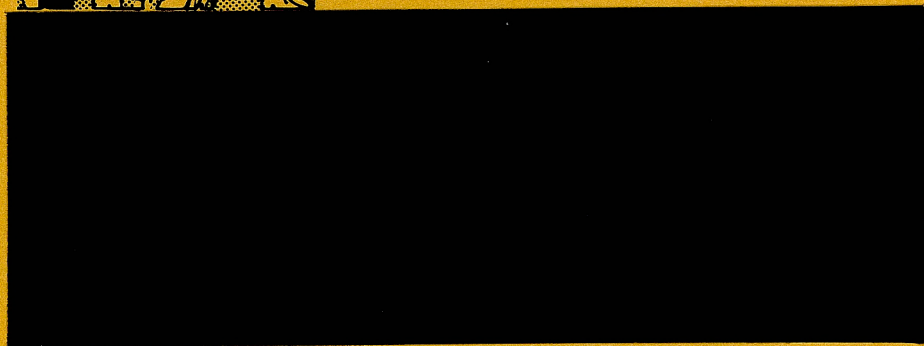


BAND TECHNICAL PUBLICATIONS



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Indian and Northern
Affairs Canada

Affaires indiennes
et du Nord Canada

Canada

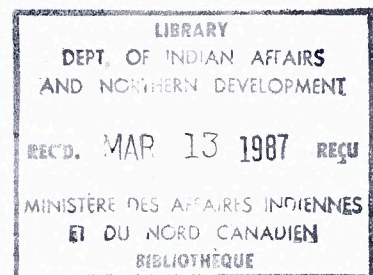
BTP FS-11

Technical Services
and Contracts

Services techniques
et marchés

VOLUNTEER FIRE DEPARTMENTS
ON INDIAN RESERVES

January 1985



©Published under the authority of the
Hon. Bill McKnight, P.C., M.P.,
Minister of Indian Affairs and
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Cette publication peut aussi être obtenue
en français sous le titre:

Services de pompiers volontaires
dans les réserves indiennes

VOLUNTEER FIRE DEPARTMENTS ON INDIAN RESERVES

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VOLUNTEER FIRE DEPARTMENTS ON INDIAN RESERVES

1.0 INTRODUCTION

This publication provides basic guidelines for the organization, administration, management, training and operation of volunteer fire departments on Indian reserves and communities. It contains general information which can be used by all volunteer fire departments, irrespective of size and the nature of the reserves they serve.

The information is intended for all personnel engaged in fire protection activities on Indian reserves.

2.0 PURPOSE OF A FIRE DEPARTMENT

The fundamental purpose of a fire department is to apply fire prevention technology to safeguard life and property. This may best be accomplished by adopting the following commonly accepted performance objectives:

- a. to prevent fire from starting;
- b. to prevent loss of life and property when a fire starts;
- c. to confine the fire to the place where it started;
and
- d. to extinguish it by the fastest means possible.

3.0 FORMATION OF A VOLUNTEER FIRE DEPARTMENT

3.1 Authority

The first step in forming a Volunteer Fire Department (VFD) on an Indian reserve is to obtain the necessary authority from the Band or Tribal Council, by means of a

resolution or an approved by-law. This authority should cover establishment of the department, appointment of a fire chief, staffing, and the provision of an apparatus and equipment. The authority should also specify the key duties and responsibilities of the fire chief, which should include the selection of personnel and formation of the Volunteer Fire Department, subject to Band Council approval.

3.2 Planning

Because of the great expense and effort involved, it is important that each reserve develop well-thought-out plans for forming and operating an effective fire department. These plans should have well defined goals and objectives which should reflect fire occurrences in the past and the projected development of the reserve in the future.

As part of the planning process, the band council should evaluate the potential magnitude of fire emergencies within and from outside the reserve. For best results the fire chief should participate in this evaluation and the following factors should be considered:

- a. Size of the Reserve:
 - (1) total reserve area and population; and
 - (2) the number and density of the buildings.
- b. Accessibility to the Reserve: primary and alternate means of access to the reserve and to its structures and buildings.
- c. Building size: the height, area and exposure of each building and structure on the reserve.
- d. Building construction: the type of materials used (fire resistive, combustible, non-combustible etc.).
- e. Building contents: the combustibility of building contents.
- f. Fire hazards: exterior and interior fuel storage tanks and flammable liquids, both on the reserve and adjacent to it.

- g. Forest fire: danger from forest fire on the reserve or in the surrounding area.
- h. Railways and roads passing through the reserve: possible dangers from hazardous material in transit.
- i. Fire protection equipment: the presence or absence of manual and/or automatic fire protection systems and equipment, including fire detection and alarm systems.
- j. Provisions for safety of people: fire exits, evacuation plans, drills and rescue operations.
- k. Existing fire protection: the capabilities of the existing fire department, if any.
- l. Assistance by other fire departments: the availability and firefighting capabilities of the existing fire departments in the vicinity.

