

**Board of Public Works and Safety**  
**Monday, December 19, 2022: 11:30 a.m.**  
**Agenda**

- **Roll Call**
- **Approval of Minutes**
- **Adjustments**
- **Unfinished Business**
- **New business**
  - **HMI Lot Site Improvements Engineering & Permitting Services Agreement**
  - **Fire Department Changes to SOPs**
  - **Blight Update: 705 Walnut, 755 W. 3<sup>rd</sup>, 1207 Walnut**
  - **Blight Elimination PowerPoint**
  - **PACE Midpoint: 812 Walnut St.**
  - **Open Gov Live Demonstration**
- **Claims**
- **Mayor's Comment**
- **Public Comment**
- **Adjourn**
- **Next meeting: Tuesday, January 3, 2022 @ 11:30 a.m.**

## BOARD OF PUBLIC WORKS AND SAFETY MINUTES

December 5<sup>th</sup>, 2022

The Board of Public Works and Safety, City of Madison, Indiana, met at 11:30 AM in the Council Chamber, City Hall. Present: Eaglin, Courtney, and Carlow (3-0).

**MINUTES:** Carlow motioned to approve the November 21<sup>st</sup>, 2022, meeting minutes, seconded by Eaglin. All in favor (3-0).

**ADJUSTMENTS:** 405 Laurel Ln, Mr. Mote, who is representing Katherine Sapp, gave the Board an overview of what took place. The property experienced a leak between the meter and the home on October 2<sup>nd</sup>, 2022. The City of Madison staff notified the residents of the leak. A new contractor was contacted and put in a new line from the meter to the house. Mr. Mote is requesting an adjustment of \$1,173.97.

Eaglin moved to approve the adjustments at 405 Laurel Ln, seconded by Carlow. All in favor (3-0).

### UNFINISHED BUSINESS:

### NEW BUSINESS:

**Temporary Parking Space Closing at Windle Auditorium on 3<sup>rd</sup> and West:** Emily Hall, President of the Madison Community Players, is working in partnership with Historic Madison Inc., to turn the Windle Auditorium into a permanent theatre space. Because there is only one working bathroom with old pipes, they are requesting a temporary parking space for heated portalet trailers at the corner of West. Resolution 46B-2022.

Courtney made a motion to approve Resolution 46B-2022, seconded by Carlow. All in favor (3-0).

**Technology Contract:** Mindy McGee, City of Madison Deputy Mayor, presented the Board with the plans for updating technology within City Hall. This would include software, hardware, and servers. The City would like to move to the cloud with backups and access to shared files. The City had a technology group come in and evaluate and run diagnostics. Some things found, needed to be addressed and updated immediately, some within the next few years. The City took that information and turned it into a bid package for other technology firms. Mindy is recommending the City award the bid to The Purple Guys for pricing and service. Their quote comes out to about \$12,000.00 less than the next closest bidder. This would also be a substitute for having an IT person on staff, providing 24/7 on-call service help as needed.

Eaglin made a motion to award the bid to the Purple Guys subject to the creation of the contract for approval by BPW, seconded by Courtney. All in favor (3-0).

**Salvation Army MOU Regarding Warming Shelter:** For informational purposes, Mayor Courtney included a copy of the memorandum of understanding between the City of Madison and the Salvation Army. This year, the Salvation Army amended its temperature guidelines. In the past, the temperature guidelines were set at 5 pm, and if the temperature was below 32 degrees at that time with sufficient volunteers, then the winter warming shelter would open. Now, if the temperature is forecasted to be below 32 degrees and there are sufficient volunteers that can be brought in by 5 pm, then the winter warming shelter will open.

**PACE Midpoint:** 411 Dowell St, Brian Marshall has completed over half of his PACE project, and he is asking for the disbursement of \$12,500.00.

Courtney moved to approve the midpoint, seconded by Eaglin. All in favor (3-0).

**PACE Extensions:** 703 West St, Rob Frazee has asked for a 12-month extension. His new deadline would be September 20<sup>th</sup>, 2023, and he has not received any disbursements.

Eaglin moved to approve the extension, seconded by Carlow. All in favor (3-0).

**PACE Finals:** 505 W Main, Steve McKay used PACE funds to work on a damaged slate roof. This work was done according to his PACE agreement, and he has asked for the disbursement amount of \$750.00. 307 Jefferson St, Central Holdings LLC completed their work on the building according to the PACE agreement and has asked for the disbursement amount of \$3,735.91.

Eaglin moved to approve all PACE finals, seconded by Carlow. All in favor (3-0).

Mayor Courtney invited Nicole Schell, Director of Planning, to inform the Board of some updates in the Planning and Preservation department. In 2022, 68 applications were submitted to the PACE program, and 55 were awarded. The applications not awarded, were primarily due to a lack of funding. The City, along with the County, provided roughly \$600,000.00 in grant funds, which was matched by almost \$3,000,000.00 in private investment. Nicole Schell pointed out the record investment in historic preservation downtown and across the hilltop, and the City is working on additional strategies for blight elimination.

**CLAIMS:** Carlow moved to approve, seconded by Eaglin. All in favor (3-0).

**MAYOR'S COMMENTS:** Mayor Courtney reminded the Board and the public that there is one Board of Public Works and Safety meeting left this year. Mayor Courtney congratulated Hannah Mahoney and Kealey White of the Communications department on their successful Merry Madison Christmas parade and event at the Broadway Fountain over the weekend. The City will be closing on the SRF loan for the Major Water Improvement Project on December 15<sup>th</sup>, 2022. The city will work with council to create an amendment on the water rate ordinance to create a new water reseller class for our three water companies. Crystal Beach is still continuing with demolition and the city is in the bidding stage now for the Pool Replacement Project. Work is already taking place on the Riverfront Overlook and the Gateway is already taking shape with demolition underway.

**PUBLIC COMMENT:** None

**ADJOURN:** Eaglin moved to adjourn, seconded by Carlow. All in favor (3-0).

The next meeting will be Monday, December 19<sup>th</sup>, 2022 @ 11:30 a.m.

\_\_\_\_\_  
Mayor Bob Courtney

\_\_\_\_\_  
David Carlow

\_\_\_\_\_  
Karl Eaglin

ATTEST:

\_\_\_\_\_  
Kathleen M. Rampy, Clerk-Treasurer

**HMI LOT SITE IMPROVEMENTS  
ENGINEERING AND PERMITTING SERVICES  
MADISON REDEVELOPMENT COMMISSION  
MADISON, INDIANA**

**WORK ORDER NO. 22011-8**

**DATE: \_\_\_\_\_**

In accordance with the General Services Agreement between the **City of Madison, Indiana**, acting thru its duly appointed **Redevelopment Commission (OWNER)**, and **Jacobi, Toombs and Lanz, Inc. (CONSULTANT)**, dated February 2, 2022, this **WORK ORDER** is the written authorization to the **CONSULTANT** to provide the work described herein, in accordance with the attached schedule, and not-to-exceed fee.

**Work:** The Work shall be as described in Section A of this **WORK ORDER**. **CONSULTANT** shall furnish all labor, materials, supplies, equipment, supervision and services necessary for and incident to the performance of the Work. **CONSULTANT** represents that it has thoroughly reviewed the Work and the General Services Agreement and that it accepts the Work and the conditions under which the Work is to be performed.

**Schedule:** The Schedule shall be set forth in Section B of this **WORK ORDER**. **CONSULTANT** represents that the Schedule is reasonable and achievable.

**Payment Terms:** Payments to the **CONSULTANT** shall be as described in Section C of this **WORK ORDER**.

**Terms and Conditions:** The terms and conditions of the General Services Agreement referenced above shall apply to this **WORK ORDER**. This **WORK ORDER** also incorporates all of the terms and conditions required to be included in it by the General Services Agreement.

**OWNER:**

**Redevelopment Commission  
Madison, Indiana  
101 W Main Street  
Madison, IN 47250  
(812) 265-8300**

By: \_\_\_\_\_

Witness: \_\_\_\_\_

**CONSULTANT:**

**Jacobi, Toombs and Lanz, Inc.  
Consulting Engineers  
1829 E. Spring Street, Suite 201  
New Albany, Indiana 47150  
(812) 945-9585**

By:   
Michael C. Harris, P.E., President

Witness:   
Josh Darby, P.E., Associate

## WORK ORDER NO. 22011-8

### SECTION A – DESCRIPTION OF THE WORK

#### Project Description:

The City of Madison desires to convert the wooded/overgrown lot to the northeast of the intersection of Poplar Street and Vaughn Drive into a small park area consisting of passive lawns, a pollinator garden, architectural stone walls, trees and landscaping. The existing parking lot at the intersection of Poplar Street and Vaughn Drive will also be rehabilitated and improved. A detailed scope of work is outlined below.

#### Scope of Services Included:

##### Site Plan / Development Plan

A civil site plan will be prepared and submitted to the agencies listed below in the Permitting section. The plan will be based on the conceptual site plan provided by the Owner. The site plan will identify all proposed civil site infrastructure, dimensions, construction limits and ground cover.

##### Grading / Drainage Plan

A detailed spot grading plan will be prepared and submitted to the agencies listed below in the Permitting section. The plan will be based on previous survey information provided by the Owner, as well as supplemental survey information collected on the south parking lot. The proposed spot grading will identify existing grades, proposed grading, proposed drainage patterns and inlet/outlet locations if necessary.

##### Erosion Control Plan

An Erosion Prevention Sediment Control Plan and accompanying notes and details will be prepared. The plan and all notes and details will be in conformance with the requirements of Indiana's Construction Stormwater General Permit.

##### Landscape Plan

A Landscape Plan and accompanying planting details will be prepared. The plan and details will be reflective of the conceptual plan provided by the City and in conformance with the City's requirements.

##### Construction Details

A Construction Detail plan sheet will be provided that includes details for construction of all necessary civil site items.

##### Specifications

JTL will provide technical specifications and bid documents in the form of a specification/contract book.

##### Permitting

Permitting includes assistance with preparation of submittal to Madison Planning & Zoning and to IDEM for a Construction Stormwater General Permit (thru Jefferson County Soil & Water Conservation District). JTL will assist with attending municipal meetings where project is on the agenda for discussion or approval. Permitting also includes preparation and submittal of a Construction in a Floodway Permit to the Indiana Department of Natural Resources. No permit or submittal fees are included with this proposal.

##### Bidding

JTL will assist the City in soliciting and evaluating bids for construction of the project.

## WORK ORDER NO. 22011-8

### Topographic Survey

JTL will perform topographic survey of the existing parking lot site located at the northeast corner of the intersection of Poplar Street and Vaughn Drive in Madison, Indiana. JTL will provide topographic mapping of the existing parking lot site plus adjacent 50-feet along the perimeter. The data will be processed and used to create a surface model and contours in CAD. The deliverable will be a CAD file, which will also be used for the site design. This scope does not include a Boundary Survey, therefore there will be no Physical Monumentation and no Preparation, Signing, Stamping and Recording of Drawing. This scope also does not include survey of the wooded lot previously owned by HMI, as that survey was completed previously and provided by the Owner.

### Scope of Services **Not** Included:

- Geotechnical Investigation/Engineering – Assumes the Geotechnical Investigation completed in 2020 will be utilized for this project.
- Topographic Survey of the lot previously owned by HMI – The survey information provided by the Owner will be used for design.
- Environmental Assessment/Engineering
- Lighting/Electrical Engineering Design
- Irrigation Design
- Permit Fees
- Construction Administration and Inspection
- Design of Sanitary Sewers, Electric, Gas, Water, Communications, or other Utility Service Extensions. It is our understanding that these are all in existence at the site.

## SECTION B – SCHEDULE

All design work shall be completed within 60 calendar days after receipt of Notice to Proceed. The Plan Submittal Application, Construction Stormwater General Permit Application, and IDNR Construction in a Floodway Application shall be submitted at the end of the 60-calendar day design schedule.

## SECTION C – PAYMENT TERMS

Payment to the Consultant for Engineering and Permitting Services shall be on a lump sum basis for a fixed, not to exceed sum of \$45,500.

The CONSULTANT may submit monthly invoices, based upon percentage complete, for payment for work completed to date.

Exceeding Estimated Fees: The estimated total fees shown herein are based on the description of work described in this agreement. The CONSULTANT reserves the right to request an adjustment to the estimated total fees, if necessary, as a result of scope changes or schedule adjustments that are outside the CONSULTANT'S control.

Office of Code Enforcement  
101 West Main Street  
Madison, IN 47250



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***Planning, Preservation, & Design***

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March 13, 2022

Robert Wallace  
208 W 2<sup>nd</sup> St  
Madison, Indiana 47250

Dear Robert,

It has been brought to my attention that the property listed below is in violation of the City of Madison Nuisance Ordinance, Chapter 96, because of accumulated trash and combustible items.

