



Kewanee Fire Department

Kevin Shook

Fire Chief

401 East 3rd St.

Kewanee, IL 61443

Phone 309-852-2115

kshook@cityofkewanee.net

In response to the appeal on Complaint #1477383.

While I disagree with the allegations that have been made I will do my best to supply the information that has been requested for this appeal. In your email, you made a 12-point request. Below I have listed each request as numbered in your email. Corresponding documents are numbered by the point number in your request for information.

1. Submit OSHA 300 and 300A Logs for past three years (2017, 2018 & 2019).

Enclosed you will find the last 3 years of OSHA300-300A. notable is that 2 years are for the fire department only while the most recent is for all city employees.

2. If firefighters are represented by the Union. Provide contact information for Union President or Union Steward:

3. Submit the firefighter roster including their titles and phone numbers.

4. Provide the list of firefighters including phone numbers, who participated in the fire incident on May 14, 2020.

The Fire department roster with ranks, contact information, union president information, and whether each was present at the fire incident on 05-14-2020 is enclosed.

5. Incident report (Received from Fire Chief on May 26, 2020).

NFIRS incident report is enclosed. The state fire marshal's investigation report is not finalized, as the investigation is ongoing in conjunction with our police detectives.

6. Submit your internal investigation report on the recent fire incident.

Initial report with findings of the internal investigation is enclosed.

7. The firefighter was injured during recent fire incident from smoke inhalation. Was the firefighter wearing an SCBA? The answer to this question is no.

If yes, a written respiratory protection program shall be maintained at the Fire Dept.

Submit the following documents:

a) Written Respiratory Protection Program

b) Medical Evaluation documents

c) Fit Testing records

d) Annual training records for members using an SCBA, members shall be trained and instructed in proper use and limitations.

The answer to this question is no, the firefighter was not wearing an SCBA when initially exposed. The firefighter had responded to scene in an ambulance. He then joined the engine 2 engineer at the hydrant and assisted in laying a supply line for water using a forward lay and charged the hydrant. This was approximately a block away from the fire building around a corner. After he was instructed to charge the hydrant, he followed the supply line back to the engine to get his SCBA on. When he came around the corner of the alley and building to approach the engine an entry crew from engine 1 opened a door on the east side of the building

filling the alley full of dark smoke. The firefighter had not gotten to the engine yet where his air pack was mounted. He proceeded to put his air pack on and went on air joining the second crew on entry. This is when he reported difficulty breathing with an accelerated heartrate. He passed this information on to his partner and they immediately removed themselves from the interior. It was reported to the engineer (safety) and to the first officer on scene (ops) and then passed onto the IC. An ambulance was brought forward into scene and the patient was checked and transported to the ED for care. Enclosed is the firefighters personal incident report stating the actions that happened in his words. This was not in the "initial report" submitted to IDOL-OSHA because when the original complaint was filed I contacted the department's last inspector and was advised to not add anything to the response that was not addressed in the complaint. No injuries were mentioned in the complaint so the information was not added to that report.

Additionally a second injury occurred on this fire. An engineer stepped on a nail piercing it into his foot. The engineer continued to work and notified IC when cleanup operations was being performed on scene. Workman's comp was called once crews returned to the station and he was advised to go the ED for evaluation and a tetanus shot.

8. What training was provided to the firefighters on health and safety, provide training matrix for 2020.

Training records are enclosed. Additionally each staff member is required to attend blood borne pathogens class, and violence and harassment in the workplace training annually.

9. The information you provided is identifying flaws in the response to the incident. Furthermore, the information is missing, a firefighter was hurt and taken to hospital and treated for smoke inhalation, and how and why did this firefighter sustain injuries and what steps were taken to ensure this does not happen again. Therefore, there is lacking effective communication and training between the departments and members. In addition, the policies that you provided are vague and lacking information. In accordance to FEMA and the National Incident Management Systems (NIMS), careful planning determines what communication systems and platforms personnel will use, and who can use what equipment and systems, and other relevant considerations. With that being said, Incident management stakeholders continue to build on this foundation by developing supporting tools, guidance, education, training and other resources. Therefore, provide written statement on the preventative measures /corrective action for the above mentioned complaint item. What preventative measures are you taking to prevent similar incidents from occurring.

My response to this request item will take a bit of writing as it discusses numerous concerns and the language is difficult to follow your intent with this request. It appears that the email was written from a standpoint that all allegations of the complainant are true instead of from the position of we are investigating if there is truth or merit to the allegations and if so, what can be done to make sure that these concerns do not occur again. This standpoint is concerning as the original complaint was closed prior to the appeal.

The information provided shows "flaws" because it is a self-investigation of my department's response and an honest report of those findings. It states facts and actions taken on scene. These findings or "flaws" are the same items that were identified in the hotwash of the incident with the fire department shifts. We hotwash incidents to learn from them so that mistakes do not reoccur and to get ideas on what went well and where we need to improve. Attempting to hide or ignore these "flaws" would defeat the purpose of the hotwash debrief and could possibly create dangers on future scenes.

According to the MABAS issued protocol Communications 11.0.01 contained in the current SOG/SOPs 2 additional frequencies could have been utilized during the incident of 5/14/2020 for a box alarm of this size. The MABAS communications SOG states that water supply should be on MABAS blue channel and that the white channel should be used for logistics, liaison, POI, and

support. The water supply, once set up was not a large concern to dictate a separate channel as all pumpers were connected to city hydrants and public works had been contacted by phone and their department head was on scene to ensure supply was keeping up with demand. Traditionally, the MABAS Communications protocol for water supply operating on Blue channel is due to tanker and shuttle operations needed in rural areas. This was not the case at this incident. Because crews were located on multiple sides of the scene additional frequencies would have been beneficial to utilize for this fire. The downside to this is it is difficult for any one person to monitor more than two channels simultaneously. Two channels, IFERN and red channel were used by fire personnel, additionally police and public works were on their own channels. The fire officers are aware that initial entry crews should be placed on MABAS fire ground red channel with Safety monitoring Red and IFERN. Additional channels can be added as needed or as mutual aid partners are brought in with separate operation crews placed onto their own channels to minimize congestion on any one frequency. The department is also going to reduce non-essential radio communications to keep frequencies open. As stated in my original response the communications equipment used by the fire department is in need of replacement. This concern has repeatedly been attempted to be addressed. Two separated attempts at securing an AFG grant for new radios have been made in the past few years with no success. Additionally, the department has budgeted for placing funding in the acquisition fund for replacement radios but this funding has historically been removed during the budgeting process. This is a known weakness and the department will continue to try to secure funding for the project of radio replacements.

The firefighter's incident report is included under item 7 as to how he was injured. As was stated earlier, the injury is documented in the NFIRS report but was not included in the response to complaint #1591102 because we were advised by an IDOL-OSHA inspector not to include anything not brought up in the complaint. The complaint was read to the inspector, no mention of injuries was discussed and his advice was taken. I disagree with your statement that reads "Therefore, there is lacking effective communication and training between the departments and members." This injury resulted from a circumstance that was out of the immediate control of the firefighter. It was not from a lack of training or communication. The firefighter did exactly as he learned in his fire academy conducted through Illinois Fire Service Institute. There is one finding that could have prevented this from occurring. Because the firefighter drove to the scene in an ambulance and not in a fire truck, he did not have the ability to pack up prior to responding. You cannot drive while wearing an SCBA and there are not any SCBA stored on the ambulance. The firefighter could have retrieved his airpack from the engine and equipped the SCBA prior to pulling supply line and dressing the hydrant; this would have delayed the water supply for the initial entry crew. Wearing the airpack while laying the water supply line and charging the hydrant would have undoubtedly made it more quickly available to place in use when the firefighter was exposed to smoke while approaching the engine. He would not have been "on air" during this work assignment as he was working in a clean open-air environment. The injection of smoke into the alleyway was a direct result of a door being opened to allow access for the initial entry crew. Unfortunately, this occurred at the same time the firefighter came around the corner of the building across the alley from the building containing the fire. The fire location and engine was not visible from the hydrant location and the hydrant was in a clean open air environment.

The policies and guidelines that were originally provided were only a sample of the SOG/SOPs the department has. These were provided to show that we do take safety seriously and provide the best we can for our employees. While policies and procedures should be tight, by their nature guidelines must have some room to adapt incorporated into them to allow for movement so that a crew can adapt to circumstances on a changing scene without being tied to only one path of action. Guidelines are not meant to supplant the need for safety but to

enhance it as an adaptable plan much like the Nims system being expandable to the needs of the incident.

Your email goes on to state the SOGs are “vague and lacking information” but does not state what you feel is missing from them. We have done a complete review and made some changes and additions over the last couple of weeks in an attempt to address this but without guidance on a direction, it is difficult to tell what content you feel is lacking. Following the review and changes made of the SOG/SOP manual all members of the department have been issued fresh copies. The signature sheet confirming receipt is enclosed and all shifts have done a shift training on the information and changes contained therein.

All members of the department are cross trained at each department rank and position. Being a small department it is sometimes necessary to fill a slot outside of your rank to make sure protection of the district is maintained. All members are trained to the NIMS 100,200,700,800 levels with a few going further to the command and general staff or all hazards level 3 incident training. The Illinois State Fire Marshalls office has done a complete on scene audit of training records and documentation last fall and found no violations.

10. The Standard Guidelines and Procedures that you submitted to IL OSHA were reviewed.

These guidelines and procedures must be updated due to lack of information. Ensure that all firefighters are trained on these procedures. Therefore, submit employee training records on Structural Firefighting Guidelines, Incident Command, Communication and Member & Officer Rank.

All SOG/SOP have been reviewed with some changes and additions made. Shift training has occurred on information contained and on any changes made. Training records are enclosed.

11. Submit the fire department written policies, procedures and guidelines (SOP's or SOG's).
SOG/SOP are enclosed.

12. Provide any other documentation related to this incident.

Please see the original response showing statements from the police chief and a former city department chief that is currently on the district MABAS board stating that command was established and contact was maintained during the incident. I also must remind the investigator that an on scene inspection by IDOL-OSHA was completed earlier this spring with no violations identified. It seems strange that the department SOG/SOPs were sufficient in February of 2020 but now are “vague and missing information.” Additionally I have been asked to provide you with my County Emergency Management Agency Director’s contact information at his request so that you may speak with him as well concerning NIMS compliance and training. He is also an instructor with IFSI and was one of the instructors of the last NIMS all hazards type 3 class that some department personnel attended.

Please feel free to contact Matt Schnepple, IPEM, EMT-P Director of operations Henry County OEM at 309-883-1287 or Schnepple@EMA-HC.com. You may also contact our City Manager Gary Bradley at Gbradley@cityofkewanee.net as he was on scene during this incident helping secure resources and helping with the logistics side of this incident.

I hope the information provided will provide a clear understanding of the events that occurred, please feel free to contact the personnel you have requested information for. We at the Kewanee Fire Department pride ourselves in our training, safety, and dedication to our community and look forward to moving forward from here to serve our customers. Please contact me for any additional information requests.

FD only

OSHA's Form 300A (Rev. 01/2004)

Summary of Work-Related Injuries and Illnesses

Year 2017



U.S. Department of Labor
Occupational Safety and Health Administration

Form approved OSHA no. 1218-0178

All establishments covered by Part 1904 must complete this Summary page, even if no injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete.

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the log. If you had no cases write "0."

Employees, former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR 1904.35. In OSHA's Recordkeeping rule, for further details on the access provisions for these forms.

Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
0	1	0	0
(G)	(H)	(I)	(J)

Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
55	0
(K)	(L)

Injury and Illness Types

Total number of... (M)			
(1) Injury	1	(4) Poisoning	0
(2) Skin Disorder	0	(5) Hearing Loss	0
(3) Respiratory Condition	0	(6) All Other Illnesses	0

Post this Summary page from February 1 to April 30 of the year following the year covered by the form

Public reporting burden for this collection of information is estimated to average 58 minutes per response, including time to review the instruction, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistics, Room N-3644, 200 Constitution Ave. NW, Washington, DC 20210. Do not send the completed forms to this office.

Establishment Information

Your establishment name Kewanee Fire Department
Street 401 E Third St
City Kewanee State IL Zip 61443
Industry description (e.g., Manufacture of motor truck trailers)
Municipal Fire Department
Standard Industrial Classification (SIC), if known (e.g., SIC 3715)
7 3 8 9
OR North American Industrial Classification (NAICS), if known (e.g., 336212)

Employment Information

Annual average number of employees 19
Total hours worked by all employees last year 47,210

Sign here

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

Kevin J. Shook
Company executive
309-852-2115
Phone

Fire Chief
Title
1-29-2017
Date

OSHA's Form 300 (Rev. 01/2004)

Log of Work-Related Injuries and Illnesses

You must record information about every work-related injury or illness that involves loss of consciousness, restricted work activity or job transfer, days away from work, or medical treatment beyond first aid. You must also record significant work-related injuries and illnesses that are diagnosed by a physician or licensed health care professional. You must also record work-related injuries and illnesses that meet any of the specific recording criteria listed in 29 CFR 1904.8 through 1904.12. Feel free to use two lines for a single case if you need to. You must complete an injury and illness incident report (OSHA Form 301) or equivalent form for each injury or illness recorded on this form. If you're not sure whether a case is recordable, call your local OSHA office for help.

Attention: This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.

Year 2017



U.S. Department of Labor
Occupational Safety and Health Administration

Form approved OMB no. 1218-0178

Establishment name Keweenaw Fire DepartmentCity Kewanee State IL

Identify the person

Describe the case

Classify the case

CHECK ONLY ONE box for each case based on the most serious outcome for that case:

Enter the number of days the injured or ill worker was:

Check the "Injury" column or choose one type of illness;

[illegible]

Page totals

Be sure to transfer these totals to the Summary page (Form 300A) before you post it.

Public reporting burden for this collection of information is estimated to average 14 minutes per response, including time to review the instruction, search existing data sources, gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistics, Room 18-3644, 201 Constitution Ave, NW, Washington, DC 20210. Do not send the completed forms to this office.

Page 1 of 1

Injury	Skin Disorder	Respiratory Condition	Poisoning	Hearing Loss	All other illnesses
(1)	(2)	(3)	(4)	(5)	(6)

OSHA's Form 300A (Rev. 01/2004) Summary of Work-Related Injuries and Illnesses

All establishments covered by Part 1904 must complete this Summary page, even if no injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete.

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the log. If you had no cases write "0."

Employees, former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR 1904.35, in OSHA's Recordkeeping rule, for further details on the access provisions for these forms.

Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
0	0	0	4
(G)	(H)	(I)	(J)

Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
0	0
(K)	(L)

Injury and Illness Types

Total number of...			
(M)			
(1) Injury	2	(4) Poisoning	0
(2) Skin Disorder	0	(5) Hearing Loss	0
(3) Respiratory Condition	0	(6) All Other Illnesses	2

Post this Summary page from February 1 to April 30 of the year following the year covered by the form.

Public reporting burden for this collection of information is estimated to average 58 minutes per response, including time to review the instruction, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistics, Room N-3644, 200 Constitution Ave. NW, Washington, DC 20210. Do not send the completed forms to this office.

FD only

Year 2018



U.S. Department of Labor
Occupational Safety and Health Administration
Form approved OMB no. 1218-0175

Establishment Information

Your establishment name Kewanee Fire Department
Street 401 E Third St
City Kewanee State IL Zip 61443
Industry description (e.g., Manufacture of motor truck trailers)
Municipal Fire Department
Standard Industrial Classification (SIC), if known (e.g., SIC 3715)
7 3 8 9
OR North American Industrial Classification (NAICS), if known (e.g., 336212)

Employment Information

Annual average number of employees 19
Total hours worked by all employees last year 47,170

Sign here

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

Kevin J. Shaw
Company executive
309 852 2115
Phone

Fire Chief
Title
1-29-2020
Date

(1)	Injury
(2)	Skin Disorder
(3)	Respiratory Condition
(4)	Poisoning
(5)	Hearing Loss
(6)	All other illnesses

City Hall

OSHA's Form 300A (Rev. 01/2004)

Summary of Work-Related Injuries and Illnesses

Year 2019



U.S. Department of Labor
Occupational Safety and Health Administration

Form approved OMB no. 1218-0176

All establishments covered by Part 1904 must complete this Summary page, even if no injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the log. If you had no cases write "0."

Employees former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR 1904.35, in OSHA's Recordkeeping rule, for further details on the access provisions for these forms.

Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
<u>0</u>	<u>7</u>	<u>0</u>	<u>33</u>
(G)	(H)	(I)	(J)

Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
<u>270</u>	<u>0</u>
(K)	(L)

Injury and Illness Types

Total number of...			
(M)			
(1) Injury	<u>24</u>	(4) Poisoning	<u>0</u>
(2) Skin Disorder	<u>0</u>	(5) Hearing Loss	<u>0</u>
(3) Respiratory Condition	<u>2</u>	(6) All Other Illnesses	<u>14</u>

Post this Summary page from February 1 to April 30 of the year following the year covered by the form

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Establishment information

All city employees

Your establishment name City of Kewanee
Street 401 E Third St
City Kewanee State IL Zip 61443
Industry description (e.g., Manufacture of motor truck trailers)
Municipality

Standard Industrial Classification (SIC), if known (e.g., SIC 3715)

9 1 9 9

OR North American Industrial Classification (NAICS), if known (e.g., 336212)

Employment information

Annual average number of employees 99
Total hours worked by all employees last year 190,451

Sign here

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

Debrah L Johnson
Company executive

Dir of Finance/Admi
Title

(309) 852-2611 ext: 227
Phone

1/30/2020
Date

OSHA's Form 300 (Rev. 01/2004)
Log of Work-Related Injuries and Illnesses

Attention: This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.

You must record information about every work-related injury or illness that involves loss of consciousness, restricted work activity or job transfer, days away from work, or medical treatment beyond first aid. You must also record significant work-related injuries and illnesses that are diagnosed by a physician or licensed health care professional.

Form approved OMB no. 1218-0176

Establishment name City of Kewanee
City Kewanee State IL

Table with 16 columns: (A) Case No., (B) Employee's Name, (C) Job Title, (D) Date of injury or onset of illness, (E) Where the event occurred, (F) Describe injury or illness, (G) Death, (H) Days away from work, (I) Job transfer or restriction, (J) Other recordable cases, (K) Away From Work (days), (L) On job transfer or restriction (days), (M) Injury, (N) Skin Disorder, (O) Respiratory Condition, (P) Poisoning, (Q) Hearing Loss, (R) All other illnesses. Includes data for 9 cases and a 'Page totals' row.

Be sure to transfer these totals to the Summary page (Form 300A) before you post it.

Public reporting burden for this collection of information is estimated to average 14 minutes per response, including time to review the instruction, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number.

OSHA's Form 300 (Rev. 01/2004)
Log of Work-Related Injuries and Illnesses

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You must record information about every work-related injury or illness that involves loss of consciousness, restricted work activity or job transfer, days away from work, or medical treatment beyond first aid. You must also record significant work-related injuries and illnesses that are diagnosed by a physician or licensed health care professional.

Establishment name City of Kewanee
City Kewanee State IL

Form approved OMB no. 1218-0176

Table with 16 columns: (A) Case No., (B) Employee's Name, (C) Job Title, (D) Date of injury or onset of illness, (E) Where the event occurred, (F) Describe injury or illness, (G) Death, (H) Days away from work, (I) Job transfer or restriction, (J) Other recordable cases, (K) Away From Work (days), (L) On job transfer or restriction (days), (M) Injury, (N) Skin Disorder, (O) Respiratory Condition, (P) Poisoning, (Q) Hearing Loss, (R) All other illnesses. Includes 22 rows of incident data and a 'Page totals' row.

Be sure to transfer these totals to the Summary page (Form 300A) before you post it.

Public reporting burden for this collection of information is estimated to average 14 minutes per response, including time to review the instruction, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number.

OSHA's Form 300 (Rev. 01/2004)

Log of Work-Related Injuries and Illnesses

Attention: This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.

Form approved OMB no. 1218-0176

You must record information about every work-related injury or illness that involves loss of consciousness, restricted work activity or job transfer, days away from work, or medical treatment beyond first aid. You must also record significant work-related injuries and illnesses that are diagnosed by a physician or licensed health care professional. You must also record work-related injuries and illnesses that meet any of the specific recording criteria listed in 29 CFR 1904.8 through 1904.12. Feel free to use two lines for a single case if you need to. You must complete an injury and illness incident report (OSHA Form 301) or equivalent form for each injury or illness recorded on this form. If you're not sure whether a case is recordable, call your local OSHA office for help.

Establishment name City of Kewanee

City Kewanee State IL

Identify the person			Describe the case			Classify the case				Enter the number of days the injured or ill worker was:		Check the "injury" column or choose one type of illness:					
(A) Case No.	(B) Employee's Name	(C) Job Title (e.g., Welder)	(D) Date of injury or onset of illness (mo./day)	(E) Where the event occurred (e.g. Loading dock north end)	(F) Describe injury or illness, parts of body affected, and object/substance that directly injured or made person ill (e.g. Second degree burns on right forearm from acetylene torch)	CHECK ONLY ONE box for each case based on the most serious outcome for that case:											
						Death	Days away from work	Remained at work		Away From Work (days)	On job transfer or restriction (days)	(M) Injury	Skin Disorder	Respiratory Condition	Poisoning	Hearing Loss	All other illnesses
								Job transfer or restriction	Other recordable cases								
						(G)	(H)	(I)	(J)	(K)	(L)	(1)	(2)	(3)	(4)	(5)	(6)
23	Robert Horn	Firefighter	7/21/19	311 N East St	Blood exposure to arms				X								X
24	Adam Powell	Firefighter	7/21/19	311 N East St	Blood exposure to shoes				X								X
25	Michael Rediger	Firefighter	7/21/19	311 N East St	Blood exposure on gloves				X								X
26	Stephen Swearingen	Operator	7/25/19	315 Tenney St	Wind blew sewer chemicals into nose & mouth				X					X			
27	Eric Hamilton	Police Officer	8/23/19	922 Madison Ave	Subject bit R calf while attempting to arrest him				X								X
28	Eric Peed	K9 Officer	8/23/19	922 Madison Ave	Inhaled insulation while removing subject from attic				X					X			
29	Chris Woods	Police Officer	8/23/19	922 Madison Ave	Laceration to L thigh while arresting subject				X			X					
30	Roy Carpenter	Police Officer	8/23/19	922 Madison Ave	Subject fell on upper chest while arresting				X			X					
31	Andrew Slusser	Police Officer	9/12/19	Burlington & South Sts	Strained back while removing subject from car				X			X					
32	Rosamaria Rushing	Police Officer	9/27/19	711 N Lexington St	Dog bite to R wrist				X								X
33	Shaun Gruszczyka	Police Officer	9/10/19	Willard St	R knee - initial injury 4 years ago		X			47		X					
34	Stephen Swearingen	Operator	9/26/19	Kewanee	L shoulder - initial injury 1 year ago				X			X					
35	Rosamaria Rushing	Police Officer	11/8/19	St Luke's Medical Center	Patient spit in face				X								X
Page totals						0	1	0	12	47	0	5	0	2	0	0	6

Be sure to transfer these totals to the Summary page (Form 300A) before you post it.

Public reporting burden for this collection of information is estimated to average 14 minutes per response, including time to review the instruction, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistics, Room N-3644, 200 Constitution Ave, NW, Washington, DC 20210. Do not send the completed forms to this office.

Log of Work-Related Injuries and Illnesses

Year 2019



Form approved OMB no. 1218-0176

Establishment name City of Kewanee

City	Kewanee	State	IL
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Identify the person				Describe the case		Classify the case											
(A) Case No.	(B) Employee's Name	(C) Job Title (e.g., Welder)	(D) Date of injury or onset of illness (mo./day)	(E) Where the event occurred (e.g. Loading dock north end)	(F) Describe injury or illness, parts of body affected, and object/substance that directly injured or made person ill (e.g. Second degree burns on right forearm from acetylene torch)	CHECK ONLY ONE box for each case based on the most serious outcome for that case:				Enter the number of days the injured or ill worker was:		Check the "injury" column or choose one type of illness:					
						Death	Days away from work	Remained at work		Away From Work (days)	On job transfer or restriction (days)	(M)					
								Job transfer or restriction	Other recordable cases			Injury	Skin Disorder	Respiratory Condition	Poisoning	Hearing Loss	All other illnesses
						(G)	(H)	(I)	(J)	(K)	(L)	(1)	(2)	(3)	(4)	(5)	(6)
36	Andrew Kingdon	Police Officer	11/8/19	St Luke's Medical Center	Patient spit on face				X								X
37	Victor Kluever	Technician	11/19/19	415 N Main St	Crushed middle L finger with hydraulic cylinder				X			X					
38	Eric Peed	K9 Officer	12/3/19	Kewanee	Took subject to the ground and landed on L knee				X			X					
39	Rosa Rushing	Police Officer	12/5/19	300 block of E Prospect St	Needle stick to R middle finger				X								X
40	Skylar Fesler	Technician	12/11/19	I80 near Annawan	Vehicle went in ditch - hit L head & shoulder		X			20		X					

Injury	Skin Disorder	Respiratory Condition	Poisoning	Hearing Loss	All other illnesses
(1)	(2)	(3)	(4)	(5)	(6)

Page 4 of 4

Kewanee Fire Department Roster

Name	Rank	EMT Level	Present on Fire 5/14/2020
Steve Moon 309-883-3488	Captain	EMT -I	yes
Stephen Welgat 309-854-2953	Captain	EMT-I	yes
Bennett Riber 309-264-0965	Captain	EMT-P	yes
Phil Wall 309-883-3118	Engineer	EMT-P	no
Tony Finn 309-635-2551	Engineer	EMT-I	yes
Jeremy Stout 309-525-2787	Engineer	EMT-P	yes
Adam Powell 309-883-0728	Engineer	EMT-P	yes
Timothy Doubek 815-760-2933	Engineer	EMT-P	yes
Jacob Forney 309-231-6209	Engineer	EMT-P	yes
Zachary Clark 309-213-1452	Relief Engineer	EMT-P	yes
Robert Horn 309-756-8407	Relief Engineer	EMT-P	yes
Kyle Blair 309-540-8354	Relief Engineer	EMT-P	yes
Joey Rediger 309-883-0170	Ambulance Att	EMT-P	yes
Jeff Roof 309-678-7303	Ambulance Att	EMT-B	no
Tyler Gudat 309-251-7995	Firefighter	EMT-B	no
Andrew Welgat 309-883-0363	Ambulance Att	EMT-B	yes
Anthony Rushing 309714-5377	Firefighter		yes
Phillip Esquer 702-423-6605	Firefighter		yes
Chief Shook 309-363-2630	Chief	EMT-P	yes

Union= International Association of Fire Fighters (IAFF) Local 513

Local president is Stephen Welgat 309-854-2953, email= elvisp24@frontier.com

A FDID <u>HE211</u> ★ State <u>IL</u> ★ Incident Date <u>05</u> <u>14</u> <u>2020</u> ★ Station <u>ST1</u> ★ Incident Number <u>0000764</u> ★ Exposure <u>000</u> ★		<input type="checkbox"/> Delete <input type="checkbox"/> Change <input type="checkbox"/> No Activity NFIRS-1 Basic	
B Location Type ★ <input type="checkbox"/> Check this box to indicate that the address for this incident is provided on the Wildland Fire Module in Section B, "Alternative Location Specification." Use only for wildland fires.			
<input checked="" type="checkbox"/> Street address <input type="checkbox"/> Intersection <input type="checkbox"/> In front of <input type="checkbox"/> Rear of <input type="checkbox"/> Adjacent to <input type="checkbox"/> Directions <input type="checkbox"/> U.S. National Grid			
Number/Milepost <u>224</u> Prefix <u>W</u> Street or Highway <u>2nd</u> Street Type <u>ST</u> Suffix City <u>Kewanee</u> State <u>IL</u> ZIP Code <u>61443</u> Apt./Suite/Room _____ Cross Street, Directions or National Grid, as applicable			
C Incident Type ★ <u>111</u> Building fire Incident Type		E1 Dates and Times Midnight is 0000 Month <u>05</u> Day <u>14</u> Year <u>2020</u> Hour <u>15</u> Min <u>25</u> Alarm <input checked="" type="checkbox"/> ARRIVAL required, unless canceled or did not arrive Arrival <input checked="" type="checkbox"/> <u>15</u> <u>27</u> Controlled <input checked="" type="checkbox"/> CONTROLLED optional, except for wildland fires Controlled <u>18</u> <u>30</u> Last Unit Cleared <input checked="" type="checkbox"/> LAST UNIT CLEARED , required except for wildland fires Last Unit Cleared <u>21</u> <u>00</u>	
D Aid Given or Received ★ <input type="checkbox"/> None 1 <input checked="" type="checkbox"/> Mutual aid received 2 <input type="checkbox"/> Auto. aid received 3 <input type="checkbox"/> Mutual aid given 4 <input type="checkbox"/> Auto. aid given 5 <input type="checkbox"/> Other aid given		E2 Shifts and Alarms Local Option Shift or Platoon _____ Alarms _____ District _____ E3 Special Studies Local Option Special Study ID# _____ Special Study Value _____	
F Actions Taken ★ Extinguishment by <u>11</u> fire service personnel Primary Action Taken (1) Additional Action Taken (2) Additional Action Taken (3)		G1 Resources ★ <input checked="" type="checkbox"/> Check this box and skip this block if an Apparatus or Personnel Module is used. Apparatus _____ Personnel _____ Suppression _____ EMS _____ Other _____ <input type="checkbox"/> Check box if resource counts include aid received resources.	
G2 Estimated Dollar Losses and Values LOSSES: Required for all fires if known. Optional for non-fires. None Property \$ <u>000</u> , <u>125</u> , <u>000</u> <input type="checkbox"/> Contents \$ <u>000</u> , <u>060</u> , <u>000</u> <input type="checkbox"/> PRE-INCIDENT VALUE: Optional Property \$ _____ , _____ , _____ <input type="checkbox"/> Contents \$ _____ , _____ , _____ <input type="checkbox"/>			
Completed Modules <input checked="" type="checkbox"/> Fire-2 <input checked="" type="checkbox"/> Structure Fire-3 <input type="checkbox"/> Civilian Fire Cas.-4 <input type="checkbox"/> Fire Service Cas.-5 <input type="checkbox"/> EMS-6 <input type="checkbox"/> HazMat-7 <input type="checkbox"/> Wildland Fire-8 <input checked="" type="checkbox"/> Apparatus-9 <input checked="" type="checkbox"/> Personnel-10 <input type="checkbox"/> Arson-11		H1 Casualties ★ <input checked="" type="checkbox"/> None Deaths _____ Injuries _____ Fire Service _____ Civilian _____ H2 Detector Required for confined fires. 1 <input type="checkbox"/> Detector alerted occupants 2 <input checked="" type="checkbox"/> Detector did not alert them U <input type="checkbox"/> Unknown	
H3 Hazardous Materials Release <input type="checkbox"/> None 1 <input type="checkbox"/> Natural gas: slow leak, no evacuation or HazMat actions 2 <input type="checkbox"/> Propane gas: <21-lb tank (as in home BBQ grill) 3 <input type="checkbox"/> Gasoline: vehicle fuel tank or portable container 4 <input type="checkbox"/> Kerosene: fuel burning equipment or portable storage 5 <input type="checkbox"/> Diesel fuel/fuel oil: vehicle fuel tank or portable storage 6 <input type="checkbox"/> Household solvents: home/office spill, cleanup only 7 <input type="checkbox"/> Motor oil: from engine or portable container 8 <input type="checkbox"/> Paint: from paint cans totaling <55 gallons 0 <input type="checkbox"/> Other: special HazMat actions required or spill > 55 gal (Please complete the HazMat form.)		Mixed Use Property <input type="checkbox"/> Not mixed 10 <input type="checkbox"/> Assembly use 20 <input type="checkbox"/> Education use 33 <input type="checkbox"/> Medical use 40 <input type="checkbox"/> Residential use 51 <input checked="" type="checkbox"/> Row of stores 53 <input type="checkbox"/> Enclosed mall 58 <input type="checkbox"/> Business & residential 59 <input type="checkbox"/> Office use 60 <input type="checkbox"/> Industrial use 63 <input type="checkbox"/> Military use 65 <input type="checkbox"/> Farm use 00 <input type="checkbox"/> Other mixed use	
J Property Use ★ <input type="checkbox"/> None Structures 131 <input type="checkbox"/> Church, place of worship 161 <input type="checkbox"/> Restaurant or cafeteria 162 <input type="checkbox"/> Bar/Tavern or nightclub 213 <input type="checkbox"/> Elementary school, kindergarten 215 <input type="checkbox"/> High school, junior high 241 <input type="checkbox"/> College, adult education 311 <input type="checkbox"/> Nursing home 331 <input type="checkbox"/> Hospital Outside 124 <input type="checkbox"/> Playground or park 655 <input type="checkbox"/> Crops or orchard 669 <input type="checkbox"/> Forest (timberland) 807 <input type="checkbox"/> Outdoor storage area 919 <input type="checkbox"/> Dump or sanitary landfill 931 <input type="checkbox"/> Open land or field		341 <input type="checkbox"/> Clinic, clinic-type infirmary 342 <input type="checkbox"/> Doctor/Dentist office 361 <input type="checkbox"/> Prison or jail, not juvenile 419 <input type="checkbox"/> 1- or 2-family dwelling 429 <input type="checkbox"/> Multifamily dwelling 439 <input type="checkbox"/> Rooming/Boarding house 449 <input type="checkbox"/> Commercial hotel or motel 459 <input type="checkbox"/> Residential, board and care 464 <input type="checkbox"/> Dormitory/Barracks 519 <input type="checkbox"/> Food and beverage sales 936 <input type="checkbox"/> Vacant lot 938 <input type="checkbox"/> Graded/Cared for plot of land 946 <input type="checkbox"/> Lake, river, stream 951 <input type="checkbox"/> Railroad right-of-way 960 <input type="checkbox"/> Other street 961 <input type="checkbox"/> Highway/Divided highway 962 <input type="checkbox"/> Residential street/driveway	
539 <input type="checkbox"/> Household goods, sales, repairs 571 <input type="checkbox"/> Gas or service station 579 <input type="checkbox"/> Motor vehicle/boat sales/repairs 599 <input type="checkbox"/> Business office 615 <input type="checkbox"/> Electric-generating plant 629 <input type="checkbox"/> Laboratory/Science laboratory 700 <input type="checkbox"/> Manufacturing plant 819 <input type="checkbox"/> Livestock/Poultry storage (barn) 882 <input type="checkbox"/> Non-residential parking garage 891 <input type="checkbox"/> Warehouse 981 <input type="checkbox"/> Construction site 984 <input type="checkbox"/> Industrial plant yard		Look up and enter a Property Use code and description only if you have NOT checked a Property Use box. Property Use <u>559</u> Code Recreational, hobb... Property Use Description NFIRS-1 Revision 01/01/05	

K1	Person/Entity Involved		Pool Hall		309		883		2027		
	Local Option		Business Name (if applicable)		Area Code		Phone Number				
<input type="checkbox"/> Check this box if same address as incident location (Section B). Then skip the three duplicate address lines. 	<input type="checkbox"/>		Mark		<input type="checkbox"/>		Vervynck		<input type="checkbox"/>		
	Mr., Ms., Mrs.		First Name		MI		Last Name		Suffix		
	430		E		7th		ST		<input type="checkbox"/>		
	Number		Prefix		Street or Highway		Street Type		Suffix		
	<input type="checkbox"/>		IL		61443		-		<input type="checkbox"/>		
		State		ZIP Code							
<input type="checkbox"/> More people involved? Check this box and attach Supplemental Forms (NFIRS-1S) as necessary.											

K2	Owner										
	Local Option		Business Name (if applicable)		Area Code		Phone Number				
<input type="checkbox"/> Check this box if same address as incident location (Section B). Then skip the three duplicate address lines. 	<input type="checkbox"/>				<input type="checkbox"/>				<input type="checkbox"/>		
	Mr., Ms., Mrs.		First Name		MI		Last Name		Suffix		
							ST		<input type="checkbox"/>		
	Number		Prefix		Street or Highway		Street Type		Suffix		
	<input type="checkbox"/>										
		Post Office Box		Apt./Suite/Room		City					
		State		ZIP Code							

L	Remarks:
<p>BENNETT RIBER May 15, 2020 09:47:51</p> <p>We were dispatched to possible structure fire with smoke showing at 224 W. 2nd street. We responded immediately with ENGL1 m ENG2 a total of 5 personnel plus Chief Shook and Chiefs vehicle. Upon our arrival smoke was scene coming from the eves of a bowstring truss building that was attached to a 2 story stripmall multiple business occupancy structure. Engine 1 parked on the A side of the building and pulled a crosslay of 200ft of 1 3/4" for fire suppression and search. Engine 2 personnel caught a hydrant and laid supply line from hydrant to Engine 1 to supply water for pumping. As Engine 1 personnel forced a door to make entry into the middle of the A side of the building, Engine 2 took a 2 1/2" line off the back of Engine 1 for fire suppression at the A/D corner of the building. Chief Shook called for all off duty personnel and mutual aid from Galva Fire, Annawan Fire, Bishop Hill Fire, and Kewanee Community Fire department. At this time Chief Shook also asked for Stark County Ambulance to cover EMS calls for the City of Kewanee during the fire. Off Duty personnel responded in Ladder 1, Engine 3, and Kewanee Fire ambulances to the scene. Once on scene Ladder 1 was placed on the B side of the building located on 2nd street and was hooked to a hydrant. Engine 3 was placed C side of the building and was hooked to a hydrant. The interior crews from Engine 1 and Engine 2 were able to put out vehicle fire four</p>	
<input checked="" type="checkbox"/> More remarks? Check this box and attach Supplemental Forms (NFIRS-1S) as necessary.	

M	Authorization														
	Check box if same as Officer in charge. <input checked="" type="checkbox"/>		Officer in charge ID		Signature		Position or rank		Assignment		Month		Day		Year
		0320				Captain		05		14		2020			
		Member making report ID		Signature		Position or rank		Assignment		Month		Day		Year	
		0320				Captain		05		14		2020			

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☐ Delete

☐ Change

NFIRS-1S
Supplemental

FOID

State

Incident Date

Station

Incident Number

Exposure

K1

Person/Entity Involved

Local Option

Business Name (if applicable)

Area Code

Phone Number

☐ Check this box if same address as incident location. Then skip these three duplicate address lines.

Mr. Ms. Mrs

First Name

MI

Last Name

Suffix

Number

Prefix

Street or Highway

Street Type

Suffix

Post Office Box

Apt /Suite/Room

City

State

ZIP Code

-

K1

Person/Entity Involved

Local Option

Business Name (if applicable)

Area Code

Phone Number

☐ Check this box if same address as incident location. Then skip these three duplicate address lines.

Mr. Ms. Mrs

First Name

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Last Name

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Apt /Suite/Room

City

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Person/Entity Involved

Local Option

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Mr. Ms. Mrs

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Person/Entity Involved

Local Option

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Mr. Ms. Mrs

First Name

MI

Last Name

Suffix

Number

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Street or Highway

Street Type

Suffix

Post Office Box

Apt /Suite/Room

City

State

ZIP Code

-

E3

Supplemental Special Studies

Local Option

**NFIRS-1S
Supplemental**

1
Special Study ID# Special Study Value

2
Special Study ID# Special Study Value

3
Special Study ID# Special Study Value

4
Special Study ID# Special Study Value

5
Special Study ID# Special Study Value

6
Special Study ID# Special Study Value

7
Special Study ID# Special Study Value

8
Special Study ID# Special Study Value

L

Remarks:

Local Option

d inside as well as most of the fire located on the first floor of the bowstring constructed building. At this time the smoke inside on the first floor became less dense and lighter in color. At this time it was determined that the fire had reached into the cockloft or void space of the structure and we were unable to get to the fire with the hoseline inside of the structure. Interior crews were pulled back out of the structure and the Ladder 1 company started to apply water to the structure from an elevated master stream. An Engine 1 1 3/4" hoseline as well as a 2 1/2" hoseline applied water to the A and D side of the building from exterior. Kewanee Community Fire department Tender truck was hooked to a hydrant and pulled an 1 3/4" to apply water to the C side of the building as well utilizing 2 windows that had been broken on the first floor initially for ventilation purposed. Ameren stated that the gas shut offs for the building were located in the basement of the structures. At this time the center of the Bowstring truss roof collapsed. No personnel were inside. Ameren was asked to shut down gas to the entire block at this time which they could do from the outside. Engine 1 added the use of the mounted deck gun to apply additional water from the A side of the building. (2) 1 3/4" lines were pulled from the ladder for fire search and extinguishment for the business on the B side of the connected building. There was hoselines on all sides of the building to protect exposures. We continued applying water to from the exterior of the involved structure until we believed the fire to be under control. At this time all department on scene were given new assignments and locations to check for hotspots, safety concerns, and fire extension. Kewanee City fire was located on the A and B side of the building operating Ladder 1 and Engine 1. Annawan firefighters assisted on the A side of the building. Galva firefighters were located on the D side of the building operating a 2 1/2" line pulled from ENGINE 2, Kewanee Community fire fighters were located on the C side of the building and operating TENDER 1 and ENGINE 3, and Bishop Hill firefighters were located at the corner of the A and D side of the building operating as a RIT team. Board Up services set up rehabilitation station/services located on the B side of the building. Once all hotspots and chance of fire spread appeared to be extinguished all Mutual aid department were cleared from the scene. State Fire Marshal was on scene. Kewanee crews remained on scene to finish clean up and to continue checking for hotspots and any fire spread. Once deemed appropriate to leave all units cleared the scene and Board UP services remained on scene.

A total of 43 firefighters responded.

1 Kewanee Firefighter was taken to the ER by ambulance for difficulty breathing.

A	FDID HE211 ★	State IL ★	Incident Date MM 05 DD 14 YYYY 2020 ★	Station	Incident Number 0000764 ★	Exposure 000 ★	<input type="checkbox"/> Delete <input type="checkbox"/> Change	NFIRS-1S Supplemental
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K1 Person/Entity Involved

Local Option Business Name (if applicable) Area Code - Phone Number

☐ Check this box if same address as incident location. Then skip these three duplicate address lines

Mr. Ms. Mrs. First Name MI Last Name Suffix

Number Prefix Street or Highway Street Type Suffix

Post Office Box Apt /Suite/Room City

State ZIP Code -

K1 Person/Entity Involved

Local Option Business Name (if applicable) Area Code - Phone Number

☐ Check this box if same address as incident location. Then skip these three duplicate address lines

Mr. Ms. Mrs. First Name MI Last Name Suffix

Number Prefix Street or Highway Street Type Suffix

Post Office Box Apt /Suite/Room City

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Mr. Ms. Mrs. First Name MI Last Name Suffix

Number Prefix Street or Highway Street Type Suffix

Post Office Box Apt /Suite/Room City

State ZIP Code -

K1 Person/Entity Involved

Local Option Business Name (if applicable) Area Code - Phone Number

☐ Check this box if same address as incident location. Then skip these three duplicate address lines

Mr. Ms. Mrs. First Name MI Last Name Suffix

Number Prefix Street or Highway Street Type Suffix

Post Office Box Apt /Suite/Room City

State ZIP Code -

K1 Person/Entity Involved

Local Option Business Name (if applicable) Area Code - Phone Number

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Mr. Ms. Mrs. First Name MI Last Name Suffix

Number Prefix Street or Highway Street Type Suffix

Post Office Box Apt /Suite/Room City

State ZIP Code -

<div style="display: inline-block; border: 1px solid black; padding: 2px 5px; margin-right: 5px;">E3</div> Supplemental Special Studies <small>Local Option</small>				<div style="border: 1px solid black; padding: 2px 5px; display: inline-block;">NFIRS-1S Supplemental</div>	
1	2	3	4	5	6
<div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto;"></div> <div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto;"></div> <div style="display: flex; justify-content: space-between; font-size: 8px;"> Special Study ID# Special Study Value </div>	<div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto;"></div> <div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto;"></div> <div style="display: flex; justify-content: space-between; font-size: 8px;"> Special Study ID# Special Study Value </div>	<div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto;"></div> <div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto;"></div> <div style="display: flex; justify-content: space-between; font-size: 8px;"> Special Study ID# Special Study Value </div>	<div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto;"></div> <div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto;"></div> <div style="display: flex; justify-content: space-between; font-size: 8px;"> Special Study ID# Special Study Value </div>	<div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto;"></div> <div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto;"></div> <div style="display: flex; justify-content: space-between; font-size: 8px;"> Special Study ID# Special Study Value </div>	<div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto;"></div> <div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto;"></div> <div style="display: flex; justify-content: space-between; font-size: 8px;"> Special Study ID# Special Study Value </div>
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L

Remarks:

Local Option

Building owners and business owners involved :

Mark Vervynck: (309) 883-2027 Building owner and Pool Hall owner.

Chris Thompson: (309) 945-3103 Massage parlor owner.

Crystal Martin: (309) 540-9301 Curl Studio owner.

BENNETT RIBER - Engine 1
May 20,2020 11:48:24

Also on ENGINE 1 crew is PHIL ESQUER.

Engine 1 was first on scene. Initial interior crew of RIBER and ESQUER pulled 200ft 1 3/4" hoseline to take in the side door of the building for search and suppression. Immediately encountered thick black smoke inside the structure. after crawling approximately 15ft into the building they used the hoseline to put out 3 to 4 spot fires directly ahead of them and to the B side of the structure. These spot fires were located on the ground and approximately 3 feet in width. It appeared to be the only fires seen on at this time in this room of the building. They then went towards the D side of the building and found flames rolling above coming from the large room/garage where fire was made up of room and contents including an SUV on fire. We remained in this part of the building extinguishing fire for approximately 20 minutes. While we were inside firefighters BLAIR and WELGAT pulled 200ft of 2 1/2" hose to a door on the D side of the building and used this hoseline for fire suppression in the same room/garage that RIBER and ESQUER were currently in and that contained the SUV. Once smoke turned from dark black to light grey and we could see a little better all 4 members exited the structure and firefighters POWELL and FORNEY manned the 2 1/2" hoseline to hit any hotspots that arose or fire they saw. After receiving updated from a ladder truck crew that the smoke and fire conditions appeared to be getting worse in the bowstring constructed roof of the building all units were pulled out of the building at this time. Another crew was preparing to make entry into the building from the A side of the structure when reports of roof collapse came from Ladder truck.

NFIRS-1S Revision 01/01/04

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☐Delete

☐Change

NFIRS-2
Fire

B

Property Details

B1

☐ Not Residential

Estimated number of residential living units in building of origin whether or not all units became involved.

