to and make available to its members at least one (1) nationally recognized professional/technical fire trade publication.
- be an active member in their respective county fire service organization.
- be an active member in at least one of the state fire service organizations.
- be a member of one of the national fire service organizations.

SECTION 10- COMPLIANCE

These requirements are enforced by the West Virginia State Fire Commission, through the West Virginia State Fire Marshal.

Failure to maintain minimum levels of performance in training, equipment maintenance and performance standards in this rule shall make the department subject to removal of its certification, as set forth in W.Va. Code Rules § 87-6-1 et seq.; *Provided* That, except in situations of imminent danger to life or property, upon application, the Commission shall grant a department a 180 day period of correction, which may be extended upon good cause shown, during which the Commission shall assist a fire department in correcting deficiencies noted, facilitating training through West Virginia University or the West Virginia Department of Education, and in working with other involved parties, e.g. county commissions, municipal governments or county fire boards.

APPENDIX A - RECORD RETENTION
RECORD RETENTION PERIOD (In Years)

Fire Management	10
Administrative (Includes policy and procedures, correspondence and memorandums related to levels of administration for employees of all disciplines.)	
Training Standards (Includes policy and procedures, correspondence and memorandums related to levels of training standards for employees of all disciplines.)	
Health and Safety Standards (Includes policy and procedures, correspondence and memorandums related to levels of health and safety standards for employees of all disciplines.)	
Departmental Organization	
Fire Prevention (Includes general related correspondence.)	7
Pre-Plans	
Cooperative Fire Prevention Program	
Presuppression Management	
Fire Suppression	7
Fire Reports (Including NFIRS input data, components of the documentation narrative reports, action plans, maps, fire situation analyses and other records that have long-term value.)	
<u>Option 1</u> : Cutoff or close at end of calendar year in which the report is submitted.	
OR	
<u>Option 2</u> : Individual fire reports may be maintained and transferred to NFIRS.	
Records documenting significant events, actions taken, lessons learned, and other information with long-term value for fire prevention and safety, such as:	
fire narrative and summary reports, final situation analyses, delegation of authority, incident action plans, Fire Behavior Analyst reports, field weather data not captured electronically, news articles and media releases, fire progression and final fire	

perimeter maps, photos and infrareds necessary to document resource impact and lessons learned.

Other records may include those relating to joint operations and/or mutual aid; copies of incident reports and analyses prepared by agencies other than the Incident Management Team or host unit, or other agencies that support management decisions; records documenting significant interactions with communities affected by the incident; and selected reports or notes pertaining to high-level management, entrapment reports and security issues that have not been incorporated into the fire narrative.

Records documenting the administrative and operational actions taken in the management of the incident, such as daily action plans, internal briefings, status summary reports, inspection checklists, unit logs, worksheets, inventories, resource orders, demobilization plans and checkout, cost estimates, agreements, fire behavior messages and forecasts, raw weather data captured elsewhere, safety reports and accident logs, firing plans, individual unit narratives, photos without long-term value, and similar records pertaining to logistics, resources, air operations, safety, and demobilization, which document decisions and activities with near-term importance, claims, payments, and litigation support.

Fleet and Fuel Management (Including mileage logs, fuel purchase receipts, fuel purchase records, vehicle maintenance records, short and long-term fuel purchase agreements

Investigation (Includes general correspondence and records pertaining to types of investigations, procedures, reporting, and directions.) **10**

Investigation Procedures (Includes records pertaining to procedures involving suspect's rights, recording equipment, statement procedures, evidence and other related records.)

Reports (Includes the Law Enforcement Reports, Cooperative Law Enforcement Activity, and Annual Report.

Case Reports (Includes case files containing data which enables reviewing officials and attorneys to access the prosecutive merits of a case to present in court. Investigations related to Arson or explosion incidents, as well as fraud, abuse and misuse by personnel.