Address: 755 W 3rd St, Madison, IN 47250  
Parcel ID: 39-08-34-443-030.000-007

Per the ordinance you have five (5) business days from the date of this letter to comply by cleaning the area and removing any combustible materials. If this has not been completed within the allotted time, you may be required to appear before the Board of Public Works and Safety and/or I may hire a crew to perform the task. I would then send a bill to you for services rendered. Failure to pay may result in a lien filed against the property on your tax bill. Said lien would include a \$100.00 fine. A copy of the ordinance is included for your review.

If you have questions, please contact me at 812-274-0428, or via email at [doneal@madison-in.gov](mailto:doneal@madison-in.gov). I appreciate your time and hope I have your cooperation in this matter.

Respectfully,

Duane Edward "Duey" O'Neal  
Code Enforcement Officer  
City of Madison  
***#cleansafebeautiful***

Enclosure  
cc: Mayor Courtney

Building Inspector's Office  
(812) 265-8324  
101 West Main Street  
Madison, IN 47250



*Department of Planning, Preservation, & Design*

August 17, 2022

Robert Wallace  
208 W Second Street  
Madison IN, 47250

In Re: 755+ W Third Street  
Madison, IN 47250

Dear Robert Wallace,

There was an inspection completed at the property on 755 W Third Street. The intent of this letter is to state that I, Landon Ralston (City of Madison Building Inspector) made a site visit to said property on August 12, 2022, to verify the location and external condition of the building in disrepair.

Based upon my initial site visit and the observations made, there are potential life safety violations that exist and require further investigation of:

Unsafe Building Chapter 154.03

(E) Whenever any portion of a building, or any member, appurtenance or ornamentation on the exterior thereof is not of sufficient strength or stability, or is not so anchored, attached or fastened in place so as to be capable of resisting a wind pressure of one half of that specified in the Building Code for new buildings of similar structure, purpose or location without exceeding the work stresses permitted in the Building Code for such buildings.

(F) Whenever any portion thereof has wracked, warped, buckled or settled to such an extent that walls or other structural portions have materially less resistance to winds or earthquakes than is required in the case of similar new construction.

(G) Whenever the building or structure, or any portion thereof, because of dilapidation, deterioration, or decay; faulty construction; the removal, movement, or instability of any portion of the ground necessary for the purpose of supporting such building; the deterioration, decay, or inadequacy of its foundation; or any other cause, is likely to partially or completely collapse.

As such, the City of Madison Office of Planning, Preservation and Design requests you contact this office within five (5) business days to set up a date and time to inspect the building and determine the extent of disrepair. As well as discuss plans for remediation.

Feel free to contact the City of Madison Department of Planning, Preservation, & Design with any questions or concerns pertaining to this matter.

Sincerely,

Landon Ralston  
Building Inspector  
City of Madison

Enclosure

cc: Nicole Schell and Mayor Courtney





# Application for Demolition Permit

City of Madison  
Office of Planning, Preservation, & Design  
101 W Main St  
Madison, IN 47250  
(812) 265-8300

Application Fee \$ 10.00

Purpose: Application is hereby made for permission to demolish a structure as described below. The information which follows is made a part of this application, in reliance upon which the Building Inspector is requested to issue a Permit.

This application must be filed prior to work beginning on a property located within the City of Madison. This application does not replace the need for a dumpster permit for a dumpster be located on city right of way. This application does not replace the need for approval from the HDBR for properties located downtown.

### APPLICANT INFORMATION

Date: 7-8-2022  
Property Owner Name: Robert Wallace  
Mailing Street Address: 208 W. Second street  
City: Madison State: Indiana Zip: 47250  
Phone (Preferred): (812) 265-2379 Phone (Alternate): (812) 530-8361  
Email: \_\_\_\_\_

### LOCATION OF STRUCTURE TO BE DEMOLISHED

Street Address: 758 W. Third Street  
Intersecting Street (if applicable): \_\_\_\_\_  
Parcel ID (can be obtained from the office): \_\_\_\_\_

### STRUCTURE INFORMATION

- Primary Residential Structure
- Primary Commercial Structure

Accessory Structure

Other: \_\_\_\_\_

Number of Rooms: 1

Number of Stories: 1

Roof Material: metal

Interior Wall Material: \_\_\_\_\_

Exterior Wall Material: metal

Foundation Material: \_\_\_\_\_

Does the structure have a basement?

- Yes, full basement
- No, crawl space
- No, on a slab

Does the structure have utilities? (Check all that apply)

- Water/Sewer
- Gas
- HVAC unit

**DEMOLITION CONTRACTOR**

Contractor Registration #	Contractor Name	Contractor Phone Number
	Self	

If any of the following approvals are required, please provide board approval date(s) –

Historic Board Approval – Date Received: \_\_\_\_\_  
 Board of Zoning Appeals Approval – Date Received: \_\_\_\_\_  
 Plan Commission Approval – Date Received: \_\_\_\_\_

It is understood and agreed by this applicant that any error, misstatement, or misrepresentation of material fact or expression of material fact, either with or without intention on the part of this applicant, such as might, or would, operate to cause a refusal of this application, or any material alteration or change in the accompanying plans, specifications or structure made subsequent to the issuance of a permit in accordance with this application, without the approval of the Building Inspector shall constitute sufficient ground for the revocation of this permit. I understand that if I need to place a dumpster on a city right of way, it will require an additional permit. I understand that if the property is located downtown, this permit does not replace the need for approval to demolish the structure from the Historic District Board of Review (HDBR). I understand that it is my responsibility to disconnect any/all utilities prior to demolishing the structure.

9-8-2022  
 Date

Phillip Wallace  
 Signature of Applicant

**Documentation Review** (Completed by Planning Office)

- Application is complete
- Contractor Reg. & Ins. Verified
- Board Approvals Verified

Staff Notes

<b>COMPLETED BY PLANNING OFFICE</b>			
Application Accepted on:	<u>9/8/22</u>	Application Accepted by:	<u>[Signature]</u>
Application Approved on:	<u>9/8/22</u>	Application Approved by:	<u>[Signature]</u>

Building Inspector's Office  
(812) 265-8324  
101 West Main Street  
Madison, IN 47250



Department of Planning, Preservation, & Design

September 20, 2022

Robert Wallace  
208 W Second Street  
Madison IN, 47250

In Re: 755+ West Third Street  
Madison, IN 47250

Dear Robert Wallace,

There was an inspection completed at the property on 755+ West Street. The intent of this letter is to state that I, Landon Ralston (City of Madison Building Inspector) made a site visit to said property on September 6, 2022, to verify the location, external, and Internal condition of the building in disrepair.

Based upon my scheduled site visit and the observations made, there are life safety violations that exist and meet the standards for unsafe buildings. An order is being issued for the demolition and removal the storage structure at 755+ W Third Street as the general condition of the structure warrants removal.

Unsafe Building Chapter 154.03

(B) Whenever the stress in any materials, member or portion thereof, due to all dead and live loads, is more than one and one half times the working stress or stresses allowed in the Building Code for new buildings of similar structure, purpose or location.

(D) Whenever any portion or member or appurtenance thereof likely to fail, or to become detached or dislodged, or to collapse and hereby injure persons or damage property.

(F) Whenever any portion thereof has wracked, warped, buckled or settled to such an extent that walls or other structural portions have materially less resistance to winds or earthquakes than is required in the case of similar new construction.

(G) Whenever the building or structure, or any portion thereof, because of dilapidation, deterioration, or decay; faulty construction; the removal, movement, or instability of any portion of the ground necessary for the purpose of supporting such building; the deterioration, decay, or inadequacy of its foundation; or any other cause, is likely to partially or completely collapse.

(I) Whenever the building or structure, exclusive of the foundation, shows 33 percent or more damage or deterioration of its supporting member or members, or 50 percent damage or deterioration of its nonsupporting members, enclosing or outside walls or coverings.

(P) Whenever any portion of a building or structure remains on a site after the demolition or destruction of the building or structure or whenever any building or structure is abandoned for a period in excess of six months so as to constitute such building or portion thereof an attractive nuisance or hazard to the public.

As such, the City of Madison Office of Planning, Preservation and Design requests you abate the deficiencies outlined in the above unsafe building violation(s) in at least ten (10) days, but not more than sixty (60).

Feel free to contact the City of Madison Department of Planning, Preservation, & Design with any questions or concerns pertaining to this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Landon Ralston", with a horizontal line extending to the right.

Landon Ralston  
Building Inspector  
City of Madison

Enclosure

cc: Nicole Schell and Mayor Courtney

December 5, 2022

Robert Wallace  
208 W 2<sup>nd</sup> St  
Madison, IN 47250

In Re: 755+ W Third St.

Dear Mr. Wallace,

A letter, dated September 20, 2022, informed you the structure located on your property at 755+ W 3<sup>rd</sup> St has been determined to be an unsafe structure in accordance with I.C. 36-7-9-4, IC 36-7-9-5 and City of Madison Ordinance Chapter 154 – Unsafe Buildings, and provided you a sixty-day time frame to provide a plan for abatement. As of this date, I have no plan(s) from you and the property remains unsafe.

To address this issue your presence is required at the **Monday, December 19, 2022**, Board of Public Works meeting at 11:30 a.m. to be held in City Hall, 101 W. Main Street. As the property owner you are entitled to appear at the hearing with or without legal counsel, present evidence, cross-examine opposing witnesses, and present arguments.

Failure to appear may result in the City of Madison hiring a crew to bring the structure into compliance with the above referenced ordinances. You would be responsible for their bill. Nonpayment would result in a lien of the service amount being filed against the property on your tax bill. A class D infraction fine may also be imposed by the court, along with associated filing fees and mailing reimbursement.

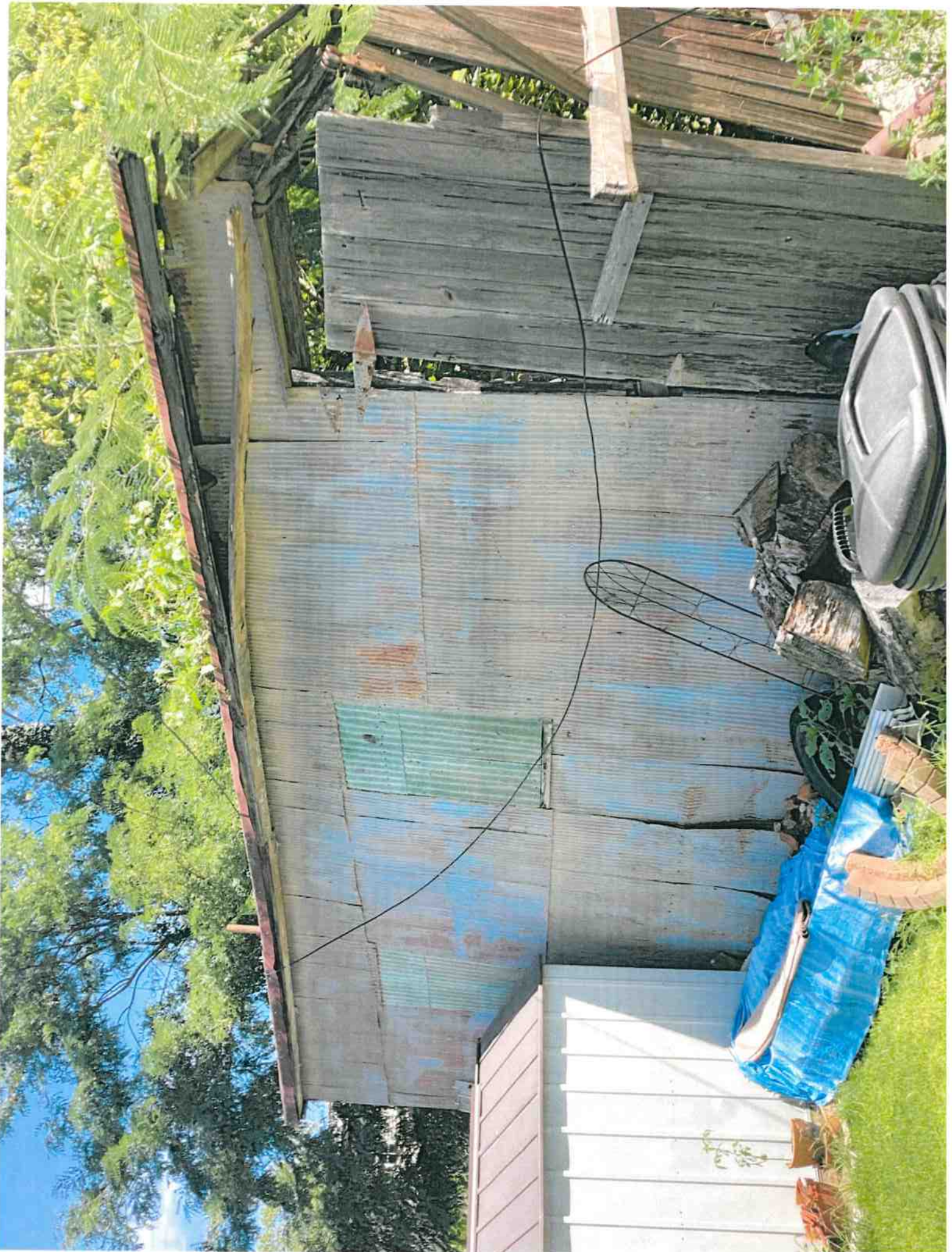
It is my goal to keep Madison clean, safe, & beautiful and trust I have your cooperation in this matter.