B2

2

☐ Buildings not involved

Number of buildings involved

B3

☒ None

☐ Less than one acre

Acres burned (outside fires)

C

On-Site Materials or Products

☐ None

Complete if there were any significant amounts of commercial, industrial, energy, or agricultural products or materials on the property, whether or not they became involved.

On-Site Materials Storage Use

1

☐ Bulk storage or warehousing

2

☐ Processing or manufacturing

3

☐ Packaged goods for sale

4

☐ Repair or service

U

☐ Undetermined

1

☐ Bulk storage or warehousing

2

☐ Processing or manufacturing

3

☐ Packaged goods for sale

4

☐ Repair or service

U

☐ Undetermined

1

☐ Bulk storage or warehousing

2

☐ Processing or manufacturing

3

☐ Packaged goods for sale

4

☐ Repair or service

U

☐ Undetermined

Enter up to three codes. Check one box for each code entered.

Motor vehicles and parts, other

810

On-site material (1)

On-site materials, other

000

On-site material (2)

On-site material (3)

D

Ignition

D1

80

Vehicle area, other

Area of fire origin

D2

UU

Undetermined

Heat source

D3

UU

Undetermined

Item first ignited

☐ Check box if fire spread was confined to object of origin.

D4

Type of material first ignited

Required only if item first ignited code is 00 or <70.

E1

Cause of Ignition

☐ Check box if this is an exposure report.

1

☐ Intentional

2

☐ Unintentional

3

☐ Failure of equipment or heat source

4

☐ Act of nature

5

☒ Cause under investigation

U

☐ Cause undetermined after investigation

E2

Factors Contributing to Ignition

☐ None

UU

Undetermined

Factor contributing to ignition (1)

Factor contributing to ignition (2)

E3

Human Factors Contributing to Ignition

☒ None

1

☐ Asleep

2

☐ Possibly impaired by alcohol or drugs

3

☐ Unattended person

4

☐ Possibly mentally disabled

5

☐ Physically disabled

6

☐ Multiple persons involved

7

☐ Age was a factor

Estimated age of person involved

1

☐ Male

2

☐ Female

F1

Equipment Involved in Ignition

☐ None

If equipment was not involved, skip to Section G.

Equipment involved

Brand

Model

Serial #

Year

F2

Equipment Power Source

Equipment Power Source

F3

Equipment Portability

1

☐ Portable

2

☐ Stationary

Portable equipment normally can be moved by one or two persons, is designed to be used in multiple locations, and requires no tools to install.

G

Fire Suppression Factors

☐ None

Enter up to three codes.

Fire suppression factor (1)

Fire suppression factor (2)

Fire suppression factor (3)

H1

Mobile Property Involved

☐ None

1

☐ Not involved in ignition, but burned

2

☐ Involved in ignition, but did not burn

3

☐ Involved in ignition and burned

Mobile property model

License Plate Number

State

VIN

Structure fire? Please be sure to complete the Structure Fire form (NFIRS-3).

H2

Mobile Property Type and Make

Mobile property type

Mobile property make

Year

Local Use

☐ Pre-Fire Plan Available

Some of the information presented in this report may be based upon reports from other agencies:

☐ Arson report attached

☐ Police report attached

☐ Coroner report attached

☐ Other reports attached

I1 Structure Type ☆ If fire was in an enclosed building or a portable/mobile structure, complete the rest of this form. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> 1 <input checked="" type="checkbox"/> Enclosed building 2 <input type="checkbox"/> Portable/mobile structure 3 <input type="checkbox"/> Open structure 4 <input type="checkbox"/> Air-supported structure 5 <input type="checkbox"/> Tent 6 <input type="checkbox"/> Open platform (e.g., piers) 7 <input type="checkbox"/> Underground structure (work areas) 8 <input type="checkbox"/> Connective structure (e.g., fences) 0 <input type="checkbox"/> Other type of structure </div>	I2 Building Status ☆ <div style="margin-top: 10px;"> 1 <input type="checkbox"/> Under construction 2 <input checked="" type="checkbox"/> In normal use 3 <input type="checkbox"/> Idle, not routinely used 4 <input type="checkbox"/> Under major renovation 5 <input type="checkbox"/> Vacant and secured 6 <input type="checkbox"/> Vacant and unsecured 7 <input type="checkbox"/> Being demolished 0 <input type="checkbox"/> Other U <input type="checkbox"/> Undetermined </div>	I3 Building Height ☆ Count the roof as part of the highest story <div style="margin-top: 10px;"> <div style="border: 1px solid black; padding: 2px; display: inline-block;">002</div> <small>Total number of stories at or above grade.</small> </div> <div style="margin-top: 10px;"> <div style="border: 1px solid black; padding: 2px; display: inline-block;">01</div> <small>Total number of stories below grade.</small> </div>	I4 Main Floor Size ☆ <div style="margin-top: 10px;"> <div style="border: 1px solid black; padding: 2px; display: inline-block;">00</div>, <div style="border: 1px solid black; padding: 2px; display: inline-block;">014</div>, <div style="border: 1px solid black; padding: 2px; display: inline-block;">000</div> <small>Total square feet</small> </div> <div style="text-align: center; margin: 10px 0;">OR</div> <div style="margin-top: 10px;"> <div style="border: 1px solid black; padding: 2px; display: inline-block;">0</div>, <div style="border: 1px solid black; padding: 2px; display: inline-block;">200</div> BY <div style="border: 1px solid black; padding: 2px; display: inline-block;">0</div>, <div style="border: 1px solid black; padding: 2px; display: inline-block;">070</div> <small>Length in feet Width in feet</small> </div>	<div style="border: 1px solid black; padding: 5px; font-weight: bold;">NFIRS-3 Structure Fire</div>
--	---	---	---	---

J1 Fire Origin ☆ <div style="margin-top: 10px;"> <div style="border: 1px solid black; padding: 2px; display: inline-block;">001</div> <small>Story of fire origin</small> </div> <div style="margin-top: 10px;"> <input type="checkbox"/> Below grade </div>	J3 Number of Stories Damaged by Flame ☆ Count the roof as part of the highest story <div style="margin-top: 10px;"> <div style="border: 1px solid black; padding: 2px; display: inline-block;"> </div> Number of stories w/minor damage (1 to 24% flame damage) <div style="border: 1px solid black; padding: 2px; display: inline-block;"> </div> Number of stories w/significant damage (25 to 49% flame damage) <div style="border: 1px solid black; padding: 2px; display: inline-block;"> </div> Number of stories w/heavy damage (50 to 74% flame damage) <div style="border: 1px solid black; padding: 2px; display: inline-block;"> </div> Number of stories w/extreme damage (75 to 100% flame damage) </div>	K Type of Material Contributing Most to Flame Spread ☆ <input type="checkbox"/> Check if no flame spread OR if same as Material First Ignited (Block D4, Fire Module) OR if unable to determine <div style="text-align: right; margin-top: 10px;"> <div style="border: 1px solid black; padding: 5px; font-weight: bold;">Skip to Section L</div> </div> <div style="margin-top: 10px;"> K1 <div style="border: 1px solid black; padding: 2px; display: inline-block;">18</div> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Thermal, acoustical insulation within wall, p...</div> <small>Item contributing most to flame spread</small> </div> <div style="margin-top: 10px;"> K2 <div style="border: 1px solid black; padding: 2px; display: inline-block;">UU</div> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Undetermined</div> <small>Type of material contributing most to flame spread Required only if item contributing code is 00 or <70</small> </div>
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L1 Presence of Detectors ☆ (In area of the fire) <div style="margin-top: 10px;"> N <input type="checkbox"/> None Present <div style="border: 1px solid black; padding: 2px; display: inline-block;">Skip to Section M</div> 1 <input type="checkbox"/> Present U <input checked="" type="checkbox"/> Undetermined </div>	L3 Detector Power Supply ☆ <div style="margin-top: 10px;"> 1 <input type="checkbox"/> Battery only 2 <input type="checkbox"/> Hardwire only 3 <input type="checkbox"/> Plug-in 4 <input type="checkbox"/> Hardwire with battery 5 <input type="checkbox"/> Plug-in with battery 6 <input type="checkbox"/> Mechanical 7 <input type="checkbox"/> Multiple detectors & power supplies 0 <input type="checkbox"/> Other U <input type="checkbox"/> Undetermined </div>	L5 Detector Effectiveness ☆ Required if detector operated <div style="margin-top: 10px;"> 1 <input type="checkbox"/> Alerted occupants, occupants responded 2 <input type="checkbox"/> Alerted occupants, occupants failed to respond 3 <input type="checkbox"/> There were no occupants 4 <input type="checkbox"/> Failed to alert occupants U <input type="checkbox"/> Undetermined </div>
L2 Detector Type ☆ <div style="margin-top: 10px;"> 1 <input type="checkbox"/> Smoke 2 <input type="checkbox"/> Heat 3 <input type="checkbox"/> Combination smoke and heat 4 <input type="checkbox"/> Sprinkler, water flow detection 5 <input type="checkbox"/> More than one type present 0 <input type="checkbox"/> Other U <input type="checkbox"/> Undetermined </div>	L4 Detector Operation ☆ <div style="margin-top: 10px;"> 1 <input type="checkbox"/> Fire too small to activate 2 <input type="checkbox"/> Operated <div style="border: 1px solid black; padding: 2px; display: inline-block;">Complete Block L5</div> 3 <input type="checkbox"/> Failed to operate <div style="border: 1px solid black; padding: 2px; display: inline-block;">Complete Block L6</div> U <input type="checkbox"/> Undetermined </div>	L6 Detector Failure Reason ☆ Required if detector failed to operate <div style="margin-top: 10px;"> 1 <input type="checkbox"/> Power failure, shutdown, or disconnect 2 <input type="checkbox"/> Improper installation or placement 3 <input type="checkbox"/> Defective 4 <input type="checkbox"/> Lack of maintenance, includes not cleaning 5 <input type="checkbox"/> Battery missing or disconnected 6 <input type="checkbox"/> Battery discharged or dead 0 <input type="checkbox"/> Other U <input type="checkbox"/> Undetermined </div>

M1 Presence of Automatic Extinguishing System ☆ <div style="margin-top: 10px;"> N <input checked="" type="checkbox"/> None Present <div style="border: 1px solid black; padding: 2px; display: inline-block;">Complete rest of Section M</div> 1 <input type="checkbox"/> Present 2 <input type="checkbox"/> Partial System Present U <input type="checkbox"/> Undetermined </div>	M3 Operation of Automatic Extinguishing System ☆ Required if fire was within designed range <div style="margin-top: 10px;"> 1 <input type="checkbox"/> Operated/effective (go to M4) 2 <input type="checkbox"/> Operated/Not effective (go to M4) 3 <input type="checkbox"/> Fire too small to activate 4 <input type="checkbox"/> Failed to operate (go to M5) 0 <input type="checkbox"/> Other U <input type="checkbox"/> Undetermined </div>	M5 Reason for Automatic Extinguishing System Failure ☆ Required if system failed or not effective <div style="margin-top: 10px;"> 1 <input type="checkbox"/> System shut off 2 <input type="checkbox"/> Not enough agent discharged 3 <input type="checkbox"/> Agent discharged but did not reach fire 4 <input type="checkbox"/> Wrong type of system 5 <input type="checkbox"/> Fire not in area protected 6 <input type="checkbox"/> System components damaged 7 <input type="checkbox"/> Lack of maintenance 8 <input type="checkbox"/> Manual intervention 0 <input type="checkbox"/> Other U <input type="checkbox"/> Undetermined </div>
M2 Type of Automatic Extinguishing System ☆ Required if fire was within designed range of AES <div style="margin-top: 10px;"> 1 <input type="checkbox"/> Wet-pipe sprinkler 2 <input type="checkbox"/> Dry-pipe sprinkler 3 <input type="checkbox"/> Other sprinkler system 4 <input type="checkbox"/> Dry chemical system 5 <input type="checkbox"/> Foam system 6 <input type="checkbox"/> Halogen-type system 7 <input type="checkbox"/> Carbon dioxide (CO₂) system 0 <input type="checkbox"/> Other special hazard system U <input type="checkbox"/> Undetermined </div>	M4 Number of Sprinkler Heads Operating ☆ Required if system operated <div style="margin-top: 10px;"> <div style="border: 1px solid black; padding: 2px; display: inline-block;"> </div> <small>Number of sprinkler heads operating</small> </div>	

A

FDID

HE211

★

State

IL

★

Incident Date

MM

05

DD

14

YYYY

2020

Station

ST1

Incident Number

0000764

★

Exposure

000

★

☐ Delete

☐ Change

☐ No Activity

ESO-1

Non-NFIRS

Fields

E1

Additional Incident Times

PSAP Recieved

Month

05

Day

15

Year

2020

Hour

Min

Dispatch Notified

Month

05

Day

14

Year

2020

Hour

15

Min

25

B

Apparatus or Resources

Dates and Times

Midnight is 0000

Month

Day

Year

Hour/Min

5

ID

Type

En Route

District

1

ID

Type

En Route

05

14

2020

1525

District

05

14

2020

2

ID

Type

En Route

District

3

ID

Type

En Route

District

4

ID

Type

En Route

District

6

ID

Type

En Route

District

7

ID

Type

En Route

District

8

ID

Type

En Route

District

9

ID

Type

En Route

District

A	FDID HE211 ★	State IL ★	Incident Date MM 05 DD 14 YYYY 2020 ★	Station ST1	Incident Number 0000764 ★	Exposure 000 ★	<input type="checkbox"/> Delete <input type="checkbox"/> Change	NFIRS-10 Personnel
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B Apparatus or Resources	Dates and Times <small>Midnight is 0000</small> <small>Check if same date as Alarm date on the Basic Module (Block E1)</small> Month Day Year Hour:Min	Sent <input checked="" type="checkbox"/>	Number of People ★ 2	Apparatus Use ★ <small>Check ONE box for each apparatus to indicate its main use at the incident.</small> <input checked="" type="checkbox"/> Suppression <input type="checkbox"/> EMS <input type="checkbox"/> Other	Actions Taken <small>List up to 4 actions for each apparatus and each personnel</small>
1 ID Engine ★Type 11	Dispatch <input checked="" type="checkbox"/> 1525 Arrival <input checked="" type="checkbox"/> 1527 Clear <input checked="" type="checkbox"/> 2100	Sent <input checked="" type="checkbox"/>	2	<input checked="" type="checkbox"/> Suppression <input type="checkbox"/> EMS <input type="checkbox"/> Other	<div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div>

Personnel ★ ID	Name	Rank or Grade	Attend <input checked="" type="checkbox"/>	Action Taken	Action Taken	Action Taken	Action Taken
4523	TIMOTHY DOUBEK		<input checked="" type="checkbox"/>				
0320	BENNETT RIBER		<input checked="" type="checkbox"/>				
			<input type="checkbox"/>				
			<input type="checkbox"/>				
			<input type="checkbox"/>				
			<input type="checkbox"/>				

2 ID ★Type 	Dispatch <input type="checkbox"/> Arrival <input type="checkbox"/> Clear <input type="checkbox"/> 	Sent <input type="checkbox"/>	Number of People 	Apparatus Use ★ <input type="checkbox"/> Suppression <input type="checkbox"/> EMS <input type="checkbox"/> Other	Actions Taken <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div>
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Personnel ★ ID	Name	Rank or Grade	Attend <input checked="" type="checkbox"/>	Action Taken	Action Taken	Action Taken	Action Taken
			<input type="checkbox"/>				
			<input type="checkbox"/>				
			<input type="checkbox"/>				
			<input type="checkbox"/>				
			<input type="checkbox"/>				
			<input type="checkbox"/>				

3 ID ★Type 	Dispatch <input type="checkbox"/> Arrival <input type="checkbox"/> Clear <input type="checkbox"/> 	Sent <input type="checkbox"/>	Number of People 	Apparatus Use ★ <input type="checkbox"/> Suppression <input type="checkbox"/> EMS <input type="checkbox"/> Other	Actions Taken <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div>
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Personnel ★ ID	Name	Rank or Grade	Attend <input checked="" type="checkbox"/>	Action Taken	Action Taken	Action Taken	Action Taken
			<input type="checkbox"/>				
			<input type="checkbox"/>				
			<input type="checkbox"/>				
			<input type="checkbox"/>				
			<input type="checkbox"/>				
			<input type="checkbox"/>				



Kewanee Fire Department

Kevin Shook

Fire Chief

401 East 3rd St.

Kewanee, IL 61443

Phone 309-852-2115

5/26/2020

Mr. Gary Moore - Mayor,

In response to the complaint filed with the Illinois Department of Labor #1591102 concerning the structure fire at 224 W 2nd Street that occurred on May 14th, 2020 I have talked with multiple fire department personnel that were on that scene, City Manager Bradley, and Chief Ainley of the PD. I have also discussed this with former Chief Weston who was on scene as a Kewanee Community Fire Dept trustee and is on the MABAS board for our division. The following is what was determined during those discussions. It is a list of actions taken in the early stages of the incident and actions taken or recommended to correct any identified concerns. The Kewanee Fire Department had an on-site IDOL - OSHA inspection 2.5 months prior with no violations reported.

On arrival to the scene ICs was set up following department protocols. I conferred with the Police Chief, City Manager, Mayor and first due fire officer who were all on scene as to ascertain what resources we were going to need and those individuals began to work to that end to mitigate the scene. (these are the "city members" reported on scene in the complaint).

There is no announcement on the radio traffic recording of who is in charge of scene. I simply do not remember if I announced it on radio or not while pulling up on scene, as we discussed that day the mobile radio in the chief buggy was without power for the first 2 minutes so it would not have transmitted if the announcement was made.

Mutual Aid was requested from a neighboring ambulance service to assist in covering the district. (Stark County).

Auto-aid was received from the Kewanee Community Dept. (rural).

All available city fire dept. personnel were paged in.

All available rural fire dept. personnel were paged in.

Additional MABAS departments of Annawan and Galva/Bishop Hill were requested for manpower.

The police dept. called in a second shift to help with scene safety and traffic control.

Utility companies were notified by dispatch for disconnect of services.

Public works was notified to ascertain water supply capabilities.

Accountability is a constant with our dept with tags on each engine of first due apparatus and was additionally set up using a fire department command board.

Staging for incoming companies was directed to be at the intersection of Chestnut and 2nd Street.

The aerial ladder crew was placed under Captain Moon, Front entry Captain Welgat, side and rear Captain Riber. Additional assignments where Kewanee Community on exposure control to the west and north. Bishop Hill dept on RIT, Galva and Annawan on assistance and manpower to the entry crews for Welgat and Riber.

A private company was contacted to assist with rehab. (1800boardup)

The State Fire Marshall's office was contacted to send an investigator.

The nearest apartment complex, as mentioned in the complaint is on the SW corner of the intersection west of the Incident. Wind was traveling toward the NNE and was not considered a concern to evacuate due to being upwind and at a distance of 171.11 feet from the structure involved.

Following this incident a Hotwash (post incident debrief) was done with all three fire dept. shifts.

Notices of concern listed in complaint , contributing factors, and changes made or recommended:

- The chief car radio needs to be rewired so that it turns on with the ignition. This will allow for command to announce on the radio on arrival. Currently the radio drains the car battery and needs to be turned off if the car sits for a few hours. The first radio communication recorded from KF1 is calling for the aerial truck 2.5 minutes into the call.
- Command was too mobile coordinating assignments between the north and east alleys and second street. Poor radio communication capabilities contributed to this. Command needs to do better at staying in one location and allowing the officers to report back instead of seeking them out for updates. With updated communications this would be more easily achieved. 2 separate frequencies were used on scene by fire in an attempt to reduce radio congestion, additionally the police were using their own frequency. At times visual contact was made but communication over radio was still not able to be understood even during line of sight. Old communications equipment is a known weakness and budgeting and grant applications have been requested to address this in the future. Moving forward more frequency assignments should be implemented to reduce radio congestion and the dept. will work on reducing non-essential radio traffic.
- Pedestrian traffic was high. This incident occurred during the daytime during a pandemic that had additional civilians in the area off work. The incident was placed on social media resulting in additional civilians coming to the area to "watch". All fire, EMS, and police vehicles were able to respond to the scene with no complaints of difficulty of traffic. 2 vehicles parked on second street had to be moved for utility crews to dig up the gas shut off in the road. This took some time to find the owners. Chief Ainley called in additional police presence immediately on arrival to scene in an effort to control the public. One County Police Deputy was also on scene directing traffic. Police can be heard on the radio transmission numerous times in the first few minutes on scene setting traffic control locations and moving people back from the scene.

After receiving a copy of the complaint from the city manager, I called the inspector that performed the department's last on scene inspection. He stated that he was unaware of the complaint and asked me to read it to him. He stated based on our recent inspection we would probably be ok. He also stated that I/we probably know the complainant but that they are protected by the whistle blower act.

Enclosed with my findings are copies of the training certifications for the captains on scene and myself. I have also attached copies of a couple of our SOPs, a labeled aerial view of the fire area, and photo of the command board that was used for accountability. Unfortunately, the board was erased a few days after the fire incident and the complaint was not received until the following week. The police Chiefs statements is also attached addressing traffic control.

Kev J Shook

Kewanee Police Department – Report for Incident #20-005657

On 05/14/20 at 3:22pm, I (Chief Troy Ainley) and other on-duty officers with the Kewanee Police Department were advised of a possible fire in the building behind Cerno's Bar and Grill (215 W. 3rd St.). I arrived and could see smoke coming from the rear of the building at 224 W. 2nd St. I pulled into the Peoples National Bank Parking lot and blocked the drive-thru for the bank. Sgt. Welgat positioned his vehicle in the 200blk of W. 2nd St. Officer Bryner assisted with providing traffic control and keeping pedestrians back at the intersection of N. Chestnut and 2nd St. I contacted dispatch and requested 2nd shift officers to be called in to assist with traffic control and any calls for service that occurred. The Henry County Sheriff's Department also had a deputy on scene to assist with traffic at the intersection of 3rd and Tremont St.

I stayed in contact with Chief Kevin Shook and the on scene captains throughout the incident as it progressed. The officers of the police department assisted with making contact with business owners and building tenants of the effected locations.

Timothy Vigor
Fire Chief

Kewanee Community Fire Department

120 W. 8th St
Kewanee, Illinois 61443

May 24, 2020

To the Honorable Mayor Gary Moore,

I have been asked by the Fire Chief Kevin Shook to voice my opinion of the actions of the fire department for the downtown fire of May 14, 2020. As a past fire chief for the City of Kewanee and present trustee for the Kewanee Community Fire District (KCFD) and with over 23 years of experience, I feel that my credentials should be able to speak for themselves. In addition I was in attendance for the events of this day and speak first hand of the experiences that occurred.

The items that I shall address are as follows:

1. Lack of incident command
2. Crowd control and endangerment of members of the old hotel and causing unsafe conditions.
3. Pedestrians not allowing emergency vehicles into the scene.

As far as incident command, it was established. Even as far back as my administration the fire and police department operated on a unified command structure started at that time with Chief Dison, which has carried on to today. The fire department operates each event with incident command as allows it to grow or shrink as the need exists. The top official assumes their appropriate role as needed. For example fire takes over fire and rescue operations, while police usually assume traffic and crowd control. Incoming mutual aid units initially report to the incident commander receive their assignment and report their progress back to the incident commander. It is appropriate that the first in company give a size up report. This was done by the first in officer, the Chief of the fire department. This action can be confirmed by radio traffic stored on their server located at the police 911 center. MABAS has a state license which is available to every fire department so that vital communication can occur. During this event, KCFD initially communicated to the Incident Command (IC) on the fire ground channel. Galva/ Bishop Hill, and Annawan fire departments all communicated on the fire channel and were told where to report to (fire command located on 2nd street near Tremont) and received their assignments upon their arrival. In addition due to being a smaller department, the engineer typically assumes the duty of safety officer for the incident. This incident had several safety officers all whom were in radio contact with the fire chief. I personally assumed the safety position of the B-C side of the building which would be for this event the west side of the building entering by the alley from Chestnut Street. This event included rehab and refreshments that included food from 1 800 board up as well as water donations from Save A Lot and private donations of Power Aid. Although incident command may not have been set as vigorously as larger departments, it was set up and used. The creation of a deputy incident commander most likely should have been set up to help eliminate some of the duties that were performed by the chief.

Timothy Vigor
Fire Chief

Kewanee Community Fire Department

120 W. 8th St
Kewanee, Illinois 61443

Crowd control is always a problem with onlookers and always will be. Although overall safety would fall under the fire chief, I personally feel that keeping the crowd back and traffic patterns should fall under the police chief's jurisdiction. Control of smoke is minimal at best in any event unless of a giant fan is available to move the smoke. MABAS has 3 such fans in the State of Illinois with the nearest one located in Bloomington. A complaint could be established that citizens of the old hotel could be in peril due to smoky conditions. I personally would argue against this complaint for if memory serves me correctly the majority of the smoke was dissipated to the north of the scene and away from the hotel.

Communication should be of concern in any event and can cause unsafe conditions. Although everyone was able to talk to each other, having too many members on one channel is dangerous. During this event members and radio frequencies should be split up. For example fire entry teams should be on the red channel, elevated streams should be on the black channel, EMS on the blue channel etc. This could have and should have been performed more on this event. I did find out after the fire that an interior attack team did switch to the red channel upon entry to the building, but this was not universally known and should be announced to the entire fire ground to prevent duplication and congestion. These segregated channels should be monitored by the safety officers for communication purposes of safety, condition reports and evacuation if needed.

Crowds not allowing emergency vehicles in again fall under the police jurisdiction in my opinion. It is not of my knowledge that any incoming emergency vehicle was delayed entry due to the entry being blocked. I can say with certainty that no problem of this description occurred at my location which was on Chestnut Street at the alley. I have no knowledge of other sides of the incident. Emergency vehicles including public works were able to enter the scene as needed. Public works were able to enter on the Chestnut street side to clear the street of debris. Gas and electric were able to stage at the south end of the 200 block of Chestnut before they entered on 2nd street to disconnect gas utilities. They were inconvenienced as they needed to go around the block to prevent running over the hose but all efforts to accommodate them in every way possible occurred.

I thank you for your time and consideration of this subject and I would more than willing to sit and discuss this further should you desire. I may be reached via cell phone 309-854-3046 at any time. Please feel free to contact me.

Sincerely,

Thomas J. Weston

Kewanee Community fire Protection district Trustee President

Kewanee Fire Chief (retired)



- Engine/pump placements
- Aerial Truck
- IC
- Utility crew Truck

Total distance: 171.11 ft (52.16 m)



ILLINOIS DEPARTMENT OF LABOR

JB Pritzker
Governor

Michael D. Kleinik
Director

Attachment A

**CERTIFICATE OF POSTING
OSHA NOTIFICATION OF ALLEGED HAZARD(S)**

Employer Name: City of Kewanee - Fire Dept.
Complaint Number: 1591102

Date of Posting: 5/22/2020

Date Copy Given to
Employee Representative: 5/22/2020

On behalf of the employer, I certify that a copy of the complaint letter received from Illinois OSHA has been posted in a conspicuous place, where all affected employees will have notice, or near such location where the alleged violation occurred, and such notice has been given to each authorized representative of affected employees, if any. This notice was or will be posted for a minimum of ten (10) days or until any hazardous conditions found are corrected.

Phil Hall
Signature

Shift officer
Title

City of Kewanee - Fire
Employer / Establishment Name

Kewanee Fire Department

Standard Guidelines and Procedures

Effective Date: 03/11/2004	Revised: 03/15/2017
Guideline: 6.03.02	
General Structure Fire Guidelines	
Distribution: All Employees	Approval: Kevin Shook, Fire Chief

Purpose: The following is designed to provide standard operating guidelines for structure fires. These guidelines are designed for initial steps and may be modified depending upon the given situation. Although all steps are essentially the decision of the officer in charge, some decisions may be assigned to other members of the team

Guidelines:

Policy

- A. Upon receiving the call
 - a. Obtain address
 - b. Obtain incident information
 - c. Obtain injury information if possible
 - d. Confirm address either over telephone or through 911 system
- B. Determine and dispatch appropriate units
 - a. Notify chief
 - b. Notify Rural department or dispatch to page in for ambulance coverage/standby
- C. Determine appropriate route
- D. Perform necessary communications
 - a. Indicate Enroute to Scene
 - b. Ensure Dispatch is toning for Rural Driver replacement and off duty personnel
- E. Initial Response Apparatus for all Structural Alarms:
 - a. Engine One
 - b. Engine Two
 - c. Ladder One
 - d. Engine Four (Rural)
- F. Determine appropriate placement of apparatus
 - a. Consider placement of aerial
- G. Develop incident command
- H. Establish Accountability system
- I. Perform size up
 - a. Consider offensive, defensive, or transitional tactics
 - b. Assure that all members are properly suited up for incident including SCBA
 - i. Don turnout gear
 - ii. Don SCBA
 - iii. Consider alternative communications system
 - c. Determine initial actions and additional resources needed
 - i. Hazmat

Kewanee Fire Department

Standard Guidelines and Procedures

Effective Date: 03/11/2004	Revised: 03/15/2017
Guideline: 6.03.02 General Structure Fire Guidelines	
Distribution: All Employees	Approval: Kevin Shook, Fire Chief

- ii. Aerial
- iii. Ems
- iv. Rescue
- v. Evacuation
- vi. Personnel
- vii. Mabas box card

J. Perform extinguishment or mitigation

- a. Consider search and rescue
- b. Determine size and number of needed lines
- c. Consider water supply
 - 1. Available tank water
 - i. Available hydrants
 - ii. Tanker operations
- d. Utilities
 - i. Gas shut off
 - ii. Electrical shut off
 - iii. Water shut off
- e. Ventilation needs
 - i. Natural
 - ii. Negative pressure
 - iii. Positive pressure
 - iv. Vertical
 - v. Horizontal
- f. Determine route of entry
 - i. Make sure of egress
 - ii. Upper floor egress (ladder)
 - iii. Make sure that hose lines are charged
- g. Determine ladder operations

K. Perform salvage and overhaul

L. Secure area for investigation

- a. Notify department investigator
- b. Notify office of State Fire Marshall
- c. Notify police detectives
- d. Notify police arson investigator
- e. Notify others as necessary

M. Consider housing and assistance for victims

- a. Notify Red Cross

Kewanee Fire Department

Standard Guidelines and Procedures

Effective Date: 03/11/2004	Revised: 03/15/2017
Guideline: 6.03.02 General Structure Fire Guidelines	
Distribution: All Employees	Approval: Kevin Shook, Fire Chief

- b. Notify Salvation army
 - c. Board up or other
 - d. Consider church and shelter housing (See city emergency plan EOP)
- N. Obtain appropriate fire data
- a. Perform debriefing
 - 1. Determine each member's actions
 - 2. Determine safety concerns
 - 3. Critique team's performance
 - 4. Communicate session to investigators and appropriate agencies
 - b. Find out owner information
 - 1. Owner name and contact information
 - 2. Occupant name and contact information
 - 3. Insurance company information
- O. Fill out appropriate paperwork
- a. File fire report into department system within 24 hours

Kewanee Fire Department

Standard Guidelines and Procedures

Effective Date: 12/11/2001	Revised:
Guideline: 6.02.0	
Incident Command	
Distribution: All Employees	Approval: Thomas J. Weston, Fire Chief

Purpose: This Guideline is designed to promote a standard to be followed at all incidents. The basic design is flexible to expand and deflate as needed per disaster scene.

Procedure: It shall be the procedure of this department to follow an incident command structure at all scenes that are responded to by the department. All members are to be familiar with the structure and components of the incident command structure.

Guideline: This standard operating guideline is intended to offer the beginning determination (but limited to) of command steps for all types of related incidents. This is not intended to replace or limit procedures used upon fire ground operations.

Upon arrival to the incident scene the first arriving officer shall begin the setup of an incident command system. As an option, he may wish to defer command to the next arriving unit and immediately begin operations.

- Upon arrival, set up a command center and announce over the airways where the command center is and who is in charge.
- Perform size up of the operation
- Consider opening of emergency operations center if needed and applicable
- Consider security and coordinate with police department
- Determine mode of operation
- Make assignments and determine objectives of incident
- Priorities to keep in mind
 - Life safety
 - Incident stabilization
 - Property conservation
- Assign tactical operations according to set goals
 - Assignments for Fire to consider
 - Fire attack
 - Search and rescue
 - Evacuation
 - Rapid intervention team
 - Safety
 - Ventilation
 - Water supply

Kewanee Fire Department

Standard Guidelines and Procedures

Effective Date: 12/11/2001	Revised:
Guideline: 6.02.0	
Incident Command	
Distribution: All Employees	Approval: Thomas J. Weston, Fire Chief

- Overhaul and salvage operations
 - Recon
 - Assignments for Medical
 - Triage
 - Treatment
 - Transportation
 - Communications
 - Extrication
 - Staging
 - Medical supply
 - Recon
 - Assignments for Hazmat
 - Recon
 - Safety
 - Hot, warm, cold zones
 - Entry team
 - Back up team
 - Evacuation
 - Decon
 - Containment
 - Technical assistance
- Assign a liaison or logistics person for obtaining needed resources
 - Identify requirements of operation
 - Identify immediate equipment needs
 - Coordinate resources and requests for resources
 - Maintain communications with Incident commander
- Assign safety person
 - Maintain communications with incident commander
 - Determine best observation post
 - Assess and evaluate equipment placement
 - Verify personnel are using appropriate safety equipment
 - Watch for signs of crew fatigue
 - Immediately stop any unsafe operations and notify Incident Commander if operations were stopped
 - Check for dangers with potential utilities
 - Determine needs for specialty teams
- Determine resources needed

Kewanee Fire Department

Standard Guidelines and Procedures

Effective Date: 12/11/2001	Revised:
Guideline: 6.02.0	
Incident Command	
Distribution: All Employees	Approval: Thomas J. Weston, Fire Chief

- Continually evaluate plan and modify if needed
 - Expand and contract duty assignments as situation dictates
 - Assign public information officer and prepare newsrelease
 - Communicate with Incident commander and become knowledgeable of situation
 - Continually gather information and prepare news releases
 - Develop a press conference area
 - Determine all agencies involved
 - Station in a visible location
 - Deal with only your departments actions and involvement
 - Assign staging officer if needed
 - Obtain briefing from incident commander
 - Determine best organizational layout for staging area
 - Obtain any needed support from logistics
 - Maintain check in and check out list
 - Immediately report availability of all resources to appropriate staff
 - Log all equipment checked out of staging area
 - Assign rehab officer if needed
 - Establish a rehab area and consider
 - Sufficient room for dropping off of personnel
 - Shelter against weather
 - Availability of water and misters
 - Availability of food for long operations
 - Lighting for night operations
 - Medical assistance if needed
 - Watch for exhaustion
 - Watch for heat illness
 - Watch for mental stress
 - Watch for other problems that might arise
 - Toilet facilities
 - Begin a debriefing operations as soon as practical
 - Fill out any required and necessary paperwork and file in appropriate locations
 - Consider stress debriefing session as soon as possible
-

Kewanee Fire Department

Standard Guidelines and Procedures

Effective Date: 02/11/1999	Revised: 02/25/2005
Guideline: 11.0..01	
Communication Guideline	
Distribution: All Employees	Approval: Thomas J. Weston, Fire Chief

Purpose: The need for proper communication is extremely important. This is true whether it be on the fire ground, calling the hospital or meeting with another ambulance on intercept calls. Members shall be familiar with procedures for all of the communication needs for all given situations.

Guidelines: Members shall follow a set of procedures to provide proper communication skills while on the fire and emergency scene. Members shall also know the procedure to perform while trying to contact outside ambulances for intercept situations.

DEFINITIONS

Dispatch- Local frequency(ies) normally used for daily dispatch (base/mobile) of emergency calls.

IFERN - MABAS mutual aid dispatch and response frequency (base/mobile). (154.265 MHz)

IFERN2 -Alternate base/mobile mutual aid dispatch frequency (154.3025 MHz).
(Reserved for future implementation and/or major incident coordination.)

Fireground - Low power tactical frequencies used for on-scene communications between the Incident Commander and units working the incident.

RED	153.830 MHz	GOLD	153.8375 MHz*
WHITE	154.280 MHz	BLACK	154.2725 MHz*
BLUE	154.295 MHz	GRAY	154.2875 MHz*

IREACH- Illinois Radio Emergency Assistance Channel (155.055 MHz). Used for interdisciplinary coordination.

MERCI- VHF ambulance to hospital frequencies. (155.280, 155.340 & 155.400 MHz)

Procedure:

- A. The following guideline may be used by a fire service Incident Commander to develop the communications component of an Incident Action Plan. The narrow-band frequencies listed herein (IFERN2, GOLD, BLACK & GRAY Firegrounds) may create operational difficulties due to interference with adjacent wide-band frequencies. Use of these frequencies may be limited until full migration to narrow-band operation is completed.

Please consider that it is extremely difficult for a single individual to effectively monitor

Kewanee Fire Department

Standard Guidelines and Procedures

Effective Date: 02/11/1999	Revised: 02/25/2005
Guideline: 11.0..01	
Communication Guideline	
Distribution: All Employees	Approval: Thomas J. Weston, Fire Chief

more than 1 or 2 radio frequencies during an emergency incident. As the communications

Plan becomes more complex, the Incident Commander must rely on aides to assist with communications management at the Command Post.

Occasionally, a jurisdiction may respond to multiple simultaneous incidents, or neighboring jurisdictions may experience simultaneous emergencies. Use of a single fireground channel for both incidents may be counterproductive and cause unnecessary harmful interference. Incident Commanders at subsequent incidents should consider adjusting their communications plan and assign a different primary fireground channel to avoid operational difficulties.

The recommended frequency use matrix on the following page can be used as a quick reference sheet for the Incident Commander or other communications personnel within the Command Post.

Standard Guidelines and Procedures

Effective Date: 02/11/1999	Revised: 02/25/2005
Guideline: 11.0..01	
Communication Guideline	
Distribution: All Employees	Approval: Thomas J. Weston, Fire Chief

MABAS TACTICAL FREQUENCY USE GUIDELINE

[illegible]

Kewanee Fire Department

Standard Guidelines and Procedures

Effective Date: 02/11/1999	Revised: 02/25/2005
Guideline: 11.0..01	
Communication Guideline	
Distribution: All Employees	Approval: Thomas J. Weston, Fire Chief

Haz-Mat Resource							BLACK		
Haz-Mat Entry/Back-up							BLACK		
Divemaster/Dive Operations								BLUE	
Boat Operations								BLUE	
Base Camp Operations									IFERN2
Fire Operations									RED
SAT Operations									WHITE
EMS Operations									BLUE
Interdisciplinary Coordination		!REACH	!REACH	!REACH	!REACH	!REACH	!REACH	!REACH	!REACH

B. General Fire Communications

- a. Members will stay on dispatch frequency.
- b. Upon leaving fire house, members will announce that they are enroute to the scene
- c. Upon arriving at scene, the officer of the arriving vehicle shall radio to dispatch that they have arrived.
- d. Upon leaving the scene, the officer of the vehicle shall radio to dispatch that they are returning.
- e. Upon returning to the station, the officer of the vehicle shall radio that the vehicle is back in the quarters

C. Kewanee Fire Ground Procedures

- a. Members will be paged out on IFERN and normal dispatch channel.
- b. Once on fire ground all members shall switch portable radios to fireground channel (Red Channel)
 - i. Upon arrival, Captain shall report progress and situation to incident commander
 1. Report is to include type of structure
 2. Report is to include size of structure
 3. Report is to include situation
 4. Report is to include if smoke is showing and to what extent
 - ii. IC will report to 911 center desired status for boxcard and mutual aid.
- c. ~~Engineer will monitor (scan) both fireground channel and IFERN channel.~~
- d. Each operational area (ex. Operations, ems, hazmat entry, etc)

Kewanee Fire Department

Standard Guidelines and Procedures

Effective Date: 02/11/1999	Revised: 02/25/2005
Guideline: 11.0..01	
Communication Guideline	
Distribution: All Employees	Approval: Thomas J. Weston, Fire Chief

will operate on different frequencies.

- e. Incident commander has control to change channel designations if needed.

D. EMS operations

- a. Ambulance will contact 911 centers through IFERN channel.
- b. Ambulance will contact emergency room through Merci channel
- c. Ambulance crew will contact outlying ambulance for intercept on merci and obtain:
 - 1. Location of ambulance being intercepted
 - 11. Expected meeting location
 - 111. Expected meeting time
 - IV. Situation
 - V. Route of ambulance coming to be intercepted.
- d. Once intercepted, the ambulance crew will contact emergency room through merci.
- e. Once intercepted all contact and recording of times shall be through the normal dispatch channel.

Kewanee Fire Department

Standard Guidelines and Procedures

Effective Date: 10/05/2015	Revised: 02/20/2017
Guideline: 3.02.02	
Member and Officer Ranks	
Distribution: All employees	Approval: Kevin Shook, Fire Chief

Purpose: In order for the organization to run efficiently, an order of leadership has been developed for the fire department. Each position has its own unique duties. Lower positions are subsequent to the powers given to the officer above them. In the absence of the ranking officer, lower officers shall be familiar with the procedures and duties of the absent officer so that operations may continue.

Guidelines: It shall be the Guidelines of this department to follow the prescribed ranks of the department. In the absence of the ranking officer the next lower officer shall be available to fill into the responsibilities of the said officer. Duties of each officer shall be describe in the procedures portion of this document.

Procedure:

Officers of this department shall consist of those positions approved by the city council. In ranking order they are: Chief, Deputy Chief (currently unfilled), Captain, Senior Engineer, Junior Engineer, Relief Engineer, Ambulance Attendant, and Firefighter. Training officer and Fire Investigations Officer are positions in addition to the mentioned ranks. These Officers are reimbursed for extra duties, but these positions do not hold relevance to the member ranks.

1. Chief

- Shall submit reports in writing to the City Manager and Council of the state of the fire department with statistics and suggestions, as he may deem advisable for the improvement of the department.
- Shall have full management and control of the fire department and all regulations and orders of said department shall be disseminated through him.
- Shall have control and custody of all equipment belonging to the Fire Department.
- Shall attend fires occurring in the city and take command of the department at such fires and see that members faithfully perform their respective duties.
- Shall insure that all members of the department are NIMS compliant according to homeland security directives and regulations.
- Shall keep accurate records of all members showing the day of appointment and discharge, together with their rate of pay. In addition, records shall be kept on all fires and the damage caused by it.

Kewanee Fire Department

Standard Guidelines and Procedures

Effective Date: 10/05/2015	Revised: 02/20/2017
Guideline: 3.02.02	
Member and Officer Ranks	
Distribution: All employees	Approval: Kevin Shook, Fire Chief

- Shall assist in conducting fire investigations to determine cause and effect of fire scenes.
- Shall maintain, operate, and staff emergency ambulances for the rescue, health, and safety for the citizens of Kewanee

2. Captain

- This officer is part of the management team and is in charge of daily shifts for the Kewanee Fire Department.
- Shall notify and report directly to the Fire Chief of shift events.
- Shall be responsible for daily training and activities of his/her shift.
- Shall be responsible for activity reports that occur during his/her shift.
- Shall assume the duties of the chief in the absence of the Chief.
- Shall be familiar with the City Administrative Code and those duties assigned to the Chief.
- Shall be responsible for answering emergency calls and dispatching of appropriate emergency vehicles.
- Shall institute incident command at all situations and may delegate responsibilities at emergency scenes.
- Shall be responsible for crew and on-scene safety.
- Shall be in charge of on-scene operations and may remain as incident commander in any given situation unless relieved by superior ranked officer.
- Shall be appointed operations officer in a mass casualty situation.
- Shall assign and help conduct city inspections and preplans.
- Shall be familiar with EMS protocols set forth being the Cottage Hospital System.
- Shall be familiar with and able to perform all duties of those members serving below his/her command.
- Shall dispatch crews called in as needed.

3. Engineer (Senior Engineer)

- Shall assume the leadership position in the absence of the Captain.
- Shall be familiar with all duties assigned to the Captain.
- Shall be responsible for the care and operations of the engine.
- Shall be responsible for the careful transportation of the crews to and from the

Kewanee Fire Department

Standard Guidelines and Procedures

Effective Date: 10/05/2015	Revised: 02/20/2017
Guideline: 3.02.02	
Member and Officer Ranks	
Distribution: All employees	Approval: Kevin Shook, Fire Chief

emergency scene.

- Shall be familiar with the operations of the engine and aerial truck.
- Shall be proficient with pumping operations.
- Shall be in charge of communications on the emergency scene.
- May be appointed communications officer in mass casualty situations.
- May be required to work on the ambulance at times.
- Shall be responsible for answering emergency phones and dispatching of appropriate emergency equipment to the scene in the absence of the Captain.
- May be appointed safety officer on emergency scenes
- Shall be familiar with EMS protocols set forth by the Cottage Hospital System
- Will perform firefighter and/or EMS duties on any fire scene as ordered by senior officers or command.

4. Engineer (Junior Engineer)

- Shall be familiar with all duties assigned to the senior engineer.
- May be appointed medical officer (triage) in mass casualty situations.
- Shall be senior ranked member and ultimately in charge of patient care during EMS runs unless a higher EMT authority is available. I.E. EMT-Paramedic
- Shall be senior ranked member and ultimately in charge of daily operations that occur at station 2 in regards to city personnel and equipment unless a more senior officer is on scene.
- Shall be responsible for the duties of the senior engineer in his/her absence
- Shall be responsible for the careful transportation of crewmembers and patients in the ambulance and of crewmembers of the second engine.
- Shall be responsible for the upkeep and maintenance of the engine and ambulances and station under his/her assignment.
- Shall be responsible (with ambulance attendant) for proper documentation of written reports and run sheets on EMS runs.
- Shall be familiar with EMS protocols set forth by the Cottage Hospital System
- Will perform firefighter and/or EMS duties on any fire scene as ordered by senior officers or command.

5. Ambulance attendant

- Shall be responsible for patient care while on EMS runs.
- Shall be familiar with EMS protocols set forth by the Cottage

Kewanee Fire Department

Standard Guidelines and Procedures

Effective Date: 10/05/2015	Revised: 02/20/2017
Guideline: 3.02.02	
Member and Officer Ranks	
Distribution: All employees	Approval: Kevin Shook, Fire Chief

Hospital System.

