

CANYON CREEK RURAL FIRE DISTRICT

Standard Operating Guidelines (SOG's) Volunteer Fire Company





Canyon Creek Rural Fire District (CCRFD) Policies and Standard Operating Guidelines (SOG's) Volunteer Fire Company

The Board of Trustees and the Volunteer Fire Company members have developed these policies and standard operating guidelines (SOG's) as a supplement to the District By-Laws regarding the daily operations of the Volunteer Fire Company which supports the community.

DEFINITIONS

- a) "District" or "CCRFD" shall mean the Canyon Creek Rural Fire District
- b) "Board" shall mean the Canyon Creek Rural Fire District, elected or duly appointed Board of Trustees
- c) "Commissioners" shall mean the Board of County Commissioners of Lewis and Clark County
- d) "Volunteer Fire Company" (aka the Fire Company) shall mean an organization of volunteer firefighters created under the authority of the Board of Trustees
- e) "Fiscal year" shall mean the 12-month period that begins on July 1 and ends on June 30 thereafter
- f) "Incident" shall mean any event for which the Fire Company is officially dispatched to provide emergency medical service, firefighting services, structure protection services, or other appropriate services directed by the Chief or an Incident Commander

MINIMUM MEMBERSHIP REQUIREMENTS

Volunteer Firefighters and EMS Personnel shall:

- 1. Be at least eighteen (18) years of age
- 2. Possess and maintain a valid State of Montana driver's license
- 3. Not have a criminal record that rises to the level of a felony
- 4. Agree and adhere to CCRFD SOG's and SOP's

RESIDENCY REQUIREMENTS

Members must reside within the current legally established District boundaries, except that an applicant or member may be granted a waiver of this requirement if approved by the Board.

APPLICATION FOR MEMBERSHIP

- 1. Applications for membership may be obtained from any Fire Company or Board member.
- 2. Upon meeting the Residency Requirements, a completed, dated and signed application for membership form must be submitted to the Fire Chief (the Chief) along with a photocopy of the applicant's current valid driver's license and the signed membership waiver consent form for a criminal and driving background check. The applicant will also receive a copy of the Standard Operating Guidelines and membership waiver consent form regarding HIPAA, to be signed.
- 3. The Chief or his designee will perform a criminal and driving background check. The Chief or his designee will notify the applicant within 30 days of the status of their application regarding the criminal and driving background checks.
- 4. Applicants or prospective applicants are encouraged to observe a Fire Company training meeting and/or board meeting for the purpose of mutually acquainting themselves with the Fire Company and board members and procedures.

FIRE COMPANY MEETINGS

1. Training and/or business meetings of the Fire Company are scheduled twice monthly at the CCRFD fire station and/or any other dates, times, and places as deemed necessary and announced by the Chief or Officer(s).
2. All Fire Company training and/or business meetings are open to the public, as long as the public in attendance:
 - a. adhere to BYLAWS SEC.117 – Use of District Buildings, Equipment and Grounds;
 - b. does not interfere with the planned training; and
 - c. does not disrupt the fire district volunteers and/or operations.
3. Members, applicants, or other individuals appearing for training or to observe a training session will not be placed in any unreasonable situation that would compromise their safety.

MEMBERSHIP CONFIRMATION PROCEDURE

Since this Fire Company must operate as a team to protect the life and safety of each member while fulfilling its MISSION, therefore:

1. Upon verification of the minimum membership requirements, residency requirements, and clearance on the criminal and driving background checks, the applicants will be interviewed by a committee comprised of the chief, assistant chief and the chairman of the trustees. That committee will make a recommendation of acceptance to the rest of the membership of the active Fire Company members at the next scheduled training/business meeting for a confirmation vote.
2. The application will be reviewed by the active and probationary Fire Company members who will discuss with the applicant any specific questions regarding information in the application, their prior training and experience, any physical limitations, or about their interest in becoming a voluntary member of the Fire Company in compliance with the district by-laws and SOG's. An applicant may submit written or verbal statements about their interest, qualifications or any other information they believe to be pertinent to the confirmation process.
3. The active and probationary membership shall conduct a confirmation vote on the applicant. A minimum of 50% of the current active and probationary Fire Company members must be present to conduct a confirmation vote. Three negative votes will deny confirmation of the applicant. If confirmed by the active and probationary Fire Company members, the applicant will immediately begin a probationary period as outlined below.
4. If a confirmation is denied by the vote of the active and probationary Fire Company members, the applicant may appeal the decision to the Board by written notice delivered to the Chairperson of the Board within 30 days of the vote. The Board will hear the appeal at their next regular scheduled board meeting.
5. On appeal, the Board shall vote whether to accept or deny an applicant by a majority vote of a quorum of the Board.

PROBATIONARY PERIOD

1. New members shall serve a probationary period of up to six (6) months. Any part of the period may be waived by the Board upon recommendation of the Chief based on the applicant's prior training and/or experience.
2. The Chief or his/her designated active Volunteer Fire Company member will supervise the probationary member and serve as a mentor.
3. During this period a probationary member shall attend all scheduled training sessions and as many incident calls as possible as well as Fire Fighter 1 course, and Wildland 1 and 2 courses, if available. The probationary member will be issued personal protective equipment (PPE) and other related District owned equipment that will be documented.

4. The probationary member must complete a Fire Company orientation including training on all fire apparatus and vehicles, familiarization with the District By-laws, the Fire Companies Standard Operating Guidelines, and the location of water supplies, roads, landmarks, public buildings and residences in the Fire District and Firefighter 1 Course.
5. Upon completion of the probationary period, the Chief will prepare a summary report of the probationary member's level of training based on a performance standard and upon integration with the other members, and present the probationary member to the Board for consideration of full active membership. The Board will decide whether to accept or deny full membership based on a majority vote of a quorum of the board.

Probationary members shall not:

- 1) Be authorized to drive Fire District equipment without supervision.
- 2) Have access to the fire station and equipment without approval of the chief.

MEMBERSHIP DUTIES

1. Each member shall perform his/her full duty with pride and respect for all members of the Fire Company and for the residents of the Fire District community and other areas served.
2. To reach and maintain an acceptable level of competency to achieve the MISSION of the Fire Company and to remain an active member... each active member of the Fire Company will complete a minimum of 30 hours of training per fiscal year. Additional training opportunities will be supported by the board to enhance an active or probationary member's skills and knowledge both within and outside of the district.
3. Each member must attend all scheduled training meetings unless the meetings conflict with work, family or emergency matters and shall contact the Chief if not able to make the scheduled training.
4. Each member will be advised that to qualify for Public Employees Retirement System (PERS) under the Volunteer Firefighters Compensation Act (VFCA) retirement benefits they must participate in a minimum of 30 hours of training per fiscal year.
5. To ascertain whether each member has achieved and maintains an acceptable level of competency to contribute to the Fire Company team, the Chief will conduct periodic (but not less than once per fiscal year) reviews of each member's fulfillment of these DUTIES, including driving proficiency.
6. A member found lacking in fulfillment of these DUTIES is at risk of losing his/her status as a full active member and will be counseled by the Chief with the aim of correcting the issues causing the risk. If the issues cannot be corrected to the satisfaction of the Chief and the Board, the member will be asked to consider a leave of absence or resign his/her membership and the Board will have full discretion.
7. If a member resigns with or without a letter of resignation, they may re-apply within one (1) year. They would have to start out with the same requirements as a new member including application, background checks, trainings and Fire Fighter 1. If a member needs to make a leave of absence for military duty or personal reasons, there is not a time limit, however, ongoing communication with the chief must be maintained and at the time of reinstatement, the member will need to make up missed material to show qualification. If a member has been suspended for conduct, they will need to reapply as a member and go before the Fire Company and the Trustees separately to present their case for assignment to the Company. That person will go through the same training, etc. as a new member.