Respectfully,

Duane Edward "Duey" O'Neal  
Code Enforcement Officer  
*City of Madison*

cc: Mayor Bob Courtney  
Joe Jenner, City Attorney





Building Inspector's Office  
(812) 265-8324  
101 West Main Street  
Madison, IN 47250



Department of Planning, Preservation, & Design

September 20, 2022

Madison Christian Health and Development  
2226 S Logans Point Drive  
Hanover IN 47243

In Re: 705 Walnut Street  
Madison, IN 47250

Dear Madison Christian Health and Development,

There was an inspection completed at the property on 705 Walnut Street. The intent of this letter is to state that I, Landon Ralston (City of Madison Building Inspector) made a site visit to said property on August 25, 2022, to verify the location, external, and Internal condition of the building in disrepair.

Based upon my scheduled site visit and the observations made, there are life safety violations that exist and meet the standards for an unsafe building.

Unsafe Building Chapter 154.03

(C) Whenever any portion thereof has been damaged by fire, earthquake, wind, flood or by any other cause, to such an extent that the structural strength or stability thereof is materially less than it was before such catastrophe and is less than the minimum requirements of the Building Code for new buildings of similar structure, purpose or location.

(D) Whenever any portion or member or appurtenance thereof likely to fail, or to become detached or dislodged, or to collapse and hereby injure persons or damage property.

(G) Whenever the building or structure, or any portion thereof, because of dilapidation, deterioration, or decay; faulty construction; the removal, movement, or instability of any portion of the ground necessary for the purpose of supporting such building; the deterioration, decay, or inadequacy of its foundation; or any other cause, is likely to partially or completely collapse.

(K) Whenever the building or structure has been so damaged by fire, wind, earthquake or flood, or has become so dilapidated or deteriorated as to become an attractive nuisance to children; or freely accessible to persons for the purpose of committing unlawful acts.

(P) Whenever any portion of a building or structure remains on a site after the demolition or destruction of the building or structure or whenever any building or structure is abandoned for a period in excess of six months so as to constitute such building or portion thereof an attractive nuisance or hazard to the public.

As such, the City of Madison Office of Planning, Preservation and Design requests you abate the deficiencies outlined in the above unsafe building violation(s) in at least ten (10) days, but not more than sixty (60).

Feel free to contact the City of Madison Department of Planning, Preservation, & Design with any questions or concerns pertaining to this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "L. Ralston", written over a white background.

Landon Ralston  
Building Inspector

December 5, 2022

Madison Christian Health & Development  
2226 S Logans Point Drive  
Hanover, IN 47243

In Re: 705 Walnut St.

To Whom It May Concern,

A letter to you dated August 22, 2022, informed you the structure located on your property at 505 N. Walnut Street has been determined to be an unsafe structure in accordance with I.C. 36-7-9-4, IC 36-7-9-5 and City of Madison Ordinance Chapter 154 – Unsafe Buildings, and provided you a sixty-day time frame to provide a plan for abatement. As of this date, I have no plan(s) from you and the property remains unsafe.

To address this issue your presence is required at the **Monday, December 19, 2022** Board of Public Works meeting at 11:30 a.m. to be held in City Hall, 101 W. Main Street. As the property owner you are entitled to appear at the hearing with or without legal counsel, present evidence, cross-examine opposing witnesses, and present arguments.

Failure to appear may result in the City of Madison hiring a crew to bring the structure into compliance with the above referenced ordinances. You would be responsible for their bill. Nonpayment would result in a lien of the service amount being filed against the property on your tax bill. A class D infraction fine may also be imposed by the court, along with associated filing fees and mailing reimbursement.

It is my goal to keep Madison clean, safe, & beautiful and trust I have your cooperation in this matter.

Respectfully,

Duane Edward “Duey” O’Neal  
Code Enforcement Officer  
*City of Madison*

cc: Mayor Bob Courtney  
Joe Jenner, City Attorney



Building Inspector's Office  
(812) 265-8324  
101 West Main Street  
Madison, IN 47250



*Department of Planning, Preservation, & Design*

August 22, 2022

Madison Christian Health and Development  
2226 S Logans Point Drive  
Hanover IN 47243

In Re: 705 Walnut Street  
Madison, IN 47250

Dear Madison Christian Health and Development,

There was an inspection completed at the property on 705 Walnut Street. The intent of this letter is to state that I, Landon Ralston (City of Madison Building Inspector) made a site visit to said property on August 18, 2022, to verify the location and external condition of the building in disrepair.

Based upon my initial site visit and the observations made, there are potential life safety violations that exist and require further investigation of:

Unsafe Building Chapter 154.03

(G) Whenever the building or structure, or any portion thereof, because of dilapidation, deterioration, or decay; faulty construction; the removal, movement, or instability of any portion of the ground necessary for the purpose of supporting such building; the deterioration, decay, or inadequacy of its foundation; or any other cause, is likely to partially or completely collapse.

(I) Whenever the exterior walls or other vertical structural members list, lean or buckle to such an extent that a plumb line passing through the center of gravity does not fall inside the middle one third of the base.

(P) Whenever any portion of a building or structure remains on a site after the demolition or destruction of the building or structure or whenever any building or structure is abandoned for a period in excess of six months so as to constitute such building or portion thereof an attractive nuisance or hazard to the public.

As such, the City of Madison Office of Planning, Preservation and Design requests you contact this office within five (5) business days to set up a date and time to inspect the building and determine the extent of disrepair. As well as discuss plans for remediation.

Feel free to contact the City of Madison Department of Planning, Preservation, & Design with any questions or concerns pertaining to this matter.

Sincerely,

Landon Ralston  
Building Inspector  
*City of Madison*

Enclosure

cc: Nicole Schell and Mayor Courtney



Unsafe Building Report

Address 705 Walnut Street--Madison Christian Health and Development 2226 S Logans Point Date Monday, August 22, 2022

\_\_\_\_ (A) Whenever any door, aisle, passageway, stairway or other means of exit is not of sufficient width or size or is not so arranged as to provide safe and adequate means of exit in case of fire or panic.

\_\_\_\_ (B) Whenever the stress in any materials, member or portion thereof, due to all dead and live loads, is more than one and one half times the working stress or stresses allowed in the Building Code for new buildings of similar structure, purpose or location.

\_\_\_\_ (C) Whenever any portion thereof has been damaged by fire, earthquake, wind, flood or by any other cause, to such an extent that the structural strength or stability thereof is materially less than it was before such catastrophe and is less than the minimum requirements of the Building Code for new buildings of similar structure, purpose or location.

\_\_\_\_ (D) Whenever any portion or member or appurtenance thereof likely to fail, or to become detached or dislodged, or to collapse and hereby injure persons or damage property.

\_\_\_\_ (E) Whenever any portion of a building, or any member, appurtenance or ornamentation on the exterior thereof is not of sufficient strength or stability, or is not so anchored, attached or fastened in place so as to be capable of resisting a wind pressure of one half of that specified in the Building Code for new buildings of similar structure, purpose or location without exceeding the work stresses permitted in the Building Code for such buildings.

\_\_\_\_ (F) Whenever any portion thereof has wracked, warped, buckled or settled to such an extent that walls or other structural portions have materially less resistance to winds or earthquakes than is required in the case of similar new construction.

X \_\_\_\_ (G) Whenever the building or structure, or any portion thereof, because of dilapidation, deterioration, or decay; faulty construction; the removal, movement, or instability of any portion of the ground necessary for the purpose of supporting such building; the deterioration, decay, or inadequacy of its foundation; or any other cause, is likely to partially or completely collapse.

\_\_\_\_ (H) Whenever, for any reason, the building or structure, or portion thereof, is manifestly unsafe for the purpose for which it is being used.

X \_\_\_\_ (I) Whenever the exterior walls or other vertical structural members list, lean or buckle to such an extent that a plumb line passing through the center of gravity does not fall inside the middle one third of the base.

\_\_\_\_ (J) Whenever the building or structure, exclusive of the foundation, shows 33 percent or more damage or deterioration of its supporting member or members, or 50 percent damage or deterioration of its nonsupporting members, enclosing or outside walls or coverings.

\_\_\_\_ (K) Whenever the building or structure has been so damaged by fire, wind, earthquake or flood, or has become so dilapidated or deteriorated as to become an attractive nuisance to children; or freely accessible to persons for the purpose of committing unlawful acts.

\_\_\_\_ (L) Whenever any building or structure has been constructed, exists or is maintained in violation of any specific requirement or prohibition applicable to such building or structure provided by the building regulations of this city, or of any law or ordinance of this state or city relating to the condition, location or structure of buildings.



\_\_\_\_\_ (M) Whenever any building or structure which, whether or not erected in accordance with all applicable laws and ordinances, has in any nonsupporting part, member or portion less than 50 percent, or in any fire-resisting qualities of characteristics, or weather-resisting qualities or characteristics required by law in the case of a newly constructed building of like area, height and occupancy in the same location.

\_\_\_\_\_ (N) Whenever a building or structure, used or intended to be used for dwelling purposes, because of inadequate maintenance, dilapidation, decay, damage, faulty construction or arrangement, inadequate light, air or sanitation facilities, or otherwise, is determined by the city to be unsanitary, unfit for human habitation or in such a condition that is likely to cause sickness or disease.

\_\_\_\_\_ (O) Whenever any building or structure, because of obsolescence, dilapidated condition, deterioration, damage, inadequate exits, lack of sufficient fire resistant construction, faulty electric wiring, gas connections or heating apparatus, or other cause, is determined by the city to be a fire hazard.

X \_\_\_\_\_ (P) Whenever any portion of a building or structure remains on a site after the demolition or destruction of the building or structure or whenever any building or structure is abandoned for a period in excess of six months so as to constitute such building or portion thereof an attractive nuisance or hazard to the public.

Additional Comments:

See Attached Photos:



Unsafe Building Report

Address 705 Walnut--Interior Inspection Report

Date Thursday, September 15, 2022

\_\_\_\_\_ (A) Whenever any door, aisle, passageway, stairway or other means of exit is not of sufficient width or size or is not so arranged as to provide safe and adequate means of exit in case of fire or panic.

\_\_\_\_\_ (B) Whenever the stress in any materials, member or portion thereof, due to all dead and live loads, is more than one and one half times the working stress or stresses allowed in the Building Code for new buildings of similar structure, purpose or location.

(C) Whenever any portion thereof has been damaged by fire, earthquake, wind, flood or by any other cause, to such an extent that the structural strength or stability thereof is materially less than it was before such catastrophe and is less than the minimum requirements of the Building Code for new buildings of similar structure, purpose or location.

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\_\_\_\_\_ (H) Whenever, for any reason, the building or structure, or portion thereof, is manifestly unsafe for the purpose for which it is being used.

\_\_\_\_\_ (I) Whenever the exterior walls or other vertical structural members list, lean or buckle to such an extent that a plumb line passing through the center of gravity does not fall inside the middle one third of the base.

\_\_\_\_\_ (J) Whenever the building or structure, exclusive of the foundation, shows 33 percent or more damage or deterioration of its supporting member or members, or 50 percent damage or deterioration of its nonsupporting members, enclosing or outside walls or coverings.

(K) Whenever the building or structure has been so damaged by fire, wind, earthquake or flood, or has become so dilapidated or deteriorated as to become an attractive nuisance to children; or freely accessible to persons for the purpose of committing unlawful acts.

\_\_\_\_\_ (L) Whenever any building or structure has been constructed, exists or is maintained in violation of any specific requirement or prohibition applicable to such building or structure provided by the building regulations of this city, or of any law or ordinance of this state or city relating to the condition, location or structure of buildings.

\_\_\_\_\_ (M) Whenever any building or structure which, whether or not erected in accordance with all applicable laws and ordinances, has in any nonsupporting part, member or portion less than 50 percent, or in any fire-resisting qualities of characteristics, or weather-resisting qualities or characteristics required by law in the case of a newly constructed building of like area, height and occupancy in the same location.



\_\_\_\_\_ (N) Whenever a building or structure, used or intended to be used for dwelling purposes, because of inadequate maintenance, dilapidation, decay, damage, faulty construction or arrangement, inadequate light, air or sanitation facilities, or otherwise, is determined by the city to be unsanitary, unfit for human habitation or in such a condition that is likely to cause sickness or disease.

\_\_\_\_\_ (O) Whenever any building or structure, because of obsolescence, dilapidated condition, deterioration, damage, inadequate exits, lack of sufficient fire resistant construction, faulty electric wiring, gas connections or heating apparatus, or other cause, is determined by the city to be a fire hazard.

