

Millwood Fire District

Data Collection



Code Requirement	Assessed Yes or No	Millwood Fire Company Input/Comments
Chapter 2 Purpose of a Fire Department		
2-1 Purpose.		
The fire department shall have programs, procedures, and organizations for preventing the outbreak of fires in the community and to minimize the danger to persons and damage to property caused by fires that do occur. The fire department also shall carry out other compatible emergency services as mandated.		.
2-2 Fire Prevention and Risk Reduction.		
2-2.1*		
Every fire department shall have a program under which its personnel regularly examine every part of the community where a significant fire problem might develop. Personnel shall inspect real property in the community with an emphasis on those occupancies identified by a risk schedule as subject to a high level of hazard to life and property.		
2-3 Fire Suppression.		
2-3.1		
The fire department shall be organized to effectively combat fires that occur within the area it serves. A department's commitment to provide non-emergency services activities shall not interfere with its ability to effectively combat fires when they occur.		
2-3.2		
The priority of goals in the suppression of fire shall be as follows: (a) Save lives (b) Limit the spread of the fire (c) Extinguish the fire (d) Minimize property damage from fire-related hazards.		
2-4 Rescue and Emergency Medical Services.		
2-4.1*		
Preservation of human life shall be the primary responsibility		

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of the fire department during fires and other emergencies.		
2-5 Hazardous Materials.		
2-5.1*		
The fire department shall be prepared to carry out at least first responder level functions in the event of hazardous materials incidents in its jurisdiction. Occupational Safety and Health Administration (OSHA) regulations require that all fire departments be trained to handle hazardous materials incidents at the first responder level.		
2-6 Disaster Planning.		
2-6.1*		
Comprehensive response plans shall be prepared in writing describing the fire department role and providing for management and coordination of all public and private services called into action in natural and technological (man-made) disasters.		
Chapter 3 Governmental Responsibilities		
3-1 Local Government.		
3-1.2*		
The fire department shall maintain a close working relationship with the agencies responsible for law enforcement and water supply, among others, in order to operate in an effective and cooperative manner.		
Chapter 4 Strategic (Master) Planning		
4-1* Purpose.		
The fire department, in conjunction with the community administration, shall develop and implement a total concept strategic (master) plan for a community-wide balanced and cost-effective fire control strategy that takes existing conditions and anticipated overall community growth into consideration.		
4-2 Research and Planning.		

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4-2.2		
The research and planning function shall encompass examination of any or all aspects of the fire department's activities, both generally and specifically. It shall be directed toward improving and maintaining the efficiency and effectiveness of the fire department and toward maintaining a responsive approach to the community's changing needs for service.		
4-3 Strategic Planning Process.		
4-3.1*		
The strategic planning process shall be designed to evaluate the kind and level of fire risk in a community and to establish future objectives for minimizing or reducing that risk.		
4-3.2*		
The strategic planning process shall attempt to project the future fire protection needs of a community for periods of 10 and 20 years.		
Chapter 5 Organizational Structure of the Fire Department		
5-1 Purpose.		
The fire department shall have an organizational structure that facilitates efficient and effective management of its resources to carry out its mandate as required in Chapters 2 and 3.		
5-4 Fire Department Organizational Plans.		
5-4.1*		
The fire department shall have an organizational plan that illustrates the relationship of the individual operating divisions to the entire organization.		
5-5 Operating Units.		
5-5.1*		
Fire companies whose primary functions are to pump and deliver water and perform basic fire fighting at fires shall be known as engine or pumper companies.		

5-5.2*		
Fire companies, whose primary functions are to perform the variety of ancillary services associated with ladder truck work, such as forcible entry, ventilation, rescue, utility control, illumination, overhaul, and salvage work, shall be known as ladder companies.		
5-5.3*		
Other types of companies equipped with specialized apparatus and equipment shall be provided to assist pumper and ladder companies where deemed necessary as part of established practice.		
5-5.4*		
The department shall maintain a periodically updated community fire risk analysis to identify the size and scope of the potential fire problem in order to determine the necessary number and deployment of fire companies.		

5-6 Fire Suppression Force Staffing.		
5-6.1*		
The fire company or response group assigned to respond to a fire call shall be comprised of the numbers necessary for safe and effective fire-fighting performance relative to the expected fire-fighting conditions. These shall be determined through task analysis procedures. The conditions to be considered shall include: (a) Life hazard to the populace protected (b) Provisions of safe and effective fire-fighting performance conditions for the fire fighters (c) The potential property loss (d) The nature, configuration, hazards, and internal protection of the properties involved (e) The types of fireground tactics employed as standard procedure, the type of apparatus used, and the results expected to be obtained at the fire scene (f) Budgetary constraints.		
5-8 Intercommunity Organization (Mutual Aid).		
5-8.1		
Where practical and as conditions require, the fire department shall have an effective mutual aid arrangement with neighboring jurisdictions.		
5.8.4		
Apparatus for responding to mutual aid incidents shall be equipped with radios that allow personnel to communicate with incident commanders and sector officers. Separate frequencies shall be provided that allow mutual aid companies to communicate without disruption of their local frequency.		