- Shall be responsible for the restocking of ambulance supplies after EMS runs and making sure expiration dates are current for materials.
- Shall be responsible for duties as assigned by superior officers
- Shall be responsible for patient care and rescue in mass casualty situations.
- Shall be responsible (with ambulance driver) for proper documentation of written reports and run sheets on EMS runs.
- Will perform firefighter and/or EMS duties on any fire scene as ordered by senior officers or command.

6. Firefighter

- Shall be responsible for duties as assigned by superior officers.
- Shall be familiar with EMS protocols set forth by the Cottage Hospital System.
- Shall be familiar with the duties of ambulance attendants in the event of his/her absence.
- Shall be responsible for rescue or patient care, and other duties as assigned by superior officers in mass casualty situations.
-
- Shall be responsible for daily duties as assigned by superior officers.
- Shall be able to initiate response to emergency situations following protocol and after obtaining all necessary information.
- Shall receive business or personal calls and relay that information to proper member or department
- Shall be able to transmit and receive messages via the fire department radios using proper radio operating procedures
- Shall be able to use proper personal protective equipment at emergency scenes include the proper use of respiratory protection, turnout gear, pass devices.
- Shall be able to respond to scenes using proper mounting and dismounting techniques and using seat belts while the vehicle is in motion.
- Shall be able to operate safely in an established work area at emergency scenes.
- Shall be able to force entry into a structure utilizing proper

Kewanee Fire Department

Standard Guidelines and Procedures

Effective Date: 10/05/2015	Revised: 02/20/2017
Guideline: 3.02.02	
Member and Officer Ranks	
Distribution: All employees	Approval: Kevin Shook, Fire Chief

techniques and tools allowing safe egress to and from the structure.

- Shall exit hazardous areas as a team.
- Shall be able to correctly set up ground ladders at an emergency scene.
- Shall be able to attack vehicle fires as a team in a safe manner
- Shall be able to attack structure fires of Class A, B, and C materials utilizing proper extinguishment techniques protecting exposures in a safe manner.
- Shall be able to conduct safe search and rescue techniques as a member of a team.
- Shall be able to perform ventilation of a structure utilizing proper and safe techniques
- Shall be able to perform salvage and overhaul techniques on a fire ground.
- Shall be able to connect fire apparatus to water supply so that connections are tight and water flow is unobstructed.
- Shall be able to illuminate emergency scenes using safe techniques.
- Shall be able to turn off utilities using proper techniques and tools.
- Shall be able to perform fire safety surveys of given areas and present fire safety information to given occupants, or fire station visitors

7. Training Officer

- Shall be responsible for updating and keeping of training classes and programs
- Shall inform members of possible classes of importance for fire department members
- Shall be responsible for setting up training plans for fire personnel and assisting in teaching..
- Shall report to the Fire chief of class progress and any deficiencies.
- Shall identify deficiencies of training and make every effort to correct those deficiencies of training.
- Shall work in conjunction with the State Fire Marshal's Office to conduct classes and keep certificates current and up to date.
- Shall work in conjunction with the University of Illinois to conduct classes for the Kewanee Fire Department and surrounding departments.
- Shall work with the State Fire Marshal's office to conduct annual training record inspections and with the filing of appropriate forms for class reimbursement.

Kewanee Fire Department

Standard Guidelines and Procedures

Effective Date: 10/05/2015	Revised: 02/20/2017
Guideline: 3.02.02	
Member and Officer Ranks	
Distribution: All employees	Approval: Kevin Shook, Fire Chief

- Shall enter into our database the training that has been accomplished within two shift cycles of the training.
- Shall be responsible for public safety talks to various organizations or assign someone to perform that duty.
- Shall hold a minimum certification of Basic Ops/FF 2 and Instructor 1.
- Shall be the CPR instructor for the Department.
- Shall encourage further development of firefighters by recommending courses for Fire Officer and other advanced certifications.

8. Fire Investigations Officer

- Shall be knowledgeable in fire behavior and investigative techniques.
- Shall be certified by the Office of the State Fire Marshal and maintain his/her credentials.
- Shall assist the State Fire Marshall representative when an outside investigator is called in when requested.
- Shall conduct investigations for the Department when needed and available.

CERTIFICATE of EDUCATION

THIS ACKNOWLEDGES THAT

KEVIN SHOOK

HAS SUCCESSFULLY COMPLETED THE

**USFA TYPE 3 INCIDENT MANAGEMENT TEAMS
40 HOURS**



Mathew Schnepfle, IPFM, EMT-PLI
Director | Office of Emergency Management - Henry County
Continuing Education Units Awarded: 40 Contact Hours
Illinois Site Code # 025300E1218
Dates: September 10th to September 14th 2018
IDPH Lead Instructor - Mathew Schnepfle





STATE OF ILLINOIS



**OFFICE OF THE ILLINOIS STATE FIRE MARSHAL
DIVISION OF PERSONNEL STANDARDS AND EDUCATION**

hereby certifies

Kevin J. Shook

as

Firefighter III

for having successfully demonstrated the ability to meet
the standards and requirements of
the Office of the Illinois State Fire Marshal,
Division of Personnel Standards and Education
and the
National Fire Protection Association Standard 1001.

In witness whereof this Certificate is Awarded

December 21, 2012

James T. Hawthorn

Fire Marshal

Melzi S. Woodrow

Division Manager



FEMA

National Fire Academy

Kevin Shook

is awarded this certificate in recognition of completion
of the NFA State/Local Partner-Sponsored Training

Command and General Staff for Incident Command Systems
Urbana, Illinois

August 1 - 5, 2016

This course meets the NIMS requirements for ICS-400.

Alfred (Acting)

Superintendent
National Fire Academy

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

KEVIN SHOOK

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00702.a

NIMS Public Information Systems

Issued this 27th Day of July, 2016



Tony Russell
Superintendent
Emergency Management Institute

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

KEVIN SHOOK

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00703.a

NIMS Resource Management

Issued this 29th Day of July, 2016



Tony Russell
Superintendent
Emergency Management Institute

The Illinois Terrorism Task Force

Certificate of Attendance



Awarded to

KEVIN J. SHOOK
For Attending

Unified Command Course

Unified Command
(8 Hours)

Presented by

Illinois Fire Service Institute

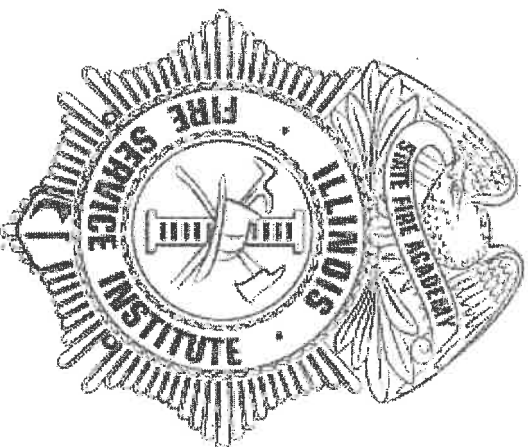
Issued this 20TH day of July, 2004



Carl Hauer
Deputy Chief of Staff - Public Safety

W. Hauer
Chairman
Illinois Terrorism Task Force

The Illinois Fire Service Institute University of Illinois



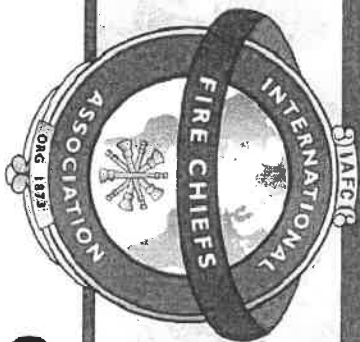
This is to certify that
is eligible to receive this certificate
for attending

held at
from

KEVIN J SHOOK

**Fireground Management for Small Career and
Volunteer Departments (12 Hours)
KEWANEE, IL
September 23, 2016 THRU September 24, 2016**

Royal Mortenson
Director
Illinois Fire Service Institute



IAFC
INTERNATIONAL ASSOCIATION OF FIRE CHIEFS

CERTIFICATE OF COMPLETION
is hereby granted to:

Kevin Shook

IAFC Officer Development Program

Executive Chief Officer Leadership Symposium I (ECO I)

Fire-Rescue International

24.0 Contact Hours

July 26-28, 2017 Charlotte, North Carolina

John D. Sinclair
Fire Chief John D. Sinclair

President and Chairman of the Board



International Association of Fire Chiefs
**OFFICER
DEVELOPMENT
PROGRAM**
Kevin Shook, Fire Chief, Charlotte, North Carolina





FEMA

National Fire Academy

Stephen Edward Welgat

is awarded this certificate in recognition of completion
of the NFA State/Local Partner-Sponsored Training

USFA Type 3 Incident Management Team Training

Cambridge, Illinois

September 10 - 19, 2018

A handwritten signature in black ink, appearing to read "J. J. Johnson", is written over a horizontal line.

Superintendent
National Fire Academy



FEMA

National Fire Academy

Stephen Edward Welgat

is awarded this certificate in recognition of completion
of the NFA State/Local Partner-Sponsored Training

Command and General Staff for Incident Command Systems
Champaign, Illinois

August 20 - 24, 2018



Superintendent
National Fire Academy

This course meets the NIMS requirements for ICS-400.



STATE OF ILLINOIS



**OFFICE OF THE ILLINOIS STATE FIRE MARSHAL
DIVISION OF PERSONNEL STANDARDS AND EDUCATION**

hereby certifies

Stephen Welgat

as

Fire Officer I

for having successfully demonstrated the ability to meet
the standards and requirements of
the Office of the Illinois State Fire Marshal,
Division of Personnel Standards and Education
and the
National Fire Protection Association Standard 1021.

In witness whereof this Certificate is Awarded

April 23, 2018

A handwritten signature in cursive script, likely belonging to the Fire Marshal.

Fire Marshal

A handwritten signature in cursive script, likely belonging to the Division Manager.

Division Manager



STATE OF ILLINOIS



**OFFICE OF THE ILLINOIS STATE FIRE MARSHAL
DIVISION OF PERSONNEL STANDARDS AND EDUCATION**

hereby certifies

Steven W. Moon

as

Firefighter III

for having successfully demonstrated the ability to meet
the standards and requirements of
the Office of the Illinois State Fire Marshal,
Division of Personnel Standards and Education
and the
National Fire Protection Association Standard 1001.

In witness whereof this Certificate is Awarded

October 31, 2002

Ernest E. Russell

Fire Marshal

Susie Alwerdt

Division Manager

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

STEVEN W MOON

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00800.c

National Response Framework, An Introduction

Issued this 26th Day of September, 2018



Steven P. Heidecker

Steven P. Heidecker
Acting Deputy Superintendent
Emergency Management Institute

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

STEVE W. MOON

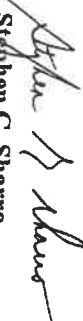
has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00700

**National Incident Management System
(NIMS) an Introduction**

Issued this 01st Day of June, 2005

0.3 CEU


Stephen G. Sharro
Director, Training Division

DETACH THIS STUB



OFFICE OF THE
ILLINOIS STATE FIRE MARSHAL

Division of Personnel Standards and Education

The title of

Basic Operations Firefighter

has been awarded to

Bennett Riber

in recognition of successful completion of the requisite course
with all honors, rights, and privileges thereunto appertaining.

A handwritten signature in black ink, likely belonging to the State Fire Marshal.

State Fire Marshal

03/23/2016

Date

A handwritten signature in black ink, likely belonging to the Division Manager.

Division Manager

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

BENNETT RIBER

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00800.c

National Response Framework, An Introduction

Issued this 28th Day of September, 2018



Steven P. Heidecker

Steven P. Heidecker
Acting Deputy Superintendent
Emergency Management Institute

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

BENNETT RIBER

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00700.a

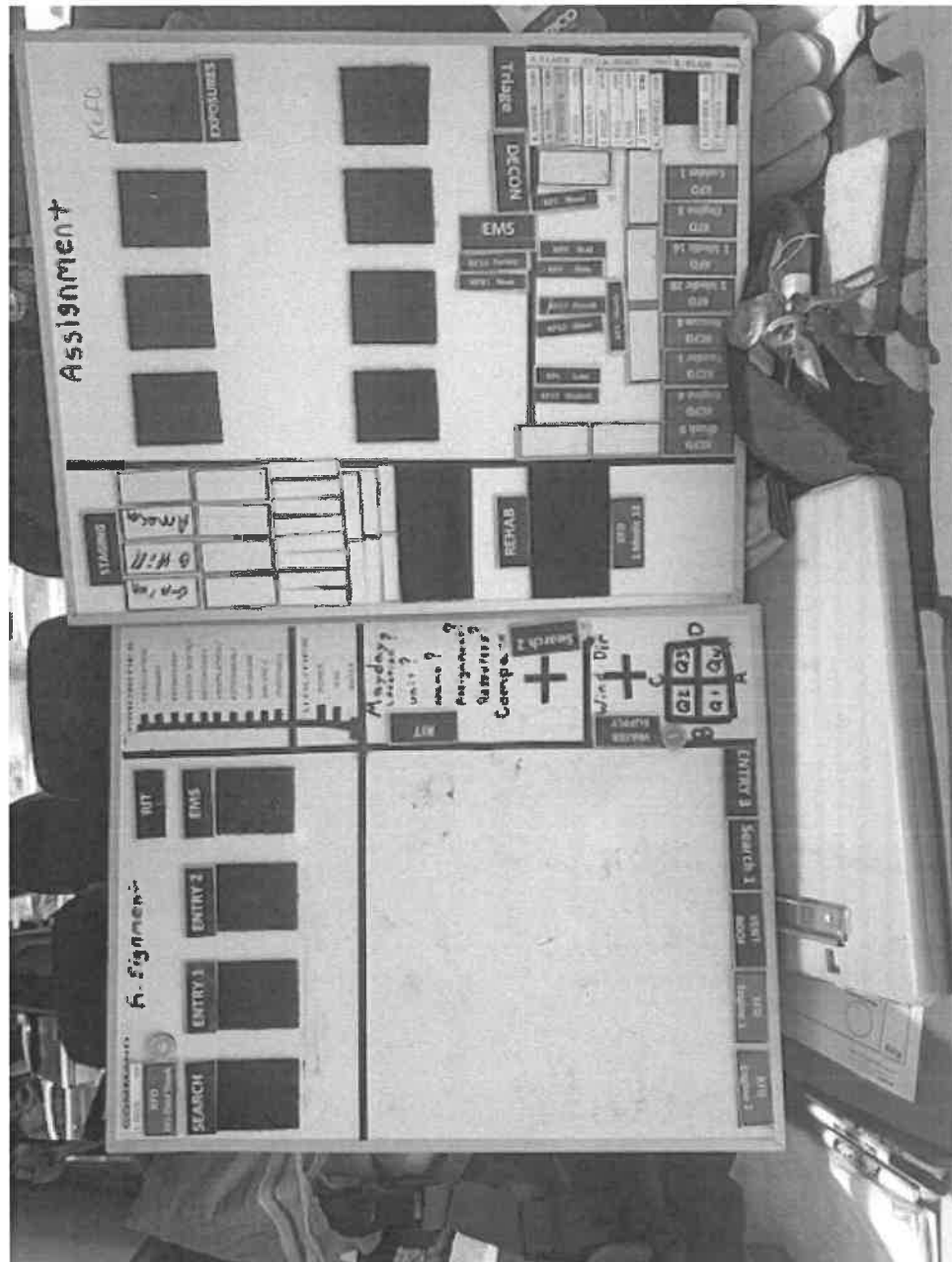
National Incident Management System (NIMS)

An Introduction

Issued this 9th Day of February, 2011



Vilma Schiffo Milmo
Vilma Schiffo Milmo
Superintendent (Acting)
Emergency Management Institute



Incident Report from May 14, 2020 Downtown Fire

On May 14th, Kewanee Fire Department was dispatched emergent and responded immediately to a report of a structure fire at 224 W 2nd St. Upon arrival to the scene, I hopped out of the ambulance, got into Engine 2, and went to make a hydrant connection. After getting off of the engine, I grabbed the hydrant bag, and 4 inch hose from the back of the truck. The engine pulled away and I proceeded to properly dress the hydrant, and establish the connection. After getting the go ahead from the engineer to start flowing water, I opened up the hydrant and made my way back to the engine. The engine was parked in an alley on the East side of the building. As I came around the corner of the bank and back into the alley, a crew of two firefighters had just made entry into the building, and the thick, black smoke from the building ventilated out of the door they had opened. The alley was quickly filled with dark, black smoke. For about 30 seconds, I could not see but a foot in front of me, and was breathing in the smoke. Once the smoke had cleared, I made my way back to the engine and put on an SCBA and mask. After hooking up to the SCBA, another firefighter and I made entry in the North entrance with a 2 1/2" hose line. After about three minutes, I was having difficulty breathing, and was unable to catch my breath. I immediately told the other firefighter I was with, and we exited the building. I went back to the engine, and took my SCBA and mask off. I attempted to catch my breath, but after about 5 minutes, I was still having trouble breathing. I made my way out to the south side of the building to try and breath in some of the cleaner air. After another 5 minutes, I was unable to breath any easier. A firefighter came over to check on me, and I notified him of the breathing issue I was still having. About a minute later, the ambulance was coming around the corner and stopped right next to me. It was suggested to me that I go to the hospital to be evaluated, and I agreed to go with.

-Firefighter Andrew Welgat

A handwritten signature in black ink, appearing to read 'A. Welgat', with a long horizontal line extending to the right.

Kyle Blair

BKY

Department: **Gold Shift**Mask: **Interspiro Medium-Large Full Face**Challenge Pressure: **1.50**Protocol: **SCBA**Last NIST Calibration: **11-30-12**Respiratory Rate: **93.10**Minimum Passing Fit Factor: **500**Last Daily Calibration: **09-11-19**

Other:

Serial No: **2790**

Notes:

Step Number:	Fit Factor:	Leak Rate:
1 Face Forward	3167	29
2 Bend Over	1313	70
3 Shake Head	1452	64
4 Redon 1	1708	54
5 Redon 2	1840	50
Test Result:	1727	53

PASS

Tim Dousek

Kyle Blair

Zack Clark

CZA

N'Department:' **Black Shift**

N'Med Eval:'

N'Job Code:'

Mask: **Interspiro Full Face Medium-Large**Challenge Pressure: **1.5**Protocol: **SCBA**Last NIST Calibration: **11-30-12**Respiratory Rate: **93.1**Minimum Passing Fit Factor: **500**Last Daily Calibration: **09-09-19**

Other:

Serial No: **2790**

Notes:

Step Number:	Fit Factor:	Leak Rate:
1 Face Forward	1060	87.8
2 Bend Over	737	126.4
3 Shake Head	1122	83
4 Redon 1	1322	70.4
5 Redon 2	1060	87.8
Test Result:	1022	91.08

PASS
Tim Doubek
Zack Clark

Tim Doubek

DTE

Department: **Gold Shift**

Med Eval:

Job Code:


Mask: **Interspiro Medium-Large Full Face**Challenge Pressure: **1.50**Protocol: **SCBA**Last NIST Calibration: **11-30-12**Respiratory Rate: **93.10**Minimum Passing Fit Factor: **500**Last Daily Calibration: **09-09-19**

Other:

Serial No: **2790**

Notes:

Step Number:	Fit Factor:	Leak Rate:
1 Face Forward	3337	27
2 Bend Over	10826	8
3 Shake Head	3863	24
4 Redon 1	4213	22
5 Redon 2	7448	12
Test Result:	4890	19

PASS

Tim Doubek Zack Clark

Tim Doubek

Phil Esquer

EPH

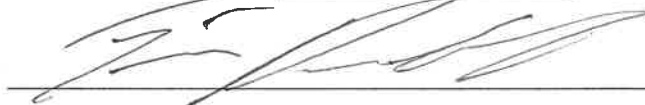
Department: **Gold Shift**Mask: **Interspiro Medium-Large Full Face**Challenge Pressure: **1.50**Protocol: **SCBA**Last NIST Calibration: **11-30-12**Respiratory Rate: **93.10**Minimum Passing Fit Factor: **500**Last Daily Calibration: **01-03-20**

Other:

Serial No: **2790**

Notes:

<u>Step Number:</u>	<u>Fit Factor:</u>	<u>Leak Rate:</u>
1 Face Forward	1466	63
2 Bend Over	863	107
3 Shake Head	1668	55
4 Redon 1	1487	62
5 Redon 2	1256	74
Test Result:	1279	72

PASS*Tim Doubek**Phil Esquer*

Tony Finn

FTO

N'Department:' **Black Shift**

N'Med Eval:'

N'Job Code:'

Mask: **Interspiro Full Face Medium-Large**Challenge Pressure: **1.5**Protocol: **SCBA**Last NIST Calibration: **11-30-12**Respiratory Rate: **93.1**Minimum Passing Fit Factor: **500**Last Daily Calibration: **09-09-19**

Other:

Serial No: **2790**

Notes:

Step Number:	Fit Factor:	Leak Rate:
1 Face Forward	1485	62.7
2 Bend Over	1253	74.3
3 Shake Head	975	95.5
4 Redon 1	568	164
5 Redon 2	1162	80.1
Test Result:	977	95.32

PASS

Tim Doubek

Tony Finn

Jake Forney

FJA

Department: Red Shift

Mask: Interspiro Medium-Large Full Face

Challenge Pressure: 1.50

Protocol: SCBA

Last NIST Calibration: 11-30-12

Respiratory Rate: 93.10

Minimum Passing Fit Factor: 500

Last Daily Calibration: 09-09-19

Other:

Serial No: 2790

Notes:

Step Number:	Fit Factor:	Leak Rate:
1 Face Forward	2838	32
2 Bend Over	1693	55
3 Shake Head	1304	71
4 Redon 1	1038	89
5 Redon 2	1464	63
Test Result:	1490	62

PASS
Tim Doubek
Jake Forney

Tyler Gudat

GTY

Department: **Gold Shift**Mask: **Interspiro Medium-Large Full Face**Challenge Pressure: **1.50**Protocol: **SCBA**Last NIST Calibration: **11-30-12**Respiratory Rate: **93.10**Minimum Passing Fit Factor: **500**Last Daily Calibration: **09-09-19**

Other:

Serial No: **2790**

Notes:

Step Number:	Fit Factor:	Leak Rate:
1 Face Forward	1060	87
2 Bend Over	985	94
3 Shake Head	1557	59
4 Redon 1	1288	72
5 Redon 2	1322	70
Test Result:	1210	76

PASS**Tim Doubek****Tyler Gudat**

Rob Horn**HRO**Department: **Red Shift**Mask: **Interspiro Small Full Face**Challenge Pressure: **1.50**Protocol: **SCBA**Last NIST Calibration: **11-30-12**Respiratory Rate: **93.10**Minimum Passing Fit Factor: **500**Last Daily Calibration: **09-09-19**

Other:

Serial No: **2790**

Notes:

<u>Step Number:</u>	<u>Fit Factor:</u>	<u>Leak Rate:</u>
1 Face Forward	1724	54
2 Bend Over	2608	35
3 Shake Head	4213	22
4 Redon 1	1665	55
5 Redon 2	1177	79
Test Result:	1886	49

PASS

Tim Dousek

Rob Horn

Steve Moon**MST**Department: **Black Shift**

Med Eval:

Job Code:

Mask: **Interspiro Medium-Large Full Face**Challenge Pressure: **1.50**Protocol: **SCBA**Last NIST Calibration: **11-30-12**Respiratory Rate: **93.10**Minimum Passing Fit Factor: **500**Last Daily Calibration: **09-09-19**

Other:

Serial No: **2790**

Notes:

Step Number:	Fit Factor:	Leak Rate:
1 Face Forward	1026	90
2 Bend Over	748	124
3 Shake Head	2838	32
4 Redon 1	4609	20
5 Redon 2	4030	23
Test Result:	1598	58

PASS

Tim Doubek

Steve Moon

Adam Powell

PAD

Department: **Black Shift**

Med Eval:

Job Code:

Mask: **Interspiro Medium-Large Full Face**Challenge Pressure: **1.50**Protocol: **SCBA**Last NIST Calibration: **11-30-12**Respiratory Rate: **93.10**Minimum Passing Fit Factor: **500**Last Daily Calibration: **09-09-19**

Other:

Serial No: **2790**

Notes:

<u>Step Number:</u>	<u>Fit Factor:</u>	<u>Leak Rate:</u>
1 Face Forward	505	184
2 Bend Over	519	179
3 Shake Head	862	108
4 Redon 1	893	104
5 Redon 2	791	117
Test Result:	671	138

PASS
Tim Doubek
Adam Powell

Joey Rediger

RJO

Department: **Black Shift**

Med Eval:

Job Code:

Mask: **Interspiro X-Large Full Face**Challenge Pressure: **1.50**Protocol: **SCBA**Last NIST Calibration: **11-30-12**Respiratory Rate: **93.10**Minimum Passing Fit Factor: **500**Last Daily Calibration: **09-09-19**

Other:

Serial No: **2790**

Notes:

<u>Step Number:</u>	<u>Fit Factor:</u>	<u>Leak Rate:</u>
1 Face Forward	1073	86
2 Bend Over	1038	89
3 Shake Head	1341	69
4 Redon 1	2357	39
5 Redon 2	1972	47
Test Result:	1400	66

PASS

Tim Doubek

Joey Rediger

Bennett Riber

RBE

Department: Gold Shift

Mask: Interspiro Medium-Large Full Face

Challenge Pressure: 1.50

Protocol: SCBA

Last NIST Calibration: 11-30-12

Respiratory Rate: 93.10

Minimum Passing Fit Factor: 500

Last Daily Calibration: 09-11-19

Other:

Serial No: 2790

Notes:

Step Number:	Fit Factor:	Leak Rate:
1 Face Forward	1332	69
2 Bend Over	541	172
3 Shake Head	7758	12
4 Redon 1	1369	68
5 Redon 2	1079	86
Test Result:	1140	81

PASS

Tim Dubeck



Bennett Riber

Jeff Roof

RJE

Department: **Red Shift**Mask: **Interspiro X-Large Full Face**Challenge Pressure: **1.50**Protocol: **SCBA**Last NIST Calibration: **11-30-12**Respiratory Rate: **93.10**Minimum Passing Fit Factor: **500**Last Daily Calibration: **09-09-19**

Other:

Serial No: **2790**

Notes:

<u>Step Number:</u>	<u>Fit Factor:</u>	<u>Leak Rate:</u>
1 Face Forward	1073	86
2 Bend Over	2299	40
3 Shake Head	2102	44
4 Redon 1	1822	51
5 Redon 2	1693	55
Test Result:	1677	55

PASS

Tim Doubek

Jeff Roof

Anthony Rushing

RAN

Department: **Red Shift**Mask: **Interspiro Small Full Face**Challenge Pressure: **1.50**Protocol: **SCBA**Last NIST Calibration: **11-30-12**Respiratory Rate: **93.10**Minimum Passing Fit Factor: **500**Last Daily Calibration: **09-09-19**

Other:

Serial No: **2790**

Notes:

<u>Step Number:</u>	<u>Fit Factor:</u>	<u>Leak Rate:</u>
1 Face Forward	2357	39
2 Bend Over	1509	61
3 Shake Head	1787	52
4 Redon 1	3221	28
5 Redon 2	1858	50
Test Result:	2004	46

PASS**Tim Doubek****Anthony Rushing**

Kevin Shook**SKE**

Department:

Mask: **Interspiro Medium-Large Full Face**Challenge Pressure: **1.50**Protocol: **SCBA**Last NIST Calibration: **11-30-12**Respiratory Rate: **93.10**Minimum Passing Fit Factor: **500**Last Daily Calibration: **09-09-19**

Other:

Serial No: **2790**

Notes:

<u>Step Number:</u>	<u>Fit Factor:</u>	<u>Leak Rate:</u>
1 Face Forward	2249	41
2 Bend Over	3114	29
3 Shake Head	4030	23
4 Redon 1	2838	32
5 Redon 2	3114	29
Test Result:	2963	31

PASS

Tim Doubek

Kevin Shook

Jeremy Stout

SJE

Department: **Gold Shift**Mask: **Interspiro X-Large Full Face**Challenge Pressure: **1.50**Protocol: **SCBA**Last NIST Calibration: **11-30-12**Respiratory Rate: **93.10**Minimum Passing Fit Factor: **500**Last Daily Calibration: **09-11-19**

Other:

Serial No: **2790**

Notes:

Step Number:	Fit Factor:	Leak Rate:
1 Face Forward	1651	56
2 Bend Over	1279	72
3 Shake Head	1773	52
4 Redon 1	1214	76
5 Redon 2	2276	40
Test Result:	1555	59

PASS

Tim Doubek

Jeremy Stout

Phil Wall**WPH**Department: **Red Shift**Mask: **Interspiro X-Large Full Face**Challenge Pressure: **1.50**Protocol: **SCBA**Last NIST Calibration: **11-30-12**Respiratory Rate: **93.10**Minimum Passing Fit Factor: **500**Last Daily Calibration: **09-09-19**

Other:

Serial No: **2790**

Notes:

Step Number:	Fit Factor:	Leak Rate:
1 Face Forward	6896	13
2 Bend Over	3023	30
3 Shake Head	2357	39
4 Redon 1	6045	15
5 Redon 2	8096	11
Test Result:	4205	22

PASS**Tim Doubek****Phil Wall**

Stephen Welgat

WST

Department: **Red Shift**Mask: **Interspiro Medium-Large Full Face**Challenge Pressure: **1.50**Protocol: **SCBA**Last NIST Calibration: **11-30-12**Respiratory Rate: **93.10**Minimum Passing Fit Factor: **500**Last Daily Calibration: **09-09-19**

Other:

Serial No: **2790**

Notes:

Step Number:	Fit Factor:	Leak Rate:
1 Face Forward	2299	40
2 Bend Over	4609	20
3 Shake Head	1693	55
4 Redon 1	1583	58
5 Redon 2	2763	33
Test Result:	2236	41

PASS

Tim Dubeck

Stephen Welgat

Andrew Welgat

WAN

N'Department: **Black Shift**

N'Med Eval:

N'Job Code:

Mask: **Interspiro Full Face Medium-Large**Challenge Pressure: **1.5**Protocol: **SCBA**Last NIST Calibration: **11-30-12**Respiratory Rate: **93.1**Minimum Passing Fit Factor: **500**Last Daily Calibration: **09-09-19**

Other:

Serial No: **2790**

Notes:

Step Number:	Fit Factor:	Leak Rate:
1 Face Forward	5087	18.3
2 Bend Over	4609	20.2
3 Shake Head	7448	12.5
4 Redon 1	5087	18.3
5 Redon 2	1304	71.4
Test Result:	3308	28.14

PASS
Tim Dousek
Andrew Welgat



Kewanee Fire Department
Kevin Shook
Fire Chief
401 East 3rd St.
Kewanee, IL 61448
Phone 309-852-2115

Hiring Physicals and respirator/SCBA requirements

All staff on the City of Kewanee Fire Department have completed a physical prior to hiring. Additional testing may become required based on medical questionnaires as laid out in the SOG manual under 6.07.03

The following is a copy of the standard request for physical, the job and duty description sent in with each request, the letter explaining the hiring process and requirements, and a copy of the annual medical questionnaire.

Kevin Shook



Click or tap to enter a date.

OSF St. Luke Medical Center
1051 W. South St.
Kewanee, IL 61443
Fax: 852-7764

Dear Jill,

Please schedule the applicant listed below for a pre-employment physical:

Name:	Click or tap here to enter text.
Address:	Click or tap here to enter text.
	Click or tap here to enter text.
Phone:	Click or tap here to enter text.
SS#:	Click or tap here to enter text.
Date of Birth:	Click or tap here to enter text.
Department:	Click or tap here to enter text.

Once the appointments have been scheduled, please fax the date and times to me.

Thank you,

Click or tap here to enter text.
Click or tap here to enter text.

401 E. 3rd St. Kewanee, Illinois 61443
P: 309-852-2611 F: 309-856-6001
www.cityofkewanee.net



Kewanee Fire Department
Kevin Shook, Fire Chief
401 East 3rd St.
Kewanee, IL 61443
Phone 309-852-2115, Cell 309-363-2630
Kshook@cityofkewanee.net

Physical duties and task of Kewanee Firefighters

Members of the Kewanee Fire Department shall be able to perform the following skills and tasks as part of their duties as a member of the fire department. The list shall include but not be limited to the following. All skills and tasks will be taught to the member during departmental training exercises and schooling provided the member pass the entry-level physical evaluation given by a medical provider assigned by the City.

- Work in extreme temperatures
- Work in confined and enclosed spaces
- Work in hostile environments requiring extra protective clothing
- Be able to perform searches and other duties in darkened and smoky areas
- Be able to work with hand and power tools. Must be able to ventilate burning buildings using appropriate methods, sometimes from height.
- Perform fire inspections of local businesses and instruct fire prevention to public schools and organizations
- Be able to read and interpret maps
- Be able to advance hose lines and to work with water and water related appliances
- Be able to set, raise, and climb ladders
- Be able to tie knots while wearing protective gloves
- Be able to understand and perform both verbal and written communications skills. Jobs may include relaying instructions from command, directing appropriate emergency equipment to a given site.
- Be able to perform emergency medical skills in all environments including advance life saving skills and CPR
- Be able to perform daily checks and minor repairs on equipment and vehicles
- Be able to lift, and relocate victims and patients
- Be able to clearly think and communicate logically and quickly in emergency situations
- Be able to carefully operate and drive emergency vehicles
- Be able to measure and administer medications
- Be able to work with heavy tools and equipment
- Be able to perform work duties in hazardous material situations
- Be able to perform all duties while wearing a respirator or full mask and breathing air tanks (SCBA)
- Be able to perform duties while wearing protective clothing and equipment which might cause the wearer to become encumbered
- Other duties and tasks as deemed necessary for the operation of the fire department



Kewanee Fire Department
Kevin Shook
Fire Chief
401 East 3rd St.
Kewanee, IL 61443
Phone 309-852-2115

New Hire Candidates

In order to be placed on an eligibility list for hiring all candidates must complete the testing process.

During the eligibility testing process, all candidates must meet the following criteria.

- Complete application that is fully completed and accurate
- Written test to assess aptitude to a career in the Fire and EMS services.
- Physical agility test or a current C-Pat card must be on file. (good for 1 Year)
- Oral interview with the Fire and Police Commission Board of the City of Kewanee

Following successful completion of the testing process candidates will be placed on a eligibility list that will be maintained for a period of two years or when no additional candidates remain on the list whoever occurs first.

Candidates are allowed to pass a job offer one time without losing their place on the list.

Passing a second opportunity will result in removal of the candidate from the current hiring list.

Once a position is open and the decision to hire has been made a candidate will be offered a conditional offer from the city. In order to be assigned a hire or start date the candidate will go through the following process. All phases must be completed successfully to be offered a position.

- Background checks will be performed by the Kewanee Police Department including but not limited to finger printing, calling job references, criminal history and an online profile search.
- The candidate will be given a polygraph test by an outside firm of the department's choosing.
- A licensed psychologist of the department's choosing will give the candidate a psychological evaluation.
- The candidate will be sent for a medical physical by qualified medical staff of the department's choosing. This physical will be based on the job description and duties of the position applied for with the City.

If all conditions are completed successfully the new employee will be given a start date with the department to begin work and training. All candidates will go through a probationary period of one year.

January	Position	Training Subject
	Captain	Firefighter Survival
	St. 1 Engineer	Forcible Entry
	St. 2 Engineer	Search & Rescue
	Rel. Engineer	Loss Control
	Amb Attendent	Ropes/Knots
	Firefighter	Safety
	Shift	Driver Training
February	Position	Training Subject
	Captain	Fire Behavior
	St. 1 Engineer	Ladders
	St. 2 Engineer	Ventilation
	Rel. Engineer	SCBA
	Amb Attendent	Nozzles/Streams
	Firefighter	Protecting Evidence
	Shift	Driver Training
March	Position	Training Subject
	Captain	Fire Behavior
	St. 1 Engineer	Ladders
	St. 2 Engineer	Ventilation
	Rel. Engineer	SCBA
	Amb Attendent	Nozzles/Streams
	Firefighter	Protecting Evidence
	Shift	Driver Training
April	Position	Training Subject
	Captain	Hose Testing
	St. 1 Engineer	Pre Planning
	St. 2 Engineer	Water Rescue
	Rel. Engineer	Ropes
	Amb Attendent	Vehicle Response
	Firefighter	Hydrant Ops
	Shift	Driver Training

May	Position	Training Subject
	Captain	Prevention/Public Education
	St. 1 Engineer	Fire Detection Systems
	St. 2 Engineer	PPV
	Rel. Engineer	SCBA Use
	Amb Attendent	Wildland/Ground Cover FF
	Firefighter	Ladder 1 Ops
	Shift	Driver Training
June	Position	Training Subject
	Captain	SCBA Coms
	St. 1 Engineer	Hose Maintenance
	St. 2 Engineer	Gear Washing
	Rel. Engineer	Scene Safety
	Amb Attendent	Fireground Vehicle Positioning
	Firefighter	Overhaul
	Shift	Driver Training
July	Position	Training Subject
	Captain	First Due Incident Command
	St. 1 Engineer	Standpipes – Multi-Family Buildings
	St. 2 Engineer	Vehicle Fires
	Rel. Engineer	Ground Ladder Positioning
	Amb Attendent	SCBA Use
	Firefighter	General Operations
	Shift	Forward Lead-Out
August	Position	Training Subject
	Captain	Fog Stream Vent
	St. 1 Engineer	Power Saw Ops
	St. 2 Engineer	MAYDAY
	Rel. Engineer	Fireground Communications
	Amb Attendent	Dumpster Fires
	Firefighter	Hoseline Back-Up Position
	Shift	

September	Position	Training Subject
	Captain	Scene Size-Up/Initial Radio Report
	St. 1 Engineer	Abandoned Structures
	St. 2 Engineer	Positive Pressure Ventilation
	Rel. Engineer	Ladder 1 Positioning on Fireground
	Amb Attendent	Hose Up Stairs Techniques
	Firefighter	Hydrant Ops
	Shift	
October	Position	Training Subject
	Captain	Overhaul
	St. 1 Engineer	Roof Ladders
	St. 2 Engineer	Hose Lays
	Rel. Engineer	Deck Gun
	Amb Attendent	Driving/Backing Techniques
	Firefighter	Fire Extinguishers
	Shift	
November	Position	Training Subject
	Captain	TIC
	St. 1 Engineer	Fireground Vehicle Positioning
	St. 2 Engineer	SCBA Coms Device
	Rel. Engineer	Using Ropes for Tools to 2nd floor
	Amb Attendent	Forcible Entry Tools
	Firefighter	Hose Types and Uses
	Shift	
December	Position	Training Subject
	Captain	Where to Ventilate and When
	St. 1 Engineer	Reading Smoke
	St. 2 Engineer	Pack Shifting/Tight Spaces
	Rel. Engineer	Search and Rescue
	Amb Attendent	Basic Knots
	Firefighter	What Equipments Responds When
	Shift	

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

KEVIN J SHOOK

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00100.a

Introduction to the Incident Command System,

ICS-100

Issued this 22nd Day of September, 2010



0.3 IACET CEU

Cortez Lawrence, PhD
Superintendent
Emergency Management Institute

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

KEVIN J SHOOK

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00200 ICS for Single Resources and Initial Action Incidents

Issued this 28th Day of March, 2007

Cortez Lawrence, PhD
Superintendent
Emergency Management Institute

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

KEVIN J. SHOOK


has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00700

**National Incident Management System
(NIMS) an Introduction**

Issued this 06th Day of June, 2005

0.3 CEU


Stephen G. Sharro
Director, Training Division

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

KEVIN SHOOK


has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00702.a
NIMS Public Information Systems

Issued this 27th Day of July, 2016



0.3 IACET CEU


Tony Russell
Superintendent
Emergency Management Institute

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

KEVIN SHOOK

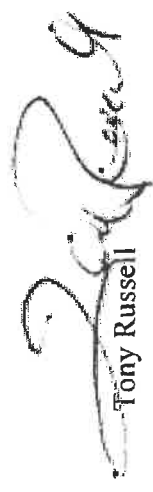
has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00703.a
NIMS Resource Management

Issued this 29th Day of July, 2016



0.3 IACET CEU


Tony Russell
Superintendent
Emergency Management Institute

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

KEVIN SHOOK

has reaffirmed a dedication to serve in times of crisis through continued
professional development and completion of the independent study course:

IS-00800.c
National Response Framework, An Introduction

Issued this 27th Day of August, 2018



0.3 IACET CEU

Steven P. Heidecker

Steven P. Heidecker
Acting Deputy Superintendent
Emergency Management Institute

The Illinois Fire Service Institute University of Illinois

Awarded to

KEVIN J SHOOK

For completing a course endorsed by the

National Fire Academy

With the North American Fire Training Directors
Command & General Staff Functions for Local

Incident Management Teams
(40 Hours)

Presented by

Illinois Fire Service Institute

Issued on August 5, 2016



Denis Onieal
Superintendent
National Fire Academy



Royal Mortenson
Director
Illinois Fire Service Institute

The Illinois Fire Service Institute

University of Illinois



This is to certify that
is eligible to receive this certificate
for attending
held at
from

KEVIN SHOOK

All Hazards Incident Management Team (40 Hours)
CAMBRIDGE, IL
September 10, 2018 THRU September 14, 2018

Royal Mortenson
Director
Illinois Fire Service Institute

EMS Continuing Education Credit: 4.00 hours
EMS Site Code: 064441E1218

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that


KYLE G BLAIR

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00100.b
Introduction to Incident Command System
ICS-100

Issued this 28th Day of April, 2017




Tony Russell
Superintendent
Emergency Management Institute

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

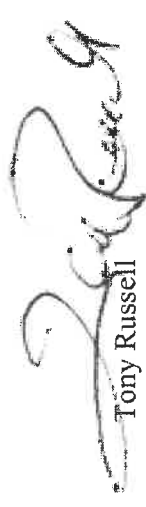
KYLE G BLAIR

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

**IS-00200.b
ICS for Single Resources and
Initial Action Incident, ICS-200**

Issued this 28th Day of April, 2017




Tony Russell
Superintendent
Emergency Management Institute

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

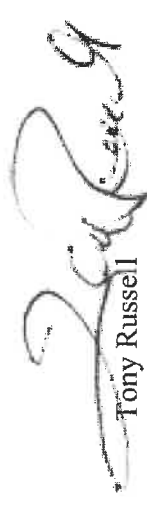
KYLE G BLAIR

has reaffirmed a dedication to serve in times of crisis through continued
professional development and completion of the independent study course:

IS-00700.a
National Incident Management System (NIMS)
An Introduction

Issued this 28th Day of April, 2017




Tony Russell
Superintendent
Emergency Management Institute

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

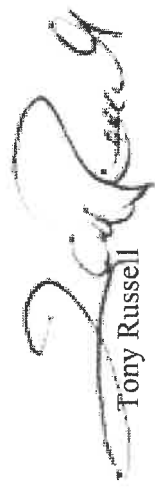
KYLE G BLAIR

has reaffirmed a dedication to serve in times of crisis through continued
professional development and completion of the independent study course:

IS-00702.a
NIMS Public Information Systems

Issued this 1st Day of May, 2017




Tony Russell
Superintendent
Emergency Management Institute

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

KYLE G BLAIR

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

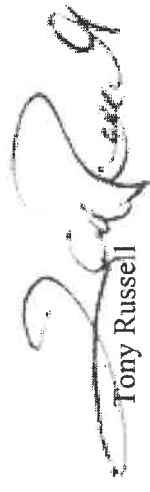
IS-00800.b

National Response Framework, An Introduction

Issued this 28th Day of April, 2017



0.3 IACET CEU


Tony Russell

Superintendent
Emergency Management Institute

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that
Legal Name Change

ZACK L THOMPSON CarK

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00100.a


Introduction to the Incident Command System,

ICS-100

Issued this 3rd Day of February, 2010



0.3 IACET CEU


Tony Russell
Superintendent
Emergency Management Institute

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

ZACK L THOMPSON

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

**IS-00200.b
ICS for Single Resources and
Initial Action Incident, ICS-200**

Issued this 17th Day of February, 2012



0.3 IACET CEU

Vilma Schifago Milmo
Superintendent (Acting)
Emergency Management Institute

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

,

ZACK L THOMPSON

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00700.a

**National Incident Management System (NIMS)
An Introduction**

Issued this 3rd Day of February, 2010




Tony Russell
Superintendent

Emergency Management Institute

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that
ZACK L THOMPSON
has reaffirmed a dedication to serve in times of crisis through continued
professional development and completion of the independent study course:

IS-00800.b
National Response Framework, An Introduction

Issued this 17th Day of February, 2012



Vilma Schifano Milmo
Superintendent (Acting)
Emergency Management Institute

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

TIMOTHY E DOUBEK

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00100.b

Introduction to Incident Command System

ICS-100

Issued this 16th Day of April, 2012



0.3 LACET CEU

Vilma Schifano Milmo
Superintendent (Acting)
Emergency Management Institute

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

TIM DOUBEK

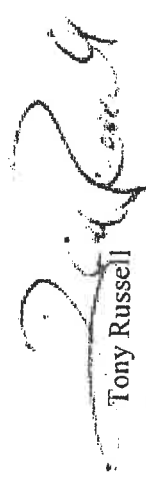
has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

**IS-00200.b
ICS for Single Resources and
Initial Action Incident, ICS-200**

Issued this 3rd Day of May, 2013



0.3 IACET CEU


Tony Russell
Superintendent
Emergency Management Institute

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

TIMOTHY E DOUBEK

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00700.a
National Incident Management System (NIMS)
An Introduction

Issued this 16th Day of April, 2012



0.3 IACET CEU

Vilma Schifano Milmo
Superintendent (Acting)
Emergency Management Institute

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

TIMOTHY DOUBEK DOUBEK

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00701.a
NIMS Multiagency Coordination System (MACS)

Issued this 26th Day of April, 2012



0.5 IACET CEU

Vilma Schifano Milmo
Vilma Schifano Milmo
Superintendent (Acting)
Emergency Management Institute

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

TIMOTHY DOUBEK

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00800.b

National Response Framework, An Introduction

Issued this 28th Day of April, 2017



0.3 IACET CEU


Tony Russell
Superintendent
Emergency Management Institute

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

PHILLIP ESQUER

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00100.c

Introduction to Incident Command System, ICS-100

Issued this 27th Day of January, 2020



Michael J. Sharon
Deputy Superintendent
Emergency Management Institute
Federal Emergency Management Agency

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

PHILLIP ESQUER

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00200.c

Basic Incident Command System for Initial Response

Issued this 27th Day of January, 2020



Michael J. Sharon
Deputy Superintendent
Emergency Management Institute
Federal Emergency Management Agency

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

PHILLIP ESQUER

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00700.b

**An Introduction to the National Incident
Management System**

Issued this 27th Day of January, 2020



Michael J. Sharon
Deputy Superintendent
Emergency Management Institute
Federal Emergency Management Agency

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

PHILLIP ESQUER

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00800.c

National Response Framework, An Introduction

Issued this 27th Day of January, 2020



Michael J. Sharon
Deputy Superintendent
Emergency Management Institute
Federal Emergency Management Agency

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

FINN D FINN

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00100.a
Introduction to the Incident Command System
(ICS 100)

Issued this 19th Day of September, 2008



Cortez Lawrence, PhD
Superintendent
Emergency Management Institute

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

ANTHONY D FINN

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

**IS-00200.a
ICS for Single Resources and
Initial Action Incidents, ICS-200**

Issued this 31st Day of January, 2010



0.3 IACET CEU

Cortez Lawrence, PhD
Superintendent
Emergency Management Institute

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that
ANTHONY D FINN
has reaffirmed a dedication to serve in times of crisis through continued
professional development and completion of the independent study course:

IS-00700
National Incident Management System
(NIMS), An Introduction

Issued this 19th Day of September, 2008



Cortez Lawrence, PhD
Superintendent
Emergency Management Institute

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

ANTHONY D FINN

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00800.c
National Response Framework, An Introduction

Issued this 2nd Day of October, 2018



Steven P. Heidecker
Steven P. Heidecker
Acting Deputy Superintendent
Emergency Management Institute

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

JACOB FORNEY


has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00100.b
Introduction to Incident Command System
ICS-100

Issued this 4th Day of June, 2012



0.3 IACET CEU


Tony Russell
Superintendent
Emergency Management Institute

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

JACOB FORNEY

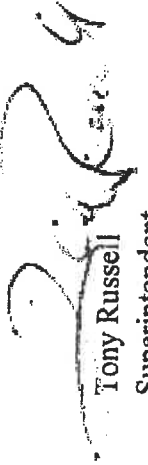
has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

**IS-00200.b
ICS for Single Resources and
Initial Action Incident, ICS-200**

Issued this 4th Day of June, 2012



0.3 IACET CEU


Tony Russell
Superintendent
Emergency Management Institute

Emergency Management Institute



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This Certificate of Achievement is to acknowledge that

JACOB FORNEY

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00700.a

**National Incident Management System (NIMS)
An Introduction**

Issued this 4th Day of June, 2012



0.3 IACET CEU


Tony Russell
Superintendent
Emergency Management Institute

Emergency Management Institute



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This Certificate of Achievement is to acknowledge that

JACOB D FORNEY

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00800.b

National Response Framework, An Introduction

Issued this 23rd Day of August, 2014



0.3 IACET CEU

Tony Russell
Superintendent
Emergency Management Institute

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

TYLER J GUDAT

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00100.c

Introduction to Incident Command System, ICS-100

Issued this 20th Day of September, 2019

Michael J. Sharon
Deputy Superintendent
Emergency Management Institute
Federal Emergency Management Agency



Emergency Management Institute



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This Certificate of Achievement is to acknowledge that

TYLER J GUDAT

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00200.c

Basic Incident Command System for Initial Response

Issued this 29th Day of October, 2019

Michael J. Sharon
Deputy Superintendent



Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that
TYLER J GUDAT
has reaffirmed a dedication to serve in times of crisis through continued
professional development and completion of the independent study course:

IS-00700.b

**An Introduction to the National Incident
Management System**

Issued this 29th Day of October, 2019



A handwritten signature in black ink, appearing to read "Michael J. Sharon".