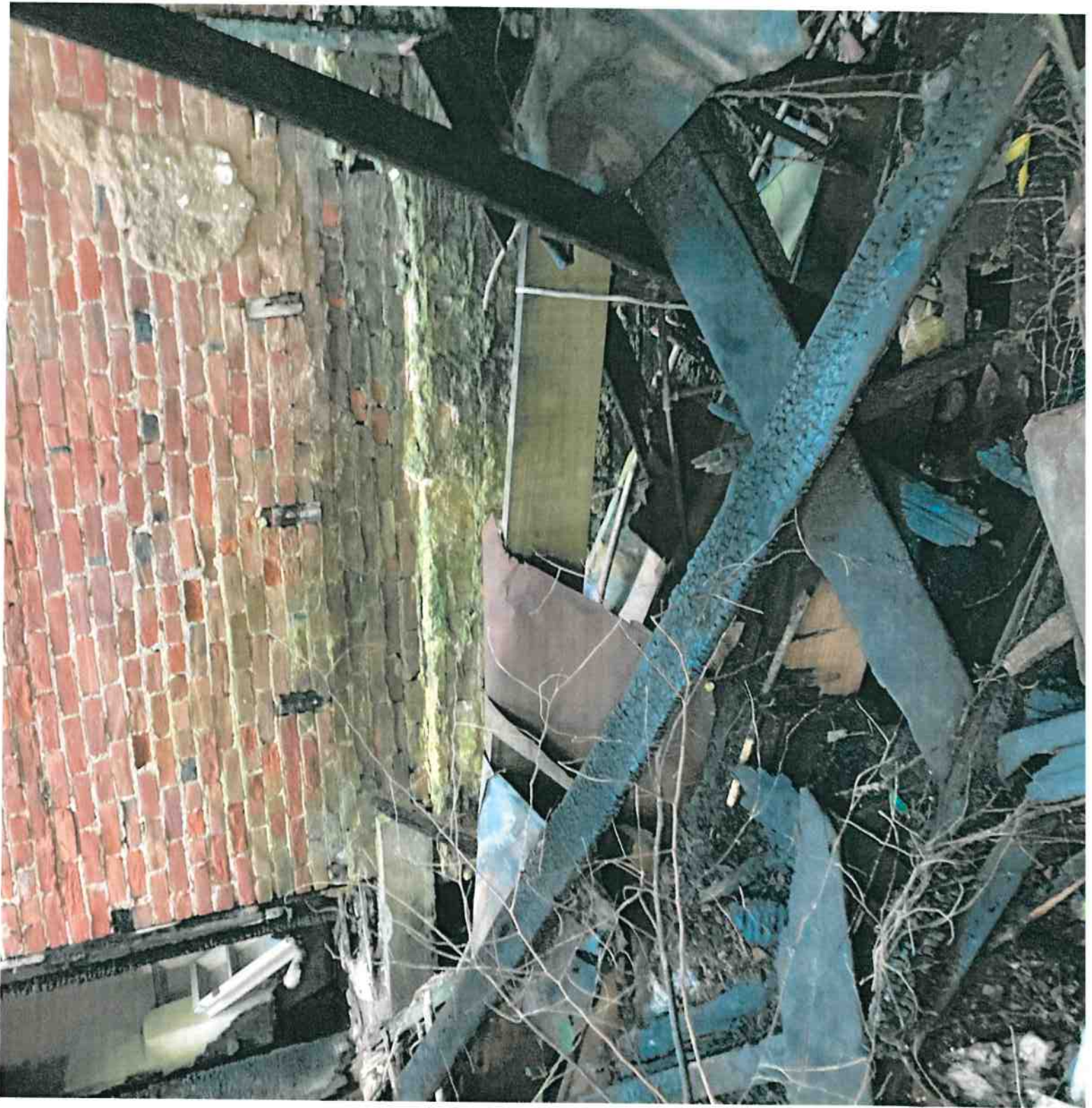
X  
\_\_\_\_\_ (P) Whenever any portion of a building or structure remains on a site after the demolition or destruction of the building or structure or whenever any building or structure is abandoned for a period in excess of six months so as to constitute such building or portion thereof an attractive nuisance or hazard to the public.

Additional Comments:

Rear portion of the structure is missing the roof, the floor has collapsed and the restroom inside the rear of the structure has collapsed. The floors are unstable, felt from the interior inspection. 3/4 of the floor joist are deteriorated past the point of joining the exterior walls. All floor joist are saturated to the point which degrades the structural integrity of the building. Wet Rot is apparent in the pictures, also the lumber feels spongy to the touch at the time of the inspection.

See Attached Photos:





December 5, 2022

Ronald L Shelton  
4066 W 850 N  
Dupont, IN 47231

In Re: 1207 N. Walnut St.

Dear Mr. Shelton,

A letter dated August 23, 2022, informed you the structure located on your property at 1207 N. Walnut Street has been determined to be an unsafe structure in accordance with I.C. 36-7-9-4, IC 36-7-9-5 and City of Madison Ordinance Chapter 154 – Unsafe Buildings, and provided you a sixty-day time frame to provide a plan for abatement. As of this date, I have no plan(s) from you and the property remains unsafe.

To address this issue your presence is required at the **Monday, December 19, 2022**, Board of Public Works meeting at 11:30 a.m. to be held in City Hall, 101 W. Main Street. As the property owner you are entitled to appear at the hearing with or without legal counsel, present evidence, cross-examine opposing witnesses, and present arguments.

Failure to appear may result in the City of Madison hiring a crew to bring the structure into compliance with the above referenced ordinances. You would be responsible for their bill. Nonpayment would result in a lien of the service amount being filed against the property on your tax bill. A class D infraction fine may also be imposed by the court, along with associated filing fees and mailing reimbursement.

It is my goal to keep Madison clean, safe, & beautiful and trust I have your cooperation in this matter.

Respectfully,

Duane Edward "Duey" O'Neal  
Code Enforcement Officer  
*City of Madison*

cc: Mayor Bob Courtney  
Joe Jenner, City Attorney



Building Inspector's Office  
(812) 265-8324  
101 West Main Street  
Madison, IN 47250



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*Department of Planning, Preservation, & Design*

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August 12, 2022

Ronald Shelton  
4066 W 850 N  
Dupont IN, 47250

In Re: 1207 Walnut  
Madison, IN 47250

Dear Ronald Shelton,

There was an inspection completed at the property on 1205 Walnut Street. The intent of this letter is to state that I, Landon Ralston (City of Madison Building Inspector) made a site visit to said property on August 4, 2022, to verify the location and external condition of the building in disrepair.

Based upon my initial site visit and the observations made, there are potential life safety violations that exist and require further investigation of:

Unsafe Building Chapter 154.03

(C) Whenever any portion thereof has been damaged by fire, earthquake, wind, flood or by any other cause, to such an extent that the structural strength or stability thereof is materially less than it was before such catastrophe and is less than the minimum requirements of the Building Code for new buildings of similar structure, purpose or location.

(G) Whenever the building or structure, or any portion thereof, because of dilapidation, deterioration, or decay; faulty construction; the removal, movement, or instability of any portion of the ground necessary for the purpose of supporting such building; the deterioration, decay, or inadequacy of its foundation; or any other cause, is likely to partially or completely collapse.

(K) Whenever the building or structure has been so damaged by fire, wind, earthquake or flood, or has become so dilapidated or deteriorated as to become an attractive nuisance to children; or freely accessible to persons for the purpose of committing unlawful acts.

As such, the City of Madison Office of Planning, Preservation and Design requests you contact this office within five (5) business days to set up a date and time to inspect the building and determine the extent of disrepair. As well as discuss plans for remediation.

Feel free to contact the City of Madison Department of Planning, Preservation, & Design with any questions or concerns pertaining to this matter.

Sincerely,

Landon Ralston  
Building Inspector  
*City of Madison*

Enclosure

cc: Nicole Schell and Mayor Courtney



Unsafe Building Report

Address 1207 Walnut Street-- Robert Shelton 4066 W 850 N Dupont IN 47251

Date Thursday, August 4, 2022

\_\_\_\_ (A) Whenever any door, aisle, passageway, stairway or other means of exit is not of sufficient width or size or is not so arranged as to provide safe and adequate means of exit in case of fire or panic.

\_\_\_\_ (B) Whenever the stress in any materials, member or portion thereof, due to all dead and live loads, is more than one and one half times the working stress or stresses allowed in the Building Code for new buildings of similar structure, purpose or location.

(C) Whenever any portion thereof has been damaged by fire, earthquake, wind, flood or by any other cause, to such an extent that the structural strength or stability thereof is materially less than it was before such catastrophe and is less than the minimum requirements of the Building Code for new buildings of similar structure, purpose or location.

\_\_\_\_ (D) Whenever any portion or member or appurtenance thereof likely to fail, or to become detached or dislodged, or to collapse and hereby injure persons or damage property.

\_\_\_\_ (E) Whenever any portion of a building, or any member, appurtenance or ornamentation on the exterior thereof is not of sufficient strength or stability, or is not so anchored, attached or fastened in place so as to be capable of resisting a wind pressure of one half of that specified in the Building Code for new buildings of similar structure, purpose or location without exceeding the work stresses permitted in the Building Code for such buildings.

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(G) Whenever the building or structure, or any portion thereof, because of dilapidation, deterioration, or decay; faulty construction; the removal, movement, or instability of any portion of the ground necessary for the purpose of supporting such building; the deterioration, decay, or inadequacy of its foundation; or any other cause, is likely to partially or completely collapse.

\_\_\_\_ (H) Whenever, for any reason, the building or structure, or portion thereof, is manifestly unsafe for the purpose for which it is being used.

\_\_\_\_ (I) Whenever the exterior walls or other vertical structural members list, lean or buckle to such an extent that a plumb line passing through the center of gravity does not fall inside the middle one third of the base.

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\_\_\_\_ (L) Whenever any building or structure has been constructed, exists or is maintained in violation of any specific requirement or prohibition applicable to such building or structure provided by the building regulations of this city, or of any law or ordinance of this state or city relating to the condition, location or structure of buildings.



(M) Whenever any building or structure which, whether or not erected in accordance with all applicable laws and ordinances, has in any nonsupporting part, member or portion less than 50 percent, or in any fire-resisting qualities of characteristics, or weather-resisting qualities or characteristics required by law in the case of a newly constructed building of like area, \_\_\_\_\_ height and occupancy in the same location.

(N) Whenever a building or structure, used or intended to be used for dwelling purposes, because of inadequate maintenance, dilapidation, decay, damage, faulty construction or arrangement, inadequate light, air or sanitation facilities, or otherwise, is determined by the city to be unsanitary, unfit for human habitation or in such a condition that is likely to cause sickness or disease. \_\_\_\_\_

(O) Whenever any building or structure, because of obsolescence, dilapidated condition, deterioration, damage, inadequate exits, lack of sufficient fire resistant construction, faulty electric wiring, gas connections or heating apparatus, or other cause, is determined by the city to be a fire hazard. \_\_\_\_\_

(P) Whenever any portion of a building or structure remains on a site after the demolition or destruction of the building or structure or whenever any building or structure is abandoned for a period in excess of six months so as to constitute such building or portion thereof an attractive nuisance or hazard to the public. \_\_\_\_\_

Additional Comments:

See Attached Photos:



Unsafe Building Report

Address 1207 Walnut Street--Ronald Shelton

Date Tuesday, August 23, 2022

\_\_\_\_\_ (A) Whenever any door, aisle, passageway, stairway or other means of exit is not of sufficient width or size or is not so arranged as to provide safe and adequate means of exit in case of fire or panic.

\_\_\_\_\_ (B) Whenever the stress in any materials, member or portion thereof, due to all dead and live loads, is more than one and one half times the working stress or stresses allowed in the Building Code for new buildings of similar structure, purpose or location.

(C) Whenever any portion thereof has been damaged by fire, earthquake, wind, flood or by any other cause, to such an extent that the structural strength or stability thereof is materially less than it was before such catastrophe and is less than the minimum requirements of the Building Code for new buildings of similar structure, purpose or location.

