

LIMITED IN-PERSON ATTENDANCE PERMITTED

Due to the Novel Coronavirus pandemic and the ongoing state of emergency, in-person attendance at this Council meeting by members of the general public will be limited. Attendance will be limited to twenty percent of the stated maximum occupancy, which equates to thirty-four (34) persons (including Council members, other elected officials, and staff). Attendees will be required to sit in designated seats, appropriately spaced. In-person attendance will be allowed on a "first-come" basis.

Additionally, to ensure the meeting otherwise remains open to the public, we will continue to broadcast it live on the County's YouTube channel, which can be found via the County's website at Oconeesc.com. Further, the public may call in and listen by dialing **888-475-4499 OR 877-853-5257** and entering meeting ID # **892 2561 3578**. And, individuals parked in close proximity to Council Chambers may listen to the meeting on FM 92.3.



A G E N D A

OCONEE COUNTY FIRE SERVICE ADVISORY COMMISSION

April 15, 2021

6:00 PM

Council Chambers, Oconee County Administrative Offices
415 South Pine Street, Walhalla, SC

Call to Order

Approval of Minutes

- March 24, 2021 Minutes

Radio Communications Committee Report *[to include Vote and/or Action on matters brought up for discussion, if required]*

Director Scott Krein's Report *[to include Vote and/or Action on matters brought up for discussion, if required]*

- Continued discussion regarding physicals
- Discussion regarding future incentive criteria
- Discussion regarding helicopter insurance
- Discussion regarding financial reporting system
- Discussion regarding duplication of names on reporting

County Fire Chief Larry Greer's Report *[to include Vote and/or Action on matters brought up for discussion, if required]*

- Discussion regarding Accountability / Helmet Policy
- Discussion regarding Social Media Policy
- Apparatus Update

Fire Commissioner's Updates

- Region 1 – Station 4, 9, 10, 24, and Hazmat / Travis Collins
- Region 2 – Station 11, 14, and 16 / Tony McAlister
- Region 3 – Station 3, 12 and 17 / Austin Grant
- Region 4 – Stations 1, 8, 13, and 15 / Jamie Brock
- Region 5 – Station 2, 5, 6, and 7 / Brandon Burton

Locations

Chief Brandon Burton's Report, City of Walhalla *[to include Vote and/or Action on matters brought up for discussion, if required]*

- Discussion regarding changes in Box Alarms [Fire/EMS]
- Discussion regarding hose testing program
- Discussion regarding lift assist calls
- Discussion regarding adding a Public Comment session to the agenda

Adjourn

Assisted Listening Devices [ALD] are available to accommodate the special needs of citizens attending meetings held in Council Chambers.

ALD requests should be made to the Clerk to Council at least 30 minutes prior to the meeting start time.

Oconee County Council, Committee, Board & Commission meeting schedules, agendas are posted at the Oconee County Administration Building & are available on the County Council Website.

Locations

Station 1: Oakway; Station 2: Salem; Station 3: Corinth-Shiloh; Station 4: Mountain Rest; Station 5: Walhalla; Station 6: Westminster; Station 7: Seneca; Station 8: Fair Play; Station 9: Long Creek; Station 10: Cleveland; Station 11: Keowee-Ebenezer; Station 12: Friendship; Station 13: Crossroads; Station 14: Pickett Post/Camp Oak; Station 15: South Union; Station 16: West Union; Station 17: Keowee; Station 18: Hazmat; Station 24: Holly Springs

OCONEE CODE OF ORDINANCES

Sec. 2-61. - Access to and conduct at county meetings, facilities and property.

(a) *Purpose.* The county council has determined that it is necessary to regulate access to county facilities, grounds and property in order to ensure the safety and security of the public who visit these areas or the county employees who serve them. The conduct of persons who visit county facilities and/or who have contact with county employees must also be regulated to preserve public order, peace and safety. The regulation of access and conduct must be balanced with the right of the public to have reasonable access to public facilities and to receive friendly, professional service from county employees. These regulations apply to all county facilities and meetings, as defined below, for and over which county council exercises control and regulation, and to the extent, only, not preempted by state or federal law.

(b) *Definitions.* The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:

Facility means any building, structure, or real property owned, leased, rented, operated or occupied by the county or one of its departments, offices or agencies.