Michael J. Sharon
Deputy Superintendent

Emergency Management Institute



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This Certificate of Achievement is to acknowledge that

TYLER J GUDAT

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00800.c

National Response Framework, An Introduction

Issued this 29th Day of October, 2019

Michael J. Sharon
Deputy Superintendent



Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

ROBERT R HORN

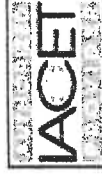
has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:


IS-00100.b

Introduction to Incident Command System

ICS-100

Issued this 17th Day of April, 2013




Tony Russell
Superintendent
Emergency Management Institute

Emergency Management Institute



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This Certificate of Achievement is to acknowledge that

ROBERT R HORN

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

**IS-00200.b
ICS for Single Resources and
Initial Action Incident, ICS-200**

Issued this 6th Day of October, 2018



Steven P. Heidecker

Steven P. Heidecker
Acting Deputy Superintendent
Emergency Management Institute

Emergency Management Institute



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This Certificate of Achievement is to acknowledge that

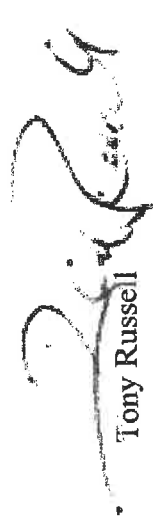
ROBERT R HORN

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00700.a
National Incident Management System (NIMS)
An Introduction

Issued this 26th Day of April, 2013




Tony Russell
Superintendent
Emergency Management Institute

Emergency Management Institute



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This Certificate of Achievement is to acknowledge that

ROBERT R HORN

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00800.c

National Response Framework, An Introduction

Issued this 21st Day of September, 2018



Steven P. Heidecker

Steven P. Heidecker
Acting Deputy Superintendent
Emergency Management Institute

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that
STEVEN W MOON
has reaffirmed a dedication to serve in times of crisis through continued
professional development and completion of the independent study course:

IS-00100
Introduction to the Incident Command System,
(ICS 100)

Issued this 8th Day of March, 2007


Cortez Lawrence, PhD
Superintendent
Emergency Management Institute

Emergency Management Institute



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This Certificate of Achievement is to acknowledge that

STEVEN W MOON

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

**IS-00200
ICS for Single Resources and
Initial Action Incidents**

Issued this 4th Day of April, 2007

Cortez Lawrence, PhD
Superintendent
Emergency Management Institute

Emergency Management Institute



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This Certificate of Achievement is to acknowledge that

STEVE W. MOON


has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00700

**National Incident Management System
(NIMS) an Introduction**

Issued this 01st Day of June, 2005

0.3 CEU


Stephen G. Sharro
Director, Training Division

DETACH THIS STUB

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

STEVEN W MOON

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00800.c
National Response Framework, An Introduction

Issued this 26th Day of September, 2018



Steven P. Heidecker

Steven P. Heidecker
Acting Deputy Superintendent
Emergency Management Institute

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that


ADAM J POWELL

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00100.b
Introduction to Incident Command System
ICS-100

Issued this 2nd Day of February, 2012




Vilma Schifano Milmo
Superintendent (Acting)
Emergency Management Institute

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that


ADAM J POWELL

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00200.b
ICS for Single Resources and
Initial Action Incident, ICS-200

Issued this 2nd Day of February, 2012




Wilma Schifano Milmo
Superintendent (Acting)
Emergency Management Institute

Emergency Management Institute



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This Certificate of Achievement is to acknowledge that

ADAM J POWELL

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00700.a
National Incident Management System (NIMS)
An Introduction

Issued this 2nd Day of February, 2012



Vilma Schifano Milmo
Vilma Schifano Milmo
Superintendent (Acting)
Emergency Management Institute

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

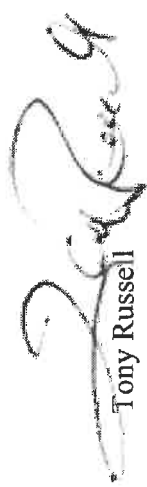
ADAM J POWELL

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00702.a
NIMS Public Information Systems

Issued this 28th Day of July, 2016




Tony Russell
Superintendent
Emergency Management Institute

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

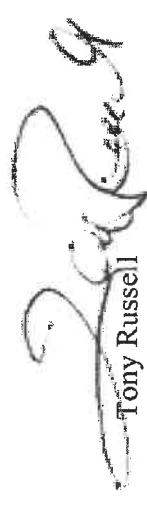
ADAM J POWELL

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00703.a
NIMS Resource Management

Issued this 4th Day of May, 2017




Tony Russell
Superintendent
Emergency Management Institute

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

ADAM J POWELL


has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00800.b

National Response Framework, An Introduction

Issued this 28th Day of April, 2017




Tony Russell
Superintendent
Emergency Management Institute

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

MICHAEL J REDIGER

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00100.b

Introduction to Incident Command System

ICS-100

Issued this 25th Day of April, 2012



A handwritten signature in cursive script, reading "Vilma Schifano Milmoie".

Vilma Schifano Milmoie
Superintendent (Acting)
Emergency Management Institute

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that


MICHAEL J REDIGER

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

**IS-00200.b
ICS for Single Resources and
Initial Action Incident, ICS-200**

Issued this 26th Day of April, 2012




Vilma Schifano Milmo
Superintendent (Acting)
Emergency Management Institute

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

MICHAEL J REDIGER

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00700.b

An Introduction to the National Incident Management Sys

Issued this 5th Day of October, 2018



Steven P. Heidecker

Steven P. Heidecker
Acting Deputy Superintendent
Emergency Management Institute

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

MICHAEL J REDIGER

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00800.c

National Response Framework, An Introduction

Issued this 26th Day of September, 2018



0.3 IACET CEU

Steven P. Heidecker

Steven P. Heidecker
Acting Deputy Superintendent
Emergency Management Institute

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

BENNETT RIBER

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00100.b

Introduction to Incident Command System

ICS-100

Issued this 27th Day of January, 2011



0.3 IACET CEU

Wilma Schifano Milmo

Wilma Schifano Milmo
Superintendent (Acting)
Emergency Management Institute

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

BENNETT A RIBER

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

**IS-00200.b
ICS for Single Resources and
Initial Action Incident, ICS-200**

Issued this 6th Day of November, 2013



0.3 IACET CEU


Tony Russell

Superintendent
Emergency Management Institute

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

BENNETT RIBER

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00700.a

National Incident Management System (NIMS)

An Introduction

Issued this 9th Day of February, 2011



0.3 IACET CEU

Vilma Schifapfo Milmo
Vilma Schifapfo Milmo
Superintendent (Acting)
Emergency Management Institute

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

BENNETT RIBER

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00800.c

National Response Framework, An Introduction

Issued this 28th Day of September, 2018



0.3 IACET CEU

Steven P. Heidecker

Steven P. Heidecker
Acting Deputy Superintendent
Emergency Management Institute

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that


JEFF M ROOF

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00100.b
Introduction to Incident Command System
ICS-100

Issued this 13th Day of November, 2014




Tony Russell
Superintendent
Emergency Management Institute

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

JEFFREY ROOF

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

**IS-00200.b
ICS for Single Resources and
Initial Action Incident, ICS-200**

Issued this 10th Day of August, 2016

Michael J. Sharon
Deputy Superintendent
Emergency Management Institute
Federal Emergency Management Agency



Emergency Management Institute



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This Certificate of Achievement is to acknowledge that

JEFF ROOF

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00700.a

**National Incident Management System (NIMS)
An Introduction**

Issued this 14th Day of May, 2015



Tony Russell
Tony Russell
Superintendent
Emergency Management Institute

Emergency Management Institute



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This Certificate of Achievement is to acknowledge that

JEFFREY ROOF

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00701.a
NIMS Multiagency Coordination System (MACS)

A handwritten signature in black ink, appearing to read "Michael J. Sharon".

Issued this 10th Day of August, 2016



Michael J. Sharon
Deputy Superintendent
Emergency Management Institute
Federal Emergency Management Agency

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

JEFFREY ROOF

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00702.a
NIMS Public Information Systems

Issued this 10th Day of August, 2016



0.3 IACET CEU

A handwritten signature in black ink, appearing to read "Michael J. Sharon".

Michael J. Sharon
Deputy Superintendent
Emergency Management Institute
Federal Emergency Management Agency

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

JEFFREY ROOF

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00703.a
NIMS Resource Management

Issued this 10th Day of August, 2016



Michael J. Sharon
Deputy Superintendent
Emergency Management Institute
Federal Emergency Management Agency

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

JEFFREY ROOF

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00706
NIMS Intrastate Mutual Aid
an Introduction

Issued this 10th Day of August, 2016

Michael J. Sharon
Deputy Superintendent
Emergency Management Institute
Federal Emergency Management Agency



Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

JEFFREY ROOF

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00800.b

National Response Framework, An Introduction

Issued this 10th Day of August, 2016



Michael J. Sharon
Deputy Superintendent
Emergency Management Institute
Federal Emergency Management Agency

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

ANTHONY W RUSHING

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00100.b

Introduction to Incident Command System

ICS-100

Issued this 13th Day of June, 2016



Tony Russell
Superintendent
Emergency Management Insti

03 JACET CEU

Emergency Management Institute



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This Certificate of Achievement is to acknowledge that

ANTHONY RUSHING

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

**IS-00200.b
ICS for Single Resources and
Initial Action Incident, ICS-200**

Issued this 20th Day of June, 2016



0.3 IACET CEU

Tony Russell

Tony Russell
Superintendent
Emergency Management Institute

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

ANTHONY W RUSHING

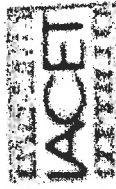
has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00700.a

National Incident Management System (NIMS)

An Introduction

Issued this 14th Day of June 2016



Anthony W. Rushing
Supervisor
Emergency Management Institute

03/14/2016

Emergency Management Institute



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This Certificate of Achievement is to acknowledge that

ANTHONY W RUSHING

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00800.c

National Response Framework, An Introduction

Issued this 25th Day of September, 2019

Michael J. Sharon

Deputy Superintendent

Emergency Management Institute

Federal Emergency Management Agency



Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

JEREMY M STOUT

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00100.b

Introduction to Incident Command System

ICS-100

Issued this 29th Day of August, 2012



Emergency Management Institute
Superintendent

Tony Russell

0.3 IACET CEU

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

JEREMY STOUT

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

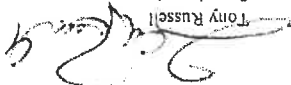
IS-00200.b

**ICS for Single Resources and
Initial Action Incident, ICS-200**

Issued this 30th Day of August, 2012



0.3 IACET CEU


Tony Russell
Superintendent
Emergency Management Institute

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

JEREMY M STOUT

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00700.a

National Incident Management System (NIMS)

An Introduction

Issued this 30th Day of August, 2012



Emergency Management Institute
Superintendent

Tony Russell

0.3 IACET CEU

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

JEREMY STOUT

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00800.c

National Response Framework, An Introduction

Issued this 21st Day of September, 2018



0.3 IACET CEU

Steven P. Heidecker

Steven P. Heidecker
Acting Deputy Superintendent
Emergency Management Institute

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

PHILLIP W WALL

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00100.a
Introduction to the Incident Command System
(ICS 100)

Issued this 1st Day of April, 2009

Cortez Lawrence, PhD
Superintendent
Emergency Management Institute

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

PHILLIP W WALL

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

**IS-00200.a
ICS for Single Resources and
Initial Action Incidents, ICS-200**

Issued this 20th Day of January, 2010



Cortez Lawrence, PhD
Superintendent
Emergency Management Institute

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

PHILLIP W WALL

has reaffirmed a dedication to serve in times of crisis through continued
professional development and completion of the independent study course:

IS-00700.a
National Incident Management System (NIMS)
An Introduction

Issued this 24th Day of July, 2010

A handwritten signature in black ink, appearing to read "Cortez Lawrence".
Cortez Lawrence, PhD
Superintendent
Emergency Management Institute

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

PHILLIP WALL

has reaffirmed a dedication to serve in times of crisis through continued
professional development and completion of the independent study course:

IS-00800.c
National Response Framework, An Introduction

Issued this 6th Day of September, 2018



Steven P. Heidecker

Steven P. Heidecker
Acting Deputy Superintendent
Emergency Management Institute

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

ANDREW E WELGAT

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00100.c

Introduction to Incident Command System, ICS-100

Issued this 22nd Day of October, 2019



Michael J. Sharon

Deputy Superintendent

Emergency Management Institute

Federal Emergency Management Agency

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

ANDREW E WELGAT

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00200.c

Basic Incident Command System for Initial Response

Issued this 22nd Day of October, 2019



Michael J. Sharon
Deputy Superintendent
Emergency Management Institute
Federal Emergency Management Agency

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that
ANDREW E WELGAT
has reaffirmed a dedication to serve in times of crisis through continued
professional development and completion of the independent study course:

IS-00700.b

**An Introduction to the National Incident
Management System**

Issued this 22nd Day of October, 2019

Michael J. Sharon
Deputy Superintendent
Emergency Management Institute
Federal Emergency Management Agency



Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

ANDREW E WELGAT

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00800.c

National Response Framework, An Introduction

Issued this 1st Day of November, 2019



Michael J. Sharon
Deputy Superintendent

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

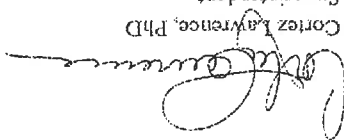
STEPHEN E WELGAT

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00100

**Introduction to the Incident Command System,
(ICS 100)**

Issued this 8th Day of March, 2007


Cortez, Lawrence, PhD
Superintendent
Emergency Management Institute

0.3 CEU

Emergency Management Institute



FEMA

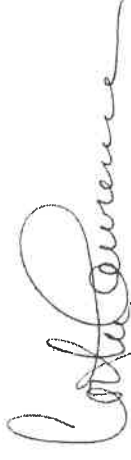
This Certificate of Achievement is to acknowledge that

STEPHEN E WELGAT

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00200 ICS for Single Resources and Initial Action Incidents

Issued this 29th Day of March, 2007


Cortez Lawrence, PhD
Superintendent
Emergency Management Institute

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

STEPHEN E. WELGAT

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of this course:

IS-00700

**National Incident Management System
(NIMS), An Introduction**

Issued this 1st Day of June, 2005



0.3 IACET CEU

Corleez Lawrence, PhD
Superintendent
Emergency Management Institute

Entered into Archives

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

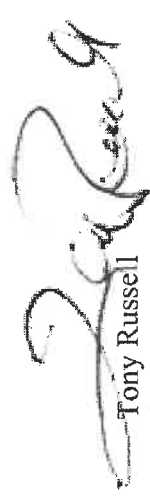
STEPHEN WELGAT

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00702.a
NIMS Public Information Systems

Issued this 1st Day of May, 2017




Tony Russell
Superintendent
Emergency Management Institute

Entered into Firefox

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that
STEPHEN WELGAT
has reaffirmed a dedication to serve in times of crisis through continued
professional development and completion of the independent study course:

IS-00703.a
NIMS Resource Management

Issued this 1st Day of May, 2017




Tony Russell
Superintendent
Emergency Management Institute

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

STEPHEN E WELGAT

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00800.b

National Response Framework, An Introduction

Issued this 28th Day of April, 2017




Tony Russell
Superintendent
Emergency Management Institute



FEMA

National Fire Academy

Stephen Edward Welgat

is awarded this certificate in recognition of completion
of the NFA State/Local Partner-Sponsored Training

Command and General Staff for Incident Command Systems
Champaign, Illinois

August 20 - 24, 2018

This course meets the NIMS requirements for ICS-400.

Superintendent
National Fire Academy



FEMA

National Fire Academy

Stephen Edward Welgat

is awarded this certificate in recognition of completion
of the NFA State/Local Partner-Sponsored Training

USFA Type 3 Incident Management Team Training
Cambridge, Illinois

September 10 - 19, 2018

Superintendent
National Fire Academy

Kewanee Fire Dept

Training Classes by Category

Class Date Between {1/1/2019} And {12/31/2019}
and Default Training Category = "TRAIN FACIL "

Date	Time	Class Description	Stn	Unit	Shift	Hours	-----Default----- Hrs Pd	Points
TRAIN FACIL Training Facility								
03/14/2019	10:00	First on scene communications	1			1.00	1.00	0.00
04/03/2019	09:00	Fire Pump Operations/Field Fires	1			4.50	4.50	0.00
04/13/2019	07:30	Aerial Operations	1			0.50	0.50	0.00
04/23/2019	13:00	Fire Pump Operations - Eng 1 + Eng 2	1			3.00	3.00	0.00
05/04/2019	18:00	Fire Pump Operations - Eng 3	1			2.00	2.00	0.00
05/06/2019	10:00	2 1/2 hose application	1			2.00	2.00	0.00
05/07/2019	09:00	Water Supply	1			3.00	3.00	0.00
05/14/2019	09:30	Fire Pump Operations - Eng 1	1			2.50	2.50	0.00
05/15/2019	10:00	Fire Pump Operations - ENG 2	1			2.00	2.00	0.00
05/20/2019	13:00	Fire Pump Operations/Engine 2	1			3.00	3.00	0.00
05/25/2019	07:30	Ladders & Aerial	1			2.00	2.00	0.00
06/02/2019	09:00	Aerial Operations	1			2.00	2.00	0.00
06/13/2019	12:45	Fire Pump Operations	1			3.00	3.00	0.00
06/21/2019	09:00	Ladders and Aerial	1			3.00	3.00	0.00
06/21/2019	09:00	Fire Hose advancement up ladder	1			3.00	3.00	0.00
06/24/2019	09:30	Fire Pump Operations - Rural	1			1.00	1.00	0.00
07/05/2019	10:00	Training Facility Repairs	1			1.00	1.00	0.00
07/13/2019	15:00	Fire Pump Operations	1			1.00	1.00	0.00
07/22/2019	09:00	Vehicle Fire Training	1			3.00	3.00	0.00
07/26/2019	09:00	Fire Pump Operations - ENG 2	1			1.50	1.50	0.00
07/27/2019	14:00	Hose Advancement/RIT	1			4.00	4.00	0.00
08/02/2019	14:30	Fire Hose Advancement	1			3.00	3.00	0.00
08/21/2019	15:00	Supply Line/2 1/2" Operation	1			6.00	6.00	0.00
08/22/2019	09:00	2 1/2" Hose	1			3.00	3.00	0.00
08/31/2019	09:00	Fire Pump Operations	1			1.00	1.00	0.00
09/03/2019	10:00	Live Fire Training	1			2.00	2.00	0.00
09/05/2019	09:00	Hydrant Hookups 4" & 2 1/2"	1			1.50	1.50	0.00
09/05/2019	10:30	Fire Pump Operations	1			1.50	1.50	0.00
09/07/2019	08:00	Aerial Ladder Operations	1			1.00	1.00	0.00
09/09/2019	14:00	Ladder 1 Truck Ops	1			2.00	2.00	0.00
09/10/2019	09:00	S&R, Primary/Secondary	1			3.00	3.00	0.00
09/12/2019	10:00	Fireground Operations/Speed Test	1			2.00	2.00	0.00
09/16/2019	11:30	Overhaul	1			1.00	1.00	0.00
09/25/2019	13:30	Hose lays and advancements	1			2.00	2.00	0.00
Totals for Category:						77.00	77.00	0.00

Kewanee Fire Dept

Training Classes by Category

Class Date Between {1/1/2019} And {12/31/2019}
and Default Training Category = "PUMP"

						-----Default-----		
Date	Time	Class Description	Stn	Unit	Shift	Hours	Hrs Pd	Points
PUMP Fire Pump Operations								
04/04/2019	14:00	Fire Pump Operations - Eng 1	1			1.00	1.00	0.00
04/09/2019	10:00	Aerial Truck Ops	1			2.00	2.00	0.00
07/10/2019	13:00	ENG 3 Pump Training	1			1.50	1.50	0.00
08/14/2019	10:30	Preset PSI training Engine 1	1			0.50	0.50	0.00
09/20/2019	17:00	Pump Panel Basics	1			1.00	1.00	0.00
Totals for Category:						6.00	6.00	0.00
Total Classes: 5			Grand Totals:			6.00	6.00	0.00

Kewanee Fire Dept

Training Classes by Category

Class Date Between {1/1/2019} And {12/31/2019}
and Default Training Category = "SCBA"

Date	Time	Class Description	Stn	Unit	Shift	-----Default-----			
						Hours	Hrs Pd	Points	
SCBA Self Contained Breathing Apparatus									
01/09/2019	13:00	Airpack/Coms + Rescue	1			2.00	2.00	0.00	
02/05/2019	10:00	Fit Testing	1			2.00	2.00	0.00	
02/06/2019	13:30	SCBA Coms	1			1.00	1.00	0.00	
03/05/2019	12:00	SCBA Consumption	1			1.00	1.00	0.00	
03/12/2019	09:00	Consumption Training	1			4.00	4.00	0.00	
06/18/2019	07:30	Air system/Cascade	1			1.00	1.00	0.00	
07/19/2019	13:00	SCBA Basics	1			1.00	1.00	0.00	
07/22/2019	13:00	Self Contained Breathing Apparatus	1			1.00	1.00	0.00	
08/28/2019	10:00	SCBA Orientation	1			1.00	1.00	0.00	
08/31/2019	07:00	Self Contained Breathing Apparatus	1			2.00	2.00	0.00	
09/07/2019	13:00	Self Contained Breathing Apparatus	1			2.00	2.00	0.00	
09/09/2019	08:45	Mask Fit Testing	1			1.00	1.00	0.00	
09/10/2019	08:00	SCBA Mask Fit Testing	1			1.00	1.00	0.00	
09/10/2019	11:30	Eng 2 Cascade System Familiarization	1			1.00	1.00	0.00	
09/11/2019	10:00	Mask Fit Testing	1			1.00	1.00	0.00	
09/11/2019	13:00	Airpack Inspection/Donning & Doffing	1			2.50	2.50	0.00	
09/12/2019	08:00	SCBA Bottle Filling	1			2.00	2.00	0.00	
09/18/2019	13:00	Refilling Bottles and SCBA Checks	1			3.00	3.00	0.00	
10/16/2019	13:00	Cascade System Refill	1			1.00	1.00	0.00	
10/30/2019	15:00	Cascade system	1			1.00	1.00	0.00	
Totals for Category:						31.50	31.50	0.00	
Total Classes: 20						Grand Totals:	31.50	31.50	0.00

Kewanee Fire Dept

Training Classes by Category

Class Date Between {1/1/2019} And {12/31/2019}
and Default Training Category = "IC"

Date	Time	Class Description	Stn	Unit	Shift	-----Default-----		
						Hours	Hrs Pd	Points
IC Incident Command								
07/14/2019	08:00	Incident Command Training Prep	1			4.00	4.00	0.00
07/17/2019	09:30	Incident Command/Fireground Ops	1			1.50	1.50	0.00
10/09/2019	08:00	Incident Command	1			10.00	10.00	0.00
10/19/2019	08:00	Leadership Training * See Notes	1			21.50	2.00	0.00
Totals for Category:						37.00	17.50	0.00
Total Classes: 4			Grand Totals:			37.00	17.50	0.00

Kewanee Fire Dept

Training Classes by Category

Class Date Between {1/1/2019} And {12/31/2019}
and Default Training Category = "FIRE OPS"

							-----Default-----	
Date	Time	Class Description	Stn	Unit	Shift	Hours	Hrs Pd	Points
FIRE OPS Fireground Operations								
05/05/2019	08:00	Fire Call Simulator	1			2.00	2.00	0.00
06/12/2019	09:00	Rural Response Protocol	1			1.00	1.00	0.00
09/13/2019	12:30	Fireground Operations; Getting Ready	1			1.00	1.00	0.00
09/14/2019	12:30	Fireground Scenarios; Getting Ready	1			1.00	1.00	0.00
09/17/2019	10:00	Engine 1 Pumping/Hose Advancement	1			1.50	1.50	0.00
10/29/2019	09:00	Fireground Operations	1			2.00	2.00	0.00
Totals for Category:						8.50	8.50	0.00

Total Classes: 6

Grand Totals: 8.50 8.50 0.00

Kewanee Fire Dept

Training Classes by Category

Class Date Between {1/1/2019} And {12/31/2019}
and Default Training Category = "COMMUN "

Date	Time	Class Description	Stn	Unit	Shift	-----Default-----		
						Hours	Hrs Pd	Points
COMMUN Communications								
07/17/2019	11:00	iamresponding training	1			1.00	1.00	0.00
08/28/2019	11:00	Paging System/Daily Checks	1			1.00	1.00	0.00
Totals for Category:						2.00	2.00	0.00
Total Classes: 2			Grand Totals:			2.00	2.00	0.00

Kewanee Fire Department

Standard Guidelines and Procedures

Effective Date: 5/23/2005	Last Revised: 4/10/2020
Guideline: 1.00.03 SOG Introduction	
Distribution: All Employees	Reviewed: Kevin Shook, Fire Chief 4/20

Purpose:

This SOG booklet is intended to give the basic guidelines for operation and general knowledge of fire department activities. It is divided into sections that are of similar nature and shall give the initial operative instructions for a specific situation. It is impossible to dictate proper guidelines and procedures for all situations and common sense and general knowledge must prevail.

Responsibility:

It shall be the responsibility of all members to perform their assigned duties through common rules and regulations while continuously maintaining an attitude of professionalism and courtesy toward the public, other department members and other agencies. In any case where department SOGs contradict the City municipal code or the CBA those will supersede the SOG.

Procedure:

This booklet is divided into separate sections. The order of sections is located on the following page for approximate location. The guideline is also divided into several subsections that are explained as follows:

Header Box: This section has several sections that describe the guideline or policy. In the upper left corner is the date that this particular guideline went into effect. The right side has the last date that the guideline had been revised. Both dates may not correspond to each other depending upon revisions.

The second line has a policy or guideline number. This 5-digit number is broken down in the following manner. For example: Policy # **4.02.03** would be broken down as such. **4** represents the section of the book that the policy may be found in. **02** represents the subsection that is found in the main section. For example "uniforms policy" may be found under the main section of "Uniform requirements". The **.03** represents the number of times that this particular guideline has been revised including the original version.

This numbering system is followed by a Title of the guideline.

The bottom line is designed for distribution of the policy and/or guidelines. The majority of all SOG's will be given to all members, but there may be a case when only officers receive such material.

Kewanee Fire Department

Standard Guidelines and Procedures

Effective Date: 5/23/2005	Last Revised: 4/10/2020
Guideline: 1.00.03 SOG Introduction	
Distribution: All Employees	Reviewed: Kevin Shook, Fire Chief 4/20

The Approval section next to the Distribution of the policy is labeled with the Last personnel to change, edit, or revise that particular SOG.

The Date following the approved by name is when SOG/SOP was last reviewed. Not necessarily revised.

The bottom half of the sheet is intended to explain and describe the guideline and to give those steps needed to accomplish the purpose.

Changes since the last revision will be underlined and in italics with wording changed remaining until the next rendition using the ~~strike through method~~.



Kewanee Fire Department

401 East 3rd St.

Kewanee, IL 61443

Phone 309-852-2115

Kshook@cityofkewanee.net

Kewanee Fire Department

Standard Operating Guidelines and Procedures

POLICY:

The following will outline specific guidelines, procedures, responsibilities, duties and functions for all personnel of the department. This manual shall be studied and known by each member of the Kewanee Fire Department and shall be maintained with all revisions. Ignorance as to what is contained herein and any revisions shall not be deemed an excuse nor will it be reason to avoid disciplinary action if such action is determined necessary. These shall apply to all employees of the Department.

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Section	Description
1.0	Introduction
2.0	Definitions
3.0	Organization
3.01	General membership requirements
3.02	Member and officer ranks
3.03	Military Leave
3.04	Shift exchange
3.05	Overtime Hiring
3.06	Force Back Policy
3.07	Overtime and FLSA pay
4.0	Uniform requirements
4.01	Grooming standards and appearance
4.02	Uniforms policy
5.0	General rules of conduct
5.01	Firefighter Code of Ethics
5.02	Firefighter Conduct
5.03	Sexual Harassment
5.04	Conduct of Officers
5.05	Drug and Alcohol
6.0	General Fire

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	6.01	Accountability
	6.02	Incident Command
	6.03	Structure Fire
	6.04	Vehicle Fire
	6.05	High-rise Incident
	6.06	RIT
	6.07	SCBA
	6.08	Training Facility
	6.09	Forcible Entry Fire/EMS
	6.10	Exposure and Injury
	6.11	Aerial Operations
7.0		Department Vehicles
	7.01	Driving Practices
	7.02	Maintenance
8.0		Equipment
	8.01	Hose Maintenance
	8.02	Hydrant Flushing
	8.03	Turnout Gear
9.0		RESERVED
10.0		Line of Duty Injury or Death
11.0		Communications
	11.01	Dispatching
	11.02	Documentation
	11.03	Emergency Communications (mayday)
12.0		EMS
	12.03	EMS Intercept
13.0		RESERVED
14.0		RESERVED
15.0		Special Responses
	15.01	Anthrax
	15.02	Gas Leak/Rupture
	15.03	Flammable Liquid Fire
	15.04	Confined Space
	15.05	Trench Rescue
	15.06	Collapse
	15.07	Water Rescue
	15.08	Evacuations
	15.09	Hazmat
	15.10	Infant Protection Act
	15.11	Violent Scene Response – active shooter
16.0		MABAS
	16.01	Tollway Response
	16.02	Box cards explained
	16.03	IFERN frequencies
	16.04	VHF interoperability
	16.05	Helicopter communications
	16.06	Radio Licenses

16.07

Reimbursement

16.08

Alerting Coverage (paging)

Kewanee Fire Department Box Cards

Kewanee Fire Department

Standard Guidelines and Procedures

Effective Date: 03/07/2017	Revised: 03/07/2017
Guideline: 2.00.1	
Definitions	
Distribution: All Employees	Reviewed: Kevin Shook, Fire Chief 6/20

Purpose:

In order to be able to correctly interpret many of the SOGs that follow a common understanding of terms must be used. The following are some of the terms or abbreviations commonly used within this manual and the intended definitions thereof.

CBA- Collective Bargaining Agreement. The contract between the City of Kewanee and IAFF local 513 the firefighter's union.

The City- The City of Kewanee

The Department- The Kewanee City Fire Department

EMT- Emergency Medical Technician

Fit test means the use of a protocol to qualitatively or quantitatively evaluate the fit of a respirator on an individual.

KFD- Kewanee Fire Department

IDLH- is an acronym for Immediately Dangerous to Life or Health, and is defined by the US National Institute for Occupational Safety and Health (NIOSH) as exposure to airborne contaminants that is "likely to cause death or immediate or delayed permanent adverse health effects or prevent escape from such an environment."

MABAS- Mutual Aid Box Alarm System. KFD belongs to district MABAS 39

Non-IDLH- is an acronym for **NOT** Immediately Dangerous to Life or Health.

NIOSH National Institute for Occupational Safety and Health

OSHA Occupational Safety and Health Administration

RIT- Rapid Intervention Team-a team of personnel fully equipped and ready to intervene while on a emergency scene.

Kewanee Fire Department

Standard Guidelines and Procedures

Effective Date: 03/07/2017	Revised: 03/07/2017
Guideline: 2.00.1	
Definitions	
Distribution: All Employees	Reviewed: Kevin Shook, Fire Chief 6/20

SCBA Self-contained breathing apparatus

The State- reference to the State Of Illinois.

Vapor- the gaseous form of substances that are normally in the solid or liquid state at room temperature and pressure. They are formed by evaporation. Most solvents produce vapors. Examples include toluene and methylene chloride.

Kewanee Fire Department

Standard Guidelines and Procedures

Effective Date: 12/17/2003	Revised: 02/03/2017
Guideline: 3.01.03 General Fire Department Membership and Requirements	
Distribution: All Employees	Reviewed: Kevin Shook, Fire Chief 6/20

Purpose:

In order for the organization to run efficiently and to maintain membership, an order of leadership has been developed for the fire department. Each position has its own unique duties as well as entry requirements for operation of this department. This portion of the Guidelines is designed to explain the general duties of hire for the Kewanee Fire Department.

Policy:

It shall be the Policy of this department to follow the prescribed ranks of the department. In addition, members shall be required to follow the hiring requirement set forth by the Fire and Police Commission and the City of Kewanee. Members shall understand and adhere to the regulations of the City of Kewanee for the purpose of employment in the fire department.

Procedure:

I. Nature of Work

The Kewanee Fire Department is currently an eighteen (18)-sworn personnel department that is composed of three (3) shifts of six people. This work is physical in nature as well as demanding both physically, and emotionally at times. Since there is no guarantee to the timing of fire or EMS calls, the firefighter must be able to react at all times of the day or night. In addition, the firefighter must be of the understanding that at times may be required to act in the line of duty performing lifesaving skills on family members or known acquaintances. Fire fighting skills may include fire suppression, fire prevention, juvenile fire prevention, fire education, investigation, building inspections, Hazardous Materials or Emergency Medical Service calls.

II. Initial hire

A. Members of the fire department must pass all given testing that is provided by the Fire and Police Commission. This independent board provides the testing of all applicants through; written means, physical agility testing, oral interviews, physical medical exam, criminal background checks, psychiatric testing and polygraphs. All testing except for the written and oral test are on a pass/fail basis and is performed in compliance with the State of Illinois Statutes. Members that successfully pass the testing procedures are placed upon an eligibility list, which is valid for two (2) years or until the list is exhausted. If a vacancy exists in the ranks, then the city manager may direct the Fire Chief to obtain a new hire from the hiring list

Kewanee Fire Department

Standard Guidelines and Procedures

Effective Date: 12/17/2003	Revised: 02/03/2017
Guideline: 3.01.03 General Fire Department Membership and Requirements	
Distribution: All Employees	Reviewed: Kevin Shook, Fire Chief 6/20

in compliance with State of Illinois Fire and Police Commission statutes.

B. Medical evaluations

All members of the fire department are required to participate in initial medical examinations as required by the City of Kewanee, Kewanee Fire and Police Commission, and Fire Department Pension Board. Condition of hire is contingent upon the successful passage of these medical exams. All firefighters are required to keep physically fit for the nature of the job in the fire service. Fire fighters are also encouraged to participate in the City Of Kewanee Physical Fitness program.

C. Shift work

The Kewanee Fire Department works a platoon type of shift. The work shift starts at 0700 hours and continues for a 24-hour period. At the end of the shift a new group begins allowing the first shift to rest for the next 48 hours. This 24/48-shift arrangement allows a firefighter to work every 3rd day with 2 days off. The firefighter must handle all calls while on shift at the direction of the officer in charge. Overtime shall occur in cases where an unintentional manpower shortage has occurred (shift drops to less than 5 members) or during periods of disaster providing the need for more members than the shift can provide. The calling in of members shall occur upon the orders of the officer in charge or the Fire Chief.

D. Residency

Members of the Kewanee Fire Department shall abide to residency requirements as agreed upon in the CBA by the members of the City and Kewanee Fire Fighters IAFF Local 513.

E. Vacation/sick leave

Vacation, Kelly days, Comp., Personal time, and Sick leave shall be provided to as agreed terms in the CBA by the City and Kewanee Fire Fighters IAFF Local 513 contract.

III. Probationary status

Fire fighters are automatically placed on probationary status for a period of one year. Members are to obtain firefighter and emergency medical certifications at the earliest time available for classes. Firefighters must take the academy if offered and they must pass it successfully and pass the State of Illinois firefighter test. Failure to attend or failure of the test is grounds for termination of employment.

Kewanee Fire Department

Standard Guidelines and Procedures

Effective Date: 12/17/2003	Revised: 02/03/2017
Guideline: 3.01.03 General Fire Department Membership and Requirements	
Distribution: All Employees	Reviewed: Kevin Shook, Fire Chief 6/20

IV. Required certifications and ranks

A. Firefighter

All entry level firefighters shall be required to obtain certification of Basic Operations Firefighter according to the Office of the State Fire Marshal's office. If offered a slot at a fire academy, the member shall agree to attend and they must successfully complete the academy.

B. EMS

Members hired after 05/01/2013 of the fire department shall be required to obtain their Emergency Medical Technician certification also commonly known as EMT-Paramedic. This shall be done as soon as the first class becomes available. While operating as an EMT-P members shall perform duties under the supervision of the Project Medical Director of Cottage Hospital. (See hospital Guidelines of EMS licensing). Once licensed as an EMT-P for the City of Kewanee, the member shall retain the highest level of service as required by the department for the duration of his/her employment of the fire department.

The same shall be held true with all areas that this department is involved with. All members shall strive to obtain the highest certifications offered by the Department and State for the services offered by the Kewanee Fire Department. Once obtained all members shall maintain that certification for the tenure of the department membership unless reduction in certification is pre-approved by the chief.

V. Department evaluations

Annual evaluations are performed upon all members of the fire department during the month of March. These evaluations are designed for performance appraisal and not disciplinary actions. These evaluations shall be placed in the personnel folder of the employee.

Kewanee Fire Department

Standard Guidelines and Procedures

Effective Date: 10/05/2015	Revised: 06/08/20
Guideline: 3.02.03 Member and Officer Ranks	
Distribution: All employees	Reviewed: Kevin Shook, Fire Chief 6/20

Purpose: In order for the organization to run efficiently, an order of leadership has been developed for the fire department. Each position has its own unique duties. Lower positions are subsequent to the powers given to the officer above them. In the absence of the ranking officer, lower officers shall be familiar with the procedures and duties of the absent officer so that operations may continue.

Policy: It shall be the ~~Guidelines~~ Policy of this department to follow the prescribed ranks of the department. In the absence of the ranking officer the next lower officer shall be available to fill into the responsibilities of the said officer. Duties of each officer shall be describe in the procedures portion of this document.

Procedure:

Officers of this department shall consist of those positions approved by the city council. In ranking order they are: Chief, Deputy Chief (currently unfilled), Captain, Senior Engineer, Junior Engineer, Relief Engineer, Ambulance Attendant, and Firefighter. Training officer and Fire Investigations Officer are positions in addition to the mentioned ranks. These Officers are reimbursed for extra duties, but these positions do not hold relevance to the member ranks.

1. Chief

- Shall submit reports in writing to the City Manager and Council of the state of the fire department with statistics and suggestions, as he may deem advisable for the improvement of the department.
- Shall have full management and control of the fire department and all regulations and orders of said department shall be disseminated through him.
- Shall have control and custody of all equipment belonging to the Fire Department.
- Shall attend fires occurring in the city and ~~take~~ Assume the incident ~~the~~ command position of the department at such fires and see that members faithfully perform their respective duties.
- Shall insure that all members of the department are NIMS compliant according to homeland security directives and regulations.
- Shall keep accurate records of all members showing the day of appointment and discharge, ~~together with their rate of pay. In addition, records shall be kept on~~ all fires and the damage caused by it.

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Standard Guidelines and Procedures

Effective Date: 10/05/2015	Revised: 06/08/20
Guideline: 3.02.03	
Member and Officer Ranks	
Distribution: All employees	Reviewed: Kevin Shook, Fire Chief 6/20

- Shall assist in conducting fire investigations to determine cause and effect of fire scenes.
- Shall maintain, operate, and staff emergency ambulances for the rescue, health, and safety for the citizens of Kewanee

2. Captain

- This officer is part of the management team and is in charge of daily shifts for the Kewanee Fire Department.
- Shall notify and report directly to the Fire Chief of shift events.
- Shall be responsible for daily training and activities of his/her shift.
- Shall be responsible for activity reports that occur during his/her shift.
- Shall assume the duties of the chief in the absence of the Chief.
- Shall be familiar with the City Administrative Code and those duties assigned to the Chief.
- Shall be responsible for answering emergency calls and dispatching of appropriate emergency vehicles.
- Shall institute incident command at all situations and may delegate responsibilities at emergency scenes.
- Shall be responsible for crew and on-scene safety.
- Shall be in charge of on-scene operations and may remain as incident commander in any given situation unless relieved by superior ranked officer.
- Shall be appointed operations officer in a mass casualty or situation.
- Shall assign and help conduct city inspections and preplans.
- Shall be familiar with EMS protocols set forth by the resource hospital currently being the Cottage Hospital System in Galesburg.
- Shall be familiar with and able to perform all duties of those members serving below his/her command.
- Shall dispatch crews called in as needed.

3. Engineer (Senior Engineer)

- Shall assume the leadership position in the absence of the Captain.
- ~~• Shall be familiar with all duties assigned to the Captain.~~
- Shall be responsible for the care and operations of the engine.

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Standard Guidelines and Procedures

Effective Date: 10/05/2015	Revised: 06/08/20
Guideline: 3.02.03 Member and Officer Ranks	
Distribution: All employees	Reviewed: Kevin Shook, Fire Chief 6/20

- Shall be responsible for the careful transportation of the crews to and from the emergency scene.
- Shall be familiar with the operations of the engine and aerial truck.
- Shall be proficient with pumping operations.
- Shall be in charge of communications and safety on the emergency scene.
- May be appointed communications officer and/or safety officer in mass casualty situations.
- May be required to work on the ambulance at times.
- Shall be responsible for answering emergency phones and dispatching of appropriate emergency equipment to the scene in the absence of the Captain.
- May be appointed safety officer on emergency scenes
- Shall be familiar with EMS protocols set forth by the Cottage Hospital System
- Will perform firefighter and/or EMS duties on any fire scene as ordered by senior officers or command.

4. Engineer (Junior Engineer)

- Shall be familiar with all duties assigned to the senior engineer.
- May be appointed medical officer (triage) in mass casualty situations.
- Shall be senior ranked member and ultimately in charge of patient care during EMS runs unless a higher EMT authority is available. I.E. EMT-Paramedic
- Shall be senior ranked member and ultimately in charge of daily operations that occur at station 2 in regards to city personnel and equipment unless a more senior officer is on scene.
- Shall be responsible for the duties of the senior engineer in his/her absence
- Shall be responsible for the careful transportation of crewmembers and patients in the ambulance and of crewmembers of the second engine.
- Shall be responsible for the upkeep and maintenance of the engine and ambulances and station under his/her assignment.
- Shall be responsible (with ambulance attendant) for proper documentation of written reports and run sheets on EMS runs.
- Shall be familiar with EMS protocols set forth by the Cottage Hospital System
- Will perform firefighter and/or EMS duties on any fire scene as ordered by senior officers or command.

5. Ambulance attendant

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Standard Guidelines and Procedures

Effective Date: 10/05/2015	Revised: 06/08/20
Guideline: 3.02.03	
Member and Officer Ranks	
Distribution: All employees	Reviewed: Kevin Shook, Fire Chief 6/20

- Shall be responsible for patient care while on EMS runs.
- Shall be familiar with EMS protocols set forth by the Cottage Hospital System.
- Shall be responsible for the restocking of ambulance supplies after EMS runs and making sure expiration dates are current for materials.
- Shall be responsible for duties as assigned by superior officers
- Shall be responsible for patient care and rescue in mass casualty situations.
- Shall be responsible (with ambulance driver) for proper documentation of written reports and run sheets on EMS runs.
- Will perform firefighter and/or EMS duties on any fire scene as ordered by senior officers or command.

