

Response Time Standards

306.1 PURPOSE AND SCOPE

The purpose of this policy is to establish turnout, travel and response time goals and objectives for emergency incidents.

306.1.1 DEFINITIONS

Definitions related to this policy include:

Dispatch processing time (CPT) - The time elapsed between receipt of the alarm or telephone call and the dispatch of emergency response units.

Total reflex time (TRT) - The time elapsed between the dispatch center receiving the first notification of the emergency and the arrival of the first emergency response unit. Response time combines dispatch, processing, turnout and travel times.

Total Travel time (TTT) - The time elapsed between the emergency response unit beginning travel to the emergency and when the emergency response unit arrives.

Turnout time (TT) - The time elapsed between dispatch notifying firefighters of the emergency and when the emergency response unit begins travel.

306.2 POLICY

It is the policy of the District to document all district response times to emergency incidents and establish response time baselines and performance objectives.

306.3 PERFORMANCE OBJECTIVES

Response times should be measured at 90 percent of fractile time and reported against an established district Standards of Cover.

Given the study of risk in fire, the number of firefighters needed by critical task, and using total reflex time, prior performance data, and prior community expectations. The following are adopted performance measures for the district based on risk and total reflex times.

- (a) One minute or less for dispatch processing time.
- (b) The first unit shall arrive within seven minutes total reflex time, eighty percent of the time.
- (c) The second unit shall arrive within ten minutes total reflex time, eighty percent of the time.
- (d) The remaining units, including the Incident Commander shall arrive within twelve minutes total reflex time, eighty percent of the time.

Response Time Standards

- (e) One minute or less for turnout time for Emergency Medical Services (EMS) incidents.
- (f) One minute 30 seconds or less for turnout time for non-EMS incidents.
- (g) The District cannot control the responses of outside agencies.
- (h) Due to issues beyond our control, rural responses may be variable and/or extended.

Structure Fire - Low level

- Expectation: To stop the escalation of a serious fire where found. This typically means conducting a search and rescue for any known victims of the fire, confining the fire damage near or to the room of origin, plus limiting heat and smoke damage to the area or floor of fire origin.
- Goal: A minimum effective response force of fifteen-twenty (15-20) on duty personnel, and one chief officer deployed via four engines, one truck, one (AMR) ambulance, and if needed; one (1) water tender, shall respond.
- The first unit shall arrive within seven (7) minutes total reflex time, eighty (80) percent of the time. The second unit shall arrive within ten (10) minutes total reflex time, eighty (80) percent of the time. The remaining units, including the Incident Commander shall arrive within twelve (12) minutes total reflex time, eighty (80) percent of the time.

Structure Fire - High level

- Expectation: To stop the escalation of a serious fire where found. This typically means conducting a search and rescue for any known victims of the fire, confining the fire damage near or to the room of origin, plus limiting heat and smoke damage to the area or floor of fire origin.
- Goal: A minimum effective response force of twenty to twenty-three (20-23) on duty personnel, and two (2) chief officers deployed via four engines, two trucks, one (AMR) ambulance, and if needed; one water tender, shall respond.
- The first unit shall arrive within seven (7) minutes total reflex time, eighty (80) percent of the time. The second unit shall arrive within ten (10) minutes total reflex time, eighty (80) percent of the time. The remaining units, including the Incident Commander shall arrive within twelve (12) minutes total reflex time, eighty (80) percent of the time.

Medical Emergency

- Expectation: To stop the escalation of a serious medical emergency where found. This typically means providing rapid basic life support supported by advanced life support and or minor rescue as necessary with prompt transportation to the nearest medical facility.
- Goal: A minimum effective response force of four (4) on duty personnel deployed via one engine and one ambulance (ALS capable) shall respond.
- The first unit shall arrive within seven (7) minutes total reflex time, eighty (80) percent of the time. The second unit including Advanced Life Support shall arrive within ten (10) minutes total reflex time, eighty (80) percent of the time.