Meeting means any assemblage of persons for the purpose of conducting county governmental business, operations or functions or any assemblage of persons within a county governmental facility. The term "meeting" includes, but is not limited to, county council meetings, county board and committee and staff meetings, trials, hearings and other proceedings conducted in the courts of general sessions and common pleas, family court, master-in-equity, probate court and magistrate's court; and other meetings by entities duly authorized by the county council.

(c) *Prohibited acts.* It shall be unlawful for any person to:

- (1) Utter loud, obscene, profane, threatening, disruptive or abusive language or to engage in any disorderly or disruptive conduct that impedes, disrupts or disturbs the orderly proceedings of any meeting, or operations of any department or function of the county government, including, without limitation, speaking when not explicitly recognized and authorized to do so by the presiding official in such meeting.
- (2) Bring, carry, or otherwise introduce any firearm, knife with blade longer than two inches or other dangerous weapon, concealed or not concealed, into any facility or meeting. This prohibition does not apply to law enforcement personnel or any other person whose official, governmental duties require them to carry such firearm, knife, or other weapon.
- (3) Engage in partisan political activity, including speech, in any meeting not authorized and called for the purpose of partisan political activity and explicitly authorized for such purpose in the facility in which such activity is to be conducted, or refusing to cease such activity when the presiding official of the meeting in question has ruled that the activity in question is partisan political activity and has directed that such activity stop.
- (4) Interfere with, impede, hinder or obstruct any county governmental official or employee in the performance of his duties, whether or not on county government property.
- (5) Enter any area of a county government facility, grounds or property when such entry is prohibited by signs, or obstructed or enclosed by gates, fencing or other physical barriers. Such areas include rooms if clearly marked with signs to prohibit unauthorized entry.
- (6) Enter by vehicle any area of a county governmental facility, grounds or property when such area is prohibited by signs or markings or are obstructed by physical barriers; or park a vehicle in such restricted areas; or park in a manner to block, partially block or impede the passage of traffic in driveways; or park within 15 feet of a fire hydrant or in a fire zone; or park in any area not designated as a parking space; or park in a handicapped parking space without proper placarding or license plate; or park in a reserved parking space without authorization.

- (7) Use any county governmental facility, grounds or other property for any purpose not authorized by law or expressly permitted by officials responsible for the premises.
 - (8) Enter without authorization or permission or refuse to leave any county governmental facility, grounds or other property after hours of operation.
 - (9) Obstruct or impede passage within a building, grounds or other property of any county governmental facility.
 - (10) Enter, without legal cause or good excuse, a county governmental facility, grounds or property after having been warned not to do so; or, having entered such property, fail and refuse without legal cause or good excuse to leave immediately upon being ordered or requested to do so by an official, employee, agent or representative responsible for premises.
 - (11) Damage, deface, injure or attempt to damage, deface or injure a county governmental property, whether real property or otherwise.
 - (12) Enter or attempt to enter any restricted or nonpublic ingress point or any restricted access area, or bypass or attempt to bypass the designated public entrance or security checkpoint of a facility without authorization or permission.
 - (13) Perform any act which circumvents, disables or interferes with or attempts to circumvent, disable or interfere with a facility's security system, alarm system, camera system, door lock or other intrusion prevention or detection device. This includes, without limitation, opening, blocking open, or otherwise disabling an alarmed or locked door or other opening that would allow the entry of an unauthorized person into a facility or restricted access area of the facility.
 - (14) Exit or attempt to exit a facility through an unauthorized egress point or alarmed door.
- (d) *Penalty for violation of section.* Any person violating the provisions of this section shall be deemed guilty of a misdemeanor and, upon conviction, shall be punished in accordance with section 1-7. In addition, vehicles that are improperly parked on any county property, facility, or other premises may be towed at the owner's expense.

(Ord. No. 2003-04, §§ 1—4, 4-15-2003; Ord. No. 2012-06, § 1, 4-3-2012)



OCONEE COUNTY EMERGENCY SERVICES
Standard Operating Policy # 1xxx
Subject: Use of Digital, Still and Video Camera
Images

Page 1 of 1

PURPOSE: To establish a policy for the use of digital, still and video images used to record images during activities of Oconee County Fire & Rescue Departments and the distribution of such images.