6. Firefighter

- Shall be responsible for duties as assigned by superior officers.
- Shall be familiar with EMS protocols set forth by the Cottage Hospital System.
- Shall be familiar with the duties of ambulance attendants in the event of his/her absence.
- Shall be responsible for rescue or patient care, and other duties as assigned by superior officers in mass casualty situations.
-
- Shall be responsible for daily duties as assigned by superior officers.
- Shall be able to initiate response to emergency situations following protocol and after obtaining all necessary information.
- Shall receive business or personal calls and relay that information to proper member or department
- Shall be able to transmit and receive messages via the fire department radios using proper radio operating procedures
- Shall be able to use proper personal protective equipment at emergency scenes include the proper use of respiratory protection, turnout gear, pass devices.
- Shall be able to respond to scenes using proper mounting and dismounting techniques and using seat belts while the vehicle is in motion.
- Shall be able to operate safely in an established work area at

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emergency scenes.

- Shall be able to force entry into a structure utilizing proper techniques and tools allowing safe egress to and from the structure.
- Shall exit hazardous areas as a team.
- Shall be able to correctly set up ground ladders at an emergency scene.
- Shall be able to attack vehicle fires as a team in a safe manner
- Shall be able to attack structure fires of Class A, B, and C materials utilizing proper extinguishment techniques protecting exposures in a safe manner.
- Shall be able to conduct safe search and rescue techniques as a member of a team.
- Shall be able to perform ventilation of a structure utilizing proper and safe techniques
- Shall be able to perform salvage and overhaul techniques on a fire ground.
- Shall be able to connect fire apparatus to water supply so that connections are tight and water flow is unobstructed.
- Shall be able to illuminate emergency scenes using safe techniques.
- Shall be able to turn off utilities using proper techniques and tools.
- Shall be able to perform fire safety surveys of given areas and present fire safety information to given occupants, or fire station visitors

7. Training Officer

- Shall be responsible for updating and keeping of training classes and programs
- Shall inform members of possible classes of importance for fire department members
- Shall be responsible for setting up training plans for fire personnel and assisting in teaching.
- Shall report to the Fire chief of class progress and any deficiencies.
- Shall identify deficiencies of training and make every effort to correct those deficiencies of training.
- Shall work in conjunction with the State Fire Marshal's Office to conduct classes and keep certificates current and up to date.
- Shall work in conjunction with the University of Illinois to conduct classes for the Kewanee Fire Department and surrounding departments.

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Effective Date: 10/05/2015	Revised: 06/08/20
Guideline: 3.02.03 Member and Officer Ranks	
Distribution: All employees	Reviewed: Kevin Shook, Fire Chief 6/20

- Shall work with the State Fire Marshal's office to conduct annual training record inspections and with the filing of appropriate forms for class reimbursement.
- Shall enter into our database the training that has been accomplished within two shift cycles of the training.
- Shall be responsible for public safety talks to various organizations or assign someone to perform that duty.
- Shall hold a minimum certification of Basic Ops/FF 2 and Instructor 1.
- Shall be the CPR instructor for the Department.
- Shall encourage further development of firefighters by recommending courses for Fire Officer and other advanced certifications.

8. Fire Investigations Officer

- Shall be knowledgeable in fire behavior and investigative techniques.
- Shall be certified by the Office of the State Fire Marshal and maintain his/her credentials.
- Shall assist the State Fire Marshall representative when an outside investigator is called in when requested.
- Shall conduct investigations for the Department when needed and available.

9. Inspections Officer (Position created under contract (2019-2022))

- Shall be trained in inspections through the Office of the State Fire Marshal and certified.
- Shall be knowledgeable in the current edition of International Fire Code.
- Shall conduct pre-occupancy inspections for the Department.
- Shall conduct re-inspections of businesses with known violations to determine compliancy with current code.
- Shall assist with preplanning occupancies within the Fire District.
- Shall be responsible for maintain the electronic record of inspections.

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Standard Guidelines and Procedures

Effective Date: 08/02/1996	Revised: 05/05/2015
Guideline: 3.03.01	
Military Leave	
Distribution: All Employees	Reviewed: Kevin Shook, Fire Chief 6/20

Purpose: To provide a consistent method for those members involved in the military to provide service to the armed forces as required without causing undue strain to the department.

Guidelines: All members involved in the military and that are required to report to active, special, or weekend training as required by the armed forces shall provide the necessary documentation and information prior to leaving for said training.

Procedure:

- A. All extended (greater than 2 days) military leave requests shall be approved of by the Chief prior to departure.
 - a. The City of Kewanee shall include any days and or hours to be requested for departmental absenteeism.
 - b. All employees shall sign and date the request.
 - c. A copy of military orders shall accompany requests for extended leave.
- B. The shift captain may sign the request in the absence of the chief
- C. Any member leaving for military duty shall report back to duty if returning before 7:00 p.m. If the training last longer than 7:00 p.m. then the fire member shall report back to shift the next scheduled day as prescribed in the contract between the City of Kewanee and Local 513.
- D. All overtime related to military leave must be approved by the Chief.

Kewanee Fire Department

Standard Guidelines and Procedures

Effective Date: 03/02/1995	Revised: 01/03/2017
Guideline: 3.04.03	
Shift Exchange	
Distribution: All Employees	Reviewed: Kevin Shook, Fire Chief 2/20

Purpose: Members at times have conflicts in their schedules with working platoon shifts and it becomes necessary to make arrangements for someone to fill in on the shift. Members may trade shifts with another member and not use vacation or personal time in order to keep the shift whole.

Policy: It shall be the policy of this department to allow pre-approved trading of shifts between members. Providing the trade is between two members that can equally perform the same duty function, prearranged trades will be permitted between the members with prior notification to the Chief. All traded time will be kept between the members of the department.

Procedure:

- A.** Once an agreement has been made between two members, a trade of shifts shall be made.
 - a. Members must agree on date
 - b. Members must agree on time of trade
 - c. Either member shall fill out appropriate paper work and turn it into the Chief.
 - d. All agreements must be made in advance of shift trade
 - e. The Chief must be made aware of shift trades **prior** to the trade.
 - f. Captains may act in place of Chiefs absence for notification.
- B.** The appropriate paperwork must be turned in.
 - a. A signed trade slip shall be filled out indicating the date, members involved and time of the trade.
 - b. Appropriate paperwork must be turned into the Chief **prior** to the trade occurring.
- C.** Recovery of tradedshift
 - a. It shall be the responsibility of the trading parties to recover any traded hours.
 - b. Administration and the Fire Chief will not keep track of any traded hours.
- D.** In the event that a trading member **fails to report** to duty and is unable to fulfill the agreed trade then the responsibility of the absent hours will then fall back upon the original shift member who is absent. He will then have one or more of the following occur;
 - a. He will be charged and reprimanded for absence without

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Standard Guidelines and Procedures

Effective Date: 03/02/1995	Revised: 01/03/2017
Guideline: 3.04.03	
Shift Exchange	
Distribution: All Employees	Reviewed: Kevin Shook, Fire Chief 2/20

leave for the time off the shift.

- b. He will be notified to either report back to shift or:
- c. Time off will be charged against his personal or vacation time for the time absent.

E. Under no circumstances will Overtime be granted for a shift trade when one party does not report for duty.

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Standard Guidelines and Procedures

Effective Date: 03/29/1999	Revised: 10/22/2019
Guideline: 3.05.04	
Overtime Hiring	
Distribution: All Employees	Reviewed: Kevin Shook, Fire Chief 10/19

Purpose: The Department shall periodically need to replace members of the department and cause additional work hours and/or overtime. In the incidence where this is needed, a procedure has been set in place to give guidance in the calling order and placement of members that are hired to fill a position.

Policy: It shall be the policy of this department to hire for overtime as needed. In the event that overtime is needed, the Captain and/or Chief have the duty to ensure that all positions of the department have been staffed using the following guidelines. Any member that is hired will replace the member whose absence has caused the overtime. The permanent rank assignment of the member being hired shall not have any bearing on the assignment of duties while working on overtime. Per contract between the City of Kewanee and IAFF Local 513, only one member may be off on vacation, personal time, Kelly day, or compensation time at any one time. The overtime hiring list will be maintained by the Local 513 as per contract (CBA.)

Procedure:

A. When determining which position has become vacant and needs to be filled by hiring an individual for overtime, any partial shifts shall be filled first, regardless of the date of request. When all of the open shifts are full shifts (24 hours) the officer shall hire for the “second” member off duty. Example: If a member is scheduled off for a vacation day and a second member calls in sick, the position of the member calling in sick shall be filled by hiring an individual for overtime. A “Kelly Day” shall always be considered the “First” member off duty. In all other instances, the “First” member off duty shall be determined by the date of request for time off. The date of request shall be determined by referencing the departmental “Leave Request” form.

B. Members will only be allowed to work overtime one rank above their current permanent rank assignment. In the event that a position is needed to hire overtime for, and no qualified personnel is available to fill the position, then all members of the shift below that position will move up as a temporary assignment, one position, so an individual can be hired for the lower position.

C. All attempts shall be made to have a qualified individual serve at the rank of Captain to lead the shift. When a Captain position becomes necessary to be hired for, an individual with the rank of Captain or Engineer shall be hired to fill that position, regardless of seniority, i.e., “a member shall work the position they are hired for”.

D. When an Engineer position rank becomes necessary to be hired for an individual with the rank of Engineer or Relief Engineer shall be hired to fill that position, regardless of seniority, unless out of necessity the Captain deems it appropriate that an engineer be stationed at station 2 instead to fill the role of Paramedic.

E. When an officer is attempting to fill a vacant position by hiring an individual for overtime, the officer shall offer the overtime position to the individual of like rank with the least amount of accrued overtime first, continuing with members of like rank in ascending order of accrued overtime. When the list of individuals of like rank has been exhausted, the officer shall begin with the member of next lower rank with the least amount of accrued overtime. This process shall continue until a replacement is found. If no individual is found to work overtime, the officer shall institute the departmental Holdover Policy, 3.06.02.

F. Members have the right to refuse an offered overtime assignment without affecting his/her right to the next overtime assignment.

G. Members may voluntarily offer to exchange positions within a shift without affecting the overtime assignment or temporary pay as long as both parties are in agreement. The trade within a shift will be effective for the duration of the shift. The on duty officer must agree that any trade will not hamper the efficient working of the shift or Department.

H. All overtime will be calculated and paid as set forth in the agreement between the City and the Union in the CBA or amendments/side letters thereof.

Kewanee Fire Department

Standard Guidelines and Procedures

Effective Date: 05/16/2005	Revised: 10/02/2019
Policy: 3.06.02 Mandatory Force Back or Holdover	
Distribution: All Employees	Reviewed: Kevin Shook, Fire Chief 10/19

Purpose: The department shall periodically be forced to retain personnel to cover for oncoming personnel shortages. This will ensure coverage for our department and manning of our vehicles.

Definitions:

Holdover- This is when an employee is ordered to stay for another shift after their shift has ended or when a member's relief fails to report for duty.

Force Back- This is when an employee is called at home and ordered to report for duty.

Policy:

The policy of the Kewanee Fire department (per contract between the city and Local 513) is to allow only one person to be on vacation, personal time, Kelly day or comp time at any given time. In the event that an employee does not show up for work because of sickness, training school or other issue approved by the Fire Chief, the shift captain will use the overtime hiring procedure to fill the slot. If no one is found to work the overtime, then the captain will order someone from the shift coming off duty to be held over.

Holdover Procedure:

When a holdover becomes necessary, the Captain shall order the member of the vacant position in question to be held over, regardless of the permanent rank of the member currently on duty in that position. Example: If the position of ambulance attendant coming on duty is vacant, then the ambulance attendant going off duty shall be ordered to be held over. The vacant position in question shall be the position most recently becoming vacant, due to approved leave, sickness or injury.

Exceptions:

- 1.) If the member being ordered to holdover, by virtue of the holdover, would consequently be working more than 48 continuous hours, said member shall be exempt. In this instance, the member working the next lower position who is certified to work the position in question, shall be ordered heldover. If there is no member working the next lower position, then the member working the next highest position shall be ordered heldover.

Kewanee Fire Department

Standard Guidelines and Procedures

Effective Date: 05/16/2005	Revised: 10/02/2019
Policy: 3.06.02 Mandatory Force Back or Holdover	
Distribution: All Employees	Reviewed: Kevin Shook, Fire Chief 10/19

- 2.) In the event a member being heldover would create an ambulance crew, at either station, without a paramedic, the Captain shall move shift personnel into positions that satisfy ALS requirements at both stations. If a member is being temporarily demoted in order to satisfy these requirements, the member shall be paid at the higher rank. All temporary demotions shall be considered to be in the “best interests of the department”.

Policy:

Force back shall only be enacted when the entire department is needed for an emergency situation, i.e.; natural disasters, mass casualty incidents, etc....

Force Back Procedure:

Once the need for force back has been determined, a general page shall be sent out via traditional department paging system as well as through the “I AM Responding” paging system. When members receive notification of a force back, members who are fit for duty shall have 30 minutes to respond to the appropriate station for duty. The appropriate station shall be the member’s station of permanent rank. Failure to comply shall be determined as disobeying a direct order and shall be subject to the disciplinary action as defined in the Collective Bargaining Agreement.

Exceptions:

The only exception to the force back policy shall be if a member is “out of the area” and unable to respond. A member shall be determined to be “out of the area” when they are not within the residency boundaries outlined in the Collective Bargaining Agreement. In this instance, the member, if able, shall make a concerted effort to return to the area and report for duty.

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Standard Guidelines and Procedures

Effective Date: 04/30/1996	Revised: 06/28/2019
Guideline: 4.02.03 Uniform Policy	
Distribution: All employees	Reviewed: Kevin Shook, Fire Chief 4/20

Purpose: In order to maintain a standard uniform dress code, a standard dress code will be established. Members shall adhere to the dress code in order to produce a professional appearance of the membership of this department.

Policy: All members shall adhere to a given dress code for the operations of the City of Kewanee Fire Department. The dress code shall be divided into station apparel and turn out gear, which shall be used on the emergency scene. All new members shall be issued one complete set of station gear according to contract with Kewanee Fire Fighters Local 513 and one complete set of turn out gear accepted by the National Fire Protection Association. All members shall keep their station apparel and turnout gear from being torn, frayed or worn out and looking in a professional manner at all times. Every effort shall be made to replace uniforms that appear to be poor fitting or outgrown. Any station gear, unless destroyed by an unforeseen incident on the fire ground shall be replaced at the expense of the member. Members shall receive a clothing allowance as prescribed by the contract between the City of Kewanee and Firefighters Local 513.

Procedure:

I. Station Apparel

- A. All employees will have the choice to wear the approved uniform of the day or a department pull over, Dark Navy in color.
- B. Baseball caps may be worn on duty but must have the Kewanee Fire Department insignia on it. All baseball hats will be worn forward facing on duty.
- C. As long as the uniform worn is an officially approved by the department uniform it will not matter on length of sleeve.

Initial uniform

- A. Dress shirt- members will be given the option of 1 long sleeve or short sleeve blue station shirt

- I. The dress shirt or pull over shall be worn anytime the member leaves the station representing the fire department.

- 1. Dress shirts may be removed inside the station after 5:00 p.m., but shall be worn anytime while walking outside the station.

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Standard Guidelines and Procedures

Effective Date: 04/30/1996	Revised: 06/28/2019
Guideline: 4.02.03 Uniform Policy	
Distribution: All employees	Reviewed: Kevin Shook, Fire Chief 4/20

2. The dress shirt may be removed and tee shirt may be worn in its place for any working structure fire.
3. On such days that the national weather service has issued a heat advisory for our location the dress shirt may be omitted and a department shift t-shirt may be worn in it's stead.

II. Tee shirts may be worn in the station only while performing work that may stain, dirty or damage the station shirt.

D. Pants- members will be given 1 pair of station trousers dark navy blue in color.

E. Shoes- members will be given 1 pair of dress work shoes black in color.

F. Badge- members will be given 1 badge with the following insignia:

- I. Silver in color with fire scramble insignia in the center
- II. Two lines of print above the emblem, one stating position and one stating the city (Kewanee)
- III. Two lines of print below the emblem, one stating "Fire Department" or "Fire Dept." and the lower line stating "IL."

G. Dress uniforms are to be worn on special occasions only or with the approval of the chief. Those special occasions include union sponsored dances, funerals etc.

II. Emblems

A. The Illinois licensed emergency technician patch with the appropriate level of rocker shall be worn on the right shoulder. The patch shall be sewn to the lateral most part of the shoulder approximately 1 inch below the shoulder

B. The approved Local 513 patch shall be worn on the left sleeve approximately 1 inch below the shoulder to the lateral most part of the sleeve. All members shall wear the same style of union patch. Should the design of the union patch change, only the newest accepted patch shall be worn by all members. All older patches shall be removed and replaced with the newer patch at the member's expense.

C. Members of this department shall wear no other emblem unless

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Standard Guidelines and Procedures

Effective Date: 04/30/1996	Revised: 06/28/2019
Guideline: 4.02.03 Uniform Policy	
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approved of by the City of Kewanee Fire Department administration.

III. Name Tag

A. A ½ inch by 2-inch nametag will be worn above the right chest pocket. The name tag shall be silver in color unless Captain in rank, then the nametag shall be gold and engraved with the following:

B. Firefighter's name

IV. Turn out gear

A. Members shall be ~~given~~ issued the following turnout gear.

- a. One Helmet
- b. Bunker Coat and liner
- c. Bunker Pants and liner
- d. Boots
- e. Gloves
- f. Nomex or protective hood

B. Members shall be responsible for upkeep and cleaning of their turn out gear. Replacement shall be the responsibility of the City of Kewanee.

C. All turnout gear shall conform to NFPA standards.

D. All members shall be required to wear all appropriate turnout gear while responding to and while fighting a fire.

Kewanee Fire Department

Standard Guidelines and Procedures

Effective Date: 06/19/2004	Revised: 03/20/2017
Guideline: 5.01.01 Firefighter Code of Ethics Guideline	
Distribution: All employees	Reviewed: Kevin Shook, Fire Chief 6/20

Background

The Fire Service is a noble calling, one which is founded on mutual respect and trust between firefighters and the citizens they serve. To ensure the continuing integrity of the Fire Service, the highest standards of ethical conduct must be maintained at all times.

Developed in response to the publication of the Fire Service Reputation Management White Paper, the purpose of this National Firefighter Code of Ethics is to establish criteria that encourages fire service personnel to promote a culture of ethical integrity and high standards of professionalism in our field. The broad scope of this recommended Code of Ethics is intended to mitigate and negate situations that may result in embarrassment and waning of public support for what has historically been a highly respected profession.

Ethics comes from the Greek word ethos, meaning character. Character is not necessarily defined by how a person behaves when conditions are optimal and life is good. It is easy to take the high road when the path is paved and obstacles are few or non-existent. Character is also defined by decisions made under pressure, when no one is looking, when the road contains land mines, and the way is obscured. As members of the Fire Service, we share a responsibility to project an ethical character of professionalism, integrity, compassion, loyalty and honesty in all that we do, all of the time.

We need to accept this ethics challenge and be truly willing to maintain a culture that is consistent with the expectations outlined in this document. By doing so, we can create a legacy that validates and sustains the distinguished Fire Service institution, and at the same time ensure that we leave the Fire Service in better condition than when we arrived.

Kewanee Fire Department

Standard Guidelines and Procedures

Effective Date: 06/19/2004	Revised: 03/20/2017
Guideline: 5.01.01 Firefighter Code of Ethics Guideline	
Distribution: All employees	Reviewed: Kevin Shook, Fire Chief 6/20



I understand that I have the responsibility to conduct myself in a manner that reflects proper ethical behavior and integrity. In so doing, I will help foster a continuing positive public perception of the fire service. Therefore, I pledge the following...

- Always conduct myself, on and off duty, in a manner that reflects positively on myself, my department and the fire service in general.
- Accept responsibility for my actions and for the consequences of my actions.
- Support the concept of fairness and the value of diverse thoughts and opinions.
- Avoid situations that would adversely affect the credibility or public perception of the fire service profession.
- Be truthful and honest at all times and report instances of cheating or other dishonest acts that compromise the integrity of the fire service.
- Conduct my personal affairs in a manner that does not improperly influence the performance of my duties, or bring discredit to my organization.
- Be respectful and conscious of each member's safety and welfare.
- Recognize that I serve in a position of public trust that requires stewardship in the honest and efficient use of publicly owned resources, including uniforms, facilities, vehicles and equipment and that these are protected from misuse and theft.

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- Exercise professionalism, competence, respect and loyalty in the performance of my duties and use information, confidential or otherwise, gained by virtue of my position, only to benefit those I am entrusted to serve.
- Never propose or accept personal rewards, special privileges, benefits, advancement, honors or gifts that may create a conflict of interest, or the appearance thereof.
- Don't engage in activities involving alcohol or other substance use or abuse that can impair my mental state in the performance of my duties and compromise safety.
- Never discriminate on the basis of race, religion, color, creed, age, marital status, national origin, ancestry, gender, sexual preference, medical condition or handicap.
- Never harass, intimidate or threaten fellow members of the service or the public and stop or report the actions of other firefighters who engage in such behaviors.
- Responsibly use social networking, electronic communications, or other media technology opportunities in a manner that does not discredit, dishonor or embarrass my organization, the fire service and the public. I also understand that failure to resolve or report inappropriate use of this media equates to condoning this behavior.

Developed by the National Society of Executive Fire Officers

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Effective Date: 03/13/2017	Revised: 6/5/2020
Guideline: 5.02.02	
General Conduct	
Distribution: All employees	Reviewed: Kevin Shook, Fire Chief 6/20

Purpose: In order to maintain a professional service and image to the community and to promote a cohesive team approach and smooth running of the Department and it's operations all members shall adhere to the following guidelines for conduct.

Procedure:

1. All members of the Fire Department shall refrain from cruel treatment of any person. Hazing activities between any participants is strictly forbidden.
2. Each member shall cooperate with other members of the Fire Department and other agencies.
3. Altercations, fights, fisticuffs, or other physical contact will not be permitted among members, with visitors, or the public. Such conduct will result in immediate actions to correct the situation and further disciplinary actions.
4. Members that are reporting for duty shall inform their immediate supervisor of their presence and shall be prepared for duty at the appropriate start time. On-coming officers shall report their presence to the off-going officer for purposes of accountability and the transfer of shift exchange information.
5. Members that are unable to report to duty due to illness will attempt to report their absence no later than sixty (60) minutes prior to their starting time.
6. All members shall, within forty-eight (48) hours, report to the Fire Chief any change in residence, telephone number, or emergency contact. Each member shall be required to have a phone (cellular or landline), that is accessible in his/her place of residence or lodging.
7. Members and employees are encouraged to make suggestions and recommendations to their immediate supervisor for the general welfare and improvement of the Fire Department.
8. All members of the Fire Department of legal age are required to have a current and valid state driver's license. Members of the department are required to hold a Class B Driver's License.

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Guideline: 5.02.02	
General Conduct	
Distribution: All employees	Reviewed: Kevin Shook, Fire Chief 6/20

9. All members are to notify the Fire Department of any moving violation. All members will immediately, or in the case of incarceration as soon as possible, notify the on-duty officer of any unlawful criminal activity of which they have been detained or incarcerated by a law enforcement agency.
 10. All members are required to notify their supervisor immediately after an injury or illness occurs while in the line of duty.
 11. Any member of the Fire Department who, while on a call, finds any valuables whatsoever shall see that they are not moved or touched in any way and shall see that the officer-in-charge is notified. This also includes firearms, ~~and~~ explosives, *or illegal drugs*.
 12. All members are required to be able to produce all required identification cards or a facsimile, state EMT and/or Paramedic licenses, CPR cards, etc., while on duty. These may be maintained at the station by the staff member. Members are also required to ensure that all certifications and identification cards are valid and cared for.
 13. Any member or employee being separated from the Fire Department for any cause, shall turn in all property belonging to the Department before receiving a final check. Failure to return required items will result in an equal and appropriate dollar amount being deducted from the final check.
 14. No equipment belonging to the Department may be borrowed or loaned without the permission of the Fire Chief.
 15. No member of the Fire Department shall sell or give any property of the Department to anyone at any time without authorization of the Fire Chief or authorized designee.
 16. No member shall go off-duty until relieved or dismissed by the Chief or his/her designee.
 17. No member shall trade or exchange their designated shift work hours without completion of the appropriate forms.
 18. When any member is detailed to perform the duties of a higher rank than which they officially hold, they shall be obeyed and respected accordingly.
 19. Any member of the Fire Department who knowingly falsifies any report or record of the Fire Department is subject to disciplinary actions.
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Guideline: 5.02.02	
General Conduct	
Distribution: All employees	Reviewed: Kevin Shook, Fire Chief 6/20

20. Members shall not leave their assigned work location at any time unless authorized by the officer-in-charge with the approval of the Captain or authorized designee.
21. Members are cautioned that the use of obscene, immoral, profane, or disrespectful language, agitation, and acts tending to create dissension in the Fire Department or to cast undue or unfavorable reflection upon any member of the Fire Department shall not be tolerated.
22. Members shall treat all members of the public with respect and equally. Any form of derogatory remarks or actions toward the public or a member of the department based from a prejudice related to race, color, creed, sex, age (as provided by law), national origin, political beliefs, sexual orientation or level of intelligence shall be grounds for discipline.
23. Conduct unbecoming a member, or any act causing a poor reflection on the Fire Department will not be tolerated. Conduct unbecoming may include however not be limited to, negligence of duty, absence without leave (AWOL), disobeying a direct order from a higher ranking officer, cowardice, shirking of duty, or misuse of leave.
24. Any member tampering with any equipment, personal property, or food will be subject to disciplinary action.
25. All members will be held accountable for their conduct. Members shall be governed by the ordinary rules of good behavior observed by law-abiding and self-respecting citizens.
26. Gambling will not be permitted in any Department facilities.
27. No member shall imbibe, indulge in, or be engaged either directly or indirectly as a vendor of intoxicating beverages or controlled substances or be under the influence thereof while on duty. Violations shall be deemed sufficient for disciplinary action.
28. Any member of the Fire Department who makes false statements about a member of the Fire Department or the official actions of an officer or the administration of the Fire Department shall be subject to disciplinary action. Official information with regards to Fire Department activities at the scene of an emergency will be given by the officer-in-charge or designated public information officer to the public, press, or news media.
29. Public convenience shall be considered and respected in as much as possible. Members shall be courteous to the public. Members shall be tactful in the performance of their duties, shall control their tempers, and exercise the utmost patience and discretion.

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Guideline: 5.02.02	
General Conduct	
Distribution: All employees	Reviewed: Kevin Shook, Fire Chief 6/20

30. Members shall promptly obey any lawful orders of a ranking officer. This will include orders relayed from a ranking officer or member by an officer of same or lesser rank.
31. Members shall courteously and promptly accept and record in writing any complaint made against a member of the Fire Department. Members may attempt to resolve a complaint but shall never attempt to dissuade any citizen from lodging a complaint. Members shall immediately notify their immediate supervisor of any complaint received.
32. Any member or employee against whom a complaint or charge has been made, who attempts to directly or indirectly by threat, improper influence, or the payment of money or other consideration to secure the withdrawal or abandonment of the complaint or charges, or who shall cause any person to intercede personally, by letter, or by any other means, in their behalf with the Fire Chief before disposition shall be made the subject of additional disciplinary actions.
33. No member or employee of the Fire Department shall for any reason appropriate for his own use and/or profit, anything from any building or premise during the course of their duties.
34. Members shall be treated impartial in assignment of duties and otherwise. Discrimination with regards to race, color, creed, sex, age (as provided by law), national origin, or political belief or sexual orientation will not be tolerated nor shall unfair advantage be taken of a subordinate because of their obligation to obedience. Discussions regarding the above subject shall not interfere with the normal operations of the Fire Department.
35. Members shall maintain sufficient competency to properly perform their duties and assume responsibilities of their position. Members shall perform their duties in a manner which will tend to establish and maintain the highest standards of efficiency in carrying out the functions and objectives of the department. Incompetence may be demonstrated by an unwillingness or inability to perform assigned tasks; failure to conform to work standards established for the member's rank, grade, or position; absence without leave, or unnecessary absence. In addition to other indications of incompetence, the following will be considered "prima facie" evidence of incompetence: repeated poor evaluations or written record of repeated infractions of rules, policies, and accepted practices as set forth in the CBA and SOG's/SOP's of the Kewanee Fire Department.

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Effective Date: 06/19/2004	Revised:
Guideline: 5.03.01	
Sexual Harassment	
Distribution: All City employees	Approval: Tim Hacker, City Manager 2004

Purpose:

The City of Kewanee is committed to maintaining a work environment that encourages and fosters appropriate conduct among colleagues and respect for individual values and sensibilities. Accordingly, the City's officers and administration are committed to enforcing its Sexual Harassment Policy at all levels within the workplace and creating an environment free from discrimination of any kind, including sexual harassment.

Sexual harassment, according to the Equal Employment Opportunity Commission and the Illinois Department of Human Rights, and for purposes of this policy, consists of unwelcome sexual advances, requests for sexual favors or other verbal, non-verbal or physical acts of a sexual or sex-based nature, where one or more of the following exists:

- (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- (2) an employment decision affecting an employee is based on that individual's acceptance or rejection of such conduct; or
- (3) such conduct interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment.

Sexual harassment can occur between men and women, or between members of the same gender. Such conduct is unlawful under Title VII of the Civil Rights Act of 1964, which prohibits employment discrimination on the basis of race, color, sex, age, religion or national origin.

It is also unlawful to retaliate in any way against anyone who has complained about sexual harassment or discrimination, whether that concern relates to harassment of or discrimination against the individual raising the concern or against another individual.

Sexual harassment affects the victim and other employees as well. Each incident of harassment contributes to a general atmosphere in which everyone suffers the consequences. Sexually-oriented acts or sex-based conduct have no legitimate business purpose. Where such conduct is directed by a supervisor (or someone in a management position) toward a subordinate, the former will be held to a higher standard of accountability because of the degree of control and influence he or she has or is perceived to have over the employment conditions and benefits of

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Sexual Harassment	
Distribution: All City employees	Approval: Tim Hacker, City Manager 2004

the subordinate.

Policy: **PROHIBITED CONDUCT**

Prohibited acts of sexual harassment can take a variety of forms ranging from subtle pressure for sexual activity or contact or physical contact. At times the offender may be unaware that his or her conduct is offensive or harassing to others. Examples of conduct which could be considered sexual harassment include:

- (a) persistent or repeated unwelcome flirting, pressure for dates, sexual comments or touching;
- (b) sexually suggestive jokes, gestures or sounds directed toward another or sexually oriented or degrading comments about another;
- (c) preferential treatment of an employee, or a promise of preferential treatment to an employee, in exchange for dates or sexual conduct; or the denial or threat of denial of employment, benefits or advancement for refusal to consent to sexual advances;
- (d) the open display of sexually oriented pictures, posters, or other material offensive to others;
- (e) retaliation against an individual for reporting or complaining about sexually harassing conduct.

All employees are encouraged to express displeasure at any conduct which might be sexually harassing, to tell the individual engaging in the conduct that it is unwelcome, to report that conduct, and to use the complaint procedure set forth in this policy.

COMPLAINT PROCEDURE

While the City encourages individuals who believe they are being harassed to firmly and promptly notify the offender that his or her behavior is unwelcome, the City

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also recognizes that power and status disparities between an alleged harasser and a target may make such a confrontation impossible. In the event that such informal, direct communication between individuals is either ineffective or impossible, or even when such communication has occurred, the following steps should be taken to report a sexual harassment complaint.

- A. Reporting of Incident: All employees are urged to report any suspected sexual harassment by another employee to their **Department Head or the City Manager**, except where that person is the individual accused of harassment. In that case, the complaint should be reported to the **City Manager or City Clerk**. If the aggrieved employee or other complainant prefers to report the suspected harassment to someone of the opposite gender from that of the **Department Head or City Manager**, the complaint can be reported to the **City Clerk**. The report may be made initially either orally or in writing, but reports made orally must be reduced to writing before an investigation can be initiated.
- B. Investigation of Complaint: When a complaint has been reduced to writing, the City Manager or the individual informed pursuant to paragraph A above will initiate an investigation of the suspected sexual harassment within five (5) working days of notification, unless circumstances prevent completion of the investigation within that time, in which case the investigation will be completed as quickly as possible. If necessary, the City Manager may designate another supervisory or management employee of the opposite sex to assist him/her or the alternate individual in paragraph A in the investigation. If the City Manager is the subject of the investigation, the investigation will be conducted by the **City Clerk with the assistance of the City Attorney**. The investigation will include an interview with the employee(s) who made the initial report, the person(s) towards whom the suspected harassment was directed and the individual(s) accused of the harassment. Any other person who may have information regarding the alleged sexual harassment may also be interviewed.
- C. Report: The City Manager or designated person responsible for investigating the complaint shall prepare a written report within ten (10) working days from notification of the suspected harassment unless extenuating circumstances prevent him/her from doing so. The report shall include a finding that sexual harassment occurred, sexual harassment did not occur, or there is inconclusive evidence as to

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Distribution: All City employees	Approval: Tim Hacker, City Manager 2004

whether sexual harassment occurred. A copy of the report will be given to the employee(s) who made the initial report, the employee(s) to whom the suspected harassment was directed, and the employee(s) suspected of the harassment.

- D Records; Confidentiality: Employees who report incidents of sexual harassment are encouraged to keep written notes in order to accurately record the offensive conduct. Every effort shall be made to keep all matters related to the investigation and various reports confidential. In the event of a lawsuit, however, the City advises that records it maintains and the complainant maintains may not be considered privileged from disclosure. Written records will be maintained for one (1) year from the date of the resolution unless new circumstances dictate that the file should be kept for a longer period of time.
- E. Appeals Process: If either party directly involved in a sexual harassment investigation is dissatisfied with the outcome or resolution, that individual has the right to appeal the decision. The dissatisfied party should submit his/her written comments in a timely manner to the **City Manager**, which is considered no longer than ten (10) calendar days

DISCIPLINE/SANCTIONS

Disciplinary action will be taken against any employee found to have engaged in sexual harassment of any other employee. The extent of sanctions may depend in part upon the length and conditions of employment of the particular employee and the nature of the offense. The City has the right to apply any sanction or combination of sanctions, up to and including discharge, to deal with unreasonable conduct or discrimination.

Where a hostile work environment has been found to exist, the City will take all reasonable steps to eliminate the conduct creating such an environment.

EDUCATION/TRAINING

Education and training for employees at each level of the work force are critical to the success of the City's policy against sexual harassment. The sexual harassment policy will be sent to all employees.

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Guideline: 5.03.01	
Sexual Harassment	
Distribution: All City employees	Approval: Tim Hacker, City Manager 2004

Education and training include the following components:

1. As part of general orientation, each recently hired employee will be given a copy of and requested to read and sign a receipt for the City's policy statement on sexual harassment so that they are on notice of the standards of behavior expected.
2. For all employees with supervisory authority over other employees, and all employees working in a managerial capacity: All supervisory personnel will participate in an annual training session on sex discrimination. At least one-third of each session will be devoted to education about work place sexual harassment, including training as to exactly what types of remarks, behavior and pictures will not be tolerated in the work place. Participants will be informed that they are responsible for knowing the contents of the City's sexual harassment policy.
3. All employees will participate on City time in annual seminars that describe workplace sexual harassment and teach strategies for resisting and preventing sexual harassment

LEGAL RIGHTS UNDER LAW

Any Employee who believes s/he has been subjected to sexual harassment has the right to file a complaint with the Illinois Department of Human Rights, 100 West Randolph Street, Chicago, Illinois 60601; (312) 814-6245 and/or the Equal Employment Opportunity Commission, 500 West Madison, Suite 2800, Chicago, Illinois 60661; (312) 353-2713. The Illinois Human Rights Act provides that complaints of harassment must be filed within 180 days of the alleged incident. A complaint with the EEOC must be filed within 300 days of the alleged incident. It is also a violation of Section 6-101 of the Illinois Human Rights Act to retaliate against an employee for opposing or complaining about conduct believed to be a violation of the Act.

NOTE: The City reserves the right to amend the policy from time to time.

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Effective Date: 03/13/2017	Revised: 6/08/2020
Guideline: 5.04.02 Conduct and Responsibilities of Company Officers	
Distribution: All employees	Reviewed: Kevin Shook, Fire Chief 6/20

Purpose: In order to provide competent leadership and a efficient safe work environment all Company Officers shall follow the following guidelines.

Guidelines:

1. All officers are expected to set an example for their subordinates with due regard and respect for the Kewanee Fire Department rules and regulations in all matters pertaining to proper discipline and the maintenance of unity and duty. Fire Department officers and supervisors shall conduct themselves in a proper and professional manner.
2. Each officer shall provide and enforce the necessary rules and regulations to assure safe movement of all apparatus under their command.
3. Each officer is directly in charge and responsible for the care, cleanliness, and efficiency of all property, grounds and equipment entrusted to their control.
4. All officers shall report to the Dispatch Center any still or verbal alarms received. Size-ups, update reports and pertinent incident information shall be provided. Further, officers shall keep the Dispatch Center informed of the status of their unit with regards to arrivals, availability, and safety of the crew.
5. The company officer will be responsible for all decisions for their company or companies until a higher ranking officer arrives on scene. First arriving units of a multi-unit response will establish command and assign resources as required. All officers shall keep the Fire Chief or authorized designee informed of all operations and activities pertinent to the efficient operation of the Fire Department through the chain of command.
6. When Captains arrive for duty and find that companies are actively working an incident, they shall immediately instruct on-coming personnel with appropriate personal protective equipment to relieve on-scene personnel for purposes of rehabilitation and timely relief from duty.
7. Officers shall see that members of their command are properly trained and instructed for effective and efficient operations, giving special attention to new members, and providing documentation for all training and instruction.

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Effective Date: 03/13/2017	Revised: 6/08/2020
Guideline: 5.04.02 Conduct and Responsibilities of Company Officers	
Distribution: All employees	Reviewed: Kevin Shook, Fire Chief 6/20

8. Fire Department officers and supervisors shall supervise the work of their subordinates and ensure that it is performed properly. Officers and supervisors shall ensure that all Kewanee Fire Department standard operating guidelines, procedures, ~~and~~ policies, memos, bulletins or other directives are complied with. The officer shall report orally and in writing to their immediate supervisor any violations of department policies.
9. Officers who knowingly fail to take official cognizance of violations shall be subject to disciplinary actions.

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Standard Guidelines and Procedures

Effective Date: 09/10/2003	Revised: 6/08/2020
Guideline: 5.05.02 Drug and Alcohol Policy	
Distribution: All employees	Reviewed: Kevin Shook-Fire Chief 6/20

Purpose: The Kewanee Fire Department is most easily described as "zero tolerance" standard about the use of alcohol by members of this department any time that the members may be called to act or respond to any type of departmental activity.

Policy: This shall serve as an introductory policy for the Drug and alcohol policy. Members shall be aware of the policy as well as the city policy of drugs and alcohol. The city policy and CBA shall supersede the department policy.

Procedure:

Members of the Kewanee Fire Department shall:

- A. Refrain from participation in any type of fire or emergency operations unless the member has refrained from alcohol intake or drug consumption at least **8** hours prior to time of activation. Members shall voluntarily remove themselves from any type of operational activity if they have consumed alcohol or are noticeably impaired from the effects of alcohol or drugs within this time period.
- B. Not participate in any aspect of the organization and operation of Kewanee Fire Department under the influence of alcohol or drugs, including but not limited to any type of fire and emergency operations, training, or schooling etc.
- C. Not allow the use of drugs or alcohol on the premises of any operational portion of the fire department, including but not limiting to the apparatus, the apparatus floor, the station living areas etc. This shall also apply to any event or meeting that involves the Kewanee Fire Department on City property. All activities shall provide a distinct separation of the fire department facilities and those areas that may allow consumption of alcohol for any type of fire department activities.
- D. Be aware of alcohol and drug testing procedures set forth by the City of Kewanee zero tolerance policy and those testing procedures and policies set forth by the department CBA.

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Standard Guidelines and Procedures

Effective Date: 03/10/2004	Revised:
Guideline: 6.00.0 General Fire ground Guidelines	
Distribution: All Employees	Reviewed: Kevin Shook, Fire Chief 6/20

Purpose: This guideline is intended to offer the beginning determination (but not limited to) of command steps for all types of incidents. This is not intended to replace or limit procedures used upon fire ground operations.

Procedure: All members shall follow the incident command structure accepted and instituted by this department. First in officers shall immediately upon receiving the call begin to develop a set of strategies and tactics for the operation.

Guidelines:

- A. Strategies to consider during initial phase or being enroute to the scene
 - a. Consider route to travel
 - b. Consider hydrant location and water supply
 - c. Consider occupancy and time of day
 - d. Consider weather conditions
 - I. Wind speed
 - II. Wind direction
 - III. Humidity
 - IV. Direction of incident and impact on community
 - B. Strategies to consider upon arrival
 - a. Observe at least 3 sides of structure
 - b. Evaluate the building construction and associated hazards
 - c. Perform an accurate, complete and calm size up.
 - d. Take and set up incident command or pass command on to second arriving unit
 - e. Perform crew accountability
 - C. Determine initial mode of operation
 - a. Offensive
 - I. Investigating
 - II. Fire Attack
 - III. Search and rescue
 - b. Transitional
 - I. Defensive knockdown
 - II. Followed by offensive attack
 - III. Search and rescue
-

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Effective Date: 03/10/2004	Revised:
Guideline: 6.00.0	
General Fire ground Guidelines	
Distribution: All Employees	Reviewed: Kevin Shook, Fire Chief 6/20

- c. Defensive
 - 1. Incident size
 - 11. Personnel availability
 - 111. Risk vs benefit
- D. Safety considerations
 - a. Collapse zones
 - b. Available personnel
 - I. Call in off duty help
 - II. Call in MABAS box alarm
 - c. Equipment availability
 - d. Assess search and rescue needs
 - e. Determine fire location and direction of travel
 - f. Protect immediate exposures
 - g. Determine escape routes
 - h. Assign safety officer
 - i. Develop rapid intervention team
 - J. Secondary Egress (ladder to upper floors)
- E. Evaluation during operations phase
 - a. Risk vs benefit for all personnel
 - b. Status of Access and egress routes
 - c. Ventilation needs
 - 1. Horizontal
 - ii. Vertical
 - iii. Positive pressure
 - d. Choice of water appliances and placement
 - e. Placement of back up lines
 - f. Route of attack
 - g. Evaluate fixed systems that need support
 - h. Water flow needs
 - i. Water supply available
 - j. Rehabilitation needs
- F. Post incident
 - a. General welfare of personnel
 - b. Condition of apparatus
 - c. Condition of appliances

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Effective Date: 03/10/2004	Revised:
Guideline: 6.00.0 General Fire ground Guidelines	
Distribution: All Employees	Reviewed: Kevin Shook, Fire Chief 6/20

- d. Restocking and supply of apparatus for next call
- e. Critical stress debriefing needs
- f. Hot wash of incident events. (autopsy without blame)

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Standard Guidelines and Procedures

Effective Date: 12/11/2001	Revised: 05/23/2005
Guideline: 6.01.2	
Accountability System	
Distribution: All Employees	Reviewed: Kevin Shook, Fire Chief 6/20

Purpose: Purpose: To establish a safe and effective personnel tracking system at all emergencies.

Policy: The Kewanee Fire Department shall use a "Passport Accountability System" to account for all members engaged in fire and related emergencies. This system is capable to be expanded for mutual aid situations.

This system shall be used for, but not limited to:

Structure Fires	Mass Casualty
HazMat scenes	Gas Leaks
Mutual Aid	Natural Disasters

It shall be the responsibility of the shift officer to utilize the system on a daily basis and the incident commander to put this system into use for all of the above situations.

This Standard Operating Guideline shall be placed into effect for personal safety on fire grounds and shall be compliant with MABAS and OSHA regulations for Personal Accountability and be put into effect immediately.

Components:

Name Tag: Velcro backed nametags with each fire fighter's name shall be issued to each firefighter. One tag for use on the passport, and one for a backup.

Passport: A 2x4 inch plastic covered with Velcro shall be used to identify teams. Status Board: A board shall be used to determine the status of teams and available teams used in various situations.

Procedure: All personnel shall be issued nametags, which shall be stored on the underside of their helmets attached by Velcro. At the beginning of each shift, each member shall place 1 tag onto the 2x4 inch Passport that shall be located in the vehicle that they are assigned to for the shift. These shall be removed at the end of the shift or when that member leaves the emergency scene. These passports shall be collected by the incident commander at the emergency scene and placed upon the status boards used for determining the accountability and

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Effective Date: 12/11/2001	Revised: 05/23/2005
Guideline: 6.01.2 Accountability System	
Distribution: All Employees	Reviewed: Kevin Shook, Fire Chief 6/20

status of various emergency teams.

Off duty members shall report to incident command and place a nametag upon a passport before entering the emergency scene. Members entering the scene shall be in teams of 2 or more. If a team of 2 is not available, then that member may be assigned to an existing team with notification given to the team leader that another member has been assigned to that team. The system is expandable for mutual aid situations as extra blank tags may be used and incorporated to develop the system as needed for off duty personnel and mutual aid companies. The extra tags and boards shall be kept in the command center vehicle.

The incident commander or his designee, shall give an accountability roll call on a periodic basis or if the event that an unplanned or mayday situation has occurred. Team leaders shall report into the incident commander for assignment of duties and roll call.

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Standard Guidelines and Procedures

Effective Date: 12/11/2001	Revised: 6/08/2020
Guideline: 6.02.02	
Incident Command	
Distribution: All Employees	Reviewed: Kevin Shook, Fire Chief 6/20

Purpose: This Guideline is designed to promote a standard to be followed at all incidents. The basic design is flexible to expand and deflate as needed per disaster scene.

Procedure: It shall be the procedure of this department to follow an incident command structure at all scenes that are responded to by the department. All members are to be familiar with the structure and components of the incident command structure.

Guideline: This standard operating guideline is intended to offer the beginning determination (but limited to) of command steps for all types of related incidents. This is not intended to replace or limit procedures used upon fire ground operations.

Upon arrival to the incident scene the first arriving officer shall begin the setup of an incident command system. As an option, he may wish to defer command to the next arriving unit and immediately begin operations.