Response Time Standards

Wildland Fire

- **Expectation:** To stop the escalation of a serious wildland fire where found. This typically means controlling the fire to the area of origin without spreading to adjacent structures or escalating to a size requiring additional resources to obtain control before the fire consumes more than three acres.
- **Goal:** A minimum effective response force of twelve to fourteen (12-14) on duty personnel, and one (1) incident commander deployed via four wildland units and if needed, one water tender shall respond.
- The first unit shall arrive within seven (7) minutes total reflex time, eighty (80) percent of the time. The second unit shall arrive within ten (10) minutes total reflex time, eighty (80) percent of the time. The remaining units, including the Incident Commander shall arrive within twelve (12) minutes total reflex time, eighty (80) percent of the time.

306.4 EVALUATIONS

The District shall annually evaluate its level of service, deployment delivery and response time objectives. The evaluation shall be based on data relating to level of service, deployment and the achievement of each response time performance objective in the geographic area of the jurisdiction.

Permits

401.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance for issuing permits that are required by the California Fire Code and local ordinances.

401.2 POLICY

In order to provide for the safety of the community, it is the policy of the South Placer Fire District that permit requirements are appropriately observed and enforced.

401.3 PERMIT PROCESS

A list of permits requiring approval should be available to the public and upon request. The District shall provide adequate guidance to assist the public in obtaining approval for a particular permit.

An inspection shall be conducted prior to permit issuance.

A permit does not constitute authority to violate, cancel or set aside any of the provisions of the California Fire Code or other applicable regulations.

401.3.1 PERMIT APPLICATIONS

Applications for permits should be submitted to the Fire Marshal or the authorized designee and should include adequate documentation of the intent to comply, including, but not limited to:

- A site plan showing the location of storage, use, handling or processes associated with the permit.
- The floor plan approved by the South Placer Fire District depicting the storage of hazardous materials and the use of equipment or processes, including proof of compliance with all applicable codes and standards.
- A current Hazardous Materials Emergency Plan , if applicable.
- A chemical classification inventory, if applicable.

401.3.2 PERMIT FEES

Permit fees should be collected at the time of application. The fees are established by the District governing body and are applicable to each permit application.

401.3.3 PERMIT ISSUANCE

A permit may be issued for a specific or an indefinite period of time, depending on the circumstances. A permit may be extended upon showing good cause if the permittee applies for an extension in writing before the expiration of the permit. A permit is not transferable. Any change in ownership, operation, occupancy or use shall require a new permit.

Permits

Construction permits shall automatically become invalid unless the work authorized by such permit is commenced within 180 days after its issuance. If the work is suspended or abandoned for a period of 180 days after the time the work is commenced, the permit shall become invalid (Fire Code § 105.3.1).

All permits shall bear the signature of the Fire Chief or the authorized designee and contain a general description of the operation or occupancy and its location (Fire Code § 105.3.7).

401.4 SITE REQUIREMENTS

Permits should be posted in a visible location at the permitted premises or in a location approved by the Fire Chief or the authorized designee. Permits are subject to inspection at any time by any firefighter acting in an official capacity (Fire Code § 105.3.5).

401.5 SUSPENDED OR REVOKED PERMITS

Permits may be suspended or revoked any time it is determined that:

- The permit is being used by someone other than the person who was issued the permit.
- The permit is being used at a location other than the permitted location.
- Any condition of the permit has been violated.
- The work being performed is out of compliance with applicable code requirements.
- The permit was obtained by the use of false statements on the application.
- The issuance of the permit was an error or in violation of a regulation, code or law.

401.6 REQUIRED OPERATIONAL PERMITS

Permits are generally required for all items, locations and activities as described in Fire Code § 105.

Code Enforcement

403.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the process by which the District will enforce District fire and life safety codes during inspections.

403.2 POLICY

It is the policy of the District to use inspections to help reduce the risk of injury or death due to fire and life safety code-related violations and increase the safety of building occupants, the community and emergency responders.

403.3 PROCEDURE

The District may issue correction notices when violations of the fire code are found during fire and life safety inspections.