3.3 Structure

3.3.1 General Remarks

The type and size of a volunteer fire department on an Indian reserve should be based on the plans developed as a result of the evaluation in 3.2. In its most simple form, on a small reserve, the VFD would consist of a fire chief to whom a number of firefighters report directly. For best results, the number of firefighters in a VFD should be at least 6. On a very large reserve, the VFD could consist of a fire chief, deputy fire chief and 2 or 3 captains, each in charge of a specific number of firefighters. In all cases, the VFD's would be supervised by fire chiefs who would be accountable to the band councils. See Figures 1-5 for examples of organization charts. Each band chief and council, with assistance from the fire chief and regional fire and safety officer (RF&SO), will decide the best possible organizational structure for their specific needs.

3.3.2 Line Functions

Line functions in fire departments normally refer to those activities directly involved with fire suppression operations.

**TYPICAL LINE FUNCTION ORGANISATION OF
VOLUNTEER FIRE DEPARTMENT
ON INDIAN RESERVES**

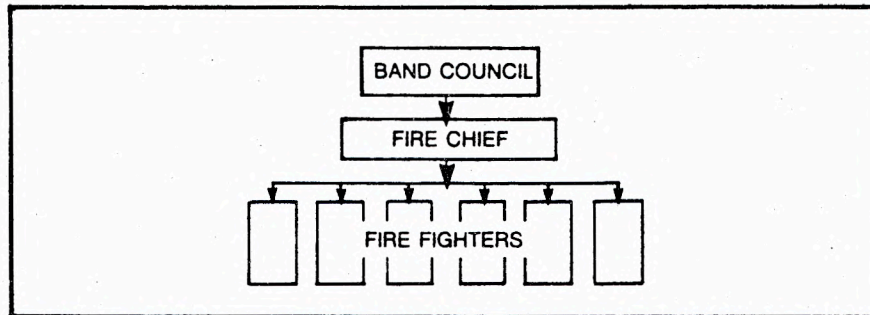


FIG. 1 VOLUNTEER FIRE DEPARTMENT CLASS 1 - 10 DWELLINGS OR LESS

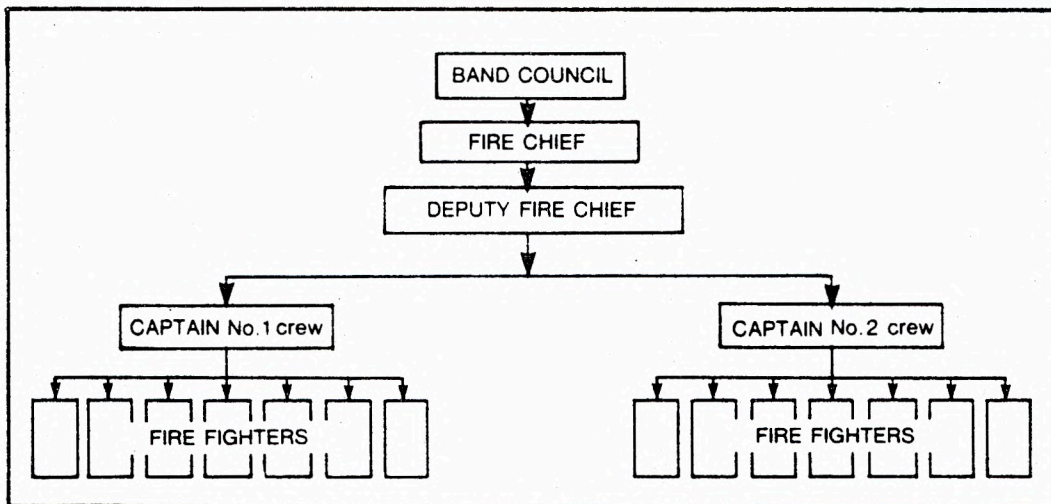


FIG. 2 VOLUNTEER FIRE DEPARTMENT CLASS 2 - 10 TO 40 DWELLINGS

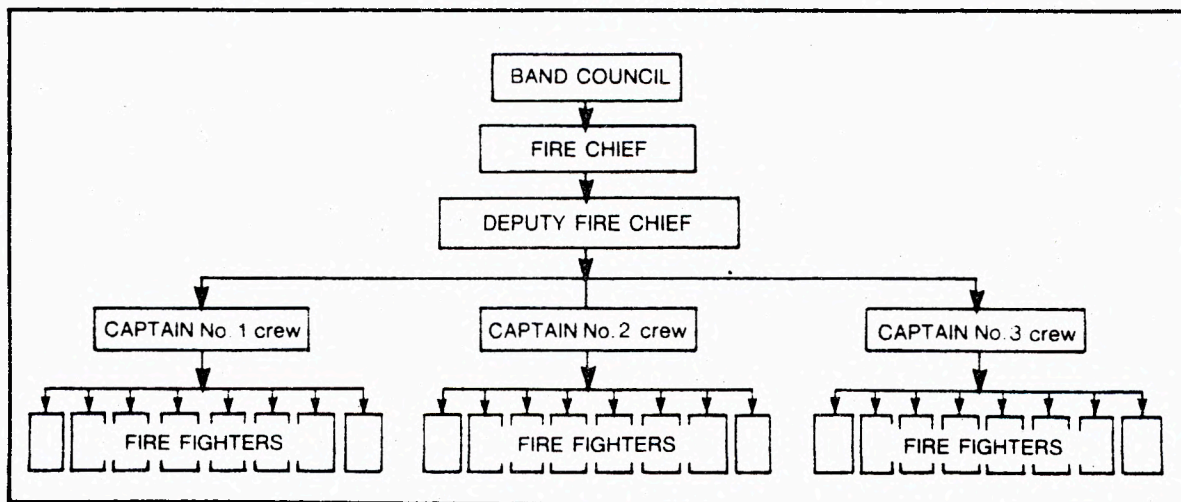


FIG. 3 VOLUNTEER FIRE DEPARTMENT CLASS 3 - 40 DWELLINGS OR OVER

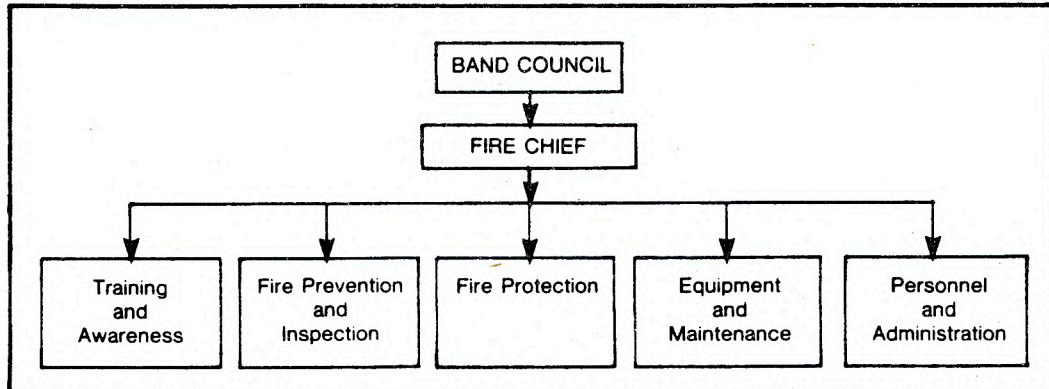


FIG. 4 SAMPLE STAFF FUNCTION ORGANISATION OF A VOLUNTEER FIRE DEPARTMENT ON AN INDIAN RESERVE TO SUIT LOCAL REQUIREMENTS

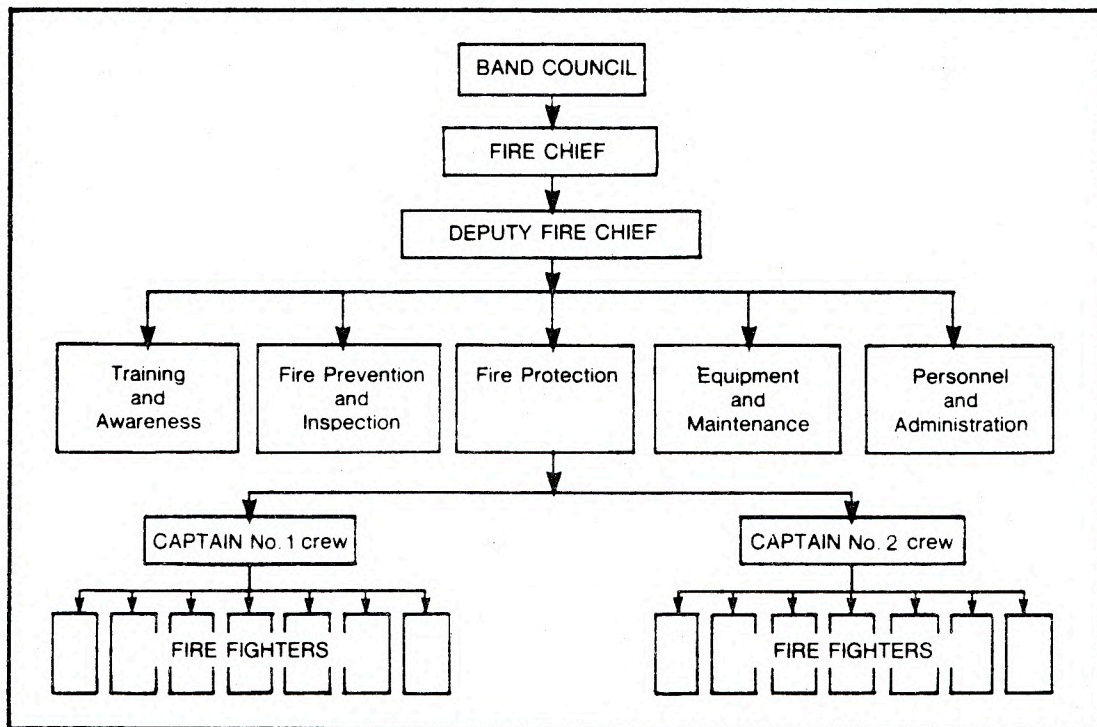


FIG. 5 SAMPLE ORGANISATION OF A VOLUNTEER FIRE DEPARTMENT ON AN INDIAN RESERVE TO SUIT LOCAL REQUIREMENTS

3.3.3. Staff Functions

Staff functions include activities such as fire prevention, training, fire protection, administration and maintenance. In VFD's, these activities are organized by committees. The committee head should preferably be a trained firefighter, but in some cases may be a community member.