REVIEW COMMITTEE ON FIRE COMPANY MEMBERS PERFORMANCE OR ACTIONS

1. The board may appoint a review committee to discuss an active fire company member's performance or actions brought forth by the Fire Chief or a trustee of the Board.

2. The Board will appoint a review committee that may consist of the Chief, the Assistant Chief, the Board Chairperson, one trustee and two members of the Fire Company. The Review Committee meetings will be chaired by the Board Chairperson or a designated trustee.
3. If the issue is dealing with personnel issues, the Review Committee may close a review committee meeting that follows MCA 2-3-203. The Review Committee meeting will take place within 30 days of the selection of the Review Committee by the board.
4. The Review Committee shall consider documentation on any matter relating to alleged misconduct or failure to perform any duty outlined by the District by-laws and these SOG's.
The Review Committee will take appropriate remedial action up to and including membership termination with the recommendations to the Board for approval or denial based on a majority vote of a quorum of the board.
5. If any member of the Review Committee is the subject of the personnel matter to be considered, he/she will excuse himself/herself from being involved with the Review Committee.
6. member removed from membership will not be allowed to re-join the Fire Company.

FIRE CHIEF APPOINTMENT

The intention is to allow for a process of promotion within the active volunteers before assistance from the Trustees to appoint internally and/or advertise externally.

1. When a vacancy occurs, the Fire Company shall fill the vacancy by special election at any appropriate Fire Company training/business meeting. Once completed, the Fire Company will inform the Trustees and request a Board vote to ratify.
2. At the next scheduled public board meeting, the Trustees will vote upon the Fire Chief nominee and may elect to provide special parameters to the duties of the Chief or Assistant Chief dependent upon their level of training and experience.
3. If the Fire Company is unable to make an internal decision, the Board shall:
 - Appoint a Fire Chief for an interim period of time; and/or
 - Accept applications, interview and test those desiring appointment as Chief
4. The Board shall ratify again the newly appointed Fire Chief at or about six (6) months from appointment.

FIRE COMPANY OFFICERS AND APPOINTMENTS

Fire Chief, Assistant Fire Chief and Captain(s) are considered Line Officers and as such have descending authority over incident command and operations of the Fire Company.

Fire Chief appoints Line Officers:

1. Assistant Chief
2. Captain(s)
3. EMS Coordinator / Safety Officer (who must hold a minimum state medical license of Emergency Medical Responder to represent the District for external purposes)

Members may hold more than one position at a time. All positions need not be filled at all times. Job descriptions are included below and are to be used as guidelines to help select candidates best qualified for the elected positions.

PERSONNEL

1. The Canyon Creek Rural Fire District (CCRFD) shall provide an equal opportunity for volunteer membership, without discrimination, to all people regardless of race, color, creed, religion, national origin, political affiliation, sex, sexual preference, marital status, or any factor not directly related to the essential functions of the District or Fire Company. Sexual harassment is a form of discrimination.
2. The Fire Company members and the Board will respect the individual's right to privacy under the Health Insurance Portability and Accountability Act (HIPAA).
3. Members will not use their status in the CCRFD for personal financial gain.
4. Unauthorized use of Fire District equipment, property, or structures is not allowed without expressed written consent from the Board and agreed upon terms by the Chief.