Any violation determined by an inspector to pose an immediate fire danger or threat to life safety should be immediately corrected and referred to the Fire Marshal as soon as practicable.

403.3.1 INITIAL INSPECTIONS

An initial inspection should be made to determine if any violations exist and identify the code sections violated. A notice of correction should be issued for violations. The written correction notice should describe the conditions deemed to be unsafe, identify the code section violated and, when compliance is not immediate, specify a time for re-inspection, typically to occur within two weeks. This time frame may be adjusted at the inspector's discretion and the type of violation.

All inspections, meetings, and telephone conversations should be documented and an inspection report completed including names, telephone numbers, dates, violations and any other pertinent information related to the inspection. All documentation should be maintained in an inspection file.

A copy of the inspection report should be left with the responsible party.

403.3.2 RE-INSPECTIONS

Violations that pose an immediate hazard to life or property should be corrected before the inspector leaves the premises (e.g., a required exit being chained or locked).

All other violations should be corrected by the date identified in the correction notice for re-inspection.

Generally, no more than two re-inspections should be conducted before escalating the process as provided in this policy.

403.3.3 TIME EXTENSIONS FOR COMPLIANCE

An inspector may extend the compliance period if reasonable progress is being made toward correcting the violation, or if a plan is established for completion and life and property are not being

Placer Hills-Newcastle-Forest Hill Fire District

Joint Fire District Policy Manual

Code Enforcement

compromised. Extensions should only be granted when the inspector believes there is a high probability of obtaining complete compliance. The inspector may request the responsible person submit a statement in writing, detailing the reason for the extension and the new compliance date.

403.3.4 FINAL NOTICES

A final notice may be used as the last warning notice issued prior to civil or criminal action. A final notice is not required prior to initiating legal action.

A final notice of violation should be provided to the violator by certified mail return receipt requested and should:

- Set a date by which the violator must correct the violation.
- Notify the violator of the date of the final re-inspection to verify code compliance prior to initiating legal action.

403.3.5 ADMINISTRATIVE CITATION

If compliance is not achieved by the time of the final re-inspection, an administrative citation may be issued. An administrative citation informs a business that repeated attempts to gain compliance for outstanding violations were unsuccessful. The administrative citation may be delivered to the business owner in person or mailed via certified mail return receipt requested.

Administrative citations may continue to be issued until compliance is achieved or the matter is referred to legal counsel for legal action. Copies of all administrative citations should be sent to the District's legal counsel as soon as practicable.

Public Education

405.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the methods the District uses to interact with the community, share information about the workings of a fire station and demonstrate the capabilities of various apparatus and equipment through educational activities.

405.2 POLICY

The District will aggressively promote fire safety and public awareness through a variety of public information and education activities, including a fire station visit program.

405.3 PROCEDURE

The fire station visit program is an educational activity intended to allow school groups, service clubs, youth organizations, church groups and other civic-minded organizations to schedule and participate in a tour of a working fire station. The types of groups and organizations appropriate for inclusion in the fire station visit program include, but are not limited to, the following:

- Pre-school classes or groups (public or private)
- Kindergarten classes or groups (public or private)
- Primary and secondary school groups (public, church-based or private)
- Chaperoned, organized youth groups that generally include persons 17 years of age and under and are sponsored and accompanied by adult representatives of a formal organization (e.g., Girl Scouts, Boy Scouts, Cub Scouts, Indian Scouts and Brownies).
- Service clubs and organizations that are generally voluntary non-profit organizations, where members meet regularly to perform charitable work either by direct hands-on efforts or by raising money for other organizations (e.g., Kiwanis, Rotary and Masons).

The fire station visit program is not intended, nor should it be used as an entertainment opportunity or for a commercial or for-profit purpose. The following types of groups, entities and activities are not appropriate for inclusion in the fire station visit program:

- Birthday party groups
- Social networking groups
- Business networking groups
- For-profit tour groups, including profit-based foreign student groups
- Any group, entity or activity that is part of a for-profit enterprise

Neither of the lists above is intended to be all-inclusive, rather they are general representations of the types of groups that are either appropriate or inappropriate for inclusion in the fire station visit program.