Action and Procedures (Includes records and reports pertaining to violation prevention and enforcement, including related activities with Federal, State and local law enforcement agencies.)

Equipment (Includes documents, correspondence, memorandums and other records related to **7**

all equipment.)

Donations (Including bank records, statements, correspondence, purchase agreements, contracts, land surveys, grants, patents, deeds, deed of trust or mortgage, title insurance policy, abstract of title, certificate of title, deed of trusts, or other such related documents.) **10**

Financial Condition (Including bank records, statements, correspondence, purchase agreements, contracts, land surveys, grants, patents, deeds, deed of trust or mortgage, title insurance policy, abstract of title, certificate of title, deed of trusts, or other such related documents.) **10**

Purchases (Including contracts, agreements, statements, correspondence, survey, deeds, condemnation documents where applicable, appeals, other title evidence, and related documents.) **10**

Exchanges (Including correspondence, letters of negotiation, explanatory notes, exchange agreements, proposals, plans, or contracts, appraisals, appeals, objections and related decisions, land descriptions, field examinations, surveys, certificates of possessions, statements of intent, environmental assessments, statements of value and appraisal, statements of disposal, certificates of title or title insurance policy, certifications and proof of publications, and other related documents.) **10**

Partial Land Interests (Includes correspondence evaluations, appraisals, scenic or conservation easements, mineral deeds, documentation of compliance, environmental assessments or statements, mortgages, deeds of trust and vendors liens, leases, and related documents.) **10**

Boundary Modifications (Consummated and unconsummated agreements containing the information which gives background rationale for establishing modifications which include the public's **10**

interest, resources involved, and the intent of agreement.)

Land Transfers (Consummated and unconsummated case files which contain analyses of land transfer or Interchange proposals; related correspondence; environmental analyses; related correspondence; environmental analyses, reservoir projects; public domain and government property; copies of authorizing documents of transfers or interchanges.) **10**

Construction and Use Agreements and Supplements (Case files pertaining to road right-of-way construction and use agreements with other landowners or land administering agencies for joint development and use of roads and road systems. Includes supplements to the agreement, correspondence, and related documents.) **10**

Sales and Grants (Includes correspondence, maps, environmental assessments, deeds, appraisals, grants, certified letters, affidavits, land classification studies and maps, bills of sale, tax assessment records, sale notices, notices of award, appeals, and related documents.) **10**

Landownership Status (Correspondence concerning the status of lands.) **10**

Electronic Data **3**

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. This also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

Copies that have no further administrative value after the recordkeeping copy is made. This includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

APPENDIX B - PUMPER FIRE APPARATUS

Ladders. The following fire department ground ladders shall be carried on the apparatus:

- (1) One straight ladder equipped with roof hooks
- (2) One extension ladder
- (3) One folding ladder

Stepladders and other types of multipurpose ladders meeting ANSI A14.2, Ladders — Portable Metal — Safety Requirements, or ANSI A14.5, Ladders — Portable Reinforced Plastic — Safety Requirements, with duty ratings of Type 1A or 1AA shall be permitted to be substituted for the folding ladder required in 5.7.1.2(3).

Fire Hose and Nozzles. The following fire hose and nozzles shall be carried on the apparatus:

- (1) 800 ft (240 m) of 2½ in. (65 mm) or larger fire hose
- (2) 400 ft (120 m) of 1½ in. (38 mm), 1¾ in. (45 mm), or 2 in. (52 mm) fire hose
- (3) One handline nozzle, 200 gpm (750 L/min) minimum
- (4) Two handline nozzles, 95 gpm (360 L/min) minimum
- (5) One playpipe with shutoff and 1 in. (25 mm), 1 in. (29 mm), and 1¼ in. (32 mm) tips

The following additional equipment shall be carried on the apparatus:

- (1) One 6 lb (2.7 kg) flathead axe mounted in a bracket fastened to the apparatus
- (2) One 6 lb (2.7 kg) pickhead axe mounted in a bracket fastened to the apparatus
- (3) One 6 ft (2 m) pike pole or plaster hook mounted in a bracket fastened to the apparatus
- (4) One 8 ft (2.4 m) or longer pike pole mounted in a bracket fastened to the apparatus
- (5) Two portable hand lights mounted in brackets fastened to the apparatus
- (6) One approved dry chemical portable fire extinguisher with a minimum 80-B:C rating mounted in a bracket fastened to the apparatus
- (7) One 2½ gal (9.5 L) or larger water extinguisher mounted in a bracket fastened to the apparatus
- (8) One self-contained breathing apparatus (SCBA) complying with NFPA 1981, Standard on Open-Circuit Self-Contained Breathing Apparatus (SCBA) for Emergency Services, for each assigned seating position, but not fewer than four, mounted in brackets fastened to the apparatus or stored in containers supplied by the SCBA manufacturer
- (9) One spare SCBA cylinder for each SCBA carried, each mounted in a bracket fastened to the apparatus or stored in a specially designed storage space
- (10) One first aid kit
- (11) Four combination spanner wrenches mounted in brackets fastened to the apparatus
- (12) Two hydrant wrenches mounted in brackets fastened to the apparatus

- (13) One double female 2½ in. (65 mm) adapter with National Hose (NH) threads, mounted in a bracket fastened to the apparatus
- (14) One double male 2½ in. (65 mm) adapter with NH threads, mounted in a bracket fastened to the apparatus
- (15) One rubber mallet, suitable for use on suction hose connections, mounted in a bracket fastened to the apparatus
- (16) Two salvage covers each a minimum size of 12 ft × 14 ft (3.7 m × 4.3 m)
- (17) Two or more wheel chocks, mounted in readily accessible locations, that together will hold the apparatus, when loaded to its GVWR or GCWR, on a hard surface with a 20 percent grade with the transmission in neutral and the parking brake released
- (18) One traffic vest for each seating position, each vest to comply with ANSI/ISEA 207, Standard for High-Visibility Public Safety Vests, and have a five-point breakaway feature that includes two at the shoulders, two at the sides, and one at the front
- (19) One automatic external defibrillator (AED)

It is recommended that the following be carried on the apparatus:

A: Five fluorescent orange traffic cones not less than 28 in. (711 mm) in height, each equipped with a 6 in. (152 mm) retroreflective white band no more than 4 in. (102 mm) from the top of the cone, and an additional 4 in. (102 mm) retroreflective white band 2 in. (51 mm) below the 6 in. (152 mm) band

B: Five illuminated warning devices such as highway flares, unless the five fluorescent orange traffic cones have illuminating capabilities

*** If the supply hose carried does not use sexless couplings, an additional double female adapter and double male adapter, sized to fit the supply hose carried, shall be carried mounted in brackets fastened to the apparatus.

*** If none of the pump intakes are valved, a hose appliance that is equipped with one or more gated intakes with female swivel connection(s) compatible with the supply hose used on one side and a swivel connection with pump intake threads on the other side shall be carried. Any intake connection larger than 3 in. (75 mm) shall include a pressure relief device.

*** If the pumper is equipped with an aerial device with a permanently mounted ladder, four ladder belts meeting the requirements of NFPA 1983, Standard on Life Safety Rope and Equipment for Emergency Services, shall be provided.

*** If the apparatus does not have a 2½ in. intake with NH threads, an adapter from 2½ in. NH female to a pump intake shall be carried, mounted in a bracket fastened to the apparatus if not already mounted directly to the intake.

*** If the supply hose carried has other than 2½ in. NH threads, adapters shall be carried to allow feeding the supply hose from a 2½ in. NH thread male discharge and to allow the hose to connect to a 2½ in. NH female intake, mounted in brackets fastened to the apparatus if not already mounted directly to the discharge or intake.