SCOPE: All Oconee County Emergency Services personnel (staff, fire & rescue volunteer). This policy shall be applicable to any digital, still and / or video Images captured or recorded by Oconee County Fire & Rescue personnel and any civilians that may be present while participating in Oconee County Fire & Rescue activities. (i.e., interns, job shadows etc.)

STANDARD: Original images or copies recorded by digital, still and/or video cameras, including cell phones, whether personally owned or those devices owned by Oconee County shall not be distributed manually or electronically to any person, public or private agency, media outlet, website, social media site or post or post external email without authorization of the Fire Chief or Rescue Chief. Images may be uploaded to the Departments incident reports and/or 3rd party recovery site or sites (i.e., Innovapad). Social gatherings such as Department dinners, etc. are excluded from these restrictions.

All images recorded as described in the previous paragraph while on duty or off duty or volunteering with fire or rescue involving Oconee County Fire & Rescue incidents, training, or other activities become the property of Oconee County Fire & Rescue Volunteer and career divisions.

Any employee or volunteer in violation of this policy shall be subject to disciplinary action up to and including termination after being discussed by Volunteer Fire & Rescue Chiefs alongside the Oconee County Fire & Rescue Chiefs in determining proper discipline.

Larry Greer County Fire Chief

Implementation Date

Review Date

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REAL ESTATE SALES

HOUSES

PUBLISHERS NOTICE
 ALL real estate advertising in this newspaper is subject to Federal Fair Housing Act of 1968 which makes it illegal to advertise "any preference, limitations or discrimination" based on race, color, religion, sex, handicap, familial status or national origin, or intention to make any such preference, limitation or discrimination. This newspaper will not knowingly accept any advertising for real estate which is in violation of the law. Our readers are hereby informed that all dwellings advertised in this newspaper are available on an equal opportunity basis.

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2001 Audi TT Quattro. 6 spd. Turbo. \$10,500. 42,775 mi. Excellent condition. Always garaged. Text or call (864)784-9325.

For Sale
Custom Dodge Ram 250 Van 318V8
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LEGAL NOTICES

LEGALS

Community First Bank, 3685 Blue Ridge Boulevard, Walhalla, South Carolina 29691 has filed an application with the Federal Deposit Insurance Corporation to acquire control by merger of Security Federal Bank, 612 Elk Avenue, Elizabethton, Tennessee 37643. It is contemplated that all offices of Community First Bank and Security Federal Bank will continue to be operated following the merger. Any person wishing to comment on the application may file his or her comments in writing with the Regional Director of the Federal Deposit Insurance Corporation, 10 Tenth Street, NE, Suite 800, Atlanta, Georgia 30309-3906 not later than March 1, 2021. The nonconfidential portions of the application are on file at the above office of the FDIC and are available for inspection during regular business hours. Photocopies of the nonconfidential portions of the application will be made available upon request.

Public Notice
 The Fire Service Advisory Commission will meet on the following dates/times in Oconee County Council Chambers located at 415 South Pine Street, Walhalla, SC unless otherwise advertised:
 February 18, 2021, March 18, 2021, April 15, 2021, May 20, 2021, June 17, 2021, July 15, 2021, August 19, 2021, September 16, 2021, October 21, 2021, November 18, 2021. All meetings are scheduled for 6pm.

Public Notice
 The Oconee County Arts & Historical Commission will meet on the following dates/times in Oconee County Council Chambers located at 415 South Pine Street, Walhalla, SC unless otherwise advertised:
 Meetings on February 11, 2021, March 11, 2021, April 8, 2021, June 10, 2021.

Miss a day...
 Miss a lot!

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PUBLISHER'S AFFIDAVIT

**STATE OF SOUTH CAROLINA
COUNTY OF OCONEE**

OCONEE COUNTY COUNCIL

IN RE: Public Notice- The Fire Advisory Commison

BEFORE ME the undersigned, a Notary Public for the State and County above named, This day personally came before me, Hal Welch, who being first duly sworn according to law, says that he is the General Manager of **THE JOURNAL**, a newspaper published Tuesday through Saturday in Seneca, SC and distributed in **Oconee County, Pickens County** and the Pendleton area of **Anderson County** and the notice (of which the annexed is a true copy) was inserted in said papers on 01/29/2021 and the rate charged therefore is not in excess of the regular rates charged private individuals for similar insertions.