The manner in which a VFD is organized depends on the size of the department and the scope of its operations. In a small VFD, one staff officer may represent more than one committee and individual committee members participate in activities of more than one group.

4.0 ADMINISTRATION AND MANAGEMENT OF A VOLUNTEER FIRE DEPARTMENT

4.1 General Remarks

The band council is the governing body of a VFD, basing its policy decisions on the applicable existing regulations. It has three primary responsibilities towards the VFD:

- a. establishing the scope and level of service to be provided by the VFD;
- b. providing the necessary funding; and
- c. providing for the necessary personnel, facilities and equipment.

The band council is also responsible for monitoring the management functions of the VFD, such as training, fire prevention, fire protection, provision of equipment and its maintenance, as well as personnel and administration.

The VFD management and administration are carried out by the fire chief, following band council policies and directives, assisted by the line and staff officers and their respective personnel. One of the major VFD management responsibilities is supplying and maintaining trained and efficient operational groups on the reserve to perform assigned tasks, both in fire prevention and protection.

4.2 Duties of the Fire Chief

The fire chief should have full charge of the conduct and general operation of the VFD on the reserve at all times. His or her key duties and responsibilities should include the following:

- a. provision of plans of action to meet all possible fire situations on the reserve;
- b. ensuring that public buildings (schools, churches, hospitals, institutions, community halls etc.) and residences on the reserve are inspected and existing fire hazards noted (residences are only inspected by invitation of the occupant);
- c. review and follow-up on fire inspection reports, ensuring that all indicated fire hazards are eliminated;
- d. preparing, reviewing and up-dating training plans for VFD personnel to ensure availability of qualified firefighters during emergencies;
- e. periodic evaluation of the equipment, facilities and personnel provided for firefighting, and informing the band council of any situation likely to reduce the effectiveness of firefighting operations on the reserve;
- f. maintenance of proper decorum, discipline and efficiency of the department at fires and practices;
- g. ensuring that proper fire loss reports are prepared after each fire on the reserve and distributed in accordance with the approved procedures;
- h. keeping a record of all VFD activities, preparing annual reports, and making recommendations to the band council;
- i. a periodic review of the VFD personnel insurance, including workers' compensation coverage, and recommending improvements where necessary; and
- j. participating in band council meetings pertinent to fire protection activities and carrying out related assignments as directed by the band council.

4.3 Duties of the Deputy Fire Chief

Normally, the deputy fire chief heads one or more committees in the VFD and assists the fire chief in the overall operation and management of the department. In the fire chief's absence, the deputy fire chief assumes most of his/her responsibilities.

4.4 Personnel

Personnel for the VFD are usually selected by the fire chief. The persons chosen are those most suitable and willing to perform fire service duties with a minimum of additional training. Quite frequently, when forming a new VFD or enlarging the existing one, there are very few adequately trained persons available who can be employed without first receiving some fire safety training. Most of these may have to be given "crash courses" on fire protection activities for emergency use before formally training them to the required firefighter performance level.

4.5 Training

Normally the VFD provides all necessary training for firefighters. This is usually accomplished through the band's own resources or from those available through provincial and/or federal authorities. The training program should be the best possible and adapted to the needs of the particular VFD. It should include training in the use and operation of all the fire protection apparatus, equipment and facilities available on the reserve.

The training program should keep firefighters up to date with problems presented by new fire hazards on the reserve and any new fire extinguishing equipment and methods. It is suggested that, for the best results, fire service training programs comply with the NFPA standard 1001-1981, "Firefighter Professional Qualifications", and use the International Fire Service Training Association (IFSTA) publication entitled IFSTA 200-Essentials of Firefighting as a hand book. IFSTA publications on fire training are the most complete and widely used training material in North America. See Appendix A for a list of IFSTA publications.

In a large VFD, a separate teaching room should be provided, preferably in the fire hall.

4.6 Drills

4.6.1 Practice Drills

Practice drills should be held as frequently and in such depth as is considered necessary by the fire chief to ensure that the VFD members are proficient in performing the required operations with the equipment provided. Drills should occasionally be held under adverse weather conditions to work out the special procedures required under these conditions. Periodically, drills should be used to check out the ability of team members, the quality of leadership, the use of equipment and the effectiveness of the team operation.

4.6.2 Apparatus and Equipment Drills

Whenever possible, the apparatus and equipment should be operated during drills. For example, portable extinguishers should be actually discharged, respiratory protective equipment operated and water turned into stretched hose lines and discharged. At the conclusion of the drill, all equipment should be serviced and promptly placed in readiness to respond to a fire call.