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(M) Whenever any building or structure which, whether or not erected in accordance with all applicable laws and ordinances, has in any nonsupporting part, member or portion less than 50 percent, or in any fire-resisting qualities of characteristics, or weather-resisting qualities or characteristics required by law in the case of a newly constructed building of like area, height and occupancy in the same location.  
\_\_\_\_\_

(N) Whenever a building or structure, used or intended to be used for dwelling purposes, because of inadequate maintenance, dilapidation, decay, damage, faulty construction or arrangement, inadequate light, air or sanitation facilities, or otherwise, is determined by the city to be unsanitary, unfit for human habitation or in such a condition that is likely to cause sickness or disease.  
\_\_\_\_\_

(O) Whenever any building or structure, because of obsolescence, dilapidated condition, deterioration, damage, inadequate exits, lack of sufficient fire resistant construction, faulty electric wiring, gas connections or heating apparatus, or other cause, is determined by the city to be a fire hazard.  
\_\_\_\_\_

X (P) Whenever any portion of a building or structure remains on a site after the demolition or destruction of the building or structure or whenever any building or structure is abandoned for a period in excess of six months so as to constitute such building or portion thereof an attractive nuisance or hazard to the public.  
\_\_\_\_\_

Additional Comments:

Unsafe buildings and unsafe premises described

Sec. 4. (a) For purposes of this chapter, a building or structure, or any part of a building or structure, that is:

- (1) in an impaired structural condition that makes it unsafe to a person or property;
- (2) a fire hazard;
- (3) a hazard to the public health;
- (4) a public nuisance;
- (5) dangerous to a person or property because of a violation of a statute or ordinance concerning building condition or

See Attached Photos:

Building Inspector's Office  
(812) 265-8324  
101 West Main Street  
Madison, IN 47250



*Department of Planning, Preservation, & Design*

September 20, 2022

Ronald Shelton  
4066 W 850 N  
Dupont IN, 47250

In Re: 1207 Walnut Street  
Madison, IN 47250

Dear Ronald Shelton,

There was an inspection completed at the property on 1207 Walnut Street. The intent of this letter is to state that I, Landon Ralston (City of Madison Building Inspector) made a site visit to said property on August 23, 2022, to verify the location, external, and Internal condition of the building in disrepair.

Based upon my scheduled site visit and the observations made, there are life safety violations that exist and meet the standards for unsafe buildings. An order is being issued for the demolition and removal the structure at 1207 Walnut Street as the general condition of the structure warrants removal.

Unsafe Building Chapter 154.03

(C) Whenever any portion thereof has been damaged by fire, earthquake, wind, flood or by any other cause, to such an extent that the structural strength or stability thereof is materially less than it was before such catastrophe and is less than the minimum requirements of the Building Code for new buildings of similar structure, purpose or location.

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(P) Whenever any portion of a building or structure remains on a site after the demolition or destruction of the building or structure or whenever any building or structure is abandoned for a period in excess of six months so as to constitute such building or portion thereof an attractive nuisance or hazard to the public.

As such, the City of Madison Office of Planning, Preservation and Design requests you abate the deficiencies outlined in the above unsafe building violation(s) in at least ten (10) days, but not more than sixty (60).

Feel free to contact the City of Madison Department of Planning, Preservation, & Design with any questions or concerns pertaining to this matter.

Sincerely,

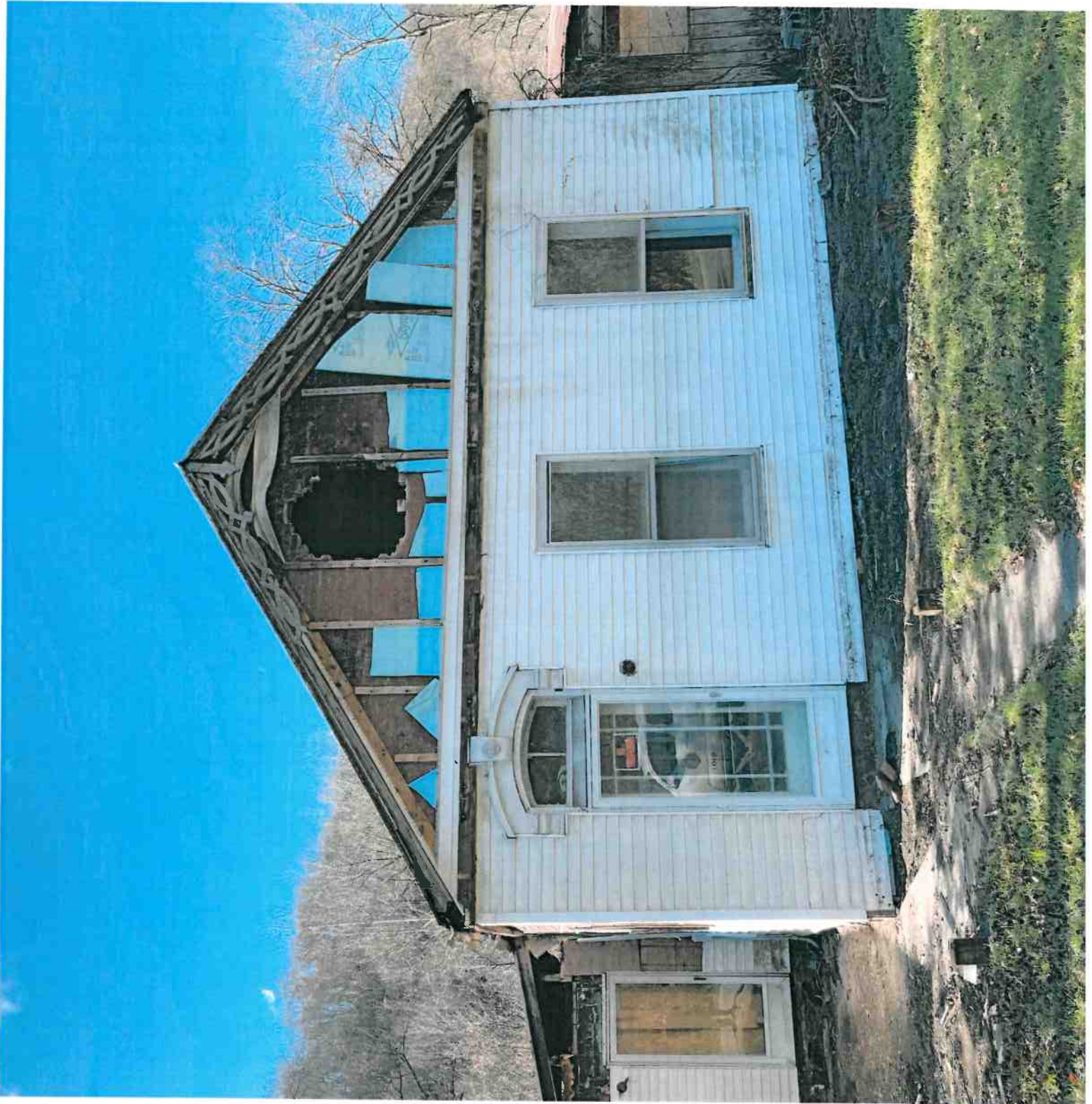
Landon Ralston  
Building Inspector  
*City of Madison*

Enclosure

cc: Nicole Schell and Mayor Courtney









**P.A.C.E.**  
**Preservation & Community Enhancement**  
**Grant Program Midpoint Report**

City of Madison  
 Office of Planning, Preservation, & Design  
 101 W Main St  
 Madison, IN 47250  
 (812) 265-8300

Purpose: Application is hereby made to request 50% of the funding from the PACE Program. Forms must be accompanied by at least two photos showing the progress and one photo of the front of the building.

**APPLICANT INFORMATION**

Date: 12-05-2022  
 Property Owner Name: Cynthia Stewart  
 Mailing Street Address: 1524 Barcelona Ave  
 City: Fort Myers Fl State: FL Zip: 33901  
 Phone (Preferred): 239-826-5611 Phone (Alternate): \_\_\_\_\_  
 Email: Cindy burns midwife@yahoo.com

**PROJECT INFORMATION**

Street Address: 812 Walnut St Madison IN 47250  
 Total Cost of Project Completed So Far: \$30,309.15  
 Estimated Date of Completion of Work: 8/30/2023  
 Hilltop  Downtown

**GRANT INFORMATION**

Rehabilitation Grant  Dangerous Buildings Grant  Dilapidated Structures Grant  
 Amount of Grant Approved (can be obtained from the office): \$25,000

**DESCRIPTION OF THE PROJECT**

Please describe the project elements that have been completed so far.

Demo + replace damaged floor joist, repair foundation + resupport stairs  
Resupport floor joist, sheet floor with plywood. (down stairs)  
Demol + repair upper Bathroom + hallway floor joist + flooring  
Repair + replace damaged brick  
Touch pointing damaged brick + mortar  
Temporary replacement windows (existing windows were leaking) historic windows are on order.

Additional pages are attached.

**DETAILED PROJECT BUDGET WORKSHEET**

List all major tasks that have been complete of the Project. The P.A.C.E. Grant Program funds materials and labor. Please separate materials from labor.

Task #	Description of Work and/or Material Please Reference Appropriate Quote (Must be attached)	Total Task Budget	Amount of Grant Funds (50% max)
	SAMPLE: Lumber and supplies per sales ad from Lowe's	\$1,076	\$538.00
1	Labor to demo + replace damaged floor joist + floor		
2	Repair foundation + resupport joist <sup>resupport stairs</sup> sheet with plywood	\$5,300.00	
3	Materials including floor joist mortar adhesive fasteners + plywood	\$3,564.15	
4	Demot + replace Kitchen + porch roof with <sup>Labor + material</sup> standing seam	\$4,200.00	
5	Depot + replace upstairs Bathroom floor joist + floor	\$1,200.00	
6	Repair + replace Hall way floor joist	\$1,600.00	
7	Tuck pointing damaged exterior bricks + mortar <sup>425 sq ft</sup>	\$7,862.00	
8	Brick repair + replacement <sup>Labor + material</sup> South + EAST <sup>18 sq ft</sup> foundation repair	\$2,783.00	
9	Temporary replacement windows	\$4,800.00	
10			
11			
12			
<b>Totals</b>		<b>\$30,309.15</b>	

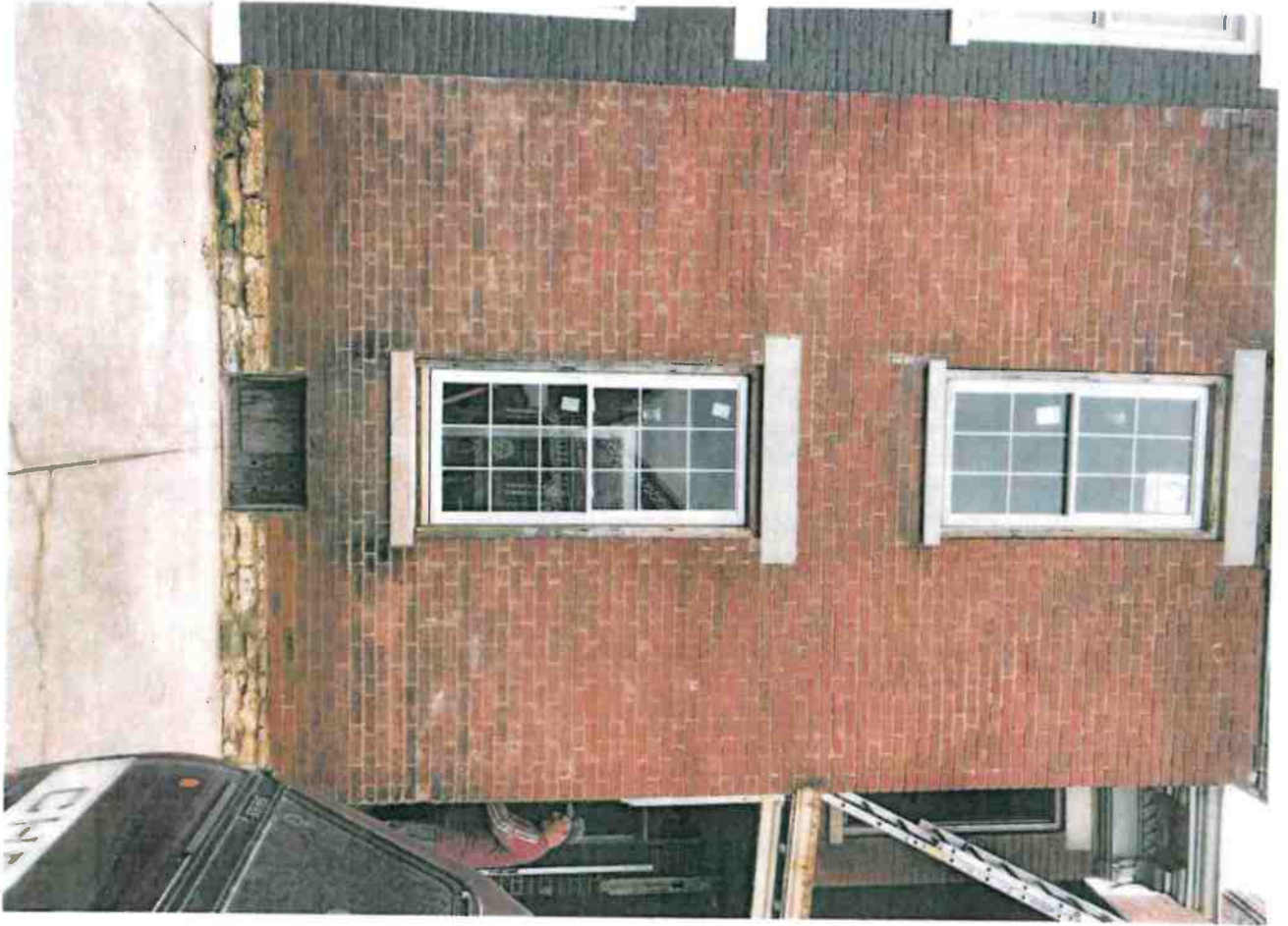
Additional pages are attached.