5-6 Fire Suppression Force Staffing.		
Chapter 6 Financial Management and Budgeting		
Chapter 7 Human Resources Management		
Chapter 8 Training		
Chapter 9 Organization for Fire Suppression		
9-1 Purpose.		
Fire suppression operations shall be organized to ensure adherence to an operational guideline that includes fire company procedures and staffing; officers; and duty requirements and responses to fire and other emergencies that achieve effective, efficient, and safe execution of the fire department's mandate.		
9-3 Fire Company Procedures and Staffing.		
9-3.1*		
Personnel designated to respond to fires and other emergencies shall be organized into company units or response teams and shall have appropriate apparatus and equipment assigned to such companies or teams.		
9-3.2*		
The fire department shall identify minimum staffing requirements to ensure that a sufficient number of members to operate safely and effectively are available to respond with each company or response team.		
9-3.6		
Fire companies shall be responsible for identifying all target hazards or unusual properties in their districts and for developing pre-fire plans for use in the event a fire or other related emergency occurs at such a location.		

9-7 Response to Fires and Other Emergencies.		
9-7.1		
Standard response assignments and procedures, predetermined by the location and nature of the reported incident, shall regulate the dispatch of companies, response groups, and command officers to fires and other emergency incidents.		
9-7.2		
The dispatcher shall be responsible for maintaining awareness of the location and status of all units and their availability to respond at all times and shall have some latitude in dispatching assignments within prescribed limits.		
9-7.3*		
The number and type of units assigned to respond to a reported fire incident shall be determined by risk analysis and pre-fire planning based on specific location or neighborhood.		
Chapter 10 Emergency Scene Management		
10-1* Purpose.		
An incident management system shall be provided to form the basic structure of all emergency operations of the fire department, regardless of the scale of the department or the emergency. An effective incident management system shall be designed to manage incidents of different types, including structure fires, wildland fires, hazardous materials incidents, emergency medical operations, and other types of emergencies that might be handled by the department.		
Chapter 11 Emergency Medical Systems		
11-1 Purpose.		
11-1.1		
Where the department provides or participates in emergency medical systems (EMS), the fire department shall provide appropriate resources, planning, and training that are consistent with the level of EMS service the community expects from the department.		

11-1.2*		
Where a fire department organization provides or participates in EMS, the provisions of this chapter shall apply.		
11-2 Resources.		
11-2.1*		
The fire department shall analyze and report to the governing authority its resource needs and ability to provide the level of emergency medical service to which it is committed in addition to its fire-fighting and other responsibilities.		
11-3 Planning.		
11-3.1*		
The fire department shall participate in community-wide planning to assure residents of the most effective available services at all times and at the levels to which it is committed.		
11-4 Level of Service.		
11-4.1*		
Based on local needs, preferences, and resources, the community shall develop a policy statement that specifies the type of emergency medical service to be provided for the community and the role to be played by the fire department in delivery of that service.		
Chapter 13 Public Fire Safety Education		
13-1 Purpose.		
The fire department shall carry out a public fire safety education program to achieve/develop a level of fire safety awareness and attitude that assists the fire department in the management and reduction of the fire risk in the community.		
Chapter 14 Code Enforcement		
14-1 Purpose.		
14-1.1		
The fire department, subject to legal authority, shall establish policies and procedures for the enforcement of fire and life safety codes that enhance compliance with applicable fire safety legislation.		
Chapter 15 Fire Investigation		
15-1 Purpose.		
15-1.1		
The fire department, subject to legal authority, shall		

investigate all fires by gathering information that assists in developing an effective fire prevention program, improving fire safety legislation, identifying public education programs, describing the community's fire problems, evaluating fire protection capability and assisting law enforcement.		
Chapter 16 Communications		
16-1 Purpose.		
16-1.1		
The fire department shall have a reliable communications system to facilitate prompt delivery of public fire services.		
16-1.2*		
A secure communications center shall be provided and staffed to receive requests for emergency assistance from the public, to dispatch that assistance, to coordinate communications with units providing emergency services, and to provide overall coordination and control of fire department operation communications.		
16-3 Public Reporting of Fires and Emergencies.		
16-5 Radio Communications.		
16-5.1*		
Radio transmitter/receivers shall be provided at headquarters and in emergency vehicles. Every chief officer and company officer shall be provided with a portable transmitter/receiver while assigned to emergency duty.		
16-5.2*		
The fire department shall have a selective alerting system by which it can summon designated on-call personnel, including volunteers and career staff, at any hour of the day or night.		
16-5.3*		
Sufficient radio frequencies shall be provided to accommodate the operational needs of the fire department or communications system, based on the amount of radio traffic that is anticipated and the need to communicate simultaneously with different individuals or groups.		
16-5.4		
Frequency allocations shall meet the requirements of the Federal Communications Commission in the United States or Transport Canada.		