4.6.3 Control of Drills

Drills should always be carried out under the control of the fire chief and crew captains at a moderate pace, with emphasis on effectiveness rather than speed. This is to assure proper techniques and safe operation.

4.6.4 Critique

Each drill should be followed by a critique to fully discuss what happened, to correct any flaws in procedures and to discover any area that may require additional training.

4.7 Apparatus and Equipment

4.7.1 General Remarks

To a considerable degree, a firefighting department is built around the apparatus and equipment used for

suppressing fires. The effectiveness of the operation is often dependent upon the nature, adequacy and serviceability of this equipment.

4.7.2 Equipment Check List

In Canada, the basic firefighting apparatus is a diesel or gasoline driven vehicle that carries an assortment of tools and equipment, commonly referred to as a fire truck. The actual type and size of the apparatus, tools and equipment carried will depend on the intended use of the particular vehicle.

An inventory of this equipment and records of its maintenance and/or replacement should be kept in a safe place (preferably the band office). See Appendices B and C for typical apparatus records. The following is a list of the principal categories of equipment that should be considered by the Band Council, with advice from the fire chief:

- a. portable fire extinguishers - one or two 9 kg (20 lbs.), ABC Dry Chemical is suggested;
- b. hose and hose accessories, including hydrant wrenches, hydrant valves, hose straps, rope, combination shut-off nozzles, gated wyes, double hose couplings and hose spanners;
- c. portable lighting equipment, including a portable electric generator, a hand lantern and a supply of extra batteries;
- d. forcible entry tools, including axes, saws, plastic hooks and pike poles, claw tools, door openers, crow bars, wire cutters and sledge hammers;
- e. ladders - a selection of 2 or 3 ladders of sufficient length for the work anticipated;
- f. salvage equipment including pails, salvage covers, brooms, shovels and squeegees;
- g. rescue and first-aid equipment - the exact equipment provided should be governed by the extent to which members of the fire department have been trained in its use and may include first-aid kits

and resuscitation equipment as well as spare cylinders of gas and other expendable items such as bandages;

- h. spare and replacement equipment -- this should include items which are practicable for members of the fire department to replace and should include fusible links for fire doors and automatic sprinkler heads;
- i. personnel protective equipment, including helmets, coats, water-proof mittens and rubber boots -- the exact numbers will depend on how many persons are required to use them at any one time;
- j. portable pumps - at least one multi-purpose, high pressure pump with suitable hoses and strainers for drawing water from lake, stream or river, or for use in conjunction with the fire truck pump when required; and
- k. a tool kit - a suitable box with various assorted tools, such as screw drivers, hammers, wrenches pliers, hacksaw, screws, bolts and nails, to permit first line repairs when responding to emergency calls.

4.8 Inspection and Maintenance

4.8.1 Continual Maintenance Procedures

Apparatus and equipment should be regularly inspected and properly maintained to make sure they are in proper working order at all times.

Following any response, maintenance procedures should be performed immediately to make the equipment ready for the next response. This should include the following:

- a. replenish used supplies;
- b. restore ladders, tools, and respiratory equipment to operating condition; and
- c. inspect apparatus for damage and initiate corrective action if required.

See Appendix D for a sample of a driver's mechanical report.

4.8.2 Preventive Maintenance (PM) Procedures

Establish a procedure for inspecting the fire truck and its related equipment at regular intervals. The fire department should provide qualified personnel from its own staff or make suitable arrangements through the senior regional fire and safety officer. Prepare written instructions defining the work to be performed in inspections, and keep records. See Appendix H for an example of a typical task statement.

NOTE: Manufacturers' operating instructions and maintenance procedures should be followed precisely when preparing PM instructions and reports, and performing maintenance and/or repair work.

5.0 FIRE PREVENTION

5.1 General Remarks

Fire prevention encompasses all of the means used to reduce the incidence of uncontrolled fire. Fire prevention methods employed by fire department personnel involve a combination of engineering, education and enforcement. Good engineering practices provide built-in safeguards that help to prevent fires from starting and to limit the spread of fire should it occur. Education is the method used to instruct and inform groups and individuals of the dangers of fire and how to reduce them. Enforcement is the legal means of correcting deficiencies that pose a threat to life and property. This method is used only when other methods have failed.

5.2 Fire Inspection

Fire inspection is a search for unsafe conditions in buildings. To be effective, inspection must be on a continual and regular basis. The causes that create unsafe fire conditions, the environment and human behaviour, are continually at work.

Environmental hazards include dangerous products and defects in buildings resulting from deterioration. These hazards often contribute to early collapse or rapid spread of fire. Human behaviour accounts for a large percentage of fires also.

Human causes of unsafe conditions are endless but include:

- a. heating equipment;
- b. cooking oils and fats;
- c. careless smoking;
- d. child-related incidents;
- e. overloaded electrical circuits;
- f. obstruction of exits;
- g. inoperative fire alarm systems;
- h. fire doors blocked open; and
- i. storage in stairways or in nonapproved containers.

See Appendix G for a home fire safety check list.

To reduce these fire hazards, all buildings on the reserve should be inspected on a regular, predetermined basis by qualified inspectors.