APPENDIX C - AERIAL FIRE APPARATUS

Ground Ladders. As a minimum, the following types of ladders shall be provided:

- (1) One folding ladder
- (2) Two straight ladders (with folding roof hooks)
- (3) Two extension ladders

Stepladders and other types of multipurpose ladders meeting ANSI A14.2, Ladders — Portable Metal — Safety Requirements, or ANSI A14.5, Ladders — Portable Reinforced Plastic — Safety Requirements, with duty ratings of Type 1A or 1AA shall be permitted to be substituted for the folding ladder

Aerial fire apparatus shall be equipped with at least the following equipment:

- (1) Two 6 lb (2.7 kg) flathead axes mounted in brackets fastened to the apparatus
- (2) Three 6 lb (2.7 kg) pickhead axes mounted in brackets fastened to the apparatus
- (3) Four pike poles mounted in brackets fastened to the apparatus
- (4) Two 3 ft to 4 ft (1 m to 1.2 m) plaster hooks with D handles mounted in brackets fastened to the apparatus
- (5) Two crowbars mounted in brackets fastened to the apparatus
- (6) Two claw tools mounted in brackets fastened to the apparatus
- (7) Two 12 lb (5 kg) sledgehammers mounted in brackets fastened to the apparatus
- (8) Four portable hand lights mounted in brackets fastened to the apparatus
- (9) One approved dry chemical portable fire extinguisher with a minimum 80-B:C rating mounted in a bracket fastened to the apparatus
- (10) One 2½ gal (9.5 L) or larger water extinguisher mounted in a bracket fastened to the apparatus
- (11) One SCBA complying with NFPA 1981, Standard on Open-Circuit Self-Contained Breathing Apparatus (SCBA) for Emergency Services, for each assigned seating position, but not fewer than four, mounted in brackets fastened to the apparatus or stored in containers supplied by the SCBA manufacturer
- (12) One spare SCBA cylinder for each SCBA carried, each mounted in a bracket fastened to the apparatus or stored in a specially designed storage space(s)
- (13) One first aid kit
- (14) Six salvage covers, each a minimum size of 12 ft × 18 ft (3.6 m × 5.5 m)
- (15) Four combination spanner wrenches mounted in brackets fastened to the apparatus
- (16) Two scoop shovels mounted in brackets fastened to the apparatus
- (17) One pair of bolt cutters, 24 in. (0.6 m) minimum, mounted in a bracket fastened to the apparatus
- (18) Four ladder belts meeting the requirements of NFPA 1983, Standard on Life Safety Rope and Equipment for Emergency Services
- (19) One 150 ft (45 m) light-use life safety rope meeting the requirements of NFPA 1983
- (20) One 150 ft (45 m) general-use life safety rope meeting the requirements of NFPA 1983

- (21) Two 150 ft (45 m) utility ropes having a breaking strength of at least 5000 lb (2300 kg)
- (22) One box of tools to include the following:
 - (a) One hacksaw with three blades
 - (b) One keyhole saw
 - (c) One 12 in. (0.3 m) pipe wrench
 - (d) One 24 in. (0.6 m) pipe wrench
 - (e) One ballpeen hammer
 - (f) One pair of tin snips
 - (g) One pair of pliers
 - (h) One pair of lineman's pliers
 - (i) Assorted types and sizes of screwdrivers
 - (j) Assorted adjustable wrenches
 - (k) Assorted combination wrenches
- (23) Two or more wheel chocks, mounted in readily accessible locations, that together will hold the apparatus, when loaded to its GVWR or GCWR, on a hard surface with a 20 percent grade with the transmission in neutral and the parking brake released
- (24) One traffic vest for each seating position, each vest to comply with ANSI/ISEA 207, Standard for High-Visibility Public Safety Vests, and have a five-point breakaway feature that includes two at the shoulders, two at the sides, and one at the front
- (25) One automatic external defibrillator (AED)

If the aerial fire apparatus is equipped with a fire pump, the following shall apply.