I understand that the grant funds must be used only for the project described in this application. The work must be completed within twelve (12) months of the date that the grant is awarded. If a project is not completed the recipient(s) may request an extension to the City of Madison Board of Works and Safety. I understand that a failure to complete any project may result in the City of Madison placing a lien on the property in order to recover grant monies in the amount of monies received by Recipient(s). I understand that if any plans to the project change, I must notify the Director of Planning.

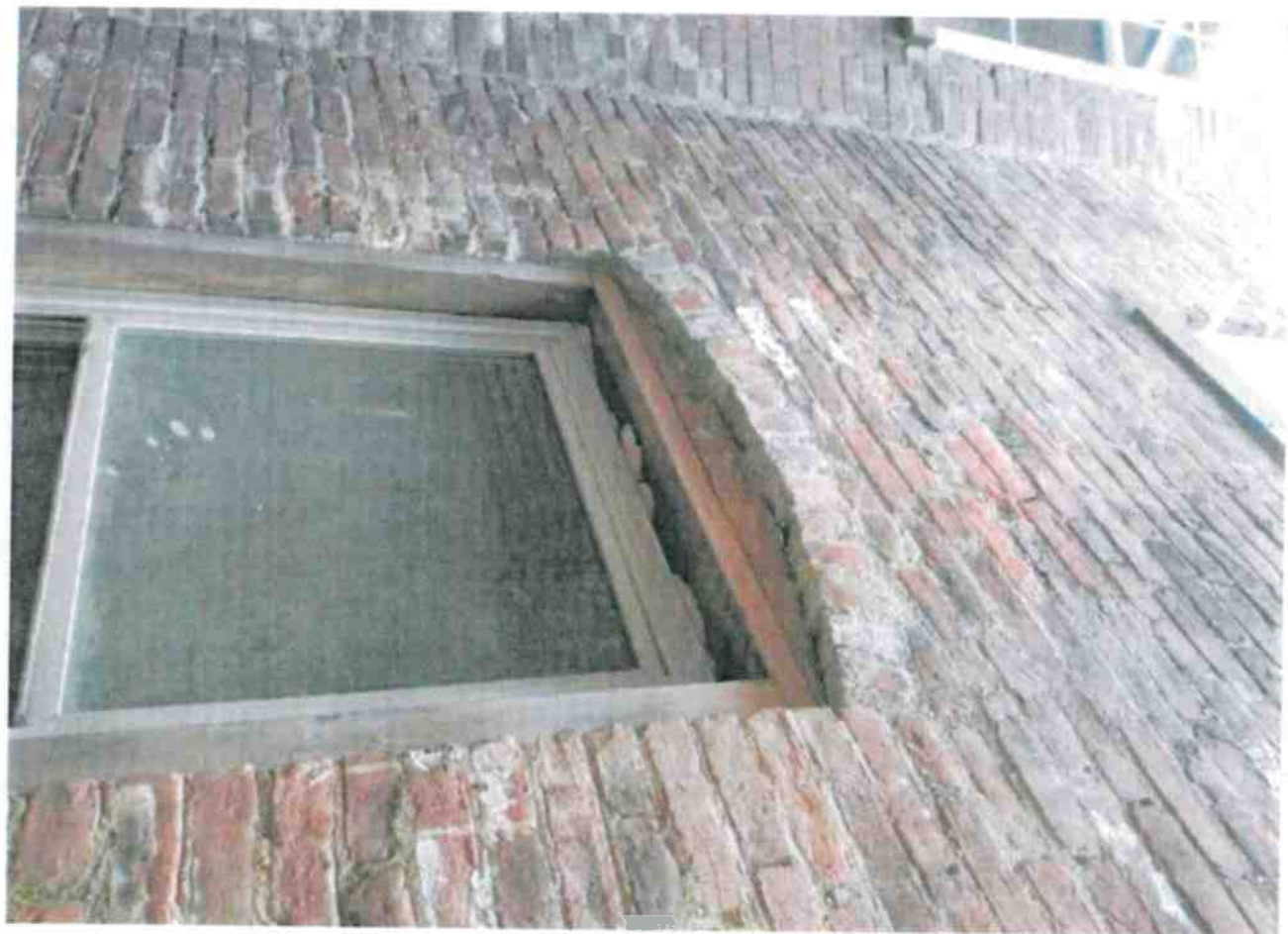
Annina Stewart  
Applicant(s) Signature

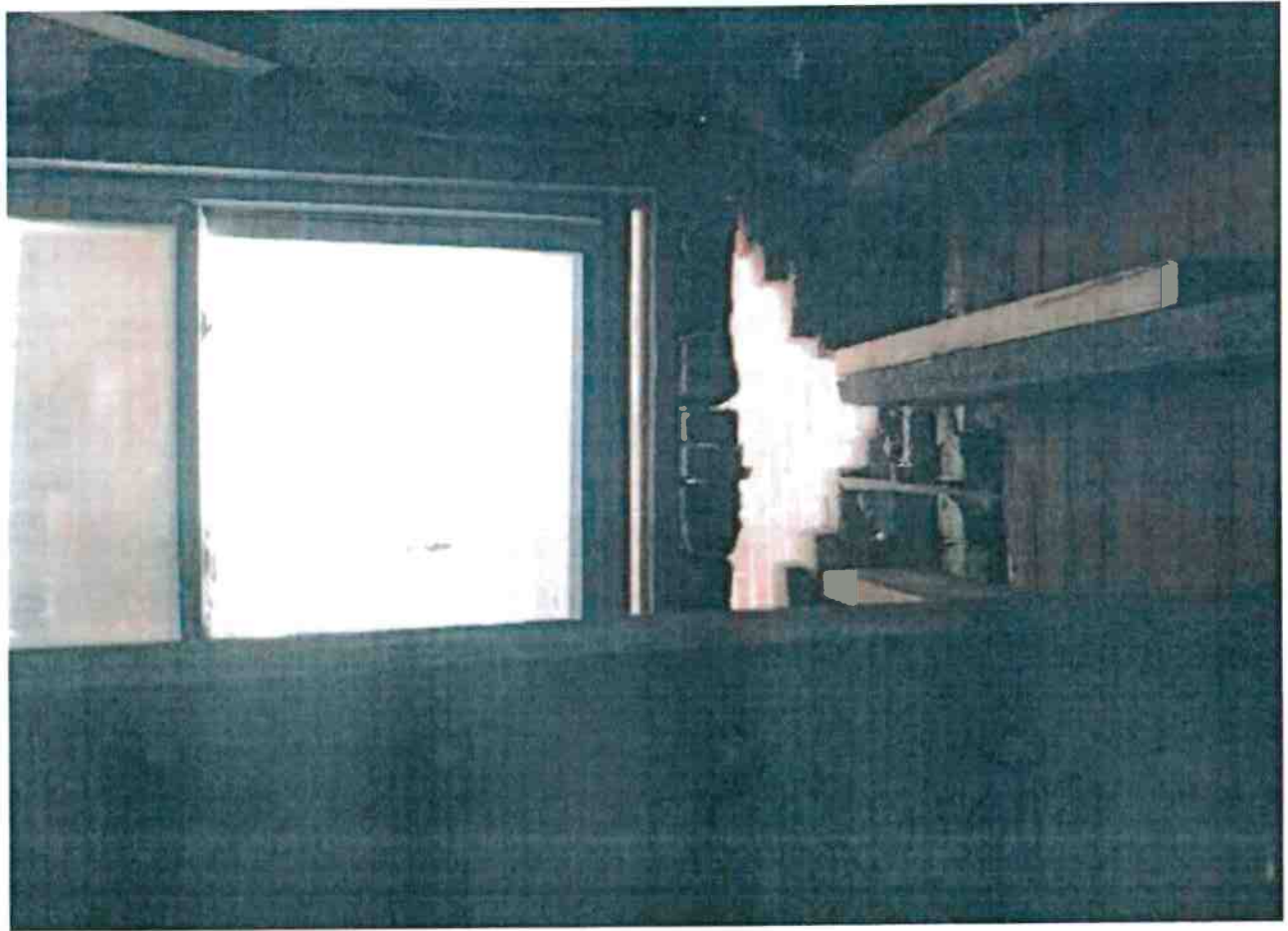
12-6-2022  
Date

COMPLETED BY PLANNING OFFICE	
Application Accepted on: _____	Application Accepted by: _____
Application Approved on: _____	Application Approved by: _____









Quote #:

SQGZN002955\_1

\$4,807.75

0%

\$0.00

\$4,807.75

temporary  
window  
replacements

\$4,807.75



ZACH PAXTER

Contractor's Invoice

Captain Stewart  
1524 Barcelona Ave.  
Ft. Myer Sta 33901

812 WALNUT ST  
Madison, IN 47150

DESCRIPTION OF WORK PERFORMED

Tank Painting @ 1650 per sq ft	425 sq ft	\$7012.50
Brick Replacement	317 sq ft @ 4.10 per sq ft	\$1319.70
Seal & East Foundation @ 2.50 per sq ft		\$540.00
LIFT		\$600.00
Masonry Sand White Portland Grout Pipe		\$200.00 \$150.00 \$95.00 \$18.00

\$10,645

ZACH PAXTER

I hereby authorize the above work to be performed in accordance with the drawings and specifications provided for this project and I understand that I am responsible for the cost of the work.

Date: 11/15

Paid  Full Invoice due and payable by

Approved  Rejected

Date:



Series 100, Stage 1A Requirements  
 Part No. 100-1000  
 Color: Blue  
 Grid Dimensions: 100mm x 100mm  
 Material: 100% Cotton  
 Manufacture Date: 10/10/10  
 Lot Number: 100-1000-1000



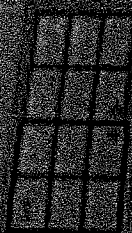
One 100mm x 100mm Stage 1A Requirements  
 Part No. 100-1000  
 Color: Blue  
 Grid Dimensions: 100mm x 100mm  
 Material: 100% Cotton  
 Manufacture Date: 10/10/10  
 Lot Number: 100-1000-1000



Series 100, Stage 1A Requirements  
 Part No. 100-1000  
 Color: Blue  
 Grid Dimensions: 100mm x 100mm  
 Material: 100% Cotton  
 Manufacture Date: 10/10/10  
 Lot Number: 100-1000-1000



One 100mm x 100mm Stage 1A Requirements  
 Part No. 100-1000  
 Color: Blue  
 Grid Dimensions: 100mm x 100mm  
 Material: 100% Cotton  
 Manufacture Date: 10/10/10  
 Lot Number: 100-1000-1000



Series 100, Stage 1A Requirements  
 Part No. 100-1000  
 Color: Blue  
 Grid Dimensions: 100mm x 100mm  
 Material: 100% Cotton  
 Manufacture Date: 10/10/10  
 Lot Number: 100-1000-1000



Contractor  
JOHN PAXTER

Contractor's Invoice

Synthia Smith  
1574 Vandura Ave  
St Myers, FL 33901

871 Walnut St  
Madison, WI 53702

DESCRIPTION OF WORK PERFORMED

Upper bathroom floor joists above stairs Secure to wall	\$1200
Hallway joists repaired (5)	\$600

Bill for Demo first floor joist and flooring, jack up existing floor joist under stair to proper height, reframe under stairs to support stairs. Additional foundation work to support stairs and floor joist. Install new floor joist and mortar both ends that protrude into the foundation wall. Install 3/4" tongue and groove plywood with glue and nails. (\$8,771.00)

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**KAC SPECIALTIES, LLC**

**INVOICE**

Attention: Cindy Burns

812-701-3433  
keithaacree@gmail.com

Date: 04/03/2022

216 E 2nd St  
Madison, In  
47250

812 Walnut St, Madison, IN 47250  
Remodel

INV #1

Terms: Due on receipt

Description	Quantity	Unit Price
Labor to demo and replace damaged floor and joists, repair foundation, resupport joists, sheet floor with plywood	1	\$ 5,300.00
Material including, but not limited to: Floor joists, plywood, mortar, adhesive, fasteners	1	\$ 3,564.15
	1	
	1	
	1	
		Subtotal
		Total

**Cost**

\$ 5,300.00

\$ 3,564.15

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\$ 8,864.15

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\$ 8,864.15

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December 14, 2022

To: Board of Public Works (3)

From: Chief Kenny Washer  
City of Madison Fire Department

Re: Updates to City of Madison Fire Department SOPs

Enclosed in this packet you will find updates to the City of Madison Fire Department SOPs. This packet includes revisions to existing and new Policies, SOP / SOGs. The changes are included in the table below:

<b>Document Number</b>	<b>Document Name</b>	<b>Modification Type</b>	<b>Description</b>
MFD 101	Administrative Organizational Structure Table	Revision	Organizational flowsheet eliminated Car 21 and replaced with Division Chief / Fire Marshall Car 25
MFD 105	Fire Fighter Qualifications Policy	NEW	New document to identify the qualifications for a fire fighter in the City of Madison Fire Department (i.e. age, etc) and to show the capabilities / skills of the various status that is recognized by the department.
MFD 121	Volunteer Fire Fighter Compensation	Revision	This revision identifies the Points associated with a MFD Fire Fighter Trainee and also now states that fire fighters that do not meet policies, applicable standards or fire fighter readiness will not be awarded Qualified Interior FF points.
MFD 132	Fire Fighter Trainees	Revision	<ol style="list-style-type: none"><li>1. The word "probationary" was changed to "Trainee"</li><li>2. Updated Fire Fighter Trainee Status to include that obtaining an accountability tag signifies that the can be on the fire ground.</li><li>3. Restrictions associated with providing a blue helmet to trainees</li><li>4. Trainees should not be issued a blue light.</li><li>5. Trainees to wear Blue Helmet at incident along with any other appropriate PPE.</li><li>6. Training in Lieu of Certification – Update to include ERS and Mandatory as have several members in that category.</li></ol>
MFD 141	Fire Company Reporting Policy	Revision	Modifications were made to keep consistent with the changes in MFD 601.
MFD 142	Fire Company Captain Administrative Duties	Revision	Removed the word "probationary" as it was changed to "Trainee" in MFD 132
MFD 160	Weapons Policy	NEW	New document stating the policy of weapon-free work place including fire ground, department functions and City Owned buildings.