On completion of the inspections, inspectors should prepare fire inspection reports and distribute them according to the established distribution list. These reports should be reviewed by appropriate authorities such as fire chiefs, band councils, regional fire and safety officers and directors of E&A, if applicable. Hazards should be eliminated following approved regulations. See Appendices E and F for typical dwelling inspection forms for use on reserves.

5.3 Education and Awareness

One of the functions of the fire prevention committee on an Indian reserve is to organize and coordinate the activities of a fire safety training/awareness program in the community, such as fire prevention weeks, hose drill tournaments etc. This involves organizing group discussions, seminars, classes, workshops, film

presentations etc. on fire safety topics. Here, participants are enlightened on various fire hazards in their surroundings and how to eliminate them, for example, housekeeping and cooking problems, heating and electrical hazards, bad smoking habits, fire escape routes and drills in dwellings. Quite frequently, these groups discuss safety policies on the reserve and recommend their adoption by the band council or identify unsafe conditions and practices and recommend their remedies. They may also organize community outings such as picnics where fire prevention is discussed and promoted among other community members.

This type of group training arouses and maintains the interest of the community in fire prevention and convinces them that their cooperation and assistance is needed to help save lives and reduce fire losses.

6.0 FIRE PROTECTION

Fire protection is the term used by all fire service agencies to describe measures relating to the prevention, detection and extinguishment of fires. It involves both material and human resources and focusses on saving lives and property. The most common methods of suppressing fire used in the fire protection field are fire alarm and detection systems, automatic sprinkler systems, standpipe and hose systems and various fire services provided by the fire departments and communities.

The choice of fire apparatus, equipment and facilities is usually governed by the size and location of the reserve, as well as the availability of finances and of fire protection services through existing fire departments in the vicinity. For example, if there is a community next to an Indian reserve which has a reliable fire department and is capable of providing fire protection service to the reserve, it is usually more feasible and economical to arrange a service contract with that community than to provide a separate fire department on the reserve.

A service contract can also be used to augment the existing fire protection services on the reserve as can a mutual aid agreement with a neighbouring community.

Because of the importance of fire protection services on Indian reserves and the high costs involved in establishing, operating and maintaining them, it is most important that VFD's be well researched, planned and managed in line with the existing policies and regulations.

7.0 RELATED PUBLICATIONS AND REFERENCES

National Fire Protection Association (NFPA). Codes - NFPA 1201-1977.

NFPA. 1976. Fire Protection Handbook; 14th edition, Section 9, "Public Fire Protection". Boston, Mass.

Lucht, David A. Fire Prevention Planning and Leadership for Small Communities.

International Fire Service Training Association (ifsta) Essentials of Fire Fighting, 1st edition ifsta - 200.

Ifsta. Fire Service Practices for Volunteer Fire Departments, 5th edition ifsta-201.

Also see provincial acts and regulations relating to workers' compensation boards.

Appendix A

A SAMPLE LIST OF IFSTA FIRE PROTECTION PUBLICATIONS

Item	Title	Approx. Unit Cost (USA \$)
1.	Fire Service Orientation and Indoctrination	8.00
2.	Fire Service First Aid	9.50
3.	Firefighter Study Guide	6.00
4.	Essentials of Firefighting	18.00
5.	Self-Instruction for Essentials of Firefighting	9.50
6.	Fire Service Ground Ladder Practices	8.00
7.	Fire Hose Practices	8.00
8.	Salvage and Overhaul Practices	9.50
9.	Forcible Entry, Rope and Portable Extinguisher Practices	9.50
10.	Self-contained Breathing Apparatus	15.00
11.	Fire Ventilation Practices	9.00
12.	Fire Service Rescue Practices	11.00
13.	Fire Service Instructor	10.00
14.	Public Fire Education	9.50
15.	Fire Prevention and Inspection Practices	8.00
16.	Water Supplies for Fire Protection	9.50
17.	Fire Apparatus Practices	9.50
18.	Fire Stream Practices	9.50

Appendix A

19. Fire Fighter Occupational Safety	9.50
20. Ground Cover Firefighting Practices	10.00
21. Fire Services Practices for Volunteer Fire Departments	8.00

APPARATUS AND EQUIPMENT REPAIR RECORD

Date	Time In	Time Out	Repairs Made	By Whom

OIL - LUBRICATION - BATTERY - TIRES

Date	Quarts Used	Weight of Oil	Date	By Whom	Date In	Volts	Date Out	Date	Size	Brand	Serial No.	Apparatus

FIRE APPARATUS

Type _____ Model _____ Built _____ Serial No. _____
 MFG. _____ Motor Make _____ Model _____ Serial No. _____
 No. Cylinders _____ Stroke _____ Brake Horsepower _____ at _____ RPM
 Ignition _____ Carburetor _____ Fuel Pump _____
 GVW Rating _____ Front Axle _____ Rear Axle _____ Total Wt. _____
 Water Tank Capacity _____ Recommended Fuel _____ Fuel Tank Capacity _____
 Pump Make _____ Model _____ Type _____
 Pump Capacity _____ GPM at _____ PSI _____ Gear Ratio _____ to _____
 Acceptance Test Date _____ GPM _____ at _____ PSI Engine RPM _____
 Service Test Dates _____ GPM _____ PSI Engine RPM _____