The following equipment shall be provided:

- (1) One double female 2½ in. (65 mm) adapter with National Hose (NH) threads, mounted in a bracket fastened to the apparatus
- (2) One double male 2½ in. (65 mm) adapter with NH threads, mounted in a bracket fastened to the apparatus
- (3) One rubber mallet, for use on suction hose connections, mounted in a bracket fastened to the apparatus
- (4) Two hydrant wrenches mounted in brackets fastened to the apparatus

*** The supply hose carried does not use sexless couplings, an additional double female adapter and double male adapter, sized to fit the supply hose carried, shall be carried mounted in brackets fastened to the apparatus.

*** If none of the pump intakes are valved, a hose appliance that is equipped with one or more gated intakes with female swivel connection(s) compatible with the supply hose used on one side and a swivel connection with pump intake threads on the other side shall be carried. Any intake connection larger than 3 in. (75 mm) shall include a pressure relief device that meets the requirements of 16.6.6.

*** If the apparatus does not have a 2½ in. intake with NH threads, an adapter from 2½ in. NH female to a pump intake shall be carried, mounted in a bracket fastened to the apparatus if not already mounted directly to the intake.

*** If the supply hose carried has other than 2½ in. NH threads, adapters shall be carried to allow feeding the supply hose from a 2½ in. NH thread male discharge and to allow the hose to connect to a 2½ in. NH female intake, mounted in brackets fastened to the apparatus if not already mounted directly to the discharge or intake.

It is recommended that the following be carried on the apparatus:

Five fluorescent orange traffic cones not less than 28 in. (711 mm) in height, each equipped with a 6 in. (152 mm) retroreflective white band no more than 4 in. (102 mm) from the top of the cone, and an additional 4 in. (102 mm) retroreflective white band 2 in. (51 mm) below the 6 in. (152 mm) band

Five illuminated warning devices such as highway flares, unless the five fluorescent orange traffic cones have illuminating capabilities

APPENDIX D - MOBILE WATER SUPPLY FIRE APPARATUS

Required Equipment. The following fire hose and nozzles shall be carried on the apparatus:

The mobile water supply apparatus shall be equipped with at least 200 ft (60 m) of 2½ in. (65 mm) or larger fire hose.

If the mobile water supply apparatus is equipped with a fire pump, the following shall be provided:

(1) 400 ft (120 m) of 1½ in. (38 mm), 1¾ in. (45 mm), or 2 in. (52 mm) fire hose

(2) Two handline nozzles, 95 gpm (360 L/min) minimum

One 6 lb (2.7 kg) flathead or pickhead axe mounted in a bracket fastened to the apparatus

(One 6 ft (2 m) or longer pike pole or plaster hook mounted in a bracket fastened to the apparatus

Two portable hand lights mounted in brackets fastened to the apparatus

One approved dry chemical portable fire extinguisher with a minimum 80-B:C rating mounted in a bracket fastened to the apparatus

One 2½ gal (9.5 L) or larger water extinguisher mounted in a bracket fastened to the apparatus

One SCBA complying with NFPA 1981, Standard on Open-Circuit Self-Contained Breathing Apparatus (SCBA) for Emergency Services, for each assigned seating position, but not fewer than two, mounted in brackets fastened to the apparatus or stored in containers supplied by the SCBA manufacturer

(One spare SCBA cylinder for each SCBA carried, each mounted in a bracket fastened to the apparatus or stored in a specially designed storage space(s)

One first aid kit

Two combination spanner wrenches mounted in a bracket fastened to the apparatus

One hydrant wrench mounted in a bracket fastened to the apparatus

One double female adapter, sized to fit 2½ in. (65 mm) or larger fire hose, mounted in a bracket fastened to the apparatus