SPECIAL REQUIREMENTS PLACED ON MEMBERS

1. Members must immediately notify the Chief if they are charged with a DUI or with a felony.
2. The Chief will immediately report the notification to the Board Chairperson to determine if a special Board meeting is needed for the Board to consider whether any immediate remedial action or restriction of activity is needed. If no special Board meeting is called, the matter will go on the agenda for consideration at the next regular schedule Board meeting.
3. Members who lose their Montana driver's license for any reason are not allowed to drive Fire District vehicles until proof of re-instatement of the license is presented to the Chief.
4. Members convicted of a felony will immediately be dismissed from the Fire Company

FIRE COMPANY MEMBER DUTIES AND RESPONSIBILITIES

FIRE CHIEF:

The Chief is appointed by the board and reports directly to the Board. The Chief will oversee the day to day fire company operations, preparedness and readiness of the districts equipment for fire suppression, fire prevention, and training of the volunteer membership. The Chief will oversee all medical personnel and activities of a District or Multi-District Medical Quick Response Unit.

Establish command and control of incident operations and personnel utilizing the Incident Command System (ICS) under the National Incident Management System (NIMS), along with established protocols with mutual aid resources.

Exercises direct supervision over all volunteer membership at incident operations.

Examples of Important and Essential Duties:

1. Train, motivate and evaluate the volunteer membership to meet training standards, provide or coordinate training to correct deficiencies; implement discipline and termination procedures in accordance with the policies stated above.
2. Participate with the Board in the development and administration of the district budget. Ensure proper maintenance and availability of equipment, apparatus, buildings, pre-plan response guidelines and district mapping, along with other facilities for incident operations, fire prevention and training programs.
3. Respond to incidents when available and personally direct incident operations as necessary.
4. Provide input and direct fire prevention programs at the local school, community outreach programs relating to the wildland/urban interface areas within the district boundaries.
5. Provide input and direction regarding any subdivision reviews as requested by the Lewis and Clark County Planning Department working directly with the Board.

6. Direct and participate in the research of alternative approaches to fire suppression, hazardous material handling, fire and life safety code, and emergency programs.
7. Direct emergency medical services provided by the Fire Company in cooperation with the local ambulance service and the service manager for EMS.
8. Attend or designate the assistant chief or another officer to attend the monthly meetings of the Lewis & Clark County Rural Fire Council.
9. Attend the meetings of the Board and provide a report of all emergency incidents; keep the Board advised of all equipment maintenance and any issues pertaining to apparatus, vehicles and buildings; report any necessary training needs or personnel issues.
10. Assure that appropriate, complete incident response records are promptly created and stored and that NFIRS forms are submitted to the State Fire Marshal's office and any medical reports required to the EMS Bureau for the State of Montana.
11. Learn local geography including the location of water sources and hydrants and the major fire hazards.
12. Conduct periodic reviews of each member's competency to achieve the mission of the fire company, including driving proficiency, as outlined in item 1 under DUTIES above.
13. Maintain accurate records related to fire losses, inspections, investigations and fire deaths and injuries, not limited to but including:
14. The chief is in charge of all fire investigations and must maintain a secure scene with fire members until the Deputy State Fire Marshal is on scene. The chief is responsible for writing the investigation report with the help of the Deputy Fire Marshal per Montana State Law 50-63-2002 and 50-63-201.
15. The chief must report all training records to PERS for all approved fire members and to the Board of Trustees yearly.
16. Maintain accurate membership records.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience in responsible fire suppression and prevention experience including management and supervisory experience.

ASSISTANT FIRE CHIEF:

General Description:

The Assistant Chief reports to the Chief to oversee the fire ground operations, preparedness and readiness of the district equipment regarding fire suppression, fire prevention and training of the volunteer membership as delegated by the Chief. In the absence of the Fire Chief, the Assistant Chief will assume the roles of the Fire Chief.

In the absence of the Chief:

1. Establish command and control of incident operations and personnel utilizing the Incident Command System (ICS) under the National Incident Management System (NIMS), along with established protocols with mutual aid resources.
2. Exercise direct supervision over the volunteer membership personnel as directed by the Chief, or in the absence of the Chief.

Examples of Important and Essential Duties –

Assist in the management and supervision of all fire prevention, suppression operations, EMS services and activities; assist in the planning, organizing, directing and reviewing of the activities of firefighting personnel.