Hal Welch
General Manager

Subscribed and sworn to before me this
01/29/2021



Aubry Bethea
Notary Public
State of South Carolina
My Commission Expires November 20, 2030



Subject: Social Media

SOG: 07.00.01

Page 1 of 2

Category: Personnel

Rescinds: None

Approved by: Charles V. King, Fire Chief

Revision: 1

Effective Date: 03/14/2013

PURPOSE:

Oconee County Emergency Services endorses the secure use of social media to enhance communication and information exchange; streamline processes; and foster productivity with its employees. This policy establishes this department's position on the use and management of social media and provides guidelines on the management, administration, and oversight. This policy is not meant to address one particular form of social media; rather social media in general in general terms as technology will outpace our ability to discover emerging technology and create policies governing its use.

SCOPE:

All personnel

GENERAL:

1. Strategic Policy

a) Determine strategy

- i. Each social media page shall include an introductory statement that clearly specifies the purpose and scope of the agency's presence on the website.
- ii. Social Media page(s) should link to the department's official website.
- iii. Social media page(s) shall be designed for the target audience(s) such as the community, civic leadership, employees or potential recruits.

b) Procedures

- i. All department social media sites or pages shall be approved by the Fire Chief or designee and shall be administered by the departmental information services section or designee.
- ii. Social media pages shall clearly indicate they are maintained by the fire department and shall have the department logo and contact information prominently displayed.
- iii. Social media content shall adhere to applicable laws, regulations, and policies, including all information technology and records management policies of the department.
- iv. Social media content is subject to open public records laws.
- i. Relevant records retention schedules apply to social media content.
- ii. Content must be managed, stored, and retrieved to comply with open records laws and e-discovery laws and policies
- v. Social media pages should state that the opinions expressed by visitors to the page(s) do not reflect the opinions of the department.
- vi. Social media pages shall clearly indicate that posted comments will be monitored and that the department reserves the right to remove obscenities, off-topic comments, and personal attacks.
- vii. Social media pages shall clearly indicate that any content posted or submitted for posting is subject to public disclosure.

2. Department-Sanctioned Use

a) Department personnel representing the department via social media outlets shall do the following:

- i. The use of department computers by department personnel to access social media is prohibited without authorization.
- ii. Conduct themselves at all times as representatives of the department and, accordingly, shall adhere to all department standards of conduct and observe conventionally accepted protocols and proper decorum.
- iii. Identify themselves as a member of the department.
- iv. Post, transmit, or otherwise disseminate confidential information, including photographs or videos, related to department training, activities, or work-related assignments without express written permission.
- v. Do not conduct political activities or private business.
- vi. Department personnel use of personally owned devices to manage the department's social media activities or in the course of official duties is prohibited without express written permission.
- vii. Employees shall observe and abide by all copyright, trademark, and service mark restrictions in posting materials to electronic media.

3. Potential Uses

a) Social media is a valuable investigative tool when providing information about

- i) road closures,
- ii) special events,
- iii) weather emergencies, and
- iv) major ongoing events in the jurisdiction that affects the entire community.

b) Employment Opportunities - Persons seeking employment and volunteer positions use the Internet to search for opportunities.

c) Background Checks - For authorized members to conduct a background check on potential employees or volunteers

- i) Candidates applying for employment with this department must sign a release document enabling an assigned employee to conduct a background check using any resource to include social media. Version 3.0 Page | 4
- ii) This department has an obligation to include Internet-based content when conducting background investigations of job candidates.
- iii) Searches should be conducted by Human Resources or with permission from the Fire Chief and only for the purposes of providing possible background material on an employee candidate.
 1. Information pertaining to protected class status shall be filtered out prior to sharing any information found online with decision makers.
- iv) Persons authorized to search Internet-based content should be deemed as holding a sensitive position.
- v) Search methods shall not involve techniques that are a violation of existing law.
- vi) Vetting techniques using social media as one of many resources to provide valid and up to date information shall be applied uniformly to all candidates.
- vii) Every effort must be made to validate Internet-based information considered during the hiring process.
 1. This shall not be the only mechanism to provide background information on a possible candidate.