<b>Document Number</b>	<b>Document Name</b>	<b>Modification Type</b>	<b>Description</b>
MFD 320	Mobile Property (Vehicle) Fire Operations	Major Revision	This is a rewrite of what used to be MFD 305. This includes updates to the document including electric vehicle fire.
MFD 350	Hazardous Materials Release Response	NEW	This is a new document to establish the general guidelines when responding to a Hazardous Materials Release
MFD 353	Natural Gas Release Response	Minor Revision	Update to the reference section to include where the 10% LEL is IDLH is referenced from.
MFD 601	Annual Training Requirement Policy	Revision	<ol style="list-style-type: none"> <li>1. Updated the allowed categories to include Pre-Plan, Post Incident Review and Recruit Training as part of the 12-hr minimum.</li> <li>2. Added statement regarding how to handle off site training associated as part of other employment.</li> </ol>
MFD 1001	Uniform Single Session Training Report	Revision	Updated based upon changes to MFD 601
MFD 1002	Fire Fighter Trainee – Training Completion Checklist	Revision	Updated to include a signoff for Written / Oral Test and Practical Skills Evaluation along with the Training Dept Chief or Designee
MFD 1011	Roll-N-Rack / Hose Tester Sign-Out Sheet	NEW	New form to identify the person(s) and contact information that have borrowed the equipment.

**MFD SOP, SOG and Policy Documents**  
Revision: January 1, 2023

MFD Number	SOP, SOG or Policy	Title	Last Revision
<b>100</b>		<b>ADMINISTRATIVE SECTION</b>	
101	SOG	Administrative Organizational Structure Table	1-Jan-2023
102	SOG	Definitions – Not Otherwise Stated (NOS)	1-Jun-2021
103	Policy	References for Federal, State and Local Ordinances, Codes and Regulations	1-Jun-2021
105	Policy	Fire Fighter Qualifications	1-Jan-2023
110	Policy	Fire Fighter Discipline	1-Jan-2022
111	SOG	Line of Duty Death or Severe Injury	1-Jul-2019
112	Policy	Professional Conduct Policy	1-Jul-2019
113	Policy	Ethics Policy	1-Jan-2022
120	Policy	Fire Company Grant Applications	1-Jul-2019
121	SOP	Volunteer Firefighter Compensation	1-Jan-2023
130	Policy	Senior Firefighter Status	1-Jul-2019
131	SOG	Reinstatement Request Procedure	1-Jul-2019
132	Policy	Fire Fighter Trainee	1-Jan-2023
140	Policy	Incident Reporting	1-Jul-2019
141	SOG	Fire Company Reporting Policy	1-Jan-2023
142	SOG	Fire Company Captain Duties	1-Jan-2023
150	Policy	Department Issued Property Policy	1-Jul-2019
160	Policy	Weapons Policy	1-Jan-2023
<b>200</b>		<b>SAFETY</b>	
201	SOP	Incident Scene Accountability	1-Jan-2021
202	SOP	Emergency Operations	1-Jan-2021
210	SOP	Personnel Protective Equipment (PPE)	1-Jul-2019
220	SOP	Respiratory Protection Program	1-Jul-2019
221	SOG	SCBA - General Information, Maintenance, Inspection, Recordkeeping, and Cleaning	1-Jan-2022
230	Policy	Blood Borne Pathogens (BBPs) (Future)	
240	SOP	Rapid Intervention (RIT)	1-Jul-2019
241	Policy	Highway / Multi Lane of Travel Policy	1-Jul-2019
242	SOP	Operating of Department Vehicles	1-Jul-2019
<b>300</b>		<b>INCIDENT OPERATIONS</b>	
301	SOG	First Alarm Assignments	1-Jun-2021
302	SOP	General Fire Ground Operations	1-Jul-2019
303	SOP	Incident Command	1-Jul-2019
304	SOG	Incident Response, Minimum requirements	1-Jun-2021
310	SOG	Structure Fire Operations	1-Jul-2019
311	SOG	Alarms at Structures with Sprinklers/Standpipes	1-Jul-2019
312	SOG	Alarms at Non-Sprinklered Structures	1-Feb-2012
313		Commercial Manufacturing / Industrial Response (Grote, VSG, Arvin Sango, Super ATV, etc)	
314		Commercial Retail Response (Future)	
315		Response at Structures with SOLAR Panels (Future)	
320	SOG	Mobile Property (Vehicle) Fire Operations	1-Jan-2023
321		Transformer Fire Response Procedure	
322		Open Burning / Brush Fire Response (Future)	
340		Madison State Hospital Response	
341	SOG	101 W. 2nd Street (Heritage Apartment) Response	1-Jul-2019
342		100 Broadway (Rivertrace Apartment) Response (Future)	
343		River Terrace Health / Campus (Future)	
344	SOG	1001 W. 2nd Street (Riverside Tower Lofts Apartment Response)	1-Jan-2022
345		Single Story Nursing Home (Future)	
346		Incident Response to Madison Correctional Facility (Future)	
350	SOG	Hazardous Materials Release Response	1-Jan-2023
351		Bomb Threats (Future)	
352		Active Shooter Response (Future)	
353	SOG	Natural Gas Leak Response	1-Jan-2023
354	SOG	Carbon Monoxide Alarm Response	1-Jan-2022
355	SOG	Emergency Action Guide for Pesticide and 911 for Hydrogen Cyanide Cylinder Warning	
360		Rescue Procedures (Vehicle, Machine, rope, Confined Space, Trench / Excavation, LOTO)	
361	SOG	Response - Elevator Rescue	1-Jul-2019
362	SOG	Response - Water Rescue / Recovery Operations	1-Jul-2019
363	SOP	Response - Emergency First Responder	1-Jul-2019
390	SOG	Response - Severe Weather - Response (Standby, streets, )	1-Jul-2019
<b>400</b>		<b>RESERVED</b>	
<b>500</b>		<b>COMMUNICATIONS</b>	
501	SOG	Radio System Operations and Traffic	1-Jan-2021
510	Policy	Radio Receiver-Alert Monitor (Pager) Policy	1-Jul-2019
520	Policy	Public Information Officer	1-Jul-2019
521	Policy	Instant Technology & Social Media	1-Jan-2022



MFD Number	SOP, SOG or Policy	Title	Last Revision
<b>600</b>		<b>TRAINING</b>	
601	Policy	Annual Training Requirement Policy	1-Jan-2023
<b>700</b>		<b>INVESTIGATION</b>	
701	SOP	Post Fire Investigations	1-Jul-2019
<b>800</b>		<b>RESERVED</b>	
<b>900</b>		<b>GENERAL INFORMATION</b>	
901		Fire Hydrants, Color coding	
902		Request for Information	
903		Indiana Gas Company (Vectren)	
<b>1000</b>		<b>FORMS</b>	
1001	Form	Uniform Single Session Training Sign-In Sheet	1-Jan-2023
1002	Form	Fire Fighter Trainee - Training Completion Checklist	1-Jan-2023
1003	Form	SCBA Inspection Form	1-Jan-2022
1004	Form	SCBA Facemask Inspection Form	1-Jan-2022
1005	Form	Resident - Carbon Monoxide Result Form	1-Jan-2022
1006	Form	Resident - Natural Gas Result Form ( <i>Future</i> )	
1007	Form	Hose Test Certification Form	1-Jan-2022
1008	Form	Uniform Hose Record Form	1-Jun-2022
1009	Form	PPE Inspection Form	1-Jan-2022
1010	Form	Gas Detector Calibration Sheet	1-Jan-2022
1011	Form	Roll-N-Rack and Hose Tester Sign-Out Sheet	1-Jan-2023



# City of Madison Fire Department

## STANDARD OPERATING GUIDELINE



Document Name: MFD – Administrative Organizational Structure

Document Number: MFD 101

Revision Number: 4.0

Revision Date:

01-Jan-2023

### **101.0 CITY OF MADISON FIRE DEPARTMENT – ADMINISTRATIVE ORGANIZATIONAL STRUCTURE**

#### **101.1 PURPOSE**

101.1.1 The purpose of the following chart is to show the organizational structure of the City of Madison Fire Department. This organization structure is for the administration of the fire department and is not meant to be the organizational structure on the fire ground or for any other incident. In those situations, refer to MFD 303 – Incident Command

#### **101.2 SCOPE**

100.2.1 The scope of this document is to provide an organizational structure of the City of Madison Fire Department. This applies to the fire companies that have be contracted with the City of Madison, Indiana.

#### **101.3 REQUIREMENTS**

100.3.1 The term Guideline may provide options for consideration, but imply more flexibility and discretion for personnel and rely on the knowledge, skills and abilities of fire and rescue personnel in performing tasks due to the unpredictable and changing nature of emergency incidents.

#### **101.4 STUFF**

100.4.1 The following is the organizational structure of the City of Madison Fire Department.



# City of Madison Fire Department

## STANDARD OPERATING GUIDELINE

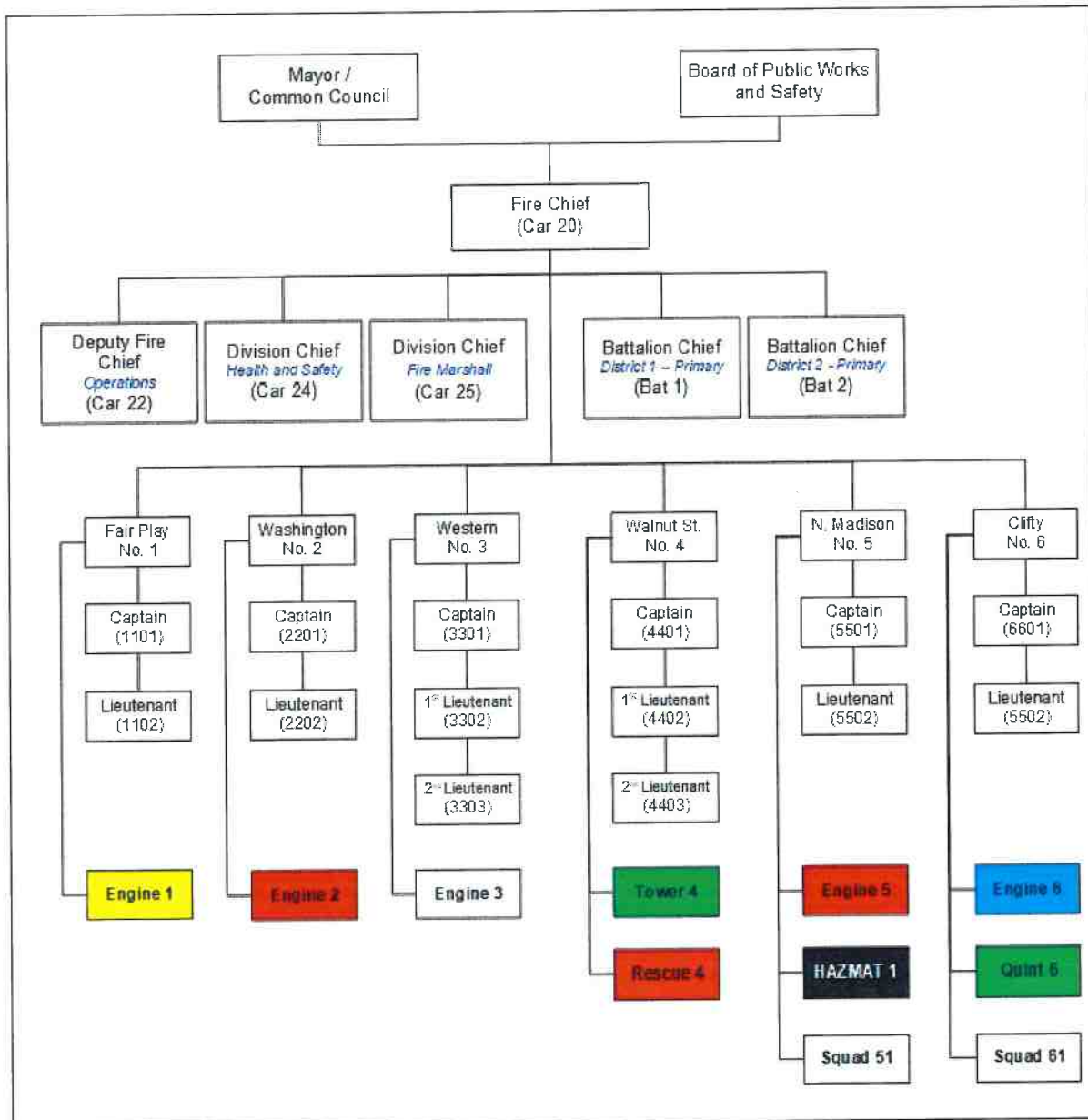


Document Name: MFD – Administrative Organizational Structure  
 Document Number: MFD 101