Ability to:

1. Learn local geography including the location of water sources and hydrants and the major fire hazards of the community.
2. Prepare clear and concise incident response forms as described in #10 under Chief's examples.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying if first approved by the Chief. A typical way to obtain the knowledge, skills and abilities would be:

Experience in responsible fire suppression and prevention experience including management and supervisory experience. Fire Chief must hold a minimum state medical license of Emergency medical Responder.

VOLUNTEER FIRE COMPANY MEMBERS

General Description:

At the direction of the Chief or designated officer, members operate district firefighting apparatus and respond to emergency calls involving accident, fire, medical and/or rescue situations or hazardous materials incidents; performs safe fire suppression activities at incident scene; performs fire station and equipment readiness after all incidents, training, and prevention activities. Attend a minimum 30 hours of training sessions as outlined in MEMBERSHIP DUTIES above.

Experience and Training Guidelines:

Any combination equivalent to 30 hours per calendar year can be attained by attending CCRFD sponsored trainings or attending training from any other Lewis and Clark County Fire Department with Chief approval. Training hours can also be met through volunteer hours working on station or apparatus owned by CCRFD, time spent on fire lines or through EMS response with Chief approval. In order to qualify for PERS, all 30 hours must be through Fire training. EMS training does not count. All fire fighters must take Fire Fighter 1 within two (2) years of joining CCRFD. All Wildland firefighters must have attended updated Standards of Survival each calendar year. Once every ten years, ALL volunteers must re-attend Fire Fighter 1 course, Wildlands 1 and 2 courses.

Return of District equipment and property:

Any probationary or active volunteer fire company member who resigns their volunteer position with the fire company must do so in writing submitted to the Chief or the Board Chairperson. The individual will have **48 hours** to return any radio, structure gear, wild land gear and any other assigned equipment and/or property.

The District has the right to invoice the individual for the total replacement cost of any equipment and/or property not returned. If the items are not returned within **48 hours** the Chief will ask the Board to invoice the individual and will provide the replacement cost valuation.

This policy applies to those who are asked to step down as well.

Tools and Equipment Used:

Extraction tools, saws, air compressor, emergency medical aid equipment, fire apparatus, water pumps, hoses, and other standard firefighting equipment, ladders, radio, pagers.

ADDITIONAL POLICIES AND PROCEDURES (SOP)

Purpose

The purpose of these policies and procedures is to:

Provide a clear understanding on the purchasing, use and replacement of district equipment for the daily operations of the District and Fire Company. The Board also realizes that not every item can be covered under the policies, so if a trustee or Fire Company member has a question, the issue needs to be brought before the Board for a decision to be made to enhance the district operations.

Inventory:

An annual equipment inventory shall be scheduled in at the December Board meeting, to be completed by the Chief together with other active fire company members in January. An equipment inventory list shall be submitted to the Board at its January Board meeting to maintain an adequate record of the assets owned or leased to update the insurance policies, etc. Inventory shall include all department equipment but does not need to include items contained within the kitchen or items belonging to the Auxiliary.

News Release Policy:

All news releases will be cleared by the Chairperson of the Board and/or the Fire Chief or the Incident Commander (IC) at the specific incident.

HIPAA Policy Confidentiality Statement:

All Trustees and Fire Company members shall execute a HIPAA confidentiality statement to be filed at the Fire Station.

Monthly equipment checks of district equipment, cleanliness of the apparatus and fire station:

- The active membership is responsible to see after every incident or training session that all the equipment is ready for service, the cleanness of the apparatus and fire station.
- A monthly or after incident equipment check off list will be completed to insure proper documentation is being maintained on mechanical problems, winterization, etc. regarding all the district equipment.
- The fire station, along with the district equipment will be kept clean and properly organized. All vehicles will be washed and cleaned pending weather conditions.
- All SCBA bottles that are used for an incident or training, will be refilled with air and properly stored on the district equipment or in the SCBA spare bottle rack.