- Upon arrival, set up a command center and announce over the airways where the command center is and who is in charge.
- Perform size up of the operation
- Consider opening of emergency operations center if needed and applicable
- Consider security and coordinate with police department
- Determine mode of operation
- Make assignments and determine objectives of incident
- All Fire incidents shall have an IC, Operations Chief, and a Safety Officer.
- Other positions filled will be dictated by scene size, complexity, type, staffing availability, and needs.
- Priorities to keep in mind
 - Life safety
 - Incident stabilization
 - Property conservation
- Assign tactical operations according to set goals
 - Assignments for Fire to consider
 - Fire attack
 - Search and rescue
 - Evacuation
 - Rapid intervention team

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Standard Guidelines and Procedures

Effective Date: 12/11/2001	Revised: 6/08/2020
Guideline: 6.02.02	
Incident Command	
Distribution: All Employees	Reviewed: Kevin Shook, Fire Chief 6/20

- Safety
 - Ventilation
 - Water supply
 - Overhaul and salvage operations
 - Recon
- Assignments for Medical
 - Triage
 - Treatment
 - Transportation
 - Communications
 - Extrication
 - Staging
 - Medical supply
 - Recon
- Assignments for Hazmat
 - Recon
 - Safety
 - Hot, warm, cold zones
 - Entry team
 - Back up team
 - Evacuation
 - Decon
 - Containment
 - Technical assistance
- Assign a liaison or logistics person for obtaining needed resources if needed
 - Identify requirements of operation
 - Identify immediate equipment needs
 - Coordinate resources and requests for resources
 - Maintain communications with Incident commander
- Assign safety person
 - Maintain communications with incident commander
 - Determine best observation post
 - Assess and evaluate equipment placement
 - Verify personnel are using appropriate safety equipment
 - Watch for signs of crew fatigue
 - Immediately stop any unsafe operations and notify Incident Commander if operations were stopped

Kewanee Fire Department

Standard Guidelines and Procedures

Effective Date: 12/11/2001	Revised: 6/08/2020
Guideline: 6.02.02	
Incident Command	
Distribution: All Employees	Reviewed: Kevin Shook, Fire Chief 6/20

- o Check for dangers with potential utilities
 - o Determine needs for specialty teams
- Determine resources needed
- Continually evaluate plan and modify if needed
- Expand and contract duty assignments as situation dictates
- Assign public information officer and prepare newsrelease
 - o Communicate with Incident commander and become knowledgeable of situation
 - o Continually gather information and prepare news releases
 - o Develop a press conference area
 - o Determine all agencies involved
 - o Station in a visible location
 - o Deal with only your departments actions and involvement
- Assign staging officer if needed
 - o Obtain briefing from incident commander
 - o Determine best organizational layout for staging area
 - o Obtain any needed support from logistics
 - o Maintain check in and check out list
 - o Immediately report availability of all resources to appropriate staff
 - o Log all equipment checked out of staging area
- Assign rehab officer if needed
 - o Establish a rehab area and consider
 - Sufficient room for dropping off of personnel
 - Shelter against weather
 - Availability of water and misters
 - Availability of food for long operations
 - Lighting for night operations
 - Medical assistance if needed
 - Watch for exhaustion
 - Watch for heat illness
 - Watch for mental stress
 - Watch for other problems that might arise
 - Toilet facilities
- Begin a debriefing operations as soon as practical
 - o Fill out any required and necessary paperwork and file in appropriate locations

Kewanee Fire Department

Standard Guidelines and Procedures

Effective Date: 12/11/2001	Revised: 6/08/2020
Guideline: 6.02.02	
Incident Command	
Distribution: All Employees	Reviewed: Kevin Shook, Fire Chief 6/20

- Consider stress debriefing session as soon as possible
- Typical first responding company set up for IC
 1. Captain will begin as IC and then shift to Operations when a higher ranking or trained official arrives to assume command.
 2. Engineer will begin as safety officer and communications officer. These duties may change as staffing becomes available or incident complexity changes.
 3. Local Dispatch or a city official can act as a liaison officer making resource requests for IC.
 4. All other members of first responding company will fill in as directed.

Kewanee Fire Department

Standard Guidelines and Procedures

Effective Date: 03/11/2004	Revised: 06/11/2020
Guideline: 6.03.03 General Structure Fire Guidelines	
Distribution: All Employees	Reviewed: Kevin Shook, Fire Chief 6/20

Purpose: The following is designed to provide standard operating guidelines for structure fires. These guidelines are designed for initial steps and may be modified depending upon the given situation. Although all steps are essentially the decision of the officer in charge, some decisions may be assigned to other members of the team

Guidelines:

Policy

- A. Upon receiving the call
 - a. Obtain address
 - b. Obtain incident information
 - c. Obtain injury information if possible
 - d. Confirm address either over telephone or through 911 system
- B. Determine and dispatch appropriate units
 - a. Notify chief
 - b. Notify Rural department or dispatch to page in for ambulance coverage/standby
- C. Determine appropriate route
- D. Perform necessary communications
 - a. Indicate Enroute to Scene
 - b. Ensure Dispatch is toning for Rural Driver replacement and off duty personnel
- E. Initial Response Apparatus for all Structural Alarms:
 - a. Engine One
 - b. Engine Two
 - c. Ladder One
 - d. Engine Four (Rural)
- F. Determine appropriate placement of apparatus
 - a. Consider placement of aerial
- G. Develop incident command
- H. Establish Accountability system
- I. Perform size up
 - a. Consider offensive, defensive, or transitional tactics
 - b. Assure that all members are properly suited up for incident including SCBA
 - i. Don turnout gear
 - ii. Don SCBA
 - c. Establish RIT team
 - d. Determine initial actions and additional resources needed
 - i. Hazmat

Kewanee Fire Department

Standard Guidelines and Procedures

Effective Date: 03/11/2004	Revised: 06/11/2020
Guideline: 6.03.03	
General Structure Fire Guidelines	
Distribution: All Employees	Reviewed: Kevin Shook, Fire Chief 6/20

- ii. Aerial
- iii. Ems
- iv. Rescue
- v. Evacuation
- vi. Personnel
- vii. Mabas box card

J. Perform extinguishment or mitigation

- a. Consider search and rescue
- b. Determine size and number of needed lines
- c. Consider water supply
 - 1. Available tank water
 - i. Available hydrants
 - ii. Tanker operations
- d. Utilities
 - i. Gas shut off
 - ii. Electrical shut off
 - iii. Water shut off
- e. Ventilation needs
 - i. Natural
 - ii. Negative pressure
 - iii. Positive pressure
 - iv. Vertical
 - v. Horizontal
- f. Determine route of entry
 - i. Make sure of egress
 - ii. Upper floor egress (ladder)
 - iii. Make sure that hose lines are charged
- g. Determine ladder operations
- h. Consider exposures

K. Perform salvage and overhaul

L. Secure area for investigation

- a. Notify department investigator
- b. Notify office of State Fire Marshall
- c. Notify police detectives
- d. ~~Notify police arson investigator~~
- e. ~~Notify others as necessary~~

M. Consider housing and assistance for victims

Kewanee Fire Department

Standard Guidelines and Procedures

Effective Date: 03/11/2004	Revised: 06/11/2020
Guideline: 6.03.03 General Structure Fire Guidelines	
Distribution: All Employees	Reviewed: Kevin Shook, Fire Chief 6/20

- a. Notify Red Cross
 - b. Notify Salvation army
 - c. Board up or other
 - d. Consider church and shelter housing (See city emergency plan EOP)
- N. Obtain appropriate fire data
- a. Perform debriefing
 - 1. Determine each member's actions
 - 2. Determine safety concerns
 - 3. Critique team performance
 - 4. Communicate session to investigators and appropriate agencies
 - b. Find out owner information
 - 1. Owner name and contact information
 - 2. Occupant name and contact information
 - 3. Insurance company information
- O. Fill out appropriate paperwork
- a. File fire report into department system within 24 hours

Kewanee Fire Department

Standard Guidelines and Procedures

Effective Date: 03/10/2004	Revised: 03/15/2017
Guideline: 6.04.02	
Vehicle Fires	
Distribution: All Employees	Reviewed: Kevin Shook Fire Chief 6/20

Purpose: The following is designed to provide standard operating guidelines for vehicle fires. These guidelines are designed for initial steps and may be modified depending upon the given situation. Although all steps are essentially the decision of the officer in charge, some decisions may be assigned to other members of the team.

Guidelines:

- A. Upon receiving the call
 - a. Obtain address
 - b. Obtain incident information
 - c. Obtain injury information if possible
 - d. Confirm address either over telephone or through 911 system
- B. Determine and dispatch appropriate units
 - a. Notify chief
 - b. Notify Rural department or dispatch to page in for ambulance coverage/standby
- C. Determine appropriate route
- D. Perform necessary communications
- E. Determine appropriate placement of apparatus
- F. Develop incident command
- G. Establish Accountability system
- H. Perform size up
 - a. Consider offensive, defensive, or transitional tactics
 - b. Assure that all members are properly suited up for incident including SCBA
 - i. Donn turnout gear
 - ii. Donn SCBA
 - c. Determine initial actions and additional resources needed
 - i. Hazmat
 - ii. Ems
 - iii. Rescue
 - iv. Evacuation
 - v. Personnel
 - vi. Mabas box card
- I. Perform extinguishment or mitigation
 - a. Consider search and rescue

Kewanee Fire Department

Standard Guidelines and Procedures

Effective Date: 03/10/2004	Revised: 03/15/2017
Guideline: 6.04.02	
Vehicle Fires	
Distribution: All Employees	Reviewed: Kevin Shook Fire Chief 6/20

- b. Determine size and number of needed lines
- c. Consider water supply
 - i. Available tank water
 - ii. Available hydrants
 - iii. Tanker operations
- J. Secure area for investigation if suspicious in nature
 - a. Notify department investigator
 - b. Notify office of state fire Marshall
 - c. Notify police detectives
 - d. Notify others as necessary
- K. Obtain appropriate fire data
 - a. Perform debriefing
 - 1. Determine each member's actions
 - 11. Determine safety concerns
 - 111. Critique teams performance
 - iv. Communicate session to investigators and appropriate agencies
 - b. Find out owner information
 - c. Find out vehicle data
 - d. Find out insurance data
- L. Fill out appropriate paper work
 - a. File fire report into department system within 24 hours

Kewanee Fire Department

Standard Guidelines and Procedures

Effective Date: 03/10/2004	Revised: 03/15/2017
Guideline: 6.00.02 High Rise/High Risk Structure Incidents	
Distribution: All Employees	Reviewed: Kevin Shook, Fire Chief 6/20

Purpose: This standard operating guideline is intended to offer the beginning determination (but limited to) of command steps for all types of related incidents. This is not intended to replace or limit procedures used upon fire ground operations

Guidelines: Members shall follow an established set of procedures for any incident that is considered as a high-rise or high risk. These guidelines are designed to provoke thought into the decisions made on the scene and not to dictate the procedures.

Procedure:

- A. Determine appropriate route to fire scene
- B. Provide initial sizeup
 - a. Consider rescue
 - b. Consider Hazmat
 - c. Consider mass casualty
 - d. Consider Fire
 - e. Consider water supply
 - f. Consider need for extra personnel
 - i. Off duty firemen
 - ii. Mabas box cards
 - iii. Outside EMS agency
- C. Initiate incident command
- D. Establish Accountability system
- E. Secure the area (Coordinate with the police)
- F. Position apparatus in area free of collapse
- G. Plan for aerial deployment
- H. Determine location and size of fire
- I. Determine egress routes, victim egress, potential victims and casualties
- J. Assist with evacuation if needed
 - a. Consider lifesafety
 - b. Consider incident stabilization
 - c. Consider property conservation
- K. Consider disconnection of
 - a. Power
 - b. Gas

Kewanee Fire Department

Standard Guidelines and Procedures

Effective Date: 03/10/2004	Revised: 03/15/2017
Guideline: 6.00.02 High Rise/High Risk Structure Incidents	
Distribution: All Employees	Reviewed: Kevin Shook, Fire Chief 6/20

- c. Heating/AC
 - d. Ventilation
- L. Stage operation crews at floor below fire and members shall take with them to this location
 - a. Forcible entry tools
 - b. Extra air packs and/or air bottles
 - c. High rise packs
- M. Estimate number of people immediately at risk
- N. Determine resources
- O. Consider vehicles needed for evacuation
 - a. Buses
 - b. Vans
 - c. Walking
 - d. Alternate shelter
- P. Search and rescue
 - a. Make sure all crews know where to direct residents
- Q. Relay needs to logistics and command
- R. Establish a medical team

Kewanee Fire Department

Standard Guidelines and Procedures

Effective Date: 03/11/2004	Revised:
Guideline: 6.06.01 Rapid Intervention Team (RIT)	
Distribution: All Employees	Reviewed: Kevin Shook, Fire Chief 6/20

Purpose: Upon arrival at incident and upon the command of Officer in charge, a rapid intervention team shall be formed also known as RIT. This team is designed for rescue of firefighters and will not take part in suppression or other fire operations. This team is intended for rescue operations only

Guidelines:

- A. Obtain team members that are uncommitted to fire fighting operations
- B. Have team commander report to incident commander for briefing
- C. Team commander shall brief the remaining team members
 - a. Point out known safety hazards
 - b. Team shall be fully suited up for immediate entry
 - c. Team shall have rescue tools immediately available
 - d. Team shall have charged hose line that is from a second and separate source
- D. Team shall begin planning for potential problems
- E. Team shall observe fire locations and possible travel route
- F. Team shall be assigned a separate rescue channel for radio communications

Kewanee Fire Department

Standard Guidelines and Procedures

Effective Date: 03/10/2004	Last Revised: 06/10/2020
Guideline: 6.07.03 SCBA and Respiratory Mask Usage	
Distribution: All Employees	Reviewed: Kevin Shook, Fire Chief 6/20

Purpose: This policy is intended to provide the basic guidelines and operational procedures for respirator and SCBA usage. This policy is intended to coincide with CFR 29 1910.120 regulations and also those set forth with the department of labor in the state of Illinois.

Policy: Members shall be able to perform all functions while wearing a respirator and/or SCBA. This policy shall include but not be limiting to the operations of the masks, donning and doffing procedures, fit testing of the masks, and clean up of masks. All members are to be able to perform necessary maintenance and mask operations without fault. All members shall be annually trained in the use and limitations of all respirators and SCBA's in use within the Department.

Procedure:

A. Types of masks

a. SCBAS

- i. Known in this policy as Interspiro SCBA Mask
- ii. Known in this policy as Scott 2.2 masks
- iii. Known in this policy as MSA (Hazmat)

b. Respirator

- i. ~~Known in this policy as MSA millennium mask-~~ Out of service by MABAS.
- ii. Known in this policy as Hepa respirator.

c. Disposable Masks

- i. Known in this policy as N95 mask.

B. Mask usage

a. IDPH atmosphere – Usage is mandatory.

- i. Anytime oxygen level is 16 percent or lower
- ii. Usually associated with fire ground situation
- iii. Usually associated with Hazmat situation
- iv. Always associated with positive pressure type of mask

b. Non- IDPH atmosphere – Decision of use will be based on science recommendations and monitoring.

- i. Associated to those events that has adequate oxygen levels (above 16 percent)
- ii. Usually associated to events that are longer term
- iii. May involve events that are related to:

Kewanee Fire Department

Standard Guidelines and Procedures

Effective Date: 03/10/2004	Last Revised: 06/10/2020
Guideline: 6.07.03 SCBA and Respiratory Mask Usage	
Distribution: All Employees	Reviewed: Kevin Shook, Fire Chief 6/20

1. Chemical
2. Biological
3. Radioactive
4. Etiological
- iv. May or may not be associated with disposable masks
- c. Medical usage
 - i. Always associated to events when oxygen level is at least 16 percent
 - ii. May be associated to events such as bacterial or viral
 - iii. May be associated to events that require quarantine
 - iv. May be associated with disposable masks
- C. Mask fit testing
 - a. Medical testing
 - i. Test is questionnaire that is to be filled out by mask wearer
 1. Medical questionnaire is to be administered confidentially to the wearer
 2. Members who refuse to be medically evaluated cannot be assigned to work in areas where a respirator or SCBA is required
 - ii. Further testing may be required by physician depending upon answers of written questionnaire
 - iii. Yearly testing.
 - b. Fit testing
 - i. Yearly test
 1. Exception may be if a significant facial change has occurred such as extreme weight loss or gain
 2. Exception may for a significant facial trauma
 - ii. Testing to be performed by air quality testing machine
 - iii. Testing is to be qualitative or quantitative testing
 - iv. All records are to become part of department personnel file
 - v. Quantitative test is 8 separate tests. All require passing scores.
 1. Breathing test for 1 minute
 2. Deep breathing test for 1 minute
 3. Turning head from side to side for 1 minute
 4. Turning head up and down for 1 minute
 5. Talking for 1 minute
 6. Grimacing for 30 seconds

Kewanee Fire Department

Standard Guidelines and Procedures

Effective Date: 03/10/2004	Last Revised: 06/10/2020
Guideline: 6.07.03 SCBA and Respiratory Mask Usage	
Distribution: All Employees	Reviewed: Kevin Shook, Fire Chief 6/20

7. Bending and touching toes for 1 minute
8. Normal breathing for 1 minute
9. Must have overall score of 500 to pass test

vi. All testing is to be compliant with OSHA 29 CFR 1910.120

A. Respirator usage

- a. Respirators are CBRNE compliant
- b. Respirators must be fit tested
- c. May be used in environments that are considered non-IDPH
- d. Respirators are considered for long-term use
- e. Respirators must be used according to manufacturers recommendation
- f. Respirators must be used with appropriate filter canister for situation
- g. N-95 masks may be worn in certain medical situations
 - i. Must be fit tested
 - ii. May be worn in following situations but not limited to:
 1. Avian flu
 2. Coughing and sputum production
 3. Tuberculosis
 4. General flu like symptoms of the patients
 5. Corona type virus patients (Covid 19)
 6. Any other situation when determined to be warranted by the care giver

D. SCBA usage

- a. Used in Immediately dangerous hazard areas
 - i. Used in air deficient areas such as fire scenes et.al
 1. **SCBA will be required** until determination by incident commander is given that hazardous fumes are not being given off.
 2. May or may not be required during overhaul operations
 - ii. Used in chemical hot zones
 - iii. May be used in chemical decon lines (depending upon science recommendations)
 - iv. Used in confined space areas
- b. Mask must be fit tested
- c. Masks may be CBRNE compliant
- d. Usually designated for short time usage (1 or 2 tanks at a time)
- e. Must be used in accordance to manufacturers recommendations
- f. Must keep accurate records on flow testing and cylinder hydro testing

Kewanee Fire Department

Standard Guidelines and Procedures

Effective Date: 03/10/2004	Last Revised: 06/10/2020
Guideline: 6.07.03 SCBA and Respiratory Mask Usage	
Distribution: All Employees	Reviewed: Kevin Shook, Fire Chief 6/20

E. Donning procedures

- a. Place facemask over face and hold with one hand
- b. With free hand place head netting or straps over head
- c. Pull bottom straps towards back of head until tight but not over tight
- d. Pull middle straps towards back of head until tight but not over tight
- e. Pull top strap back to snugly fit over head
- f. Place hand over exhalation valve
- g. Breathe in to perform a negative pressure test
- h. Adjust straps and mask if air leakage occurs and retry negative pressure test
- i. Make sure appropriate filter is attached into mask
- j. Wear until ordered to remove. Mask should fit snug but be comfortable

F. Doffing procedures

- a. Exit to safe location for doffing process
- b. Pull bottom straps forward to loosen
- c. Pull middle straps forwards to loosen
- d. Place hand over mask to keep from falling
- e. With free hand, pull head straps or net over top of head
- f. Remove filters
- g. Clean mask according to manufacturer recommendation
- h. Perform initial checks to make sure mask is ready for next use

Kewanee Fire Department

Standard Guidelines and Procedures

Effective Date: 09/06/2016	Revised:
Guideline: 6.08.01 Training Facility Guidelines	
Distribution: All Employees	Reviewed: Kevin Shook, Fire Chief 6/20

Purpose: This guideline is intended to allow members of Kewanee Fire Department, as well as members of surrounding departments to train as safely and proficiently as possible. This is not intended to replace or limit other procedures within our current SOP's and SOG's under firefighting operations.

Guidelines: All members shall abide by these guidelines and procedures set forth by the training facility committee and training officer.

Procedure:

- A. Any time that training is taking place all locks will be removed from all containers so that all doors may be opened immediately if the need arises.
- B. A safety walk through will be completed prior to any training taking place inside and out of the facility with container doors open so as to allow adequate lighting.
- C. Radio contact will be used on a fire ground channel determined at the beginning of the training exercise as not to interfere with other radio traffic.
 - a. Mayday procedure will be concurrent with the standing Mayday procedure in our SOG's and SOP's and will be explained prior to the training exercise.
 - b. A training Mayday will be called out as such when one is to be performed.
- D. When a live burn is taking place no member is allowed to enter alone without at least one partner and have personnel outside prepared to make entry should the need arise.
 - a. When a live burn is underway before a team may enter the facility a minimum of one personnel shall be staged directly outside the "burn door" as a safety with means of extinguishing the fire, if the need arises should any unforeseen incidents occur.
 - b. Any member to enter the facility when smoke or other inhalation hazards are likely to be present in the air is required to wear an SCBA.
- E. To avoid compromising the structural integrity of the containers due to excessive heat being generated a 3 pallet maximum in addition too a maximum of a half bale of straw will be used during any single fire.
 - a. To allow fires to build to a desirable training level but not be allowed to become so involved as to create unsafe conditions within the container, fires

Kewanee Fire Department

Standard Guidelines and Procedures

Effective Date: 09/06/2016	Revised:
Guideline: 6.08.01 Training Facility Guidelines	
Distribution: All Employees	Reviewed: Kevin Shook, Fire Chief 6/20

shall not be allowed to burn unattended longer than 8 minutes. The preferred time limit is 5 minutes of active burning prior to trainees arriving to the fire for it's extinguishment.

- F. During all training performed at the training facility there shall be a delegated safety officer who has total authority and may stop all activities as he/ she sees fit to uphold the safety of all on site.
 - a. Safety officer will have the right to ask any personnel to leave if it is deemed they are a safety concern to themselves or others.
 - b. Safety officer will be in charge of accountability of all members entering or exiting the facility. This will be done by way of the department who is using the facility's method.
- G. During all activities conducted at the training site all current SOP's and SOG's of Kewanee Fire Dept. or the department conducting the training shall be followed and taken under consideration.
- H. When members of other departments schedule a training exercise a minimum of one Kewanee Fire Department member will be present to supervise.
 - a. Members of other departments will be required to sign a waiver stating they understand the risks involved with training for firefighting operations including bodily injury or death.
- I. At the end of each training exercise ALL members shall help with loading hose, clean up both at the training facility site as well as at the station, and that all tools are cleaned and put back on the apparatus in preparation of the next call.
 - a. All apparatus used will be refueled and filled with water, and cleaned.

Kewanee Fire Department

Standard Guidelines and Procedures

Effective Date: 02/5/2020	Revised:
Guideline: 6.10.01	
Exposure and Injury	
Distribution: All Employees	Reviewed: Kevin Shook, Fire Chief 2/20

Purpose: While not all injuries and exposures can be completely prevented, it is the duty of all staff to operate in a safe manner as possible to avoid such occurrences. This Policy is designed to emphasize the need for proper safety practices and to outline the procedures in place in case of an accident or exposure.

Policy: All employees shall utilize the appropriate safety equipment provided to them by the department while performing tasks. No employee should perform duties they are not trained or qualified to do. In the case of an accident, injury or exposure the incident will be documented and an incident report completed. It shall be mandatory that these reports be completed within 24 hours the incident under the following situations.

- Any injury to a person.
- Any exposure to chemical or environmental hazard
- Any exposure to bodily fluids

A. Injuries

- a. All injuries are to be reported immediately to a supervisor.
- b. The supervisor will evaluate the injury and notify the City's Workman's Comp processing number (**Currently Medcore 1800-775-5866**)
- c. If medical attention is required, the supervisor will initiate the treatment process by notifying medical personnel.
- d. If transport to a hospital is recommended the patient will be transported to the nearest emergency department for eval and treatment. The supervisor will immediately notify the Fire Chief.
- e. An incident report shall be completed as soon as possible following initiating treatment for the employee.
- f. All injuries requiring transport or resulting in a loss of work days will require a drug and alcohol screening as per contract.
- g. Any employee missing two consecutive scheduled work days due to injury will require a fit for duty with no limitations letter from a physician allowing the employee to return to work.

B. Exposure to Chemical or environmental hazard

- a. All exposure will be reported to a supervisor.
- b. If the exposure is due to a chemical any contaminated clothing should be removed and the patient decontaminated according to SDS sheets or Hazmat protocols.

Kewanee Fire Department

Standard Guidelines and Procedures

Effective Date: 02/5/2020	Revised:
Guideline: 11.04.01	
Exposure and Injury	
Distribution: All Employees	Approval: Kevin Shook, Fire Chief 2/20

- c. The supervisor will evaluate the exposure and notify the City's Workman's Comp processing number (**Currently Medcore 1800-775-5866**) to start a case file.
 - d. If the nature of the exposure dictates medical treatment the supervisor will initiate the treatment process by notifying medical personnel.
 - e. If transport to a hospital is recommended the patient will be transported to the nearest emergency department for eval and treatment. The supervisor will immediately notify the Fire Chief.
 - f. An incident report shall be completed as soon as possible following initiating treatment for the employee.
 - g. Any employee missing two consecutive scheduled work days due to injury will require a fit for duty with no limitations letter from a physician allowing the employee to return to work.
- C. Exposure to bodily Fluids
- a. All exposure to a bodily fluid are to be reported immediately to a supervisor.
 - b. The supervisor will evaluate the exposure and notify the City's Workman's Comp processing number (**Currently Medcore 1800-775-5866**)
 - c. If medical attention is recommended, the supervisor will initiate the treatment process by notifying medical personnel.
 - d. If medical treatment is recommended a baseline blood sample and testing will be completed. The supervisor will immediately notify the Fire Chief.
 - e. An incident report shall be completed as soon as possible following initiating treatment for the employee.
 - f. An incident report will be forwarded to the EMS medical control officer at Cottage Hospital (currently **Doug Sampson 309-368-2922**)
 - g. A follow up blood testing will be done following 6 months. The department will follow recommended procedures outlined by our local health department and our EMS system coordinator for further testing and/or medications.

Kewanee Fire Department

Standard Guidelines and Procedures

Effective Date: 03/03/2020	
Guideline: 6.11.01	
Fire Ground Aerial Operations	
Distribution: All Employees	Approval: Kevin Shook, Fire Chief 6/20

Purpose:

The following is designed to provide standard operating guidelines for operating an aerial on the fire ground. These guidelines are designed for initial steps and may be modified upon the given situation. Although all steps are essentially the decision of the officer in charge, some decisions may be assigned to other members of the team.

Guidelines

:

Policy

- A. Refer to general structure fire guidelines (6.03.02) prior to proceeding with aerial operations.
- B. Safety Considerations
 - a. Use a minimum of three personnel if ladder is extended with personnel in the bucket.
 - b. Use a minimum of two personnel if bucket has no personnel.
 - c. Ensure there are no overhead hazards while raising bucket.
 - d. Ensure weather conditions will not present a hazard while raising personnel in the bucket. (i.e. high winds, lightening, slippery conditions)
 - e. Park on flat surfaces whenever possible.
 - f. Park aerial in a position in which there will be room to extend outriggers all the way out when possible.
 - g. While working from the aerial ensure to wear safety harness, have personnel at platform control panel and maintain radio communications throughout operations.
 - h. Use rung alignment indicator to ensure aerial is safe to begin climbing.
- C. Operations
 - a. ~~Ensure parking brake is set.~~
 - b. Turn on PTO switches in cab of aerial.
 - c. Chock front wheels.

Kewanee Fire Department

Standard Guidelines and Procedures

Effective Date: 03/03/2020	
Guideline: 17.00.00	
Fire Ground Aerial Operations	
Distribution: All Employees	Approval: Kevin Shook, Fire Chief

- d. Turn on outrigger controls.
- e. Extend outriggers placing outrigger plates under the outriggers with handles facing in, to avoid a potential tripping hazard. Extend outriggers past pin holes, ensuring the aerial is level by checking the level indicator at the rear of the truck.
- f. Place outrigger pins through pin holes.
- g. Turn off outrigger controls.
- h. Turn on air bottle prior to extending ladder .
- i. Never retract ladder when the ladder stand pipe is charged with water.

Kewanee Fire Department

Standard Guidelines and Procedures

Effective Date: 11/08/2000	Revised: 06/11/2020
Guideline: 7.00.02 Use of Department Vehicle	
Distribution: All Employees	Reviewed: Kevin Shook, Fire Chief 6/20

Purpose: It is fully recommended that Firefighters attend school and other educational meetings that go beyond their requirements of Firefighter II qualifications. In an effort to help promote the attendance of further (non-mandatory) schooling, a car shall be provided by the City whenever possible. The vehicle shall be returned to the department upon returning to the city after class. During the period of time when a car is unavailable for the purpose of class, then the procedures set forth by the City Of Kewanee Administrative handbook shall take precedence.

Policy: It shall be the policy of this department to obtain the use of a department vehicle for all schooling purposes. All attempts will be made to obtain a department vehicle or City of Kewanee vehicle to transport members to departmental events.

Procedure:

- A. Upon receipt of class roster and acceptance to the class the members shall request use of department car for transportation.
- B. In the event that department car is unavailable, then a request will be made for another safe and suitable city car.
- C. In the event that a car is unavailable, then a member may drive their own vehicle and shall be reimbursed mileage for use of personal car.
- D. The car is to be used for official use only and not for personal affairs.
- E. For an employee to drive any city vehicle a valid driver license must be on file.
- F. Any time a staff member uses a personal vehicle for department business or training proof of insurance on the vehicle and a copy of a valid driver license will accompany any claim for mileage reimbursement.

Kewanee Fire Department

Standard Guidelines and Procedures

Effective Date: 12/01/1999	Revised: 06/11/2020
Guideline: 7.01.03	
Driving Practices	
Distribution: All Employees	Reviewed: Kevin Shook, Fire Chief 6/20

Purpose: This policy is design to promote safe driving habits to and from the emergency scene. An emergency member is not of any good to an emergency scene if he or she does not make it to the intended destination. Members of this department shall strive to drive safely and consciously to all destinations.

Policy: All members shall obey given rules of the road and department guidelines while driving to and from emergency scenes.

Guideline:

- A. Lights and sirens may be used on the way to an emergency scene.
- B. Members shall abide by the Illinois Traffic laws while going to and from an emergency scene.
- C. A driver may enter an intersection with the red light only with emergency lights and siren activated and after slowing down and checking that the intersection is clear. He may then proceed with caution through that intersection.
- D. Members shall park the ambulance and fire truck so that safety is enhanced at the emergency scene and if possible will not affect the flow of traffic. Care should be given for future entry of emergency vehicles and plan for their entrance as well.
- E. Vehicles shall not be placed in reverse unless:
 - a. A second member is in position behind the vehicle for spotting of the vehicle (exception: when a second person is not available to use as spotter)
 - b. The backup camera is in operation (when applicable)
 - c. Emergency lights are activated while in reverse.
 - d. When applicable use the vehicle signal horn prior to backing.
 - e. The driver is sure that all obstacles and persons are clear of the vehicle before proceeding in reverse
- F. At any time the driver loses sight with his/her spotter the driver will come to a complete stop until which time the spotter is located and becomes visible.

Kewanee Fire Department

Standard Guidelines and Procedures

Effective Date: 10/15/1997	Revised: 02/16/2017
Guideline: 7.02.03 Equipment Maintenance	
Distribution: All Employees	Reviewed: Kevin Shook, Fire Chief 6/20

Purpose: To develop a standard set of guidelines for equipment operations and storage.

Guidelines: All equipment shall be tested and checked in accordance to manufacturer's guidelines and kept in such condition that it is ready to use immediately.

Procedure:

A. All equipment shall be maintained on a periodic and regular equipment check.

a. Vehicles

1. All oil and fluids shall be checked on a daily basis.
2. Tire pressure shall be checked on a weekly basis according to the daily chores check list.
3. Tire pressure shall be maintained according to the manufacturers recommendation found inside the door tag
4. Engines shall be ran for 20 minutes according to the daily chore list
5. All vehicles will be maintained with a minimum of $\frac{1}{2}$ a tank of fuel during non-winter. $\frac{3}{4}$ + full during winter months.
6. All vehicles that leave the station on a call, errands, or other department business will be cleaned if returned to the station prior to 8p.m. (2000 o'clock)
7. If a vehicle is not cleaned prior to shift change (out during the night) it will be cleaned by the oncoming shift.

b. Mobile Radios shall be tested at the beginning and end of each week

c. All air packs shall be inspected on Tuesday or according to the daily chore list. Each air pack shall be inspected after each use.

d. Each vehicle shall be connected to the shore-line during evening and nighttime hours.

e. Fuel stored in fuel cans shall be emptied and filled with fresh fuel on a quarterly basis.

f. All air brakes shall be drained on Thursday according to daily work lists

g. All drain valves, discharge levers shall be exercised weekly.

h. All appropriate brass and chrome shall be polished weekly according to the daily chore list.

Kewanee Fire Department

Standard Guidelines and Procedures

Effective Date: 10/15/1997	Revised: 02/16/2017
Guideline: 7.02.03	
Equipment Maintenance	
Distribution: All Employees	Reviewed: Kevin Shook, Fire Chief 6/20

- i. Automatic tire chains.
 1. Visually checked during daily chores
 2. shall be deployed as needed
 3. engage while vehicle is moving
 4. disengage while vehicle is moving
 5. be used with a **maximum speed of 25 mph.**
- B. Power tools
 1. Fuel levels shall be inspected after each use and on every Monday.
 2. All equipment shall be stored in such manner that it does not tip over nor that has been put away dirty.
 3. All equipment shall be adjusted properly for the next use before being stored.
 4. All equipment shall be exercised and operated weekly or as described by weekly chores and duties
- C. Electrical cords
 1. Shall be inspected after each use
 2. Shall be removed from the apparatus, cleaned and thoroughly inspected on a quarterly basis.
- D. Ladders
 1. Shall be removed on Saturday according to daily work chores and cleaned, inspected and if necessary lubricated.
 2. The ladder bed shall be dusted at this time.
- E. Portable radios
 1. Shall be tested at the beginning and end of each week.
 2. Shall be discharged in a systematic order during the first week of each month to reduce a battery memory life.
- F. SCBA
 1. Shall be logged into daily by person assigned to the pack for the shift.
 2. Person assigned to SCBA will check his/her air pressure daily.
 3. Shall be inspected weekly and after each use
 - a. Each tank pressure shall be recorded and entered as a permanent part of the tanks inspection record
 4. Masks shall be the responsibility of the fireman and will be permanently assigned as such.
 - a. Shall be fit tested on a yearly basis

Kewanee Fire Department

Standard Guidelines and Procedures

Effective Date: 10/15/1997	Revised: 02/16/2017
Guideline: 7.02.03	
Equipment Maintenance	
Distribution: All Employees	Reviewed: Kevin Shook, Fire Chief 6/20

- b. Shall be cleaned with soap and water or according to manufacturers recommendations
 - 5. Shall be taken out of service immediately for any of the following reasons
 - 1. equipment failure or malfunction
 - 2. fire fighter death (needed for investigation)
- G. SCBA refill station
 - 1. Shall be checked prior to each usage
 - 2. Operator shall check oil
 - 3. Operator shall check waste fluid and drain
 - 4. Operator shall check that all gauges, valves and doors are in operating order so that operation can commence.
- j. Detection monitors
 - 1. Gas monitoring
 - b. shall be calibrated monthly
 - c. shall be fresh air calibrated prior to use
 - d. shall be sent into factory for inspection each fall
 - 2. Defibrillators (LifePak 15s)
 - a. Shall be tested daily
 - b. Shall be inspected after each use
 - c. Shall replace battery at users discretion after checking charge level of first battery.
 - 3. Glucometer
 - a. Tested on a weekly basis with results recorded
 - I. High + low solutions to be tested and recorded on a weekly basis.
 - II. Instrument is to be recalibrated with calibration stick on weekly basis when applicable
 - III. Calibration and testing is accomplished according to manufacturers recommendation of glucometer
 - IV. All recording and testing is to be recorded on maintenance log for individual apparatus and kept in EMS maintenance file in department.
 - b. All inspected after each use
 - ~~I. Inspect for unusual wear or operational defaults~~
 - II. Inspect for possible bloodborne pathogens and refer to

Kewanee Fire Department

Standard Guidelines and Procedures

Effective Date: 10/15/1997	Revised: 02/16/2017
Guideline: 7.02.03	
Equipment Maintenance	
Distribution: All Employees	Reviewed: Kevin Shook, Fire Chief 6/20

equipment cleaning policy for clean up

H. Testing of equipment

1. Pumps and ladders shall be tested on a yearly basis
 - a. Pumps to be certified by ISO recommended company on yearly basis with accurate results being kept by department
 - b. Pumps usually to be tested in early summer time period
 - c. Inspection and repair of pumps to occur at time of testing
2. Hose shall be tested on a yearly basis
 - a. 1 ½ inch and 2 ½ inch hose is to be tested according to NFPA standards and tested to 250 psi for 3 minutes
 - b. 4 and 5 inch hose is to be tested to 150 psi for 5 minutes according to NFPA standards
3. Radios shall be tested twice weekly
 - a. Tested on Monday and Friday of each week
 - b. Testing is to include portables,
 - c. Testing is to include mobile radios,
 - d. Testing is to include base unit at station 2
 - e. Testing is to include police department base
 - f. Testing is to include all fire and EMS pagers
4. Gas Monitoring equipment shall be recalibrated monthly
 - a. Calibration gas recommended by company
 - b. Use instructions for calibration as recommended by company

I. Monitoring equipment for EMS shall be tested and inspected prior to shift.

Kewanee Fire Department

Standard Guidelines and Procedures

Effective Date: 10/15/1997	Revised: 03/15/2017
Guideline: 8.01.01	
Hose Maintenance	
Distribution: All Employees	Reviewed: Kevin Shook, Fire Chief 6/20

Purpose: Hose is an important part of the fire service and fire ground. The safety and lives of the firemen depend upon the proper use and care of this water transport unit. Proper care and maintenance shall be performed for the longevity and safe operations of this equipment.

Policy: It shall be the policy of this department to annually test and certify proper condition of all hose in this department. Proper procedures need to be followed in the operations and maintenance of all hose equipment.

Procedure:

- a. Hose
 1. Shall be inspected after each use
 11. Shall be washed after each use
 1. Hose to be washed with citrus cleaner
 2. Hose to be washed with soap and water in absence of citrus cleaner
 3. Hose shall be dried after washing either by air dry or hose drier
 111. Shall be pressure tested on a yearly basis
 1. 1 ¾" and 2 1/2 "shall be tested to 250 psi for 3 minutes
 2. 4 and 5 inch shall be tested to 150 psi for 5 minutes
 - 1V. Shall be rolled and stored in proper locations
 1. store on truck bed
 2. store on hoserack
- b. Operation of hose
 1. Care shall be given when operating hose.
 1. try to keep hose off of sharp objects to reduce punctures
 2. Do not drag hose more than necessary
 3. Do not allow anyone to drive over hose
 4. Extend the hose out completely before charging with water
 5. Bleed off air pockets before entering structure and flowing water.
 6. Avoid allowing the hose to rest on hot embers to prevent burns in the hose jacket.

Kewanee Fire Department

Standard Guidelines and Procedures

Effective Date: 04/29/1993	Revised: 06/11/2020
Guideline: 8.02.03	
Hydrant Flushing/<u>Testing</u>	
Distribution: All Employees	Reviewed: Kevin Shook, Fire Chief 6/20

Purpose: Fire hydrants or plugs are essential to the water supply of the fire service. Its operation is dependent upon proper operation. Flushing is one form of hydrant maintenance that can be accomplished by any member of the department. Flushing not only lubricates the stem and seal, but it also gives chance to rid the water line of deposits, and sediment

Guidelines: Members shall open, inspect, and flush all hydrants annually. Care shall be taken when opening and closing any hydrant so that further emergency maintenance is not needed by the public works department.

Procedure:

- A. Hydrants shall be flushed annually
 - a. Shall include a visual check
 - b. Check for cracks, leaks, broken parts or missing parts
 - c. Determine if it should be out of service
 - d. Place a gate valve on outlet
 - e. Place a tarp or mat on the ground to absorb the water flow pressure
 - f. Open gate valve
 - g. Open hydrant stem approximately $\frac{1}{4}$ to $\frac{1}{2}$ **open slowly**
 - h. Flow water until it becomes clear
 - i. Shut gate valve and open hydrant completely open 1x. **Close hydrant slowly**
 - j. Remove pressure and remove gate valve
 - k. Clean and lubricate caps
 - l. Shall include opening the hydrant as to not cause unnecessary turbulence
 - m. Shall have all caps and moving items lubricated. ~~after flow, inspection, or testing~~
- inspection
- B. Hydrants shall be flow tested.
 - a. At ~~minimum~~ ~~least~~ on a 5 year cycle ~~minimum~~
 - b. Shall be tested after a major water development project
 - c. Shall be tested for ISO inspection
 - d. Shall be color coded after flow tests are performed
- C. Flow test
 - a. Shall obtain a static water pressure
 - b. Shall obtain a residual pressure

Kewanee Fire Department

Standard Guidelines and Procedures

Effective Date: 04/29/1993	Revised: 06/11/2020
Guideline: 8.02.03	
Hydrant Flushing/<u>Testing</u>	
Distribution: All Employees	Reviewed: Kevin Shook, Fire Chief 6/20

- i. Obtained after a clean flow of water is obtained
 - ii. Obtained after a second hydrant further down the line is opened
 - c. Shall obtain a flow reading
- D. Color coding used for initial identification of water flow from hydrants
- 1. Red - 500 gpm flow or less
 - 11. Orange - 501-999 gpm flow
 - 111. Green - 1000-1499 gpm flow
 - 1v. Blue - 1500- or more flow

Kewanee Fire Department

Standard Guidelines and Procedures

Effective Date: 11/30/2000	Revised: 06/11/2020
Guideline: 8.03.03 Maintenance of Turnout Gear	
Distribution: All Employees	Reviewed: Kevin Shook, Fire Chief 6/20

Purpose: In order to comply with NFPA 1851 referring to the cleaning records of turnout gear the following Guidelines shall become effective immediately. To provide structural firefighting protective ensembles and ensemble elements that are suitable and appropriately maintained, in a safe, useable condition and to remove elements that may cause or contribute to the user injury, or illness.

Policy: Members of this department shall comply with the NFPA 1581 fire code concerning the cleaning of turn out gear. Washing shall be performed in accordance with the manufacturer's recommendations and dried to the same. This policy shall go into effect immediately.

Guideline:

A. Visual inspection

- a. Immediately following every fire situation or situation where the employee may have been exposed to chemicals all turnout gear shall be visually inspected for contamination
- b. It shall be determined by the firefighter whether the turnout gear needs to be washed ~~either by station machine or by commercial cleaners.~~
- c. Any repair that is required will be done with nomex thread.
- d. All members shall record the condition and actions taken for his personal turnout gear including but not limited to coat, bunkers, nomex hood and gloves. This recording shall include signing and dating the form provided.
 - i. The resulting form shall become part of the department permanent files for tracking usage and cleaning of equipment.

B. Washing of turn out gear

- a. In the event that cleaning is performed, a non-corrosive cleaning agent shall be provided
- b. Soap and water may be used for normal washing of turn out gear
- c. Gear shall be cleaned as soon as possible after incident.

C. Drying of turn out gear

- a. The turnout gear shall be dried immediately following either by air dry or by heat in the hose drier.
- b. The drier shall be preprogrammed between hose and gear
 1. Timer can change length of time

Kewanee Fire Department

Standard Guidelines and Procedures

Effective Date: 11/30/2000	Revised: 06/11/2020
Guideline: 8.03.03	
Maintenance of Turnout Gear	
Distribution: All Employees	Reviewed: Kevin Shook, Fire Chief 6/20

11. Temperature cannot be changed as it is preprogrammed

Kewanee Fire Department

Standard Guidelines and Procedures

Effective Date: 03/10/2004	Revised:
Guideline: 10.00.01	
Line of Duty Death	
Distribution: All Employees	Reviewed: Kevin Shook, Fire Chief 6/20

Purpose: Congress has passed the Hometown Heroes Survivors Benefits Act of 2003. The Act amends the Omnibus Crime Control and Safe Streets Act of 1968, Section 1201(K) And the Public Safety Officer's Benefits (PSOB) act of 1976. The amendment provides financial benefits if a public safety officer dies or develops some cancers and other ailments as a direct or proximate result of a heart attack or stroke in a specified duty situations.

Policy: All members shall comply with the regulations set forth by the State fire marshal's office and federal fire office for the receipt of benefits set forth by this act. This policy shall go into effect immediately.

Guideline:

A. Contacts

- a. Hospital
 - i. Emergency room shall be contacted for patient if applicable
- b. Coroner
 - i. Need to pronounce victim
 - ii. Need to coordinate notification of family with chief and union officer
 - iii. Need to schedule autopsy
 - iv. Need to schedule inquest
 - v. Need to coordinate with fire officials and funeral director
- c. Fire Chief
 - 1. Need to notify family and begin to coordinate arrangements.
 - 11. Need to notify city manager.
 - 111. Need to notify OSHA, NIOSH, State fire Marshal for investigation. Call through IEMA.
 - 1v. Need to coordinate with funeral home and coroner
 - v. Need to coordinate with union organization concerning funeral arrangements. Union officers can contact office.
 - v1. Need to call Critical Stress Debriefing Team. For immediate consult
- d. Union
 - i. Need to contact union honor guard and pipers from state association

B. Events to consider

- a. Critical stress Debriefing

Kewanee Fire Department

Standard Guidelines and Procedures

Effective Date: 03/10/2004	Revised:
Guideline: 10.00.01	
Line of Duty Death	
Distribution: All Employees	Reviewed: Kevin Shook, Fire Chief 6/20

- b. Autopsy
- c. Funeral
 - I. Consider location size
 - II. Consider route of motorcade
 - III. Consider apparatus lineup
 - IV. Consider honor guard
- d. Investigation
 - 1. Niosh
 - 11. Osha
 - 111. State fire Marshal Office\
 - 1V. Coroner
 - V. Police
 - VI. Insurance
- e. Station coverage during funeral
 - i. Consider help from neighboring department
 - ii. Consider guide for fire and ambulance response of help
- f. Memorial service
 - 1. Need location
 - 11. Need sound system
 - 111. Need ushers and help with seating
 - 1V. Consider video system
 - V. Consider family and/or department chaplain and chief for memorial comments

Kewanee Fire Department

Standard Guidelines and Procedures

Effective Date: 02/11/1999	Revised: 02/25/2005
Guideline: 11.0..01	
Communication Guideline	
Distribution: All Employees	Reviewed: Kevin Shook, Fire Chief 6/20

Purpose: The need for proper communication is extremely important. This is true whether it be on the fire ground, calling the hospital or meeting with another ambulance on intercept calls. Members shall be familiar with procedures for all of the communication needs for all given situations.