TYPICAL APPARATUS DRIVER'S MECHANICAL REPORT
(to be filled out monthly)

Date _____ Fire Department _____ Type of Apparatus _____
 Make _____ Chassis No. _____ Model _____
 Speedometer Reading _____ Engine Miles/Kilometres _____
 Pump hours since last report _____ Total Pump Hours _____

Marking Code: O.K. Repairs Needed - 0 Adj. Made - X

1. Check steering for excess play
2. Foot brake pedal reserve
3. Hand brake
4. Transmission shift lever and safety locks
5. Pump shift levers and safety locks
6. Clutch
7. Starter-both switches
8. All lights, head, tail, compart, etc.
9. Windshield wipers
10. Clean, tighten battery connections, inspect cables
11. Check for gasoline, oil, and water leaks (engine hot and running)
12. Check all doors, latches, handles, and glass
13. Check all equipment brackets and holders
14. Check all pump controls
15. Check pump governor
16. Check all drain valves
17. Windshield washing operation
18. Check all nozzles
19. Auxiliary generator and flood lights
20. Portable pumps
21. Ladders
22. Tool kit
23. All masks and breathing equipment
24. Body or other damage
25. General performance and appearance of apparatus

REMARKS: When any of the above are marked 0, an explanation shall appear under remarks with that item's listed number:
 (Example 9 wiper blades need replacing).

Drivers Signature: _____

Officers' Signature: _____

TYPICAL VOLUNTEER FIRE DEPARTMENT DWELLING INSPECTION FORM

Reserve

Home Inspection of # _____ St., Rd., Pl., Ave.

Dear Occupant:

With your consent, the undersigned firefighter has made a fire-safety inspection of your home. He has checked below those conditions that might start a fire and has left instructions on how to correct these fire hazards. **YOU ARE URGED TO CORRECT THEM AT ONCE** – please do not put it off. If you wish to discuss any hazard, please call the Fire Department. –

(signed) _____ Fire Chief
_____. 19____

Basement

1st floor

2nd floor

Attic

Garage

Yard

1. Rubbish and trash accumulations.
 2. Ashes improperly handled.
 3. Flammable liquids improperly stored.
 4. Painting materials, oily rags, unsafe.
 5. Storage or work areas congested, not fire-safe.
 6. Combustibles too near heating devices.
 7. Smokepipes and flues unsafely arranged.
 8. Masonry chimneys unsafe.
 9. Gas fueled devices improperly arranged.
 10. Electrical circuit overloading, improper fuses.
 11. Electric cords and motors unsafe.
 12. TV & radio sets, poor arrangement.
 13. Outbuildings and yards cleanup needed.
 14. Building maintenance fire-safety.
 15. Baby-sitter information.
 16. Home fire extinguisher information.
 17. NO DEFECTS NOTED.
- CONGRATULATIONS!**

Type of heat used in home _____

Number of home occupants _____ number of invalids ____ on ____ floor.

Firefighter-inspector

TYPICAL FIRE DEPARTMENT HOME INSPECTION FORM

_____ Band

_____ Reserve

Address _____

This copy is used in duplicate

___ IF NOT AT HOME CHECK HERE.

___ REFUSED ADMITTANCE.

With your consent, the undersigned member of the local Fire Department has just completed a fire prevention inspection of your home. Your cooperation in eliminating or otherwise correcting the common hazards which he has checked below, will make YOUR home a safe place in which to live, and help us reduce the terrific annual toll of life and property by fire. The inspector has been instructed to explain each of the hazards found in your home and you are asked to phone the Fire Department should you need further advice or assistance. IF THE INSPECTOR HAS CHECKED NONE OF THE FOLLOWING ITEMS, YOU ARE TO BE COMPLIMENTED ON YOUR PERSONAL FIRE PREVENTION EFFORTS. If not at home when the inspector called, you may phone the Fire Department for an inspection appointment.

- | | |
|--|---|
| ___ Rubbish not properly taken care of. | ___ Oily rags-mops not properly stored. |
| ___ Flammable liquids not properly stored. | ___ Stoves not properly installed. |
| ___ Combustibles too close to stoves. | ___ Fuse box over fused. |
| ___ Unsafe wiring. | ___ Extension cord wiring, excessive defective. |
| ___ Roofing in danger of sparks. | ___ Garage-sheds in bad order. |
| ___ Accumulations of paper-furniture. | ___ Paints not properly stored. |
| ___ Tall grass too near buildings. | ___ Unvented hot water tanks. |

Remarks: _____

KNOW WHAT TO DO IN CASE OF FIRE IN YOUR HOME

1. Plan your escape route from your home or room NOW!
2. Know how to turn in a FIRE ALARM.

THINK ... PREVENT FIRES! SAVE A LIFE! DO NOT SMOKE IN BED.