4. Personal Use

a) Precautions and Prohibitions

- i. Department personnel shall abide by the following when using social media.
 1. Department personnel are free to express themselves as private citizens on social media sites to the degree that their speech does not impair or impede the performance of duties, impair discipline and harmony among coworkers, or negatively affect the public perception of the department.
 2. As public employees, department personnel are cautioned that their

speech either on or off duty, and in the course of their official duties that has a nexus to the employee's professional duties and responsibilities may not necessarily be protected speech under the First Amendment.

a. This may form the basis for discipline if deemed detrimental to the department.

b. Department personnel should assume that their speech and related activity on social media sites will reflect upon their position within the department and of this department.

2 The Associated Press reported on 2/08/2011 that the National Labor Relations Board (NLRB) ruled on 2/07/2011 worker's negative comments are protected under federal labor laws. Under the National Labor Relations Act, employees may discuss the terms and conditions of their employment with coworkers and others. However, it does warn that it does not give employees free rein to discuss anything work-related on social media. One example they gave of things prohibited are the disclosure of truly confidential information.

3. Department personnel shall not post, transmit, or otherwise disseminate any information to which they have access as a result of their employment without written permission from the Fire Chief or designee.

4. Department personnel are cautioned not to do the following:

a. Display department logos, uniforms, or similar identifying items on personal web pages without prior written permission.

b. Post personal photographs or provide similar means of personal recognition that may cause you to be identified as a firefighter, fire officer or employee of this department without prior written permission.

c. When using social media, department personnel should be mindful that their speech becomes part of the World Wide Web.

5. Adherence to the department's code of conduct is required in the personal use of social media. In particular, department personnel are prohibited from the following:

a. Speech containing obscene or sexually explicit language, images, or acts and statements or other forms of speech that ridicule, malign, disparage, or otherwise express bias against any race, any religion, or any protected class of individuals.

b. Department personnel may not divulge information gained by reason of their authority; make any statements, speeches, appearances, and endorsements; or publish materials that could reasonably be considered to represent the views or positions of this department without express authorization.

c. Department personnel should be aware that they may be subject to civil litigation for publishing or posting false information that harms the reputation of another person, group, or organization otherwise known as defamation to include:

i. publishing or posting private facts and personal information about someone without their permission that has not been previously revealed to the public, is not of legitimate public concern, and would be offensive to a reasonable person;

ii. using someone else's name, likeness, or other personal attributes without that person's permission for an exploitative purpose; or

iii. publishing the creative work of another, trademarks, or certain confidential business information without the permission of the owner.

6. Department personnel should be aware that privacy settings and social media sites are constantly in flux, and they should never assume that

personal information posted on such sites is protected.

7. Department personnel should expect that any information created, transmitted, downloaded, exchanged, or discussed in a public online forum may be accessed by the department at any time without prior notice.

V) VIOLATIONS

1) Reporting violations.

a. Any employee becoming aware of or having knowledge of a posting or of any website or webpage in violation of the provision of this policy shall notify his or her supervisor immediately for follow-up action.

2) Violation of this social media policy may result in suspension or termination.

VI) DISCIPLINARY ACTIONS

The disciplinary action presented herein may be used in conjunction with or superseded by the disciplinary action listed in the Fire and EMS Department Code of Conduct and Ethics general order as well as the disciplinary action provided to all employees.

1) Violations of the Social Media and Social Networking Policy are to be dealt with in the violation manner listed below;

a.) Tampering with Departmental Issued Devices. Uniformed and civilian employees found using, or tampering with video and audio recording devices will face the following:

- i. Immediate supervisory counseling session.
- ii. Three (3) day suspension without pay.

2) Unauthorized Use of Video and Audio Recording Devices. Uniformed and civilian employees found using unauthorized video and audio recording devices will face the following:

- a. Immediate supervisory counseling session.
- b. Battalion Chief and Fire Chief counseling session.
- c. Confiscation of unauthorized recording devices and content.
- d. Three (3) day suspension without pay.
- e. Three (3) month probation.

3) Unauthorized Posting of Department Scene(s) and/or Department MultiMedia Content. Uniformed and civilian employees found posting and/or sharing unauthorized content will face the following:

- a. Immediate supervisory counseling session.
- b. Battalion Chief and Fire Chief counseling session.
- c. Three (3) day suspension without pay.
- d. Three (3) month probation.
- e. Suspension from use of Departmental Devices for six (6) months.