Chapter 17 Equipment and Buildings		
17-1 Purpose.		
17-1.1		
The fire department shall maintain an inventory of all equipment, buildings, and land owned, leased, utilized, or maintained by the fire department to assist in day-to-day operations and for future planning.		
17-1.2*		
The fire department shall maintain a current inventory of all apparatus, vehicles, and equipment owned, leased, utilized, or maintained by the department. This inventory shall include the current status of all assets of the department, project the remaining service life, and serve as a programming tool for future needs and procurement of requisite approvals for acquisitions.		
17-2 Purchasing of Equipment.		
17-2.1*		
Specifications shall be prepared for the acquisition of all pieces of fire apparatus, vehicles, major equipment, and minor equipment as needed. Fire apparatus shall be acquired in accordance with the requirements of the appropriate NFPA 1900 series standards, which address such vehicles.		
17-3 Maintenance.		
17-4 Hose.		
17-4.1*		
A complete inventory of all fire hose, including purchase date, cost, and results of acceptance and annual service tests shall be maintained. To facilitate such record maintenance, each length of hose or each hose coupling shall be given a unique serial number for inventory purposes.		
17-4.2		
The department shall adopt standards for the amount and size of hose carried on each piece of apparatus, depending on department operating practices, rated apparatus pump capacity, and its operational utilization in delivering fire flows.		
17-4.3		
Hose coupling and connection threads, including those on all master stream and other water delivery devices, shall be		

standardized throughout the department. Where threaded connection couplings are employed, coupling threads shall conform to the American National Fire Hose Connection Screw Thread as specified in NFPA 1963, Standard for Fire Hose Connections.		
17-5 Personal Equipment.		
17-5.1		
Members of the department shall be provided with personal protective clothing and equipment prior to engagement in any fire department response or hands-on training activity. This requirement shall be applicable to both fire-fighting and EMS functions that might be carried out. All equipment necessary to meet the requirements of NFPA 1500, Standard on Fire Department Occupational Safety and Health Program, as well as federal, state, provincial, or local law, shall be provided.		
17-5.1.1* When purchasing personal protective equipment for fire fighting and medical protection, such as breathing apparatus, protective clothing, gloves, footwear, and helmets, special consideration shall be given to meeting the NFPA standards for such personal protective clothing and equipment.		
17-6 Fire Department Buildings.		
17-6.1 Building Records and Planning.		
17-6.1.1* A file record shall be established for all buildings and structures owned, occupied, or utilized by the fire department, with future building needs identified.		
17-6.2 Land Needs Planning.		
17-6.2.1* Land for fire department buildings shall be obtained in accordance with a planned program of development and acquisition. Measures shall be taken to prepare sites for future fire department use.		
17-6.3 Maintenance of Land and Buildings.		
17-6.3.1* Routine maintenance procedures shall be established for all fire department facilities, including land, buildings, and grounds. These procedures shall address the building structure, including exterior and interior finish, as well as each major component of the building services, including plumbing, heating, and air conditioning.		
17-6.3.2* Fire stations shall be designed to meet their		

respective service demands in terms of space for practical utilization by apparatus and personnel. Construction specifications shall include details of facilities to be provided in new fire stations that provide for efficient, safe, and convenient functioning of the emergency fire service. Specifications shall comply with the requirements of NFPA 1500, Standard on Fire Department Occupational Safety and Health Program, and NFPA 101®, Life Safety Code®.		
17-6.4 Training Facilities.		
17-6.4.1* Sufficient training facilities shall be provided for the department's in-service, special skills, and probationary programs. These shall include adequate classroom, lecture hall, conference room, library and study room, assembly area, and audiovisual facilities for the needs of the fire department.		
17-6.4.2 Adequate audiovisual and reference materials shall be available to support the department's training activities and subjects addressed in the NFPA professional qualifications standards for respective ranks of personnel in the department.		
17-6.4.3* The department shall have access to facilities for ground ladder training, live smoke and fire training, flammable liquids fires, pumping and drafting operations, and apparatus driver training.		
Chapter 18 Management of Water for Fire Protection		
18-1 Purpose.		
18-1.1		
The fire department shall carry out and maintain a program for evaluating all sources of water supplies and delivery systems for fire fighting within the community and facilitate the delivery of adequate water supply consistent with the fire risk and the fire department capabilities.		
18-1.2*		
The fire department shall carry out a continuing program of evaluation for all water supplies for fire fighting, maintaining a liaison with the water authorities on fire protection water supply matters.		
18-1.3*		
The fire department shall assess the adequacy or weakness of water supplies in relation to the fire risk throughout the community in conjunction with its pre-fire inspection or		