Guidelines: Members shall follow a set of procedures to provide proper communication skills while on the fire and emergency scene. Members shall also know the procedure to perform while trying to contact outside ambulances for intercept situations.

DEFINITIONS

Dispatch- Local frequency(ies) normally used for daily dispatch (base/mobile) of emergency calls.

IFERN - MABAS mutual aid dispatch and response frequency (base/mobile). (154.265 MHz)

IFERN2 -Alternate base/mobile mutual aid dispatch frequency (154.3025 MHz).
(Reserved for future implementation and/or major incident coordination.)

Fireground - Low power tactical frequencies used for on-scene communications between the Incident Commander and units working the incident.

RED	153.830 MHz	GOLD	153.8375 MHz*
WHITE	154.280 MHz	BLACK	154.2725 MHz*
BLUE	154.295 MHz	GRAY	154.2875 MHz*

IREACH- Illinois Radio Emergency Assistance Channel (155.055 MHz). Used for interdisciplinary coordination.

MERCI- VHF ambulance to hospital frequencies. (155.280, 155.340 & 155.400 MHz)

Procedure:

- A. The following guideline may be used by a fire service Incident Commander to develop the communications component of an Incident Action Plan. The narrow-band frequencies listed herein (IFERN2, GOLD, BLACK & GRAY Firegrounds) may create operational difficulties due to interference with adjacent wide-band frequencies. Use of these frequencies may be limited until full migration to narrow-band operation is completed.

Please consider that it is extremely difficult for a single individual to effectively monitor

Kewanee Fire Department

Standard Guidelines and Procedures

Effective Date: 02/11/1999	Revised: 02/25/2005
Guideline: 11.0..01	
Communication Guideline	
Distribution: All Employees	Reviewed: Kevin Shook, Fire Chief 6/20

more than 1 or 2 radio frequencies during an emergency incident. As the communications Plan becomes more complex, the Incident Commander must rely on aides to assist with communications management at the Command Post. Occasionally, a jurisdiction may respond to multiple simultaneous incidents, or neighboring jurisdictions may experience simultaneous emergencies. Use of a single fireground channel for both incidents may be counterproductive and cause unnecessary harmful interference. Incident Commanders at subsequent incidents should consider adjusting their communications plan and assign a different primary fireground channel to avoid operational difficulties.

The recommended frequency use matrix on the following page can be used as a quick reference sheet for the Incident Commander or other communications personnel within the Command Post.

Standard Guidelines and Procedures

	Routine Incidents	Box-2nd Alarms	Major Alarms	Mass Casualty	Fire & MCI	Tech Rescue	Haz-Mat	Water Rescue	Major Disaster
IC to Local Dispatcher	Dispatch	IFERN	IFERN	IFERN	IFERN	IFERN	IFERN	IFERN	IFERN
IC to MABAS Dispatcher		IFERN	IFERN	IFERN	IFERN	IFERN	IFERN	IFERN	IFERN
Staging		IFERN	IFERN	IFERN	IFERN	IFERN	IFERN	IFERN	IFERN
Scene/First Due Companies	RED	RED	RED	RED	RED	RED	RED	RED	RED
Interior/Fire Companies	RED	RED	RED		RED				RED
Operations Officer	RED	RED	RED	RED	RED	RED			RED
Safety Officer	RED	RED	RED	RED	RED	RED	RED	RED	RED
RIT Team(s)	RED	RED	RED		RED				RED
Accountability	RED	RED	RED	RED	RED	RED	RED	RED	RED
Water Supply	RED/BLUE	BLUE	BLUE		BLACK	BLUE	BLUE		BLACK
Aerial Operations	RED/BLUE	BLUE	BLUE		BLACK	BLUE	BLUE		BLACK
Logistics		WHITE	WHITE	WHITE	WHITE	WHITE	WHITE	WHITE	GRAY
Public Information Officer		WHITE	WHITE	WHITE	WHITE	WHITE	WHITE	WHITE	GRAY
Liaison Officer(s)		WHITE	WHITE	WHITE	WHITE	WHITE	WHITE	WHITE	GRAY
Support Functions		WHITE	WHITE	WHITE	WHITE	WHITE	WHITE	WHITE	GRAY
Extrication & Manpower				RED					RED
Triage Sector				BLUE	BLUE				BLUE
Treatment Sector				BLUE	BLUE				BLUE
Transport to Ambulances				IFERN	IFERN				IFERN
Transport to Med Control				MERCI	MERCI				MERCI
Helicopter Landing Zone		IREACH	IREACH	IREACH	IREACH	IREACH	IREACH	IREACH	IREACH
SAT Entry Teams						GOLD			GOLD
Haz-Mat Officer							RED		
Haz-Mat Resource							BLACK		

Kewanee Fire Department

Standard Guidelines and Procedures

Effective Date: 02/11/1999	Revised: 02/25/2005
Guideline: 11.0..01	
Communication Guideline	
Distribution: All Employees	Reviewed: Kevin Shook, Fire Chief 6/20

Haz-Mat Entry/Back-up								BLACK		
Divemaster/Dive Operations									BLUE	
Boat Operations									BLUE	
Base Camp Operations										IFERN2
Fire Operations										RED
SAT Operations										WHITE
EMS Operations										BLUE
Interdisciplinary Coordination		!REACH	!REACH	!REACH	!REACH	!REACH	!REACH	!REACH	!REACH	!REACH

B. General Fire Communications

- Members will stay on dispatch frequency.
- Upon leaving fire house, members will announce that they are enroute to the scene
- Upon arriving at scene, the officer of the arriving vehicle shall radio to dispatch that they have arrived.
- Upon leaving the scene, the officer of the vehicle shall radio to dispatch that they are returning.
- Upon returning to the station, the officer of the vehicle shall radio that the vehicle is back in the quarters

C. Kewanee Fire Ground Procedures

- Members will be paged out on IFERN and normal dispatch channel.
- Once on fire ground all members shall switch portable radios to fireground channel (Red Channel)
 - Upon arrival, Captain shall report progress and situation to incident commander
 - Report is to include type of structure
 - Report is to include size of structure
 - Report is to include situation
 - Report is to include if smoke is showing and to what extent
 - IC will report to 911 center desired status for boxcard and mutual aid.
- Engineer will monitor (scan) both fireground channel and IFERN channel.
- Each operational area (ex. Operations, ems, hazmat entry, etc) will operate on different frequencies.
- Incident commander has control to change channel designations if needed.

Kewanee Fire Department

Standard Guidelines and Procedures

Effective Date: 02/11/1999	Revised: 02/25/2005
Guideline: 11.0..01	
Communication Guideline	
Distribution: All Employees	Reviewed: Kevin Shook, Fire Chief 6/20

D. EMS operations

- a. Ambulance will contact 911 centers through IFERN channel.
- b. Ambulance will contact emergency room through Merci channel
- c. Ambulance crew will contact outlying ambulance for intercept on merci and obtain:
 1. Location of ambulance being intercepted
 11. Expected meeting location
 111. Expected meeting time
 - 1V. Situation
 - V. Route of ambulance coming to be intercepted.
- d. Once intercepted, the ambulance crew will contact emergency room through merci.
- e. Once intercepted all contact and recording of times shall be through the normal dispatch channel.

Kewanee Fire Department

Standard Guidelines and Procedures

Effective Date: 03/17/1995	Revised: 06/08/2020
Guideline: 11.01.03 911 Dispatching of Fire and Ambulance	
Distribution: All Employees	Reviewed: Kevin Shook, Fire Chief 6/20

Purpose: When a call is received, the call is transmitted from a victim, thorough the dispatcher and finally to the appropriate emergency service. In order for a more uniform method of communication between the fire stations and the 911 dispatching center, a standard form of communication procedures shall be developed and followed. These procedures shall be followed in order to promote effective communication of all members evolved.

Policy: All members shall use a set procedure for dispatching and responding to fire and ambulance calls. This policy shall go into effect immediately.

Procedure: When a call is received into the emergency services, the call is transmitted from a victim, thorough the dispatcher and finally to the appropriate emergency service. All members must work together to obtain a favorable result.

The dispatcher shall;

1. Obtain pertinent information
 - a. Callers name
 - b. Callers location
 - c. Callers telephone
 - d. Verify above information
 - e. Emergency situation
 1. Fire Information
 1. Type of fire
 2. Exact location of fire
 3. Is anyone entrapped?
 11. Medical Information
 1. Type of sickness or injury
 2. How many victims
 3. Any type of sign or symptoms
2. Decide which emergency service is to be dispatched.
3. Tone out the appropriate emergency service relaying the information obtained from above
 - a. Tone out ambulance personnel in cases of fire response
 - b. Tone out off duty fire personnel in cases of unavailable ambulance personnel

Kewanee Fire Department

Standard Guidelines and Procedures

Effective Date: 03/17/1995	Revised: 06/08/2020
Guideline: 11.01.03	
911 Dispatching of Fire and Ambulance	
Distribution: All Employees	Reviewed: Kevin Shook, Fire Chief 6/20

- c. Tone out off duty fire personnel when needed.
 - 1. Use pager tones and "I am Responding" program.
 - 2. Use would include during extra alarm fires and under staffed personnel
 - 3. ~~Chief needs to be notified of calling in off duty personnel immediately.~~
 - d. Tone out rural firemen in cases of rural response.
4. Acknowledge and document traveling of emergency vehicle
- The responder shall;
- 1. Respond to the appropriate vehicle
 - a. Fire truck for any type of fire
 - b. Ambulance for any medical situation
 - c. Fire truck and ambulance for accidents
 - d. Announce over the radio that they are enroute or 10-76.
 - e. Announce over the radio that they are on scene or 10-23.
 - f. Radio any pertinent information concerning the situation that may be needed to be given.
 - 2. Personnel needed.
 - a. Fire 2 to all members depending upon available manpower and situation
 - b. Medical 2 members in town
 - c. Medical 3 members if in rural area (rural man will also respond)
 - d. MVA 2 in fire engine and 2 in ambulance
 - 3. Chief notification
- The chief shall be notified immediately for the following situations.
- a. All structure fires
 - b. Anytime a firefighter injury occurs
 - c. Anytime a fire fighter responds to a fatal accident
 - d. Anytime an accident occurs to a department vehicle
 - e. Mutual aid requests
 - f. Other incidents deemed necessary by the Captain in charge

Kewanee Fire Department

Standard Guidelines and Procedures

Effective Date: 05/16/2005	Revised: 06/08/2020
Guideline: 11.02.03	
Documentation	
Distribution: All Employees	Reviewed: Kevin Shook, Fire Chief 6/20

Purpose: When needed for future events, proper documentation is required for historical values and events of various situations. This policy is designed to emphasize the need and times when those events occur. This becomes increasingly important when a particular event may lead into possible litigation or verification for insurance requests. Every moment that passes from the instant of an initial incident, the more difficult it becomes to document what has happened. This is key to providing accurate information and retrieval of said information in the future.

Policy: Documentation of the incident is to occur no less than 24 (twenty-four) hours after the incident or by the end *of the* next shift after the incident has occurred. This policy is to include those reports required by the City of Kewanee for injury, the Illinois Department of Public Health, and Fire reports as well as any deemed necessary by the department itself. Reports shall become mandatory to be completed the **same day** during the following situations:

- Any injury to a person, deprivation of liberty, damage to property or damage to interest in property caused by members of this department, including when they inform us that we did everything right
- Any major injury, trauma, or violent crime requiring hospitalization or leading to death, and a member of this department is onscene.
- Any major structural fire
- Any structural fire with injury
- Any time someone makes the statement "I'll sue!"

ALL OTHER REPORTS WILL FOLLOW THE ABOVE POLICY BELOW

Procedure:

A. City of Kewanee reports

a. Vehicle damage reports

1. Immediately report to supervisor
 1. Supervisor will report to fire chief
 2. Fire chief will report to city manager
11. As soon as possible fill out city property damage report but not more than 24 hours later.
 1. Report date of incident

Kewanee Fire Department

Standard Guidelines and Procedures

Effective Date: 05/16/2005	Revised: 06/08/2020
Guideline: 11.02.03	
Documentation	
Distribution: All Employees	Reviewed: Kevin Shook, Fire Chief 6/20

2. Report situation

B. Department reports

1. Fire Investigation

- a. Acting officer will fill out fire report as soon as possible but not later than 1 shift after the incident
- b. Fire Investigator will be called in as soon as practical
 1. State fire investigation will be called upon if necessary
 - Mandatory if death is involved
 2. Police detective will be called in if necessary
 - Mandatory if death is involved
 3. Investigative report will be placed into file as soon as practical
- c. Report date of incident
- d. Report situation
 1. Be consistent
 2. Be accurate in location and description
 3. Be thorough
 4. Record if hospitalization was required
- e. Report and record witnesses
 1. Include name
 2. Include address
 3. Include contact information
- f. Report and record any evidence
 1. Work in conjunction with police
- g. Use photographs if available
- h. Record any electronic documentation
 1. Telephone calls
 2. Tapes
 3. Computer logs
 4. Email

2. Training (both fire and EMS)

i. Fire

1. Shall include a minimum of 16 hours of training per month and shall include a varied content of training including Hazmat and structural firefighting

Kewanee Fire Department

Standard Guidelines and Procedures

Effective Date: 05/16/2005	Revised: 06/08/2020
Guideline: 11.02.03	
Documentation	
Distribution: All Employees	Reviewed: Kevin Shook, Fire Chief 6/20

- ii. Ambulance certification
 - 1. Shall be an annual event
 - 11. Must be accomplished before ambulance is legal to operate
 - 1. Fee must be paid
 - 2. Ambulance is to be inspected by state
 - 3. Record of completion is to be filed with
 - a. Medical supplier
 - b. Medicare
 - c. Medicaid
 - d. Department
- C. Office of the State Fire Marshal reports
 - a. Fire reports
 - 1. To be filed in department computer within 24 hours following incident and NLT end of next shift.
 - 11. To be sent to state office of fire marshal at beginning of each month
 - 111. Mandatory for all incidents
 - 1v. Shall be made available for insurance company investigation
 - v. Shall be made available for police detectives as needed
 - b. Department rosters
 - 1. Roster is to be filed with OSFM department of personnel standards
 - 11. New roster is to be sent with roster change and change of chief
 - 1. Roster is to include FF name
 - 2. Roster is to include FF address
 - 3. Roster is required for department reimbursement
 - c. MABAS
 - 1. Boxcards
 - 1. Shall be filled out by department and turned into organization
 - a. Use for deployment of resources
 - b. Copy given to each answering point headquarters
 - c. Shall be checked over and revised annually
 - 11. Equipment
 - 1. Shall include resources of each department available for deployment
 - 2. Shall be available for state deployment as necessary
 - 111. Training
 - 1. Shall include special rescue teams
 - 2. Shall coordinate with Illinois state fire marshal requirements

Kewanee Fire Department

Standard Guidelines and Procedures

Effective Date 11/08/2000	Revised: 06/08/2020
Guideline 11.03.03 (Saving our own) Emergency Communications	
Distribution: All Employees	Reviewed: Kevin Shook, Fire Chief 6/20

Purpose: For the purpose of creating a notification system in emergency situations that deal with the possible endangerment of firefighters in the absence of radio communications. This Guidelines is designed to warn fire fighter of impending danger so that all can exit the building safely and immediately.

Guidelines: In the event that all members of the fire department need to exit the building immediately due to impending unsafe conditions, all members shall understand and be able to notify other firefighters of the emergency evacuation signal.

Procedure:

Upon evacuation orders all members shall be notified of immediate exit of a building by:

- A. A long blast of the engines airhorn.
- B. The signal shall be THREE long blasts.
- C. Radio
 - a. Indirect communication may be made by radio communication

i. Mayday

- 1. Shall only be used to signal that a firefighter is down.
- 2. All members upon receiving the mayday signal shall immediately perform radio silence.
- 3. Officer in charge shall immediately perform an accountability of all on scene members
- 4. Items contained in any mayday report
 - a. Location
 - b. Unit
 - c. Assignment
 - d. Nature of emergency
 - e. Resources needed for rescue

II. Emergency

- 1. Shall indicate that an emergency situation is warranted and should be communicated to the incident commander.
 - 2. All members shall perform radio silence so that the emergency radio traffic may be transmitted to the incident commander.
 - 3. Radio traffic shall resume after an all clear is given by the incident commander.
- b. Direct communication may be given by the incident commander
 - i. May be performed in face to face situation

Kewanee Fire Department

Standard Guidelines and Procedures

Effective Date 11/08/2000	Revised: 06/08/2020
Guideline 11.03.03 (Saving our own) Emergency Communications	
Distribution: All Employees	Reviewed: Kevin Shook, Fire Chief 6/20

between officers and members.

D. Accountability of members

- a. A full accountability PAR will be performed following all Mayday or Emergency evacuations.

Upon notification of emergency evacuation, all members shall report to the front engine for accountability by the Captain or Incident Command.

Kewanee Fire Department

Standard Guidelines and Procedures

Effective Date: 03/24/2017	Revised: 6/08/2020
Guideline: 6.09.02 Forcible Entry Fire/EMS	
Distribution: All Employees	Reviewed: Kevin Shook, Fire Chief 6/20

Purpose: The following is designed to provide standard operating guidelines for when emergency responders are on scene and are not able to make entry to a structure or vehicle to provide care for or check welfare on a potential occupant.

Guideline:

When Fire/EMS finds itself on scene and is unable to make contact with an occupant to perform a welfare check due to a locked or secured scene all reasonable efforts will be made to minimize damage to property.

- If it is believed by the Fire/EMS crew that there is an **immediate life safety risk** due to on scene conditions i.e. (visible patient down seen through window or noises, ~~smoke~~, or other hazardous conditions observed while on scene) but entry cannot be obtained without causing damage to property Law Enforcement will be notified and the dispatch address will be verified over the radio prior to making entry into any secured vehicle or structure.
- *If signs of an active fire are present at a secured occupancy forcible entry may be made to insure public safety and preservation of property.*
- If **no immediate life safety risk** is observed by Fire/EMS staff or reported by dispatch to be present, dispatch will be notified of the situation and staff will wait for law enforcement to arrive at scene before making entry. The responsibility of forcible entry will be left to law enforcement officials unless an officer is unavailable.
- In any occurrences where forcible entry is made the Fire/EMS crews will announce their presence prior to, during, and after entry is made to help ensure staff safety.
- After entry is made and the scene is determined to be safe, no structure or vehicle will be left unsecured unless patient care is found to be the priority. The scene should be secured or a responsible party notified immediately prior to leaving it unattended
- Fire and/or EMS crew ~~should~~ *shall* not make forcible entry into a secured site to allow non-emergency responders to access a scene.

Kewanee Fire Department

Standard Guidelines and Procedures

Effective Date: 12/01/1999	Revised: 06/11/2020
Guideline: 12.03.04 EMS Protocol for Intercepts	
Distribution: All Employees	Reviewed: Kevin Shook, Fire Chief 6/20

Purpose: As this department participates with other agencies for intercepted patients, a procedure is needed to allow both departments to communicate with each other for the good of the patient. The sooner that the ambulances meet, the better chance the patient has for survival. Earlier contact allows fluids given by intravenous methods and medications to be given sooner enhancing the condition of critical patients.

Guidelines: This Guideline is to be instituted with the call of EMS intercepts. Care of the patient will not change from given hospital protocol. This Guideline is designed to obtain confirmation of travel and communications between the 2 departments that are to be involved in transfer of a patient to a higher level of care.

Procedure:

Upon receiving notification that an intercept is needed the ambulance crews shall:

- A. Decide upon which crew is to respond
 - a. When possible, take rural driver with ambulance crew
- B. Decide upon the route that is to be intercepted upon
 - a. Agree with responding agency upon which route that they will be coming to Kewanee with.
 - b. Travel agreed route and respond to parking area available to switch ambulances with
 - c. Transfer crew over to responding agency ambulance
- C. Initiate communications with responding agencies
 - a. Contact responding agency on merci radio
 1. Confirm route of travel
 - i. Confirm meeting location
 - ii. Obtain report of patient if possible
 - b. Establish contact with Hospital as soon as possible after arriving with patient
- D. Perform EMS functions
 - a. Conduct a new primary and secondary survey
 - b. Obtain pt.history
 - c. Initiate care according to protocols
- E. Continue transport
 - a. Give updated report to hospital
 - b. Deliver patient
 - c. Finish run report per normal SOGs

Kewanee Fire Department

Standard Guidelines and Procedures

Effective Date: 10/29/2001	Revised: 6/08/2020
Guideline: 15.01.02 Anthrax Suspicious Powder	
Distribution: All Employees	Reviewed: Kevin Shook, Fire Chief 6/20

Purpose: Due to the recent scares of packages possibly contaminated with Anthrax, it is inevitable that the fire department will be called in to handle the situation. The following is a procedure that is to be followed in the event that a package is delivered to the fire department. In most cases, we will assemble at the scene of the package delivery if possible.

Guidelines: The following Guidelines shall be immediately instituted for the handling of suspected anthrax packages. Such packages shall be considered as a hazardous materials incident and will be handled as such. All HAZMAT procedures shall be followed. This Guideline is prescribed in order to handle the unexpected packages that may arrive at the station or at the doorstep of local businesses.

Guideline:

A. Initial investigation

- a. Police will usually provide the initial size up.
 1. Police shall perform investigation to determine a hoax.
 11. Police shall secure area in question
 111. Police shall direct the package outside the building and notify
 1. Fire Hazmat
 2. FBI
 3. Chiefs of both departments
 - 1 v. Members shall meet the police department who has initially investigated that this package is suspect at the keypad door on the west side of the building. Members are not to allow entry until directed so
 - v. All members involved in handling the packages shall be in full personal protective gear including SCBA, and level B decon entry suits.
- b. Fire will set up entry and containment procedures

B. Containment

- a. There has been a plastic tub made that is located in the decontamination room and shall be used to store the suspect package in.
 1. Take the tub to the door and have the package placed in it and snap it shut.
 11. Members of the shift shall place duct tape and a plastic bag over the vents to prevent any possible dust from entering the ventilation system

Kewanee Fire Department

Standard Guidelines and Procedures

Effective Date: 10/29/2001	Revised: 6/08/2020
Guideline: 15.01.02	
Anthrax Suspicious Powder	
Distribution: All Employees	Reviewed: Kevin Shook, Fire Chief 6/20

from this room.

111. Once the room has been prepared the sealed case shall be transported to the decontamination room.

b. All vehicles shall be removed from the building during the opening of the package

C. Examination of package

- a. Notify the Fire Chief of situation who will determine whether it may be opened.
- b. Any member of the rank and file may be directed to open the suspect package once the package is contained and isolated. The opening member should be dressed in a ~~unless that member is in~~ Tyvec suits with double rubber gloves, in full SCBA prior to opening, and has been directed to open the package by the chief.
- c. Any ~~opening of the~~ package shall deemed part of a crime scene and the contents of the package shall be placed in an evidence bag.
- d. The evidence bag and tote box shall be turned over to the police department.

D. Decontamination

- a. Necessity shall be determined by the incident commander of the situation
- b. May need extra personnel to perform the situation

E. Determination

- a. This will be a joint determination between the FBI, local police and fire department.
- b. The business will be shut down until deemed safe
- c. The declaration of being anthrax will be determined by the specific lab at the choice of the lead-investigating agency.

Kewanee Fire Department

Standard Guidelines and Procedures

Effective Date: 03/14/2004	Revised: 12/08/2019
Guideline: 15.02.02	
Gas Line Leak/Rupture	
Distribution: All Employees	Reviewed: Kevin Shook, Fire Chief 12/19

Purpose: This standard operating guideline is intended to offer the beginning determination (but not limited to) of command steps for all types of related incidents. This is not intended to replace or limit procedures used upon fire ground operations.

Guideline:

- A. Guidelines to follow enroute
 - a. determine appropriate route of travel
 - b. Determine proper and safe location for placement of apparatus
 - i. Size up will determine distance
 - ii. Approach from up wind and uphill
- B. procedures to follow upon arrival
 - a. Stage up wind and point apparatus away from incident
 - b. Set up Command
 - c. Isolate the area and locate water sources.
 - i. Coordinate with police
 - d. Contact Utility Company
 - e. Protect all exposures
 - i. If liquid Consider potential runoff
 - ii. If liquid Consider diking to prevent runoff
 - iii. If liquid Consider blocking storm drains
 - iv. If Vapor Consider Possible valve shut off
 - v. Whether liquid or Vapor consider ignition sources
 - vi. Lay, staff, and charge an attack hose line
 - f. Perform size up.
 - i. Identify gas type (liquid, vapor / LP, NG, Etc.)
 - ii. Isolate all ignition sources
 - iii. Use four gas meter to determine explosive limits
 - iv. Consider rescue if needed
 - v. Consider evacuation if needed
 - vi. Consider hazmat if needed
 - g. If leak is below grade consider gas travel to neighboring structures through basements or sewers
 - h. Continue to monitor air quality and conditions. Make adjustments as needed.
 - i. **Do not use powered fans to air out a space unless already well below the explosive limit in concentration.**

Kewanee Fire Department

Standard Guidelines and Procedures

Effective Date: 03/14/2004	Revised: 12/08/2019
Guideline: 15.02.02	
Gas Line Leak/Rupture	
Distribution: All Employees	Reviewed: Kevin Shook, Fire Chief 12/19

- j. Determine if shut off valve is safely accessible and shut off if applicable. Otherwise clear area and wait for Utility company.
- k. Fires
 - 1. Do not put water on unignited fire
 - 2. Allow burning fire to continue as long as exposures are protected
 - 3. Wait for Utility Company to shut off source
 - 4. Maintain scene security until explosive limits are safe and fire is out

Kewanee Fire Department

Standard Guidelines and Procedures

Effective Date: 03/11/2004	Revised: 08/08/2013
Guideline: 15.03.01 Flammable Liquid Fire	
Distribution: All Employees	Reviewed: Kevin Shook, Fire Chief 6/17

Purpose: This standard operating guideline is intended to offer the beginning determination (but not limited to) of command steps for all types of related incidents. This is not intended to replace or limit procedures used upon fire ground operations.

Procedure

Members shall follow prescribed guidelines for the control and extinguishments of gasoline fires. Safety shall always prevail any operations that may involve fire fighters.

Guidelines:

- A. Procedures enroute
 - a. Determine appropriate route
 - b. Determine safe location for parking of apparatus
 - i. Up wind
 - ii. Up hill
 - iii. Distance will vary with size up
- B. Procedures after arriving
 - a. Set up incident command
 - b. Stage up hill, up wind, and far enough from scene
 - c. Point apparatus away from incident
 - d. Isolate area and locate water supply sources. Coordinate with police
 - e. Determine needed resources
 - i. Manpower
 - ii. Apparatus
 - iii. Foam
 - f. Prepare to protect exposures
 - i. Consider potential run off
 - ii. Consider diking to prevent run off
 - iii. Consider blocking storm drains
 - g. Direct immediate evacuation of those in immediate danger
 - h. Perform Size up
 - 1. Consider rescue if needed
 - ii. Consider evacuation if needed
 - iii. Consider hazmat if needed
 - iv. Consider defensive tactics

Kewanee Fire Department

Standard Guidelines and Procedures

Effective Date: 03/11/2004	Revised: 08/08/2013
Guideline: 15.03.01	
Flammable Liquid Fire	
Distribution: All Employees	Reviewed: Kevin Shook, Fire Chief 6/17

- I. Monitor air quality and weather conditions. Make adjustments as needed
- J. Do not put water on pooled gasoline
- K. Develop fire attack and control measures
 - 1. Develop several options
 - 11. Order enough Class B foam for incident
 - 111. Ensure that all entry crews are briefed on safety
 - 1v. Ensure that that shipper has contacted a re-claiming company
 - v. Log all materials used
- L. Continually reevaluate and modify plans as needed.

Kewanee Fire Department

Standard Guidelines and Procedures

Effective Date: 03/11/2004	Revised:
Guideline: 15.04.01	
Confined Space Rescue	
Distribution: All Employees	Reviewed: Kevin Shook, Fire Chief 6/17

Purpose: In order to control and rescue a victim from a confined space incident, members shall follow guidelines for the safe removal of the victim. Consideration must be given to the stability of the incident and surrounding structures.

Guideline:

Upon receiving notification of a confined space incident the following should be considered.

- Restrict all access to confined space. Coordinate with police department.
- Identify all immediate outdoor hazards
- Determine if this is rescue or recovery operation
- Assign a safety person.
 - o Monitor air quality in and around confined space
 - o Assure that all persons and teams are accounted for (See Dept accountability)
 - o Secure adequate communications for entry team.
 - o Determine type of personal protective gear needed.
 - o Perform proper ventilation in confined space area
 - o Perform and assure all lock-outs and secure all hazards.
 - o Continue monitor and recording measurements until operation is complete
- Determine type of retrieval equipment needed and obtain it.
- Secure the competent person on scene, if possible.
- Determine number and location of victims
- Secure entry permit. (See following forms)
- Review all plans and emergency procedures with entry teams
- Assemble a RIT
- Ensure entry team is ready
 - o Proper protective gear
 - o Explosion proof lighting and communications
 - o Test communications
 - o Respiratory systems are in place and working
 - o Air monitoring is working and in place
 - o Retrieval harness are on and are functional
 - o Review communication signals and procedures

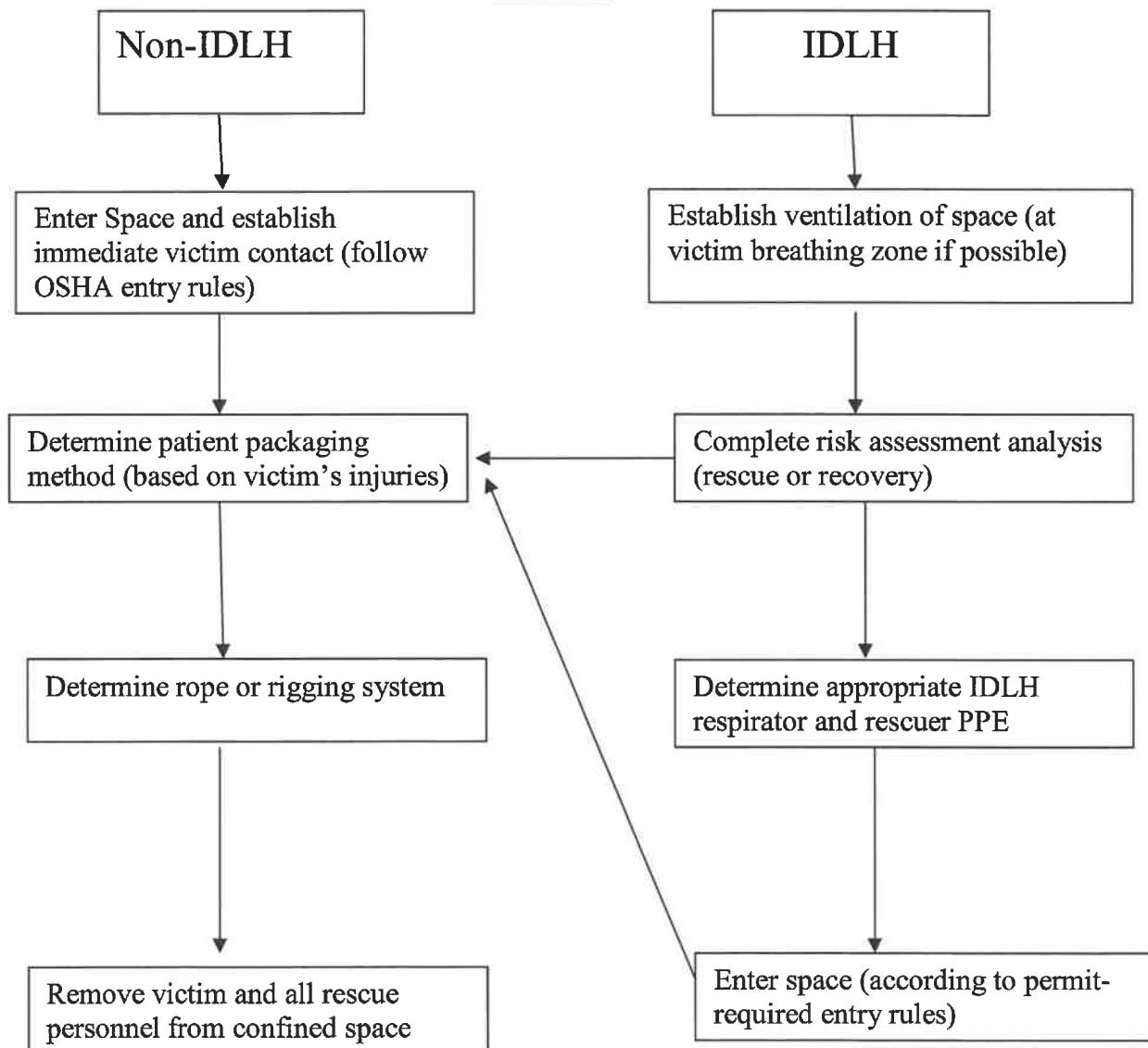
Kewanee Fire Department

Standard Guidelines and Procedures

Effective Date: 03/11/2004	Revised:
Guideline: 15.04.01	
Confined Space Rescue	
Distribution: All Employees	Reviewed: Kevin Shook, Fire Chief 6/17

- Prepare RIT before entry
 - Follow same steps as rescue team
- Conduct victim location, packaging, and extrication as needed.

Confined Space Rescue Decision Process



Kewanee Fire Department

Standard Guidelines and Procedures

Effective Date: 03/11/2004	Revised:
Guideline: 15.05.01	
Trench Rescue	
Distribution: All Employees	Reviewed: Kevin shook, Fire Chief 6/17

Purpose: This standard operating guideline is intended to offer the beginning determination (but not limited to) of command steps for all types of related incidents. This is not intended to replace or limit procedures used upon fire ground operations.

Guideline: When called to a trench rescue the following guidelines should be enacted.

En-route:

- Determine appropriate route of travel
- Determine proper and safe location for placement of apparatus (Distance will vary according to situation)

After arrival:

- Stage apparatus at least 500 feet away
- Set up incident command
- Turn off heavy equipment in vicinity of trench
- Stop all traffic (and trains) in immediate area
- Establish a safety perimeter and keep everyone out (coordinate with police)
- Control panicked co-workers (coordinate with police)
- Call trench rescue team
- Determine needed resources
 - o Appropriate shoring
 - o Appropriate manpower
 - o Appropriate expertise
- Stay out of trench until shored up
- Look and determine the following
 - o Approximate location of victim
 - o Length of time victim has been covered
 - o Competent person on scene
 - o Depth of trench
- Determine if rescue or recovery
- Consider contractor help if deemed reliable
- Assess near by hazards
 - o Electrical
 - o Gas

Kewanee Fire Department

Standard Guidelines and Procedures

Effective Date: 03/11/2004	Revised:
Guideline: 15.05.01	
Trench Rescue	
Distribution: All Employees	Reviewed: Kevin shook, Fire Chief 6/17

- HazMat
- Size and weight of spoil pile
- Equipment in trench with victim
- Water runoff in trench
- Contact appropriate medical staff for standby

Kewanee Fire Department

Standard Guidelines and Procedures

Effective Date: 03/11/2004	Revised:
Guideline: 15.06.01	
Collapse Rescue	
Distribution: All Employees	Reviewed: Kevin Shook, Fire Chief 6/20

Purpose: This standard operating guideline is intended to offer the beginning determination (but not limited to) of command steps for all types of related incidents. This is not intended to replace or limit procedures used upon collapse rescue zones.

Policy: Members of any collapse rescue team shall begin to follow the following guidelines for collapse rescue. This is only a beginning of procedures and steps that have been trained to the MABAS rescue team. Members shall follow safe procedures in all activities that are related to collapse rescue.

Guideline:

Upon receiving notification of a collapse rescue the incident commander shall:

- A. Restrict access to collapse area (coordinate with police)
 - a. Maintain security and tight perimeters
 - b. Maintain identity credentials and accountability of all workers
- B. Contact extra resources
 - a. Off-duty firemen
 - b. Structural engineer
 - c. Technical rescue team (MABAS)
 - d. Illinois Emergency Management Agency
 - e. Public works employees and equipment
- C. Try to determine structural stability prior to any entry
- D. Assess type of collapse and void potential
- E. Check for damaged utilities and contact for shut off.
- F. Triage and treat any visible surface victims
- G. Determine shoring and expertise needed
- H. Consider private resources that are available
- I. Assess hazards:
 - a. Overhead - Hanging floors, walls, wires, poles
 - b. Surface- Lines down, flooding, holes
 - c. Below Grade - Shafts, electric, gas etc
- J. Begin locating survivors
- K. Check position of offices, bedrooms, collection points

Kewanee Fire Department

Standard Guidelines and Procedures

Effective Date: 03/11/2004	Revised:
Guideline: 15.06.01	
Collapse Rescue	
Distribution: All Employees	Reviewed: Kevin Shook, Fire Chief 6/20

- L. Shut off heavy equipment to "tap and listen"
- M. Map area and incident
 - a. Complete a drawing of the scene
 - b. Estimate victim locations
 - c. Identify hazards and utilities on map
- N. Check obvious voids.

Kewanee Fire Department

Standard Guidelines and Procedures

Effective Date: 03/11/2004	Revised: 06/08/2020
Guideline: 15.07.02	
Water Rescue	
Distribution: All Employees	Reviewed: Kevin Shook, Fire Chief 6/20

Purpose: This standard operating guideline is intended to offer the beginning determination (but not limited to) of command steps for all types of related incidents. This is not intended to replace or limit procedures used upon fire ground special operations.

Policy: Members shall follow the following guidelines for water rescue providing that it can be done safely without injury or death to the rescuer. If operations are deemed to be too dangerous then specialized teams shall be called upon for the special extrication.

Guidelines:

- A. Members shall follow the following procedures enroute.
 - a. Determine the appropriate route of travel to the scene
 - b. Determine a safe location for placement of apparatus
(Situation will dictate location.)
- B. Members shall follow the following guidelines upon arrival:
 - a. Set up incident command
 - b. Immediately interview potential witnesses
 - c. Determine location of victim
 - d. Station a member on shore to locate and maintain location of victim.
 - e. Determine if situation is a rescue or recovery.
 - 1. Consider age of victim
 - 11. Consider physical conditions
 - 111. Consider water temperature
 - 1v. Consider water current conditions
 - v. Consider rescue team training
 - vi. Consider area stability and access
 - f. Determine length of entrapment or submersion
 - g. Determine needed resources
 - 1. Boats
 - 11. Ropes
 - iii. Divers
 - iv. Helicopter
 - v. Drones
 - h. Have all rescuers suit up in Personal floatation devices
 - 1. Try to rescue from shore if possible
 - J. Determine nearby hazards
 - i. Dams

Kewanee Fire Department

Standard Guidelines and Procedures

Effective Date: 03/11/2004	Revised: 06/08/2020
Guideline: 15.07.02	
Water Rescue	
Distribution: All Employees	Reviewed: Kevin Shook, Fire Chief 6/20

- ii. Cables
- k. Consider deploying devices downstream for rescue

Kewanee Fire Department

Standard Guidelines and Procedures

Effective Date: 03/11/2017	Revised:
Guideline: 15.08.01	
Area Evacuation	
Distribution: All Employees	Reviewed: Kevin Shook, Fire Chief 6/20

Purpose: There are times when a situation dictates that a non-intervention policy be enacted and evacuation be considered. This policy is designed not to dictate how and when the procedure is to be implemented, but rather to give suggestions on steps and procedures that should be followed. Evacuation must be coordinated with the police, ESDA, as well as the fire department.

Policy: Members shall follow a set of guidelines for the evacuation of a building or area. Coordination must be worked out with fire officers as well as law enforcement. Operational guidelines should not be taken lightly for the success of this policy that must be implemented in a short time period.

Guidelines:

Upon receiving the order for evacuation members shall:

- A. Implement the incident command system
- B. Make sure accountability system is in place (department operations)
- C. Consider staging units to block key intersections
- D. Coordinate efforts with logistics and planning to help with evacuee needs
- E. Consider using media resources. (Plan message carefully)
- F. Evacuate area of greatest danger first
- G. Assign companies to specific areas
- H. ID safe evacuation routes and final collection points
- I. Mark rooms and/or houses after evacuation is complete
- J. Consider sheltering in place
 - a. Close ventilation systems, doors and windows
 - b. Post a responsible party to restrict egress
 - c. Maintain contact in case of medical need
 - d. Only if explosion hazard is not present or if for short time period
- K. Make sure teams are equipped for evacuation and extrication needs
- L. Identify safe area after evacuation is made

Kewanee Fire Department

Standard Guidelines and Procedures

Effective Date: 07/01/2004	Revised:
Guideline: 15.09.01	
Hazmat	
Distribution: All Employees	Reviewed: Kevin Shook, Fire Chief 6/20

Purpose: Hazardous materials operations are a very time consuming and tedious operation. All areas of this event must work together in order for a favorable outcome to occur. Members shall be familiar with all areas of operation.

Policy: All members shall follow incident command and safety operations for the hazardous materials team formation. The first arriving crew shall determine if a hazmat situation has occurred and shall perform defensive tactics until the entire team is able to form and respond. These Guidelines will be superseded by MABAS procedures.

Guidelines:

Upon arrival to the scene the following considerations shall occur.

- A. Position apparatus properly
 - a. Approach from upwind
 - b. Approach from up hill
 - c. Initially stop 500 feet away
 - i. Determine isolation zones
- B. Determine evacuation routes
 - a. Determine evacuation for victims
 - b. Determine route of entry for responders
- C. Identify hazmat situation
 - a. Use placards
 - b. Use driver information
 - c. Use MSDS sheets
- D. Form incident command
 - a. Form IC command structure
 - i. IC
 - ii. Safety
 - iii. Science
 - iv. Entry
 - 1. Initial entry
 - 2. Back up entry
 - v. Decon

Kewanee Fire Department

Standard Guidelines and Procedures

Effective Date: 07/01/2004	Revised:
Guideline: 15.09.01	
Hazmat	
Distribution: All Employees	Reviewed: Kevin Shook, Fire Chief 6/20

VI. EMS

vii. Liaison

E. Determine tactics of team

a. Defensive

i. Dam areas of spill

ii. Dike areas of concern

b. Offensive

1. Determine with science appropriate zones of safety

11. Determine appropriate clothing

111. Determine appropriate respiratory protection

Iv. Determine appropriate decon methods

c. Non-intervention

1. Consider protection of community

11. Consider protection of water supplies

111. Consider spread of chemical by wind

iv. Consider exposures

v. Consider BLEVE situations

F. Communicate needs and situation to appropriate agencies

a. Consider IEMA

b. Consider EPA

c. Consider ESDA at local and county levels

d. Consider local governments

e. Consider Health department

f. Consider hospitals

g. Consider mutual aid (MABAS)

G. Terminate situation

a. Informs members of health concerns

b. Turn situation over to appropriate cleanup agency and owner

Kewanee Fire Department

Standard Guidelines and Procedures

Effective Date: 09/25/2005	Revised:
Guideline: 15.10.01	
Infant Protection Act	
Distribution: All Employees	Reviewed: Kevin Shook, Fire Chief 6/20

I. PURPOSE

It is the purpose of this policy to establish procedures, consistent with the mandates of the Abandoned Newborn Infant Protection Act (the Act), to be followed in the event that an infant is abandoned at a Fire station.

II. POLICY

A. The Illinois General Assembly has created the Newborn Infant Protection Act (the Act), which establishes procedures to be followed when a parent relinquishes a newborn infant (an infant less than 72 hours old) to a hospital or other "facility". The Act specifically designates Fire stations as such a "facility" under the Act. "Fire Station" means a municipal Fire Station. The Act is intended to enable the parent(s) of a newborn to relinquish the infant to a safe environment, to remain anonymous, and to avoid civil or criminal liability for relinquishing the infant.

B. Pursuant to the Act, every Fire station within the State of Illinois must:

1. Accept and provide all necessary emergency services and care to a relinquished newborn infant, in accordance with this Act.
2. Arrange for the transportation of the relinquished infant to the nearest hospital as soon as possible.
3. Inform the parent of the name and location of the hospital to which the infant was transported; if the parent returns to the Fire station within 72 hours after relinquishing the infant.
4. Allow the relinquishing parent to remain anonymous and to leave the Fire station without being pursued, provided that the infant shows no sign of abuse or neglect. Fire personnel should make a physical appraisal of the condition of the infant and if any signs of abuse or neglect are observed, the relinquishing parent should be held until an investigation can be completed.
5. tell the parent that by relinquishing the child anonymously, he/she will have to petition the court if he/she wants to prevent the termination of parental rights and retain custody
6. offer the parent an information packet containing prescribed materials; and
7. make a report to the state within 12 hours of accepting a relinquished newborn.

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Effective Date: 09/25/2005	Revised:
Guideline: 15.10.01	
Infant Protection Act	
Distribution: All Employees	Reviewed: Kevin Shook, Fire Chief 6/20

III. PROCEDURES AND RESPONSIBILITIES

- A. All Fire personnel shall be trained with respect to the requirements of the Act.
- B. All Fire personnel shall be responsible for following the procedures set forth in this Order.
- C. In the event that a parent comes to a Fire station for the purpose of relinquishing an infant pursuant to the Act, Fire personnel shall adhere to the following procedures:
 1. Accept and provide all necessary emergency services (notify rescue squad and the Hospital Emergency Room) and care to a relinquished newborn infant, in accordance with this Act.
 2. Arrange for the transportation of the relinquished infant to the nearest hospital as soon as possible;
 3. inform the parent of the name and location of the hospital to which the infant was transported; if the parent returns to the Fire station within 72 hours after relinquishing the infant;
 4. Allow the relinquishing parent to remain anonymous and to leave the Fire station without being pursued, provided that the infant shows no sign of abuse or neglect. Law enforcement personnel should make a physical appraisal of the condition of the infant and if any signs of abuse or neglect are observed, the relinquishing parent should be held until an investigation can be completed;
 5. tell the parent that by relinquishing the child anonymously, he/she will have to petition the court if he/she wants to prevent the termination of parental rights and retain custody;
 6. offer the parent an information packet containing prescribed materials; and
 7. make a report to the Department of Children and Family Services (DCFS) as soon as possible informing them that the Department has accepted a relinquished newborn

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Standard Guidelines and Procedures

Effective Date: 10/05/2015	Revised: 6/02/20
Guideline: 15.11.02 Response to Violent Incidents	
Distribution: All Employees	Reviewed: Kevin Shook, Fire Chief 6/20

Purpose: The purpose of this SOP is to establish guidelines for the safe response to potentially violent incidents and management of violent or potentially violent incidents by individuals.