For Additional Information Call: _____

Inspector _____

Appendix G

TYPICAL HOME FIRE SAFETY CHECK LIST

ESPECIALLY FOR THE CHILDREN

Do you make it the rule never to leave small children unattended? Yes _____ No _____

Do you show your babysitter the escape routes for your home, and the right way to call the fire department? Yes _____ No _____

Do your babysitters (and you) know the first rule of safety in fire emergencies: get everyone out fast, and don't go back in. Yes _____ No _____

Do your children keep a safe distance from flame and spark sources? Yes _____ No _____

SMOKING HABITS

Is smoking in bed against the rule? Yes _____ No _____

Do you check for smoldering butts in chairs and sofas? Yes _____ No _____

Are you careful when disposing of cigarettes, cigars and pipe ashes? Yes _____ No _____

Are there plenty of large, safe ash trays throughout the house? Yes _____ No _____

Are matches and lighters kept out of the reach of children? Yes _____ No _____

HEATING AND COOKING

Are furnaces, stoves and smokepipes away from combustible walls and ceilings, and in good repair? Yes _____ No _____

Is your heating equipment checked annually by a servicer? Yes _____ No _____

Are portable heaters properly maintained and located? Yes _____ No _____

Do you make sure there are no combustibles near any stove, heater or fireplace in the house? Yes _____ No _____

Do you have the chimney cleaned and checked regularly? Yes _____ No _____

For safety against chimney and other sparks, is roof covering fire retardant? Yes _____ No _____

GOOD HOUSEKEEPING

Do you keep rubbish cleaned out? Yes _____ No _____

Is paint kept in tightly closed metal containers? Yes _____ No _____

Appendix G

Are flammable liquids stored in safety cans, and kept away from heat and children?

Yes _____ No _____

Have you made it a rule never to use flammable liquids for cleaning clothes or starting fires?

Yes _____ No _____

ELECTRICITY

Are extension cords never run under rugs or hooked over nails?

Yes _____ No _____

Are all cords in good condition?

Yes _____ No _____

Are appliances checked periodically for good operating condition?

Yes _____ No _____

Is the right size fuse in each socket in the fuse box?

Yes _____ No _____

Do you use a new fuse after each blow?

Yes _____ No _____

Is your TV antenna installed safely?

Yes _____ No _____

Is it equipped with a grounded lightning arrestor?

Yes _____ No _____

Every "no" in this check list shows where your family's safety precautions fall short.

Take action - family action - now!

Appendix H

TYPICAL TASK STATEMENT

Activity: Firefighting Apparatus P.M.
Component: Fire Truck
Crew: 2 Persons
Productivity: 8 hours (weekly); 3 days (semi-annually)

Weekly: (or after each firefighting operation)

1. Engine compartment, check:
 - engine oil, proper level and condition,
 - radiator coolant - proper level,
 - fan belts - condition and looseness.
2. Truck cab check:
 - hand brake for operation,
 - interior for cleanliness.
3. Start engine and check:
 - starter operation,
 - oil pressure gauge - correct reading,
 - battery charging rate,
 - windshield wiper operation,
 - windshield washer operation (fill if empty),
 - heater and defroster in season - (operation),
 - foot brake for operation (before moving truck),
 - clutch for operation,
 - engine for operation, and unusual noises,
 - fuel gauge (fill if necessary),
 - siren for operation,
 - flashing lights (operation),
 - all lights - headlights, and tail, brakes, and instrument panel lights.
4. Stop engine and check:
 - automatic transmission oil level,
 - rear view mirrors,
 - tires - damage - proper inflation,
 - batteries for security - electrolyte level,
 - corrosion and terminal tightness,
 - general vehicle cleanliness.

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5. Fire pump, check:
- transfer case oil (10-30 oil),
 - priming pump oil level (30 oil),
 - pump governor (oil shaft if necessary),
 - gauges for operation,
 - valves and drains for free operation,
 - open tank suction valve and engage fire pump with drain closed and recirculate water from booster tank to pump and back to booster tank.

NOTES

- Drain fire pump after use.
- Do not run fire pump without water; it has to have water for lubrication.
- Report all defects to band office immediately, in writing.
- Recommend that fire truck not be moved with fire pump in gear.

Semi-annually:

1. Check and repair all valves & ports for leaks and adjustments:
 - tank suction valve,
 - rear discharge ports,
 - front discharge ports,
 - all discharge ports,
 - main suction port,
 - hydrant ports (suction).
2. Check and test:
 - priming system,
 - transfer valve,
 - relief valve or E.M. governor,
 - all oil levels:
 - 1) gear box,
 - 2) priming tank,
 - lubricate ball valves and remote controls,
 - dry vacuum test (annually),

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- check drive line flange bolts,
- inspect (visual) drive line oil seals,
- check controlled leakage of packing gland,
- grease suction tube threads and inspect gaskets for deterioration,
- inspect and clean strainers,
- drain drive unit oil and replace with SAE 10W-30 oil,
- check all gauges for proper calibration,
- pump to be repacked every year,
- check and test suction hoses for collapsed inner liner.