4) Inappropriate and/or Illegal Posting and/or Sharing of Offensive/Objectionable Material on Social Media/Networking Sites. Uniformed and civilian employees found posting and/or sharing inappropriate and/or illegal content will face the following:

- a. Immediate supervisory counseling session.
- b. Station Chief and Fire Chief Counseling session
- c. Thirty (30) day suspension (volunteer); 3 shift suspension without pay (career).
- d. One (1) year probation.
- e. Suspension from use of Departmental Devices during term of employment.
- f. Termination of employment.

5) Repeat and/or Consecutive Violations.

a. Repeated or consecutive violations of one or more of the above regardless of order will result in employee's immediate termination and possible legal/criminal proceedings. This outlined disciplinary process is subject to recommendations from employee groups, approval from the Fire Chief and additional measures directed by the Human Relations

Subject: Personnel Accountability System

SOG: 05.06.05

Page 1 of 4

Category: Scene Safety

Rescinds: None

Approved by: Charles V. King, Chief

Revision: 2

Effective Date: 02/24/2014

PURPOSE:

To establish a safe and effective personnel tracking system at all multi unit emergencies.

SCOPE:

All Personnel

GENERAL:

- Oconee County Emergency Services shall use the modified "Passport Accountability System" to account for all members engaged in a multiple response (3 or more units).
- The Accountability System tracks individual members of team and their assignment.
- This system is expandable to include mutual aid teams. Use of this system complies with current OSHA regulation and greatly enhances safety on the fireground. It shall be the responsibility of the Incident Commander to ensure the Accountability System is fully utilized on the following call types:
 1. Structure Fire
 2. Brush Fire
 3. Haz-Mat Emergencies
 4. Smell of Smoke Residential or Commercial
 5. Gas Leaks of any type
 6. Activated Alarm of any type
 7. Mass Casualty
 8. Response to Terrorism
 9. Tactical Rescue Incidents
 10. Any other situation deemed appropriate by Command.
 11. Rendering mutual aid to any jurisdiction with an incompatible system.

COMPONENTS:

The Accountability System is made up of the following components as defined:

Helmet Marker: A Velcro-backed piece of Reflexite material with a team number or command function used to identify personnel checked into the system. Even numbers indicate a two, four, or six member team and odd numbers indicate a three or five member team.

Name Tag: A Velcro-backed, color coded, plastic tag with a member's first initial and last name.

Passport: Approximately 2"x 4" flexible boards made of Velcro and plastic used to identify teams and sectors.

Status Board: A 9" x 14" hard plastic board with Velcro attached. Commanders and Sector Officers use Status Boards to hold Passports of assigned teams and to make notes.

Truck Board: A large plastic board used to form teams at the attack engine and serves as a back-up accountability system in the event a status board is lost.

Make-Up Kit: A 7" x 13" x 3" plastic container, on the attack engine that holds extra name tags, passports and command function helmet markers. The make-up kit should hold name tags, passports and team numbers for mutual aid received.

PROCEDURE:

- When arriving at the scene all personnel will report to the attack engine. Once at the attack engine all personnel will check into the system by placing one name tag on the passport and a second name tag on the truck board corresponding with the position of the passport.
- After marking the passport, personnel shall then don the appropriate helmet marker.
- After all members of the team have checked in, the team as a unit shall remain intact and report to command or the on-scene Staging Officer if designated. Team members are required to remain in constant contact with each other and are accountable for each other (buddy system).
- The senior member of each team is the Team Leader and shall ensure the team stays intact throughout the entire incident.
- The first team on every board is a 3 or 5 member team (odd number) by design, in the event that only 2, or 4 personnel are available for immediate attack the team will report to Command with their passport and verbally advise the Incident Commander that they are one member short. The next person to arrive on the scene shall become the third, or fifth member of the first team and shall hand their name tag for the passport directly to the Incident Commander. The third firefighter shall then join the other members of the first team. The Incident Commander shall advise the first team via radio that another member has joined the team and state the members name.
- All other members shall wait at the attack engine for a full team, unless called for by Command.
- All second due Officers and Senior Firefighters shall check in with Command via radio or in person prior to joining a team. Command may have a need to assign these personnel to sectors.
- Personnel assigned to sectors will check in on the truck board
If a truck board is not available or is an unreasonable distance from the incident the Make-up Kit on the attack engine may be utilized. Sector Officers shall utilize a status board to account for personnel assigned to them.