Groups or organizations can request a fire station visit by contacting the District and arranging the date and time for the intended station visit. This information will be forwarded to the appropriate Chief for station and crew assignment.

405.3.1 SCHEDULING FIRE STATION VISITS

To limit the impact of fire station visits on other essential activities, The Chief may elect to limit the number of station visits assigned to individual crews based on the operational or training activities of that crew. The Division Chief should notify the personnel of the station and crew assigned to conduct each scheduled visit. The Captain should confirm the appointment for the station visit with the applicant and act as the point of contact for the applicant regarding any questions, issues or changes in the scheduled visit.

405.3.2 ADDITIONAL CONSIDERATIONS

The fire station visit program will operate within the following parameters:

- Participating group size will generally be limited to 30 persons, including chaperones, and drivers. Larger groups may apply but approval of the application will depend on the availability of District personnel on the day of the visit.
- Station visits should be scheduled for a maximum of two hours and generally during regular business hours.
- The crew assigned to manage a station visit should remain in-service and available for emergency calls during the visit. Visiting groups should be notified in advance that the crew may be called away from the station at any time and the visit may then be canceled.
- Station visit participants should not be allowed to enter the private crew sleeping or dressing areas of the station.
- The fire crews managing each station visit should ensure that no confidential information or information protected by the Health Insurance Portability and Accountability Act (HIPAA) is visible or accessible to the station visit participants. Specific areas of the station may be closed to the visiting groups as needed to protect confidential and/or protected materials.

405.1 RECORDKEEPING

The station Fire Captain should maintain a record of all requests for the station visit program. The records should include:

Placer Hills-Newcastle-Forest Hill Fire District

Joint Fire District Policy Manual

Public Education

- The name of the group or organization applying for a fire station visit.
- The name of the group leader or person submitting the application.
- Information regarding the approval or denial of the application. For denied applications, the reason for the denial should be listed (e.g., non-conforming group, scheduling conflict or no crew availability).
- The scheduled date and time of each approved visit.
- The Battalion Chief, station and crew assigned to manage the visit.
- Confirmation that the group or organization completed the station visit or the reason it was not completed.

These records should be retained in accordance with the district's established records retention schedules.

Placer Hills-Newcastle-Forest Hill Fire District

Joint Fire District Policy Manual

Public Education

- The name of the group or organization applying for a fire station visit.
- The name of the group leader or person submitting the application.
- Information regarding the approval or denial of the application. For denied applications, the reason for the denial should be listed (e.g., non-conforming group, scheduling conflict or no crew availability).
- The scheduled date and time of each approved visit.
- The Battalion Chief, station and crew assigned to manage the visit.
- Confirmation that the group or organization completed the station visit or the reason it was not completed.

These records should be retained in accordance with the district's established records retention schedules.

Hazardous Materials Disclosures

407.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the requirements for the review of Hazardous Materials Business Plan (HMBP) submittals of the businesses that handle hazardous materials.

407.2 POLICY

The Placer County Environmental Health Department is designated as the administering agency as the Certified Unified Program Agency (CUPA) in all areas of the District.

407.3 PROCEDURE

Businesses handling hazardous materials in excess of threshold quantities shall be required to submit HMBPs to the Placer County Environmental Health Department, CUPA, and submit to inspection.

407.4 PUBLIC RECORDS

Members of the public may request to inspect any HMBP within the District through the Placer County Environmental Department, CUPA.

Inventory information and other information is subject to trade secret protection pursuant to Health and Safety Code § 25512.

Those portions of the HMBP specifying the precise location where hazardous materials are stored and handled on-site, including any maps of the site, shall not be available for inspection (Health and Safety Code § 25509).

District personnel can obtain records and reports from Placer County Environmental Health Department for facilities within the District as needed to conduct fire and life safety functions.