Procurement and Purchase Policy:

1. Per Bylaws "SECTION 113 – Purchase for the Fire District", the Board authorizes the fire company to procure and/or purchase legitimate district operational items, needs and/or services with a cost up to \$3,000 under the following conditions:
 - a. Fire Chief and/or Officers are responsible for providing approval in writing before the commitment of funds (email preferred);
 - b. The cost is within the active budgetary allotment available; and
 - c. There is no personal gain associated with the decision.
2. Board approval is required for operational items, needs and/or services with a cost above \$3,001 and/or when budgetary constraints arise. (See Bylaws SEC.113 text for process)
3. In the midst of an incident, an emergency decision is allowable without approval in writing understanding the MCA § 2-3-112 defines an emergency situation as "affecting the public health, welfare, or safety". For clarity, a lack of planning in the regular activity of fire preparedness is not an acceptable interpretation of an emergency.
4. Documentation must be provided to the Treasurer and within a timely manner for payment and accountability, accompanied by the required written approval:
 - i. Invoices / Warrants are documents obligating the district for money owed
 - ii. Receipts are documents supporting a charge made on the district credit card or other billing account
 - iii. Reimbursement requests are for repayment of funds paid personally (internal reimbursement forms available for submission)
 - iv. Mileage reimbursements at the IRS allowable rate for district authorized activities in which a personal vehicle was used must also have approval from the Chief and/or Officers

Use of district equipment for controlled burns:

Any active member may use district equipment for monitoring controlled burns when the landowner has a valid and activated burning permit. All use must first have permission of the Chief who must consider whether sufficient equipment, water, and personnel will be available to keep the planned control burned within the designated containment lines or fire perimeter.

ALL CCRFD personnel involved with the controlled burns will be required to wear all Full Personal Protective Equipment (PPE) while involved with the monitoring of control burns.

NOTE: CCRFD is not responsible to supply residents of Canyon Creek with apparatus or water supply as per definition in Montana's debris burning requirements. Volunteers helping with controlled burns will be given credit towards yearly training hour requirements.

The landowner may not use or operate any CCRFD equipment or apparatus during any control burn on or off their property.

Alcohol Use:

All CCRFD members will not be allowed to respond to calls or operate a CCRFD vehicle if intoxicated per the Montana Code Annotated guidelines for driving under the influence of alcohol or drugs. Any member found to be non-compliant will warrant further investigation. Any member issued a citation for DUI/DWI must report to the Chief within 48 hours. Any violation by the chief will be reported to the Board of Trustees within 48 hours.

Drug Use:

Any fire or EMS member will not be allowed to respond to calls or operate a vehicle if taking prescription drugs or Schedule one narcotic which may impair their judgement or ability to function. A fire fighter prescribed a Schedule one drug or medication labeled as possibly causing impaired judgement of any kind must present said prescription to the chief for evaluation and will be told of their alternative job duties while on the prescription. Members must have medical clearance to return to full duty..

Social Media/Patient Protection:

All videos/pictures or information regarding an incident must not be posted to ANY social media platform without expressed consent from the Chief. Information regarding patients are protected by HIPPA. All information that could be deemed useful to law enforcement must be submitted to the Chief as soon as possible. Members witnessing any possible physical abuse of a patient must immediately report the circumstances to authorities.

Contracting of district equipment and personnel:

1. Contracting of district equipment and personnel must be approved by the Board unless during an incident, in which case the Chief may approve and provide full accounting to the Board.
2. Fire Company members may not use their District issued personal protective equipment or any other District owned equipment while performing services for an independent private contractor.

Leave of absence as an inactive member:

1. A member may be granted a leave of absence for a specified time appropriate to each circumstance. All requests for leave must be made in writing to the Chief and approved by the Board.
2. Upon returning for active membership the Chief will assess the member's readiness and make a recommendation to the Board whether the member is ready for duty or whether additional training and/or a probationary period is required. The Board must approve reinstatement to full membership.