One double male adapter, sized to fit 2½ in. (65 mm) or larger fire hose, mounted in a bracket fastened to the apparatus

Two or more wheel chocks, mounted in readily accessible locations, that together will hold the apparatus, when loaded to its GVWR or GCWR, on a hard surface with a 20 percent grade with the transmission in neutral and the parking brake released

One traffic vest for each seating position, each vest to comply with ANSI/ISEA 207, Standard for High-Visibility Public Safety Vests, and have a five-point breakaway feature that includes two at the shoulders, two at the sides, and one at the front

One automatic external defibrillator (AED)

It is recommended that the following be carried on the apparatus:

Five fluorescent orange traffic cones not less than 28 in. (711 mm) in height, each equipped with a 6 in. (152 mm) retroreflective white band no more than 4 in. (102

mm) from the top of the cone, and an additional 4 in. (102 mm) retroreflective white band 2 in. (51 mm) below the 6 in. (152 mm) band

Five illuminated warning devices such as highway flares, unless the five fluorescent orange traffic cones have illuminating capabilities

*** If the mobile water supply apparatus is equipped with a fire pump and none of the pump intakes are valved, a hose appliance that is equipped with one or more gated intakes with female swivel connection(s) compatible with the supply hose used on one side and a swivel connection with pump intake threads on the other side shall be carried. Any intake connection larger than 3 in. (75 mm) shall include a pressure relief device.

*** If the mobile water supply apparatus is equipped with a fire pump, a rubber mallet for use on suction hose connections shall be carried in a bracket fastened to the apparatus.

*** If the apparatus does not have a 2½ in. intake with NH threads, an adapter from 2½ in. NH female to a pump intake shall be carried, mounted in a bracket fastened to the apparatus if not already mounted directly to the intake.

*** If the supply hose carried has other than 2½ in. NH threads, adapters shall be carried to allow feeding the supply hose from a 2½ in. NH thread male discharge and to allow the hose to connect to a 2½ in. NH female intake, mounted in brackets fastened to the apparatus if not already mounted directly to the discharge or intake.

APPENDIX E - SPECIAL SERVICE FIRE APPARATUS

The following equipment shall be carried on the apparatus:

- (1) Two portable hand lights mounted in brackets fastened to the apparatus
- (2) One approved dry chemical portable fire extinguisher with a minimum 80-B:C rating mounted in a bracket fastened to the apparatus
- (3) One 2½ gal (9.5 L) or larger water extinguisher mounted in a bracket fastened to the apparatus
- (4) One SCBA complying with NFPA 1981, Standard on Open-Circuit Self-Contained Breathing Apparatus (SCBA) for Emergency Services, for each assigned seating position, but not fewer than two, mounted in brackets fastened to the apparatus or stored in containers supplied by the SCBA manufacturer
- (5) One spare SCBA cylinder for each SCBA carried, each mounted in a bracket fastened to the apparatus or stored in a specially designed storage space(s)
- (6) One first aid kit
- (7) Two or more wheel chocks, mounted in readily accessible locations, that together will hold the apparatus, when loaded to its GVWR or GCWR, on a hard surface with a 20 percent grade with the transmission in neutral and the parking brake released
- (8) One traffic vest for each seating position, each vest to comply with ANSI/ISEA 207, Standard for High-Visibility Public Safety Vests, and have a five-point breakaway feature that includes two at the shoulders, two at the sides, and one at the front
- (9) One automatic external defibrillator (AED)

It is recommended that the following be carried on the apparatus:

Five fluorescent orange traffic cones not less than 28 in. (711 mm) in height, each equipped with a 6 in. (152 mm) retroreflective white band no more than 4 in. (102 mm) from the top of the cone, and an additional 4 in. (102 mm) retroreflective white band 2 in. (51 mm) below the 6 in. (152 mm) band

Five illuminated warning devices such as highway flares, unless the five fluorescent orange traffic cones have illuminating capabilities