planning program.		
18-1.4*		
The fire chief shall assign a full- or part-time water officer to assist the chief and keep the department informed of the available water supplies for fighting fires from all sources and to maintain regular contact with the managers of public and private water systems.		
18-4 Hydrant Service.		
18-4.1*		
All hydrants shall be inspected and tested at least once per year, preferably twice per year, and after use at fires if problems related to hydrant performance have been experienced. If not inspected and tested by the water utility, the hydrants shall be inspected and tested by the fire department. Where problems or deficiencies are identified, the fire department shall file a report with the water utility requesting specific relocations, repairs, or other adjustments to correct the problem.		
18-6 Alternate Water Supplies.		
18-6.1*		
The fire department shall study alternate sources of water supply to be used in the event of a major disruption in public water supply capabilities.		
Chapter 19 Hazardous Materials		
19-1 Purpose.		
19-1.1		
The fire department shall have a viable plan for the protection of the community from the risks associated with storage, use, and transportation of hazardous materials.		
19-1.2*		
The fire department shall assume one of the lead agency roles in protecting the community from risks associated with storage, use, and transportation of hazardous materials. The fire department shall participate in the process of gathering and organizing information, identifying risks, and regulating the storage, use, transportation, and disposal of hazardous materials and hazardous wastes. The fire chief shall ensure compliance with NFPA 472, Standard for Professional Competence of Responders to Hazardous Materials Incidents,		

and NFPA 473, Standard for Competencies for EMS Personnel Responding to Hazardous Materials Incidents.		
19-2 Hazardous Materials Incident Response.		
19-2.2		
To safely and effectively manage hazardous materials incidents, fire service personnel shall be trained and equipped properly and shall have access to resources in addition to those normally used for fire suppression, including specialized protective clothing and breathing apparatus, disposal containers, neutralizing agents, monitoring equipment, reference materials, and communication with other agencies and sources of information that might be needed in the event of a leak or spill.		
Chapter 20 Major Emergency Management		
20-1* Purpose.		
The fire department shall have a viable plan for the protection of the community from the anticipated risks associated with natural and technological emergencies that are more severe than the scale of most fires and hazardous material incidents and have the potential to exceed the resource capabilities of a particular jurisdiction.		
20-2 Disaster Planning.		
20-2.1*		
A disaster plan shall be developed that is broad enough to encompass all situations that a community might face (all-hazard approach).		Is there a community operations plan ? Obtain and review
20-2.2		
The disaster plan shall identify and evaluate risk (hazard analysis), formulate objectives, determine resource requirements and availability, assign responsibilities, develop special situation plans, provide the structure for directing and managing response operations, and develop plans for short- and long-term recovery.		
20-2.3*		
Local disaster plans shall be coordinated with any county and state or provincial emergency plans as well as with plans by federal agencies.		

Chapter 21 Management Reports and Records		
21-1* Purpose.		
A management information system shall be maintained to support the management of the fire department by providing the fire chief and other administrative officers with data that indicates the effectiveness of the department in preventing, suppressing, and investigating fires and all other major services and functions of the department. The records system shall provide data for reports on department activities, accomplishments, and long-range needs. The management information system shall be used to develop reports to the governing officials or members of a fire department.		
21-2 Records Retention.		
21-2.1*		
The fire chief shall review legal requirements relating to reporting and retention of records and specify the records to be kept and the methods of gathering data. A records retention and disposal system shall be instituted.		
21-3 Incident Reporting.		
21-3.1*		
Reports on emergency operations shall outline conditions encountered at an emergency and all actions taken by the department to control the condition, and they shall serve as a basis for determining incident responsibility.		
Other Information		
District Economy		

Governance of the Fire/Rescue System		
Financial Support and Funding From the District		

Growth Potential of the Millwood		
Recruitment and Retention of the Volunteers		
Internal Distrust of the Residents, Commissioners, Fire Department		

Formal Fire Protection Services and Plans		Service Agreements-Fire Company-District Service Agreement Fire District-Town of New Castle
Opinion on Existing Condition of the Fire Station		

MTF Issues for Inclusion to the Final Study Product		
WENT Issues to Include in Final Study Product		

Community Issues to be accounted for in Final Product		