Operation of District equipment by non-members:

1. District EMS vehicles and fire fighting vehicles may be operated by Fire Company members only, unless restricted authority for a special purpose is given to any other person by the Board.
2. Operation of all district vehicles must be coordinated with the Chief.

Incident Reports completed after an incident:

All written documentation will be completed following an incident to meet the NFIRS requirements of the district and the Montana State Fire Marshall office and the EMS Bureau.

Emergency Lights and Sirens:

1a: Emergency response with apparatus and emergency lights is activated only by dispatch and received by the emergency responders through the paging/active 911 system. Use of emergency lights will be set by priority level given in the dispatch paging or by direction of CCRFD Chief or Assistant Chief.

1b: CCRFD Emergency lights and sirens may be used when responding from CCRFD station to an emergency call if it is pertinent to do so based on bringing safety to the driver of the apparatus and to the public. Be courteous with siren use based on time of day/night. Use of lights and sirens do not allow the user to disregard traffic signs, lights, and speed limits.

1c: Emergency Lights and siren when used on CCRFD apparatus is to be used for requesting right of way from oncoming traffic. Right of way should not be expected nor should it be forced despite Montana annotated code 61-8-346. Be courteous of other drivers.

1d: Use of emergency lights do not give right to using excessive speed beyond the posted speed limit except as listed in Montana annotated code 61-8-107. Law enforcement can still give personal citations for excessive speed. Be cognizant of the type of emergency and drive responsibly according to the situation.

Use of Personal Vehicles (POV):

Volunteers may respond to an incident in their POV only if responding in the appropriate District owned apparatus is not required and/or advantageous.

Lights and sirens are not permitted per authority of MCA 61-8-102(1) and governed by MCA 61-9-104.

Only the issued "Canyon Creek Rural Fire District EMERGENCY RESPONDER" placard is authorized to be placed on POV.

Sexual Harassment:

It is the policy of the Canyon Creek Fire District that all members have the right to work in an environment free from all forms of harassment. The Canyon Creek Fire District does not condone, nor will it tolerate, any type of harassment directed towards its members.

Therefore, the Canyon Creek Fire District will take direct and immediate action to prevent such behavior and to remedy all reported instances of harassment, sexual or otherwise. All new members must take Sexual Harassment training as part of CCRFD orientation and all members must take training biannually.

Prohibited Activity

- No members shall either explicitly or implicitly ridicule, mock, deride, or belittle any other member of the Canyon Creek Fire District.
 - Members shall not make offensive or derogatory comments based on race, color, sex, religion, or national origin either directly or indirectly to another member. Such harassment is a prohibited form of discrimination under Federal laws and is also considered misconduct within the Canyon Creek Fire District and is subject to disciplinary actions.
 - Sexual harassment is defined as unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission or rejection of such conduct is used as the basis for decisions regarding the offended party's status or position within the Canyon Creek Fire District. Sexual harassment can also occur if such conduct has the purpose or effect of unreasonably interfering with a member's ability to perform his/her duties due to the creation of a hostile, intimidating, or offensive working environment.
- Member's Responsibilities
 - The Fire Chief or his/her designee shall be responsible for preventing acts of harassment within the Canyon Creek Fire District. This responsibility includes, but is not limited to:
 - Monitoring the work environment on a regular basis for signs that harassment may be occurring
 - Informing all members on the types of behaviors prohibited by the Canyon Creek Fire District and the procedures involved for reporting and resolving complaints of harassment
 - Stopping any observed acts of harassment and taking appropriate steps to intervene when suspected harassment is or has occurred.
- The Fire Chief or his / her designee has the responsibility to assist any member of the Canyon Creek Fire District who wishes to file a complaint of harassment in documenting and filing such a complaint.
- Each member of the Canyon Creek Fire District is responsible for assisting in the prevention of harassment through the following acts
 - Retraining from participation in, or encouragement of, such activities that could be perceived as harassment
 - Reporting acts of harassment to an officer
 - Encouraging a member who confides that he/she is being harassed to report these acts to an officer
- In the event of a complaint involving harassment, neither party shall make any statements to the press or other outside agency (except legal counsel) until such time that the initial investigation has been completed

Failure to take action to stop known harassment shall be grounds for disciplinary action.