- It is not necessary for the Incident Commander to check into the system since the nature of the position is self-accountable. In other words the IC does not need to check in with himself/herself. The IC helmet marker should be utilized at large incidents involving multiple agency or when the IC is a Senior Officer and transfer of command is not probable.
- Each truck board is designed to account for fifteen personnel, the driver of the second due engines shall bring their truck board to the attack engine when told to abandon.
- Only one board shall be utilized at a time.
- The number sequence of the teams is irrelevant except that all boards shall be utilized starting at the top and working left to right.
- Personnel should don appropriate protective equipment for the incident type before checking into the system. SCBA's shall be donned prior to checking into the system for all structure fires. In the event that SCBA's are not available members should still check in and don SCBA as soon as it becomes available.
- Probationary members and other members not qualified to wear an SCBA shall not check into the system initially. These members shall report to the attack engine and wait until told to check-in by the IC.
- Probationary members that have followed the proper response criteria may check-in to the system at brush fires as long as at least one certified firefighter is on the team.

PERSONNEL ACCOUNTABILITY REPORT (PAR):

The system allows for a roll call to ensure accountability. Roll calls shall be initiated:

- prior to a change of operational mode
- after a collapse
- report of lost firefighter
- when deemed necessary by the Incident Commander.

"PAR" PROCEDURES:

- To perform the PAR the IC will call each sector and team on his/her Status Board and ask if they have PAR. Each sector will check the status of each team working in that sector to make sure they are intact.
- When sectors have PAR they will report back to Command.
- The PAR should be conducted as follows:

"All Units - Command, Stand by for PAR"

"Team 114- Command" ----- "Command - Team 114, Team 114 Has PAR"

"Team 21 - Command"----- "Command - Team 21, Team 21 Has PAR"

- After the teams on the IC's board have reported PAR the process will continue with the assigned sectors. It should be conducted as follows:

"Sector C - Command, Conduct your PAR"

"Command - Sector C, Copy, conducting PAR"

"Team 211 - Sector C"-----"Sector C - Team 211, Team 211 has PAR"

"Team 111 - Sector C"----- "Sector C -Team 111, Team 111 has PAR"

- After a Sector Officer has ensured that all teams assigned have PAR, the Sector Officer shall report back to the IC as follows:

“Command - Sector C, Sector C has PAR”

TERMINATION:

- The Accountability System will be terminated in a gradual process after the mitigation of an incident consistent with the manner all incidents are currently terminated.
- As mitigation is accomplished and the amount of human resources needed on scene is reduced the IC will assign the unnecessary teams to check-out. Teams sent to check - out will report to the attack engine and replace their passport and helmet-marker and recover their name tags.
- It is during this stage of an incident when teams may be re-formed or personnel changed to form special functions such as “Origin and Cause Investigation”.
- The Accountability System shall be used to account for teams that will operate in any area where there is a possibility of collapse or is otherwise considered hazardous by the IC or Safety Officer.

DUAL OR MULTIPLE ATTACK ENGINES

When operating at large structures, complexes, conflagrations, etc., it may not be feasible for every team to report directly to the IC with their passport. In such an instance the team will report to the closest attack engine or Sector Officer.

For example a typical response to “Cross-Creek” places the first due engine in sector C to support the sprinkler system. The IC will most likely establish in sector A. It would not be feasible to have the personnel in sector C form a team and hand their passport directly to the IC. Rather they should form a team and hand their passport to the Sector C Officer or the Engineer if sector C has not yet been established.

Using the same example as above the second due units, off duty personnel and volunteers would generally arrive at sector A. These personnel should form teams at the attack engine operating in sector A.

The IC will need to utilize a Staging Officer or runner to ensure that passports are retrieved for sector officers who were established remote from the command post.

RECEIVING MUTUAL AID

When receiving mutual aid the responding companies will be checked into our system. It will be necessary for the IC to assign someone to brief the companies on our system and ensure they are properly checked in.

Team numbers 351 through 359 are reserved for mutual aid and stored in the Accountability Make-up kit. Mutual aid personnel shall write their last name on a blank name tag. The back up system will be created on paper and consist of a list of each team with respective members.

The helmet markers for mutual aid consist of adhesive backed Velcro. Simply peel off the paper backing to expose the adhesive and place on the back of the helmet.