In today's world, the possibility of first responders being exposed to a violent incident is greater than in the past. Any incident can turn violent and fire department personnel must remain vigilant to changing conditions and the potential for violence. Safety of crew members and of the public must always take precedence.

The goal of this guideline is to allow members of the Kewanee Fire Department (KFD) to utilize their training, education, and experience, combined with the circumstances around each particular incident, to evaluate the need to "stage" KFD resources in a location away from the incident scene, or proceed to the dispatch location. Members can minimize the risks when responding to and operating at these events by:

- Performing a scene size-up of the situation based on the information available
- Make a standard risk management decision based on the information gathered
- Identify and communicate the need for appropriate deployment of resources based on the risk assessment
- Communicate and coordinate with law enforcement through a unified command
- Follow the Department's SOG's/Policies
- Continually reassess the situation to determine if your actions are appropriate for the conditions

Definitions:

Active Shooter - An active shooter is an individual or group actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms and there is no pattern or method to their selection of victims or locations. Active shooters come from varied backgrounds and there is no standard profile for persons who may engage in an incident.

Active Shooting Incidents - Active shooter situations are unpredictable and evolve quickly. Immediate deployment of law enforcement is required to stop the acts of violence. Most situations are over in 10-15 minutes, typically before law enforcement arrives. First responders must be prepared, both mentally and physically to deal with a potentially emotional scene.

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Effective Date: 10/05/2015	Revised: 6/02/20
Guideline: 15.11.02 Response to Violent Incidents	
Distribution: All Employees	Reviewed: Kevin Shook, Fire Chief 6/20

Policy:

Firefighter response to violent or potentially violent incidents shall be conducted utilizing a standardized department response based on assessment of the scene and risk management profile. By using the same approach as with a structure fire, fire department personnel can provide life-saving treatment and extrication of victims, while protecting themselves and their crews. This approach will be based on the same response postures associated with fire and EMS incidents.

As with all fire department responses, our priorities are; firefighter and civilian safety, incident stabilization, and preservation of property.

SCENE RESPONSE:

The first due Company Officer has the authority, using a proper scene size-up, to either approach the scene, or stage in a safe location and wait for law enforcement to arrive on scene before proceeding.

It is always appropriate for Company Officers to choose to stage based on size-up and risk management profile. Company Officers will communicate and coordinate with Police Officers and dispatch to improve safety and promote consistent inter-agency actions. Company Officers will maintain "situational awareness" of crews and environment.

LEVEL 1 STAGING

Fire crews shall position and await the arrival of law enforcement before proceeding to the scene. If law enforcement is on scene, the Company Officer shall then utilize size-up information and radio communications to determine if the crew may approach the scene or should wait and allow police further time to stabilize the scene.

When law enforcement presence is on scene, the first-in company may then move up to the scene when approved to do so by law enforcement. All other companies need to stage and wait for further instructions from the Incident Commander (IC). Only companies requested to enter the scene by the IC shall move up.

When law enforcement presence is NOT on scene and size-up information indicates a marginal response, then the first-in company shall stage and continue scene size-up and information gathering. This information shall be disseminated by radio to all other responding companies. As Police arrive and stabilize the scene, the IC with law enforcement guidance will determine if approach is warranted. All other companies need to stage and wait for further instruction from the IC. Only companies requested to approach by the IC

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shall move up to the scene.

If staging is warranted, it should be in a sheltered position with an established means of egress from the area. Remember it is NEVER wrong to stage and wait for law enforcement.

KFD personnel will always comply with specific law enforcement instructions to wait or stage if their on-scene size-up indicates a high risk for firefighters.

LEVEL 2 STAGING

This response model shall be followed when an incident or location poses an imminent risk of actual violence towards firefighters, or an act of violence has occurred to firefighters or first responders.

For this type of incidents, a safety perimeter shall be identified and established. An IC or higher ranking officer shall be dispatched or requested after dispatch to all these types of incidents.

Once law enforcement has arrived on scene and have stabilized the scene, the IC shall proceed into the incident location and establish a unified command with Police. Incident Command will communicate and coordinate with Police Officers to improve safety and promote consistent inter-agency actions. All fire personnel will maintain "situational awareness" of crews and environment.

NO ENTRY into the area of disturbance (hot zone) is allowed without the approval of the IC **and** law enforcement. Entry will be made ONLY with a police escort of Police Officers to ensure 360 degree coverage of security.

There may be certain circumstances (i.e.; mass casualty incidents with an active shooter) where members of the KFD could be asked to make entry into a non-secured area of a scene to affect a rapid extraction of wounded persons. The decision to make this type of entry shall only be made by a Chief Officer/IC and at the direction and approval of law enforcement. Law enforcement command staff shall be involved in this decision. The number of personnel utilized shall be limited to the minimum number needed to affect the rescue.

Personnel making entry would only enter areas previously "cleared", but not "secured" by law enforcement. Personnel making entry shall be provided with body armor and may respond only to a "warm zone" of operation, but will not proceed into a "hot

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Guideline: 15.11.02	
Response to Violent Incidents	
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zone." Firefighters may only enter into a warm zone with armed police officers. A tactical channel (monitored if possible) shall be utilized to maintain communications with the IC and the entry team. To maintain a high-degree of safety, fire personnel shall follow the instructions and direction of Police Officers during the entry operations. Standard radio procedures, medical treatment protocols, and accountability systems for on-scene incident operations shall be utilized.

Fire operations during Civil Unrest:

During times of civil unrest due to disaster, looting, rioting or an act of terrorism or war, firefighting procedures will need to change in an effort to properly maintain safety of personnel.

Personnel:

- Per NFPA 1500 fire and EMS personnel are not to be used for crowd control operations.
- All work assignments must be performed in pairs or teams.
- All personnel will carry a radio for communications.
- Chief and company officers will maintain accountability of apparatus and staff.

Station:

- Lock personal and emergency vehicles parked outside.
- Keep valuables out of sight. Park facing an escape route.
- Lock interior and exterior facility doors and windows.
- Keep all interior and exterior lights on.
- Consider 24 hour operational watch-desk staffing.
- Keep station radio on and turned up to monitor.

Apparatus:

- Remove nonessential equipment from exterior compartments.
- Lock exterior compartments if applicable.
- Roll up all windows.
- Tape windows to limit flying glass.
- Personnel to wear full PPE while riding in apparatus
- Place any spare SCBA bottles in station on apparatus.
- Keep fuel and water tanks full.

Operations:

- Unified command with law enforcement as lead must be adopted early.
- NFPA 1500 states 'when violence occurs after emergency operations have been initiated the fire department shall either secure immediate law enforcement protection or shall withdraw fire department members to a safe staging area'.

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Guideline: 15.11.02 Response to Violent Incidents	
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- Provider safety remains highest priority.
- Responders will require law enforcement accompaniment for protection.
- Avoid single asset responses.
- Consider modified response, add or remove assets based on situation, area, need, and threat.
- Ensure control over equipment. Do not leave used equipment out.
- Rapid sizeup and fire attack to slow spread as much as possible then consider withdrawal from any unstable scene. Limit exposure time.
- Position apparatus to allow for rapid evacuation.
- Keep evacuation lanes open.
- Avoid supply lines blocking streets.
- Illuminate scene.
- Limit ladder or aerial or roof work. An elevated target is dangerous and difficult to evacuate from.
- Understand that overhaul is not a high priority if the scene is not stable.

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Effective Date: 05/11/2005	Revised:
Guideline: 16.01.01 MABAS Tollway Response	
Distribution: All Employees	Reviewed: Kevin Shook, Fire Chief 6/20



www.MABASRADIO.org

Mutual Aid Box Alarm System
Communications Committee

RECOMMENDED PRACTICE #1 Use of IREACH for Tollway Responses

1.0 PURPOSE

- 1.1** To coordinate emergency response communications for incidents that occurs on the Illinois State Toll Highway {Tollway} Authority.

2.0 SCOPE

- 2.1** This recommended practice applies to all MABAS member agencies that may respond to incidents on the Tollway system.
- 2.2** This procedure is intended to comply with the operational concepts provided under and in support of the National Incident Management System (NIMS), the Unified Command System (UCS) and Incident Command System (ICS) principles.

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Effective Date: 05/11/2005	Revised:
Guideline: 16.01.01 MABAS Tollway Response	
Distribution: All Employees	Reviewed: Kevin Shook, Fire Chief 6/20

3.0 BACKGROUND

3.1 The Illinois fire service, in cooperation with the Illinois State Police and the Tollway Authority, desire to improve communications interoperability, command and control or emergency scenes on the Tollway System. Utilizing the inter-disciplinary, inter-jurisdictional coordination radio channel commonly known as IREACH (Illinois Radio Emergency Assistance Channel), responders from various disciplines can readily communicate unit-to-unit to locate incidents, coordinate resources, and improve public safety on the Tollway system.

4.0 GUIDELINE

4.1 Member agencies are encouraged to review and/or acquire radio authorization from the Federal Communications Commission for the IREACH frequency (155.055 MHz)

4.2 Affected member agencies are encouraged to participate in incident management and coordination training as presented by the Illinois Fire Chiefs Association, Illinois State Police and the Tollway Authority.

4.3 Member agencies are encouraged to utilize IREACH to locate incidents on the Tollway System by communicating with Tollway staff and units of the Illinois State Police, coordinate necessary resources suited to specific incidents, and coordinate large-scale incidents requiring multiple response disciplines.

5.0 CONCLUSION

5.1 The use of the IREACH frequency by fire, EMS, Illinois State Police, and response staff of the Illinois State Toll Highway Authority will greatly enhance the management of emergencies on the Tollway system in Illinois.

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Effective Date: 03/02/2005	Revised:
Guideline: 16.02.01	
MABAS Box Cards	
Distribution: All Employees	Reviewed: Kevin Shook, Fire Chief 6/20

Box Card Information

Revised March 2, 2005 following MABAS Executive Board Action
Mutual Aid Box Alarm System Communications Committee

RECOMMENDED PRACTICE #3

MABAS Box Card Design

1.0 Purpose

1.1 To help coordinate the design of MABAS Box Alarm Cards for new and existing MABAS Divisions using one standardized template containing all of the required information needed to dispatch a MABAS Box Alarm and for the MABAS Box Alarm to be easily understood by emergency personnel and telecommunicators.

2.0 Scope

2.1 This recommended practice applies to all new and existing MABAS Divisions wishing to have one template for use throughout their division that incorporates the traditional style card with recommended changes designed to make dispatching MABAS Box Alarms easier for telecommunicators and emergency service personnel.

3.0 Background

3.1 MABAS is currently experiencing rapid growth throughout numerous locations, with many new divisions being formed. Many of these new divisions have limited internal experience to draw upon in developing box alarm cards and have requested assistance with the design process as well as a generic box alarm card in an electronic format. The MABAS Communications Committee was tasked with this responsibility at the MABAS Executive Board meeting in February 2004. The

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Guideline: 16.02.01 MABAS Box Cards	
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MABAS Communications Committee has developed a standard template that contains all of the required elements needed to be able to design a MABAS Card and to be able to dispatch MABAS resources easily by a primary or secondary dispatch center.

3.2 Several changes to the "**traditional style**" card have been recommended to make is easier for telecommunicators and emergency service personnel to understand and reduce the number of errors during alarm dispatch. Those changes include:

3.2.1 The four-letter abbreviations for each department should be discontinued and full names are to be used. 8-point Arial Font should be the minimum size font used.

3.2.2 The "**Change of Quarters**" section on the older style cards has been a source of many errors and omissions. The new style card incorporates the "**Change of Quarters**" into the top portion of the alarm response area.

3.2.2.1 Some departments may bring "**Change of Quarters**" companies into their stations and leave them there to handle further calls in their jurisdiction, throughout all the alarms. Others departments may bring "**Change of Quarters**" companies into the stations and move them to the scene on the next level of alarm. These are both allowable alternatives.

3.2.2.2 "**Change of Quarters**" companies will be placed in the column for "**Change of Quarters**" and the station where they are expected to go will be placed in parenthesis. The address and directions to get to that station should be placed in the "**Information**" section.

3.2.3 The new style card does not limit the number of alarms that each department can have on their card. Each division can add as many alarms, per card as desired, by adding additional rows to the card.

3.2.4 It is recommended that the last level of alarm be reserved for "**interdivisional Request**" and that level should include the "**1st CHOICE, 2nd CHOICE and 3rd CHOICE**" of which divisions to call when extra equipment is needed. (This request does not refer to, or should be confused with, the State of Illinois' Mutual Aid Response Flow Plan.)

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3.2.5 The bottom of the card should be kept for addresses for the change of quarter's stations and other pertinent information or instructions.

3.2.6 The card is designed to be placed in a clear plastic sheet protector with reinforced holes and to be placed in a 3-ring binder and/or on computer. Do not punch holes in the box alarm card, as that will make is harder to read and duplicate.

4.0 Guideline

4.1 Each box alarm card should include the following: The top section of the card is to include: **"Department Name, Box Alarm Type, Effective Date, MABAS Division#, Box Alarm #, Location or Area of Alarm, and Authorized Signature."** There will be no other changes to this area.

4.1.1 The next section is the **"Local Dispatch Area"** and will be the responsibility of the local dispatch authority. This is not a **MABAS** area and may include: **"Still, Full Still, Working Still, Automatic Aid, General Alarm, Etc."** This area may be any number of rows that you choose for your division or department.

4.1.2 **"Change of Quarters"** has been added to the Still Alarm areas, and may be filled in, left blank, or deleted.

4.1.3 The Box Alarm Card is designed around a progressive structure. **It is imperative that all still alarm companies be dispatched by the local dispatch authority prior to or simultaneously with the MABAS Box Alarm request.** It is not the responsibility of the MABAS Dispatcher to dispatch companies listed on a Box Alarm Card before the Box Alarm level.

4.1.4 The next section is the **"MABAS BOX ALARM"**. This is where MABAS dispatching starts. Column headings may include: **"Alarm Level, Engines, Tenders, Trucks, Squads, EMS, Chiefs, Special Equipment, and Change of Quarters"**, or others for specialized cards and as standardized throughout a Division.

4.1.4.1 Department names are to be spelled out and are

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to be in at least 8-point, Arial font.

4.1.4.2 Card is to be read left to right. Departments are to be sent to the scene unless in the "**Change of Quarters**" area.

4.1.4.3 In "**Change of Quarters**", the department listed is to be sent to the fire station listed in parenthesis. The addresses should be given in the information portion of the box alarm card, or on back of the card.

4.1.4.4 In the "**Special Equipment or Other**" column, apparatus or equipment that does not fall into the primary categories can be listed.

4.2 The number of alarm levels is left to the individual fire department to determine. MABAS starts at the "**Box Alarm Level**", proceeds to the "**2nd Alarm Level, 3rd Alarm Level, 4th Alarm Level, 5th Alarm Level**", and may continue through any number of levels that are put on the cards.

4.2.1 The last level of alarm will be reserved for "**Interdivisional Request**" and that level should include the "**1st CHOICE, 2nd CHOICE and 3rd CHOICE**" of which divisions to call when extra equipment is needed. (This request does not refer to, or should be confused with, the State of Illinois' Mutual Aid Response Flow Plan.)

4.3 The bottom of the card should be left for "**Special Instructions or Information**". Included in the Special Instructions should be the addresses for the stations listed in the "**Change of Quarters**" and any other pertinent information.

4.4 To eliminate clutter and confusion on box alarm cards, the following information **should not** be included on the front of box alarm cards:

4.4.1 Telephone numbers for responding agencies. The MABAS System is designed to use radio alerting on the "**IFERN Frequency**" (Interagency Fire Emergency Radio Network) to notify departments due to respond. This includes departments within adjacent MABAS divisions.

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4.4.2 Area for Response District Maps. If a department desires to include maps for the response jurisdiction, change of quarters stations locations, etc., this information may be included on the back of the box alarm card.

4.4.3 Shaded areas of color copies. The use of shading or color, other than black, is discouraged for various features on box alarm cards and may limit the readability.

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Effective Date: 05/11/2005	Revised:
Guideline: 16.03.01	
MABAS IFERN Frequencies	
Distribution: All Employees	Reviewed: Kevin Shook, Fire Chief 6/20



Mutual Aid Box Alarm System Communications Committee

ADVOCACY STATEMENT #10

Guideline for the Use of the IFERN and IFERN 2 Frequencies
DRAFT 3 - 04/18/05

1.0 PURPOSE

- 1.1 To clarify the general policies and procedures related to the use of the Interagency Fire Emergency Radio Network (IFERN) frequency (154.265 MHz) as well as the recently designated IFERN2 frequency (154.3025 MHz).

2.0 SCOPE

- 2.1 This Advocacy Statement applies to all MABAS Divisions and member Departments.

3.0 BACKGROUND

- 3.1 Traditionally, the IFERN frequency (formerly NIFERN) has been utilized by the MABAS organization for the dispatch of units and coordination of mutual aid responses to a stricken community. IFERN has also been utilized to coordinate mutual aid activities outside of a MABAS Box Alarm event between fire departments with dissimilar primary radio frequencies. IFERN has experienced increased congestion due to the growing number of MABAS Divisions, member Fire Departments, and Box Alarm dispatches. As a result of comments addressed to the Communications Committee concerning the foregoing situations, this Advocacy Statement has been developed.

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Guideline: 16.03.01	
MABAS IFERN Frequencies	
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Other technologies are being implemented that will serve the need for wide area information dissemination that are better suited than IFERN. These technologies include EMNet, Law Enforcement data System (LEADS) and Starcom21.

4.0 POLICY/PROCEDURE

4.1 MABAS BOX ALARMS: Requesting, dispatching, and response to MABAS Box Alarms are appropriate uses of the IFERN frequency. This radio traffic will include, but not necessarily be limited to:

- 4.1.1 The Incident Commander, or stricken entity's dispatch authority, requesting the MABAS Box Alarm dispatch including box alarm number, general incident information and staging area.
- 4.1.2 Coordination of responding units to the emergency scene and/or staging area.
- 4.1.3 Coordination of the staging area, including communications between the Incident Commander and Staging Officer.
- 4.1.4 Routine updates, reports and/or requests for additional assistance or resources.
- 4.1.5 Communications between the Incident Commander and the stricken community's local dispatch authority.

4.2 CHANGE OF QUARTERS COMPANIES: Coordination of units responding to change quarters into a stricken community is an appropriate use of the IFERN Frequency. This radio traffic will include, but not necessarily be limited to:

- 4.0.1 Communications between the MABAS Division Dispatch and units responding to the stricken community for change of quarters.
- 4.0.2 Communications between the change of quarters units and the stricken community's local dispatch authority to coordinate responses to additional emergencies within the community.

4.3 MUTUAL AID COORDINATION: Coordination of units responding to an emergency incident that involves one or more fire departments that utilize dissimilar primary dispatch frequencies is an appropriate use of the IFERN frequency. This may include responses involving automatic mutual aid or

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other similar emergencies that do not necessitate a MABAS Box Alarm.

4.4 FIRE/EMS EMERGENCY CALL RELAY: Relay of fire and/or EMS emergency incident information between Public Safety Answering Points (PSAPs) or fire service dispatch centers that utilize dissimilar primary dispatch frequencies.

4.5 MULTIPLE DEPARTMENT TRAINING EVENTS: The use of IFERN, as well as the MABAS fireground tactical frequencies, is appropriate when coordinating training events that involve multiple fire departments when one or more of the fire departments utilizes a dissimilar primary radio frequency. This type of training event may also include the dispatch of a MABAS Box Alarm for drill purposes.

4.6 INFORMATIONAL ANNOUNCEMENTS: The use of IFERN and/or the MABAS Alerting Tones for the purpose of wide-area dissemination of informational announcements is not appropriate. These types of informational announcements may include, but not be limited to:

Severe Weather Watches and Warnings
Hospital Bypass, Closure or Diversion
Apparatus In/Out of Service or Relocation
AMBER Alerts

4.7 RETONING BOX ALARMS: Frequently a MABAS Box Alarm assignment includes departments from adjacent MABAS Divisions. It is not appropriate for multiple MABAS Divisions to activate the MABAS Alerting Tones and dispatch units to the same incident. The MABAS Division with primary mutual aid dispatch responsibility for the incident will be responsible for all dispatch and radio traffic associated with that specific MABAS Box Alarm incident. The exception to this section is for an Inter-Divisional MABAS request that is beyond the last level of the Box Alarm Card. (Please refer to ADVOCACY STATEMENT #4 - MABAS ALERTING/COVERAGE for additional guidance.)

4.8 ALTERNATE TRAFFIC FREQUENCY: The use of IFERN as an alternate radio frequency for local radio traffic is not appropriate. This would include local dispatch or response communications when the primary dispatch frequency is over burdened.

4.9 IFERN2: The narrowband frequency of 154.3025 MHz (IFERN2) has been

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secured for statewide use in Illinois and Wisconsin as an alternate mutual aid dispatch frequency for the MABAS organization. Uses of IFERN2 include, but are not limited to:

4.91.1 Disaster Response: Command and Control at disaster scenes through the use of temporary fixed base stations and/or mobile command posts. This would include coordination of base camp operations.

4.91.2 Wide Area Information Dissemination: A MABAS Division may elect to construct a network of fixed base stations and alerting receivers for the purpose of timely dissemination of information to member departments. (Note: Fixed Base Stations will require FCC authorization prior to construction.) Informational messages that may be broadcast on the IFERN2 frequency include, but are not limited to:

- Severe Weather Watches & Warnings
- Hospital Bypass, Closure or Diversion
- Apparatus In/Out of Service or Relocation

5.0 Conclusion

5.0 This Advocacy Statement provides policy and direction for the use of the MABAS dispatch frequencies, IFERN (154.265 MHz) & IFERN2 (154.3025 MHz). All MABAS Divisions and member departments are encouraged to enforce the disciplined use of these frequencies as advocated herein.

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Effective Date: 05/11/2005	Revised:
Guideline: 16.04.01 MABAS VHF Interoperability	
Distribution: All Employees	Reviewed: Kevin Shook, Fire Chief 6/20

Mutual Aid Box Alarm System Special Communications Committee

ADVOCACY STATEMENT #1

VHF Interoperability

Purpose:

To encourage all MABAS members and other Fire Departments to obtain base station, mobile and portable radio communications capability on interagency radio frequencies for use during times of serious emergencies or disasters.

Background:

Fire departments rely heavily on two-way radios to communicate between companies, departments, and other disciplines at emergency and disaster scenes. Fire Departments utilize radio frequencies in the VHF-Low, VHF-High, UHF and 800 MHz frequency bands for day-to-day operations. Newer technologies include the use of analog and digital transmissions and trunking technologies using incompatible protocols.

While these systems may meet the routine needs of individual departments, experience has shown that lack of interoperability between companies operating at an emergency scene can lead to serious and potentially life threatening consequences.

The FCC's national radio frequency band plan specifies four VHF-High Band radio frequencies for fire service interoperability and fireground operations. There are also five analog public safety mutual aid frequencies in the 800 MHz band plan. The state of Illinois has identified the frequency of 155.055 MHz (IREACH) as a statewide, interdisciplinary, coordination channel for use by police, fire, EMS, public works, highway and other governmental agencies.

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Departments that utilize frequencies other than VHF-High Band for primary operations have developed various systems to communicate with MABAS departments at mutual aid calls. These systems include cross-band mobile repeaters and console patches to VHF base stations. These systems have many limitations, have tendencies to cause harmful interference, limit operating areas, may violate FCC rules, and could jeopardize the safety of personnel at emergency scenes.

NFPA standard 1221, Standard for the Installation, Maintenance, and Use of Emergency Communications Systems, Section 6-3.1.3 and 6-3.1.4 recommend that, "A simplex radio channel shall be provided for on-scene tactical communications" and "Communications system design shall be such that a portable radio is capable of operating properly within the dispatch area without the use of mobile radio frequency (RF) amplifiers".

MABAS and the Illinois Emergency Management Agency (IEMA) have entered into an agreement to provide disaster response statewide. The potential exists for fire and EMS units to be operating for extended periods of time several hundred miles from their local jurisdiction or other distant jurisdictions may be operating in a stricken community during a disaster. Common mutual aid operations and fireground frequencies that will function statewide are essential.

Statement:

The MABAS Special Communications Committee hereby makes the following recommendations for both member and non-member Fire Departments:

1. The following analog simplex radio frequencies are hereby identified for fire service and public safety interoperability:

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Frequency	Name	Purpose
154.265 MHz	IFERN*	Mutual Aid base/mobile dispatch
153.830 MHz	RED Fireground	Fireground Operations
154.280 MHz	White Fireground	Fireground Operations
154.295 MHz	Blue Fireground	Fireground Operations
155.055 MHz	IREACH	Interdisciplinary Coordination

*IFERN (Interagency Fire Emergency Radio Network)
replaces the old NIFERN moniker.

2. All fire service apparatus that has the potential to respond mutual aid to a department that uses a different dispatch radio band or technology, or that may respond as part of an IEMA/MABAS disaster response, should have at least one mobile and one portable radio capable of functioning on the frequencies identified in Section 1.
3. All fire department command vehicles should have radio capability on the five VHF-High Band frequencies identified in Section 1.
4. All fire department dispatch centers statewide should have base station transmit and receive capabilities on the IFERN frequency of 154.265 MHz. MABAS members should have capability to receive and decode the MABAS alert tones.
5. Fire Departments that lack current FCC authorizations for the frequencies identified in Section 1 should immediately apply for proper frequency coordination and authorizations through the IMSA/IAFC frequency coordinator and FCC respectively.
6. The use of trunking technology, in-band or cross-band repeaters, or console based cross-band patches is strongly discouraged for tactical fireground operations.
7. In accordance with Illinois Department of Public Health rules, all ambulances shall have VHF-High band capabilities on the statewide MERCI frequency of

Kewanee Fire Department

Standard Guidelines and Procedures

Effective Date: 05/11/2005	Revised:
Guideline: 16.04.01	
MABAS VHF Interoperability	
Distribution: All Employees	Reviewed: Kevin Shook, Fire Chief 6/20

155.340 MHz utilizing a transmit CTCSS (PL) tone of 210.7 Hz (M2).

Conclusion:

Interoperability between various fire departments and other public safety and governmental agencies at major emergencies or disasters is essential for organized and safe coordination of personnel and resources.

Approved by the MABAS Executive Board on 10/16/2002.

MABAS Interoperability Statement

Kewanee Fire Department

Standard Guidelines and Procedures

Effective Date: 05/11/2005	Revised:
Guideline: 16.05.01 MABAS Medical Helicopter	
Distribution: All Employees	Reviewed: Kevin Shook, Fire Chief 6/20

Mutual Aid Box Alarm System

Special Communications Committee

ADVOCACY STATEMENT #5

Medical Helicopters

Purpose:

To recommend the use of MERCI or IREACH radio frequencies for medical helicopter landing zones.

Background:

Fire Departments frequently request medical evacuation helicopters to the scenes of accidents and other emergencies. It has become the "norm" for these helicopters to use the IFERN (154.265 MHz) frequency for landing zone coordination with the requesting fire department.

Experience has shown that the use of IFERN by medical helicopters is less than desirable. Helicopters landing at scenes where MABAS Box Alarm incidents are in progress can disrupt necessary communications with the MABAS Division, other responding units, staging, etc. Likewise, other incident related radio traffic can interfere with safety related transmissions between the landing zone sector and the medical helicopter.

Radio communications from medical helicopters while in flight can cover great geographic areas due to their antenna height. Helicopters responding to an incident in one jurisdiction can cause, or receive, harmful interference to/from an in-progress MABAS box alarm in another jurisdiction.

Statement:

The MABAS Special Communications Committee hereby makes the following

Kewanee Fire Department

Standard Guidelines and Procedures

Effective Date: 05/11/2005	Revised:
Guideline: 16.05.01 MABAS Medical Helicopter	
Distribution: All Employees	Reviewed: Kevin Shook, Fire Chief 6/20

recommendations for communications between fire department units and medical evacuation helicopters:

1. The use of IFERN (154.265 MHz) or RED, WHITE or BLUE fireground frequencies for medical evacuation helicopter landing zones is an inappropriate use of the frequency and is strongly discouraged.
2. The use of existing VHF-MERCI or IREACH frequencies is more appropriate for landing zone or ambulance to helicopter communications.
3. For areas that use MERCI 340 (155.340 MHz) as their primary ambulance to hospital frequency, MERCI 400 (155.400 MHz) for communications with medical helicopters should be considered. (Areas south of North Avenue in the Chicago metropolitan area.)
4. For areas that use MERCI 400 (155.400 MHz) as their primary ambulance to hospital frequency, MERCI 340 (155.340 MHz) for communications with medical helicopters should be the frequency of choice. (Areas north of North Avenue in the Chicago metropolitan area.)
5. Departments should consult with their EMS System to determine if the use of Tone Coded Squelch (PL) is desired to allow monitoring of landing zone activities by Medical Control.
6. Departments without EMS responsibilities, or departments where use of existing VHF-MERCI frequencies is undesirable for helicopter use, IREACH (155.055 MHz) should be the frequency of choice for landing zone communications.

Conclusion:

Proper use of available radio frequencies can eliminate harmful interference between MABAS incidents and medical helicopters. Nothing in this statement is intended to discourage the use of other licensed frequencies not specified herein for use during helicopter landing zone situations.

Approved by the MABAS Executive Board on 10/16/2002

Kewanee Fire Department

Standard Guidelines and Procedures

Effective Date: 05/11/2005	Revised:
Guideline: 16.06.01 MABAS Radio Licenses	
Distribution: All Employees	Reviewed: Kevin Shook, Fire Chief 6/20

Mutual Aid Box Alarm System

Special Communications Committee

Radio Licenses

Purpose:

To encourage all MABAS members and other Fire Departments to obtain current FCC Radio Station Authorizations (licenses) for all stations and frequencies frequently used for routine or emergency radio communications.

Background:

Fire departments rely on the use of two-way radio communications for alerting personnel of emergency calls, coordinating emergency scene activities and communications with dispatch and mutual aid departments. Experience has shown that many departments are in violation of FCC regulations for various reasons including, but not limited to:

- Operating stations, both fixed and mobile, on frequencies for which they are not licensed.
- Operating stations utilizing radio licenses that have expired.
- Operating stations utilizing antenna heights or output power levels that exceed those authorized by the FCC.
- Operating base radio stations on mobile only frequencies such as the national fireground frequency of 153.830 MHz.
- Improperly using licensed fireground or mutual aid frequencies for routine call dispatch.

Statement:

The MABAS Special Communications Committee hereby makes the following recommendations for both member and non-member Fire Departments:

Kewanee Fire Department

Standard Guidelines and Procedures

Effective Date: 05/11/2005	Revised:
Guideline: 16.06.01	
MABAS Radio Licenses	
Distribution: All Employees	Reviewed: Kevin Shook, Fire Chief 6/20

1. Each Fire Chief should ensure that a complete audit of radio operations and FCC Authorizations is conducted within their Department to determine that all stations and frequencies routinely utilized by their Department are properly licensed.
2. The above audit should include a review by a qualified radio service technician that all base and mobile units are operating within the technical specifications of their FCC Authorization(s).
3. Fire Departments that lack current FCC Authorizations consistent with their operations should immediately apply for proper frequency coordination and authorizations through the IMSA/IAFC frequency coordinator and FCC respectively. Information concerning licensing procedures and frequency coordinators can be found at the FCC website www.fcc.gov.
4. Fire Departments utilizing fireground or mutual aid frequencies for routine dispatch operations in violation of FCC rules should cease improper activity on those frequencies as soon as possible and revert to other appropriate and licensed frequencies or immediately apply for proper frequencies through the IMSA/IAFC frequency coordinator and the FCC.

Conclusion:

The FCC has the authority to cease radio operations, levy monetary fines and seize radio equipment, even public safety radio equipment, which is being operated in violation of their rules. The MABAS Special Radio Committee encourages all fire departments to operate within the parameters of their FCC Radio Station Authorization(s). Departments that lack appropriate FCC Radio Station Authorizations are encouraged to coordinate and obtain proper licenses as soon as possible.

Approved by the MABAS Executive Board on 10/16/2002.

Kewanee Fire Department

Standard Guidelines and Procedures

Effective Date: 05/11/2005	Revised:
Guideline: 16.07.01 MABAS Reimbursement Policy	
Distribution: All Employees	Reviewed: Kevin Shook, Fire Chief 6/20

***ITTF Fire Service
Training Reimbursement Policy
For ITTF Special Operations Teams
(In Cooperation MABAS / IFSI / ITTF)***

Reimbursement consideration to attend a training or certification class will only be approved for ITTF recognized requirements associated with Special Operations Teams (HM & TRT) and/or ITTF mandated training.

Reimbursement is applicable to career, on-call and volunteer fire personnel who attend a session, who are officially designated by their department as a member of a statewide deployable TRT or HM team, and who successfully complete the required course of study as certified by IFSI.

All coursework must be through an approved institution or provider who meets the course curriculum requirements of the ITTF Training Committee through the Illinois Fire Service Institute (IFSI).

The normal salary of an individual attending an ITTF sponsored training course are not reimbursable if no other additional personnel expenses are experienced which directly relate to the vacancy caused by the individual attending the training.

To be eligible for any form of personnel time reimbursements, the individual's employing agency must have experienced an actual cost beyond normal operations personnel expenses. Qualified expenses may include overtime, backfill or loss of salary/compensation by the individual attending the training. The intent is to make whole, the employing agency/municipality when an actual, non-routine personnel cost is experienced beyond normal, day-to-day operations.

The ITTF/IEMA will reimburse the employing agency directly and not the individual(s) when reimbursement is being sought.

Reimbursements shall not exceed one and one half times (1.5) the individual's normal salary rate. Volunteer firefighters who lost salary due to their attendance are eligible for

Kewanee Fire Department

Standard Guidelines and Procedures

Effective Date: 05/11/2005	Revised:
Guideline: 16.07.01 MABAS Reimbursement Policy	
Distribution: All Employees	Reviewed: Kevin Shook, Fire Chief 6/20

reimbursement of the actual wages lost at a rate of no more than \$50 per hour as validated by their employing fire department agency head.

Travel time is ineligible for reimbursement. Only actual personnel time directly related to training and class scheduled attendance.

In no case will more than 48 attendee hours be reimbursed within a five (5) calendar day consecutive period for a 40-hour course regarding firefighters temporarily assigned to 40- hour workweeks, and/or individuals that are assigned to a 24/48 hour schedule.

When a class is scheduled for 5 consecutive days and class hours exceed 40 hours, reimbursement for actual overtime or backfill hours in excess of 48 hours may be approved on the basis of 1 additional for each class hour in excess of 40 hours.

In no case will two individuals be reimbursed for the same hourly period for the class activity of a single individual. Explanation: only one individual personnel cost for each qualifying hour will be eligible for reimbursement- the back-fill or the individual attending class.

Agency heads shall take appropriate actions to avoid unnecessary personnel expenses while individuals are attending ITTF sponsored training. Re-assignments to 40-hour workweeks for those attending training are appropriate, as are other approaches, which might be in accordance with labor agreements.

Costs associated with the individual's salary when attending ITTF sponsored training where no additional personnel expenses are incurred are not reimbursable.

Deviation from this Reimbursement Policy due to unique circumstances or Labor Contract clauses will be considered on a case-by-case basis. Pre-approval is required for any deviations through the employing Fire Chief, or supervisors, written request for deviation with appropriate attachments supporting the request

Kewanee Fire Department

Standard Guidelines and Procedures

Effective Date: 05/11/2005	Revised:
Guideline: 16.08.01	
MABAS Alerting Coverage	
Distribution: All Employees	Reviewed: Kevin Shook, Fire Chief 6/20

1. Paging encoders should be programmed for a two-tone sequential paging format using the timing for Tone A of 1.5 seconds with the timing for Tone B of 3.5 seconds with no delay between tones. Tone A is 1082.0 Hz and Tone B is 701.0 Hz.
2. MABAS Divisions are encouraged to conduct tests with member departments, and departments they dispatch from neighboring Divisions, to ensure the transmit signal is adequate to open alert radios. An acceptable engineering standard is to provide 95% mobile coverage throughout the desired coverage area. If deficiencies are found, the base radio system should be re-engineered and application for license modifications, if necessary, be processed so that both primary and back-up dispatch centers effectively cover their service areas.

Conclusion:

Transmission of alerting signals using proper tones, timing formats and signal strengths will ensure that all agencies due on a specific alarm are properly notified of a MABAS box alarm event.

Approved by the MABAS Executive Board on 10/16/2002.



ILLINOIS DEPARTMENT OF LABOR

JB Pritzker
Governor

Michael D. Kleinik
Director

May 18, 2020

Mr. Gary Moore - Mayor
City of Kewanee - Fire Dept.
401 East Third Street
Kewanee, IL 61443

RE: Illinois OSHA Complaint No. 1591102

Dear Mayor Moore:

On May 15, 2020 Illinois OSHA received a notice of alleged workplace hazard(s) at your worksite at:

401 East Third Street
Mr. Gary Moore - Mayor
Kewanee, IL 61443

The specific nature of the alleged hazards is as follows:

On May 14, 2020, Kewanee, IL had a fire incident, during 3-4PM, downtown, with surrounding businesses and apartments nearby. Firefighters from surrounding towns, were called in to assist. The area was saturated with onlookers, on foot and driving by, which made it difficult for any emergency vehicles to properly do their jobs. There were several city members present during the incident, and there was no initiative response as far as implementing an Incident Command System (ICS). ICS is normally structured to facilitate activities in five major functional areas: command, operations, planning, logistics, Intelligence & Investigations, finance and administration. It is a fundamental form of management, with the purpose of enabling incident managers to identify the key concern.

The fire took place at 224 W Second St., part of a city block that includes Peoples National Bank and Cerno's restaurant.

Michael A Bilandic Building
160 North LaSalle, Suite C-1300
Chicago, Illinois 60601-3150
(312) 793-2800
Fax: (312) 793-5257

Springfield Office
900 South Spring Street
Springfield, Illinois 62704-2725
(217) 782-6206
Fax: (217) 782-0596

Regional Office Building
2309 West Main Street, Suite 115
Marion, Illinois 62959
(618) 993-7090
Fax: (618) 993-7258

We have not determined whether the hazards, as alleged, exist at your workplace and we do not intend to conduct an inspection at this time. However, since allegations of violations and/or hazards have been made, we request that you immediately investigate the alleged conditions and make any necessary corrections or modifications. Please advise me in writing, no later than **June 2, 2020** of the results of your investigation. You must provide supporting documentation of your findings, including any applicable measurements or monitoring results, and photographs/video which you believe would be helpful, as well as a description of any corrective action you have taken or are in the process of taking, including documentation of the corrected condition. **Please address your response to the attention of Illinois OSHA.** You may also send your response electronically to our dol.safety@illinois.gov e-mail address. Please reference the Illinois OSHA Complaint No. in all communications with our Office.

This letter is not a citation or a notification of proposed penalty which, may be issued only after an inspection or investigation of the workplace. It is our goal to assure that hazards are promptly identified and eliminated. Please take immediate corrective action where needed. **If we do not receive a response from you by June 2, 2020 indicating that appropriate action has been taken or that no hazard exists and why, an Illinois OSHA inspection may be conducted.** An inspection may include a review of the following: injury and illness records, hazard communication, personal protective equipment, emergency action or response, bloodborne pathogens, confined space entry, lockout, and related safety and health issues.

If you need assistance to help resolve the issues of this complaint, you may contact the free Illinois On-site Consultation Program. This program offers free and confidential advice to small and medium-sized businesses in all states across the country, with priority given to high-hazard worksites. If required, a consultant will visit your workplace and assess the validity of the complaint item(s). In addition, you will be provided with methods of correcting the hazard, if necessary. This service is provided on a priority basis to small, high hazard employers. To discuss or request their services, contact the consultation project:

On-Site Safety and Health Consultation Program
Illinois Department of Labor – Illinois OSHA
900 South Spring Street
Springfield, IL 62704
Tel: 1-800- 972-4216
Fax: 1-217-785-8776
Website: osha.illinois.gov

You are required to post a copy of this letter where it will be readily accessible for review by all of your employees and return a copy of the signed Certificate of Posting (Attachment A) to this office. In addition, you are required to provide a copy of this letter and your response to it to a representative of any recognized employee union or safety committee if these are at your facility. Failure to do this may result in an on-site inspection. The complainant has been furnished a copy of this letter and will be advised of your response. Section 110 of the Illinois Occupational Safety and Health Act provides protection for employees against discrimination because of their involvement in protected safety and health activity.

If you have questions regarding this matter, please contact us at (217) 782-9386. Your personal support and interest in the safety and health of your employees is appreciated.

Sincerely,

Illinois OSHA
dol.safety@illinois.gov
217-782-9386

Kevin Shook

From: Laxman, Sam <Sam.Laxman@illinois.gov>
Sent: Monday, June 8, 2020 1:13 PM
To: Kevin Shook
Subject: Inspection #1477383 - City of Kewanee, Fire Department

From: Laxman, Sam
Sent: Monday, June 08, 2020 1:05 PM
To: kevinshook@cityofkewanee.net
Subject: Inspection #1477383 - City of Kewanee, Fire Department

Good afternoon Mr. Shook,

I want to thank you for taking the time to talk to me this morning. As I mentioned during the opening conference, Illinois OSHA is conducting an investigation on a complaint that was appealed by the complainant again. I greatly appreciated your time as well as the opportunity to exchange information and discuss shared concerns about the firefighters safety. You were great and your enthusiasm and positive spirit helped make our time productive.

The Complainant Stated:

On May 14, 2020, Kewanee, IL had a fire incident during 3 – 4 PM, downtown, with surrounding businesses and Apartments nearby. Firefighters from the surrounding towns, were called in to assist. The area was saturated with onlookers, on foot and driving by, which made it difficult for any emergency vehicles to properly do their jobs. There were several city members present during the incident, and there was no initiative response as far as implementing an Incident Command System (ICS). ICS is normally structured to facilitate activities in five major functional areas: Command, Operations, Planning, Logistics, Intelligence and Investigations, Finance and Administration. It is a fundamental form of management, with the purpose of enabling incident managers to identify the key concern.

Recommendations for Employee Involvement:

The best safety and health management system, involve firefighters at every level in the City of Kewanee. Employees have good ideas that may help improve work methods, prevent injuries and illnesses, or identify specific hazards. Utilizing employees knowledge and experiences to help identify and resolve problems in an effective way is beneficial for all involved.

For this inspection, please submit the following documents /information to IL OSHA:

1. Submit OSHA 300 and 300A Logs for past three years (2017, 2018 & 2019).
2. If firefighters are represented by the Union. Provide contact information for Union President or Union Steward: Name, Phone, Email and Name of the Union.
3. Submit the firefighter roster including their titles and phone numbers.
4. Provide the list of firefighters including phone numbers, who participated in the fire incident on May 14, 2020.
5. Incident report (Received from Fire Chief on May 26, 2020).
6. Submit your internal investigation report on the recent fire incident.
7. The firefighter was injured during recent fire incident from smoke inhalation. Was the firefighter wearing an SCBA?

If yes, a written respiratory protection program shall be maintained at the Fire Dept.

Submit the following documents:

- a) Written Respiratory Protection Program
- b) Medical-Evaluation documents
- c) Fit Testing records
- d) Annual training records for members using an SCBA, members shall be trained and instructed in proper use and limitations.

8. What training was provided to the firefighters on health and safety, provide training matrix for 2020.
9. The information you provided is identifying flaws in the response to the incident. Furthermore, the information is missing, a firefighter was hurt and taken to hospital and treated for smoke inhalation, and how and why did this firefighter sustain injuries and what steps were taken to ensure this does not happen again. Therefore, there is lacking effective communication and training between the departments and members. In addition, the policies that you provided are vague and lacking information. In accordance to FEMA and the National Incident Management Systems (NIMS), careful planning determines what communication systems and platforms personnel will use, and who can use what equipment and systems, and other relevant considerations. With that being said, Incident management stakeholders continue to build on this foundation by developing supporting tools, guidance, education, training and other resources. Therefore, provide written statement on the preventative measures /corrective action for the above mentioned complaint item. What preventative measures are you taking to prevent similar incidents from occurring.
10. The Standard Guidelines and Procedures that you submitted to IL OSHA were reviewed. These guidelines and procedures must be updated due to lack of information. Ensure that all firefighters are trained on these procedures. Therefore, submit employee training records on Structural Firefighting Guidelines, Incident Command, Communication and Member & Officer Rank.
11. Submit the fire department written policies, procedures and guidelines (SOP's or SOG's).
12. Provide any other documentation related to this incident.

Please email the above mentioned documents by June 19, 2020 and feel free to contact me if you have any further questions or concerns via email or telephone.

Best Regards,

Sam Laxman

Industrial Hygienist – IL OSHA
Illinois Department of Labor
160 N. LaSalle Street, Suite C-1300
Chicago, Illinois – 60601
www.OSHA.illinois.gov

Office: (312) 793 – 0850
Cell: (312) 965 – 3675
Fax: (312) 793 – 2081

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ILLINOIS DEPARTMENT OF LABOR

JB Pritzker
Governor

Michael D. Kleinik
Director

June 3, 2020

Mr. Gary Moore - Mayor
City of Kewanee - Fire Dept.
401 East Third Street
Kewanee, IL 61443

RE: Illinois OSHA Complaint No. 1591102

Dear Mayor Moore:

This is to advise you that based on the response and information that you have provided to this office, the complaint referenced above will be officially closed unless appealed by the complainant.

We would like to take this opportunity to let you know about Illinois OSHA's website at: osha.illinois.gov OSHA's standards, publications, letters of interpretation and many other safety and health documents are available at the website.

Please feel free to reach out if you have any questions or concerns. Thank you for your cooperation with this investigation and your continued interest in safety and health.

Sincerely

Illinois OSHA
dol.safety@illinois.gov
217-782-9386

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160 North LaSalle, Suite C-1300
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(312) 793-2800
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900 South Spring Street
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