- Complaint Procedures:
 - Members encountering harassment shall tell the person that his / her actions are unwelcome and/or offensive. If the behavior persists, the member shall document all incidents of harassment in order to provide the full basis for an investigation and pending disciplinary action.
 - My member who thinks he / she is being harassed shall report the incident(s) to the Fire Chief or his / her designee as soon as possible. My delay in reporting an incident involving suspected harassment can undermine the investigation of said incident.
 - The Fire Chief or his / her designee will document the incident in question, including in such documentation any and all written or other evidence gathered by the complainant.
 - Once the complaint has been received and documented an internal investigation shall take place, with both parties being given ample opportunity to present their respective cases before any action is taken. The investigation shall include a determination whether other members are being harassed by the person involved, and whether any other members participated in, encouraged, or witnessed the incident(s).
 - The Fire Chief shall inform both parties of the results of the investigation in writing within 25 days of the complaint.
 - There shall be no retaliation against any member for filing a harassment complaint, assisting in the subsequent investigation, or acting as a witness for or against either party involved in the complaint.
 - Either party may file a grievance/appeal in accordance with the By-Laws and/or Standard Operating Guideline of the Canyon Creek Fire District if they disagree with the findings and/or actions resulting from the initial investigation. The Fire Chief shall make all documentation available to both parties in case of an appeal.
 - This policy does not preclude nor supersede any member from filing a harassment complaint or grievance with any appropriate outside agency.

Smoking Policy:

Smoking and Vape Pens in CCRFD station and in all apparatus is prohibited. Smoking must be at least 50 ft. from CCRFD fire station.

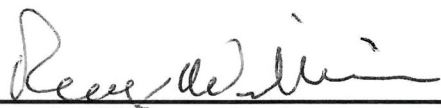
Weapons Policy:

Canyon Creek Rural Fire District firefighters and Board members will abide by all Federal and Montana State Department of Justice weapons policies.

Adoption Clause:

The Standard Operating Guidelines (SOG's) were approved by the Canyon Creek Rural Fire District, Board of Trustees on **WEDNESDAY – AUGUST 26, 2026** with the revision to the following section(s):

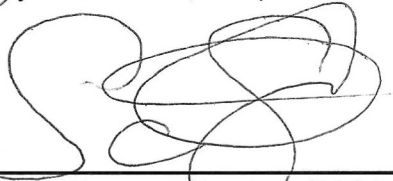
- "Fire Chief Appointment" section
- "Fire Company Officers and Appointments" section
- "Return of District Equipment and Property" section
- "Use of Personal Vehicle (POV)" section

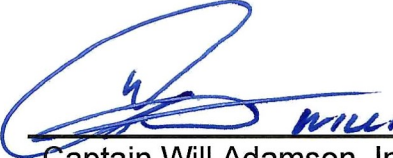

Randy Williams, Chairperson (2026-2027 Term) 8/26/2026
Date Signed


Peggy Justesen, Vice-Chair (2026-2027 Term) Aug. 26, 2026
Date Signed


Wendy Adamson, Secretary / Treasurer (2026-2027 Term) 8/26/2026
Date Signed


Ray Miller, Trustee (2026-2027 Term) 8/26/26
Date Signed


Sam Stigman, Trustee (2026-2027 Term) 8/26/26
Date Signed

 *William Adamson.*
Captain Will Adamson, Interim Acting Fire Chief 8/26/26.
Date Signed