	Queen Anne's County Fire & EMS Commission Operations Manual	No. 06.01
	Fire Station and/or Company Standards	Effective Date: May 2, 2013 Revised Date:

I. SCOPE

- A. This standard applies to all Queen Anne's County Fire Department's.

II. PURPOSE


- A. To establish standards for operating and maintaining a Fire Department within Queen Anne's County.

III. RESPONSIBILITY


- A. All Queen Anne's County Fire Department's will be responsible for ensuring strict adherence to this standard.

IV. STANDARD


- A. Active membership consisting of at least twenty (20) members which shall include at least three (3) active line officers.
- B. At least three (3) trained active operators to be appointed to drive and operate the apparatus. These operators shall be thoroughly familiar with the operation of the apparatus and will be under the direct supervision and guidance of the Chief Officer.
 - 1. All vehicle operators will have a valid Maryland Driver's License according to Maryland State Laws that is in compliance with the type of vehicle or apparatus being driven.
- C. All Company applicants must be at least sixteen (16) years of age with parent's written consent before being eligible for membership. Those potential members under eighteen (18) years of age must complete a Workmen's Compensation Commission Form to be kept in the member's personal file.

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- D. Each Company will have a minimum of ten (10) active members who have successfully completed the current Firefighter 1 Training as conducted by the Maryland Fire & Rescue Institute of the University of Maryland.
- E. Training with an experienced Officer in charge shall be conducted at least monthly. Records of what the training consist of and members that were present will be kept.
- F. Each Company will maintain records in which the following information will be recorded; date, time in, time out, attendance, how extinguished, size and amount of hose used, injuries or deaths, estimated loss of building and contents and estimated value of the property. Each Company will use the Maryland Fire Information Reporting System and will be sent to the Fire Marshal's Office.
- G. Each Company will have a heated Fire Station of adequate size and construction for the housing of all apparatus and equipment. Each Company shall have adequate insurance coverage for building and equipment. All stations should have emergency power capabilities. All boats and non-fire suppression vehicles are exempt.
- H. Each Company will have a suitable means of receiving an alarm and alerting the company membership.
- I. Each Company will have at least ten (10) sets of turnout gear (coats with liners, boots with puncture resistant insoles, gloves and helmets with eye protection.) All protective equipment will meet or exceed NFPA 1971.
- J. All SCBA will have PASS Devices in working order.
- K. All SCBA and Cascade bottles will be hydro-tested per manufacturer's specifications. A copy of the test results will be given to the Standards Committee of the Fire and EMS Commission.
- L. All fire hose will be tested annually to meet NFPA 1962 standards and a record of such tests kept. A copy of the test results will be given to the Standards Committee of the Fire and EMS Commission.

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- M. Each Company shall have a cascade system or compressor capable of re-filling its own breathing air cylinders. The air in the filling station will be tested by authorized agency on a quarterly basis. A copy of the test results will be given to the Standards Committee of the Fire and EMS Commission.
- N. Each Company will have one (1) ditch pump capable of pumping 200 gpm with a float dock strainer and two (2) ten foot sections of 2.5" hard suction hose. (ditch pump optional.)
- O. All apparatus will meet Maryland DOT Standards according to Maryland State Law. The proper paperwork will be available at all times.
- P. All new/used equipment purchased must be inspected by the Standards Committee of the Fire and EMS Commission prior to being placed in service.
- Q. Any equipment out of service for thirty (30) days or more must be re-inspected prior to being placed back in service by the Standards Committee of the Fire and EMS Commission.
- R. Any piece of equipment with known safety defects or not in good working order will be placed out of service until which time the problem(s) have been corrected.
- S. Any proposed changes or new standards must be submitted in writing to the Standards Committee of the Fire and EMS Commission for review. The proposed change or new standard will then be brought to the FEC meeting and voted on if there are no further discrepancies.
- T. All Ladder Trucks to have aerial ladders tested every two (2) years by an authorized agency and a copy given to the Standards Committee of the Fire and EMS Commission.

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- U. The Standards Committee of the Fire and EMS Commission has full authority in matters dealing with the compliance of any and all standards set forth by the Fire and EMS Commission. The Standards Committee can recommend to the Fire and EMS Commission that a piece of equipment be placed out of service for failing to comply. The Standards Committee can also recommend that a newly acquired piece of equipment not be placed in service for failing to comply.

William H. Faust, Chairman
Queen Anne's County Fire & EMS Commission