Revision Number: 4.0

Revision Date: 01-Jan-2023

### City of Madison Fire Department Organizational Structure





# City of Madison Fire Department

## STANDARD OPERATING GUIDELINE



**Document Name:** MFD – Administrative Organizational Structure

**Document Number:** MFD 101      **Revision Number:** 4.0

**Revision Date:** 01-Jan-2023

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### **101.5 – 101.19      RESERVED**

### **101.20      DEFINITIONS**

101.20.1      Refer to MFD 102 – Definitions

### **101.21      REFERENCES**

101.21.1      MFD 303 – Incident Command



# City of Madison Fire Department

## POLICY



Document Name: Firefighter Qualification Policy

Document Number: MFD 105

Revision Number: 1.0

Revision Date: 01-Jan-2023

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### 105.0 FIREFIGHTER QUALIFICATIONS POLICY

#### 105.1 PURPOSE

105.1.1 The City of Madison Fire Department strives to provide a safe operating environment for all fire fighters. This includes on the fireground and in training for various types of response. Although the City cannot tell a fire company who they can elect as members of their organization, the City reserves the right to set Fire Fire Qualifications for any individual operating on the fire ground, or any other incident that is under their jurisdiction.

#### 105.2 SCOPE

105.2.1 This policy applies to the Firefighters and Fire Officers of the City of Madison, Indiana Fire Department (MFD).

#### 105.3 REQUIREMENTS

105.3.1 Policies are governing statements of expected conduct or actions of an organization. They are 'what we believe.'

#### 105.4 AGE REQUIREMENT

105.4.1 The minimum age for a firefighter to be on the fire ground, or any other incident, is eighteen (18) years or older. There is no maximum age set.

105.4.2 The minimum age for a firefighter to participate in training evolutions, such as live fire or other, is eighteen (18) years or older. There is no maximum age set.

105.4.3 Individuals participating in Cadet Fire Fighter program who are under eighteen (18) years of age are allowed to participate in classroom training only. They are NOT allowed to respond to incidents, participate on the fire ground, and are not allowed to participate in Hands-On Training regardless if live fire is involved or not.

NOTE: The statement above should be taken that a Cadet is not allowed to be stationed at the fire apparatus during a fire run / incident or training evolution.

#### 105.5 FIRE DEPARTMENT ROLL REQUIREMENT

105.5.1 A Fire Fighter must show up on the City of Madison Fire Department Roll in order to participate on the fire ground, at any incident, or at any training event sponsored by the City of Madison Fire Department.



# City of Madison Fire Department

## POLICY



**Document Name:** Firefighter Qualification Policy

**Document Number:** MFD 105

**Revision Number:** 1.0

**Revision Date:** 01-Jan-2023

105.5.2 The name of the Fire Fighter must show up on the insurance provider roll for the City of Madison Fire Department in order to participate on the fire ground, at any incident, or at any training event sponsored by the City of Madison Fire Department.

105.5.3 An individual, newly elected into a fire company, should not be issued fire gear, nor should they respond to any incident until they have been added to the City of Madison Fire Department Roll and are properly insured.

105.5.4 An individual, newly elected into a fire company, should not respond to any incident until they have been issued Accountability Tag(s) by the City of Madison Fire Department.

### 105.6 FIRE SKILLS / CERTIFICATION REQUIREMENT

105.6.1 A Fire Fighter must possess certain skills prior to their involvement on the fire ground or any incident under the jurisdiction of the City of Madison Fire Department. The fire fighter qualifications have been grouped into the following categories. Each category has specific actions that can be done by individuals holding those qualifications.

- a. None or Fire Fighter Trainee (Newly Elected Member or Member with Limited Skills)
- b. Indiana Emergency Response Support
- c. MFD Trained Firefighter According to MFD-132
- d. Mandatory (or other Historical Certification)
- e. FF1 (or 2<sup>nd</sup> Class Firefighter)
- f. FF2 (or 1<sup>st</sup> Class or Master Firefighter)

105.6.2 External Operations – The following table identifies the tasks that can be done by individuals with various qualifications.

Training / Certification	No IN-Certified			IN-Certified		
	None / Trainee	IN-ERS	MFD-132	Mandatory Basic or 24 Hour	FF1 or 2nd Class FF	FF2 or 1st Class FF
<b>External Operations</b>						
Hose Rolling	Yes	Yes	Yes	Yes	Yes	Yes
Hose Load	Yes	Yes	Yes	Yes	Yes	Yes
Wearing SCBA	No	No	Yes	Yes	Yes	Yes
Changing Air Cylinders	Yes	Yes	Yes	Yes	Yes	Yes
Exterior Attack (outside collapse zone)	No	Yes	Yes	Yes	Yes	Yes
Exterior Attack (within collapse zone)	No	Yes	Yes	Yes	Yes	Yes
Climbing Ladder	No	No	Yes	Yes	Yes	Yes
Heeling Ladder	No	Yes	Yes	Yes	Yes	Yes
Hot Zone Accountability Officer	No	Yes	Yes	Yes	Yes	Yes



# City of Madison Fire Department

## POLICY



Document Name: Firefighter Qualification Policy

Document Number: MFD 105

Revision Number: 1.0

Revision Date: 01-Jan-2023

Training / Certification	No IN-Certified			IN-Certified		
	None / Trainee	IN-ERS	MFD-132	Mandatory Basic or 24 Hour	FF1 or 2nd Class FF	FF2 or 1st Class FF
HAZMAT Operations	No	No	Capable	Capable	Capable	Capable
Forcible Entry	No	Yes	Yes	Yes	Yes	Yes
Ventilation (Window / Door)	No	Yes	Yes	Yes	Yes	Yes
Ventilation (Roof)	No	No	Yes	Yes	Yes	Yes

105.6.3 Internal Operations – The following table identifies the tasks that can be done by individuals with various qualifications.

Training / Certification	No IN-Certified			IN-Certified		
	None / Trainee	IN-ERS	MFD-132	Mandatory Basic or 24 Hour	FF1 or 2nd Class FF	FF2 or 1st Class FF
<b>Internal Operations</b>						
Wearing SCBA	No	No	Yes	Yes	Yes	Yes
Internal Attack	No	No	Yes	Yes	Yes	Yes
VEIS	No	No	Yes	Yes	Yes	Yes
Search and Rescue	No	No	Yes	Yes	Yes	Yes
Salvage / Overhaul <i>(when SCBA is required)</i>	No	No	Yes	Yes	Yes	Yes
Salvage / Overhaul <i>(when SCBA is not required)</i>	No	Yes	Yes	Yes	Yes	Yes

105.6.4 Miscellaneous – The following table identifies the miscellaneous items related to the fire fighter designations / qualifications

Training / Certification	No IN-Certified			IN-Certified		
	None / Trainee	IN-ERS	MFD-132	Mandatory Basic or 24 Hour	FF1 or 2nd Class FF	FF2 or 1st Class FF
<b>Miscellaneous</b>						
Minimum Age	18	18	18	18	18	18
Insured	Yes	Yes	Yes	Yes	Yes	Yes
Acceptable to Display Blue Light in POV	No	Yes	Yes	Yes	Yes	Yes



# City of Madison Fire Department

## POLICY



Document Name: Firefighter Qualification Policy

Document Number: MFD 105

Revision Number: 1.0

Revision Date: 01-Jan-2023

Training / Certification	No IN-Certified			IN-Certified		
	None / Trainee	IN-ERS	MFD-132	Mandatory Basic or 24 Hour	FF1 or 2nd Class FF	FF2 or 1st Class FF
Helmet Color	Blue	Note 1	Company Issued	Company Issued	Company Issued	Company Issued
Number of Accountability Tags Issued	1	2 Note 2	2	2	2	2
Points Awarded Per Run	10	10	15	20	25	25

NOTE 1: The Helmet Color of an individual with the qualification of Indiana ERS is designated as a Company issued helmet, but will include stickers supplied by the City of Madison Fire Department that say EXT. These stickers will be affixed to both sides and back of the helmet to designate that the Fire Fighter is an EXTERNAL Only fire fighter.

NOTE 2: An ERS member requires two (2) accountability tags as they could be working in the collapse zone of a structure such as when heeling a ladder or doing forcible entry. As such, their Accountability Tag requires designation as EXTERIOR ONLY and this can be accomplished by tag background color, symbol or text.

**105.7 – 105.19 RESERVED**

**105.20 DEFINITIONS**

105.20.1 Refer to MFD 102 – Definitions

**105.21 REFERENCES**

105.21.1 MFD 132 – Fire Fighter Trainee

105.21.2 MFD 121 – Volunteer Fire Fighter Compensation

105.21.3 MFD 142 – Fire Company Captain Duties





# City of Madison Fire Department

## STANDARD OPERATING PROCEDURE



Document Name: Volunteer Firefighter Compensation

Document Number: MFD 121

Revision Number: 3.0

Revision Date: 01-Jan-2023

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### **121.0 CITY OF MADISON FIRE DEPARTMENT – VOLUNTEER FIREFIGHTER COMPENSATION**

#### **121.1 PURPOSE**

121.1.1 The purpose of this procedure (hereinafter program) is to increase the number of qualified firefighting personnel responding to incidents

121.1.2 A secondary purpose is to increase the number of firefighters in other authorized department activities that support the City of Madison (as defined in Section 121.20).

121.1.3 This is accomplished by providing a nominal fee as limited compensation to responders.

#### **121.2 SCOPE**

121.2.1 This program applies individually to all members of the six volunteer fire companies that are under contract to the City who meet the eligibility requirements set out in Section 121.4 - Eligibility below and who wish to participate in the program. It also applies to all fire companies under contract to the City for the purpose of maintaining and reporting attendance records of participating members.

#### **121.3 REQUIREMENTS**

121.3.1 SOPs are relatively inflexible organizational directives that establish standard courses of action as to what is expected or required of fire service personnel in performing general operations or duties. They are appropriate for circumstances where conditions are predictable and do not provide detailed instructions for performing specific tasks.

121.3.2 It is intended that this program be in compliance with all applicable federal and state laws and regulations including, but not limited to, 29 CFR 553.106(e) and with the policies of the City of Madison (hereinafter City).

#### **121.4 ELIGIBILITY**

121.4.1 All members of the six fire companies under contract to the City shall be eligible to participate in the program at the levels established in Program Structure in Section 121.8.2.

121.4.2 City fire officers shall not be eligible for participation in the program.

121.4.3 Persons who are not members of a fire company under contract to the City shall not be eligible for participation in the program.



# City of Madison Fire Department

## STANDARD OPERATING PROCEDURE



Document Name: Volunteer Firefighter Compensation  
Document Number: MFD 121 Revision Number: 3.0 Revision Date: 01-Jan-2023

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- 121.4.4 All those firefighters participating in the program must have met the City training requirements for the prior year to be eligible to participate in the program.
- 121.4.5 Individual firefighter participation in the program is not mandatory. Firefighters may opt out while continuing to respond in their usual manner.

### **121.5 FIREFIGHTER STATUS**

- 121.5.1 For purposes of this program and while operating under it, individual firefighters shall be eligible to receive a nominal fee based upon points accumulated for participation in each incident or authorized activity as described in Section 121.8.2. Firefighters shall not be eligible for city benefits other than those mandated by the State of Indiana under IC-36-8-12-5 for clothing and automobile allowances or as otherwise provided for in the contract(s) running between fire companies and the City.

### **121.6 PROGRAM ADMINISTRATION**

- 121.6.1 The City of Madison Fire Chief and / or his / her designees shall be responsible for administration of the program.
- 121.6.2 The Chief may modify, terminate, suspend or resume the program at any time.
- 121.6.3 The Chief may suspend or disqualify individual participants for misconduct, willful misreporting or other reasons upon approval from the Board of Public Works and Safety.
- 121.6.4 Fire companies are be responsible for reporting attendance data at the end of each month on forms (paper, database or system) provided by the City Fire Chief's office for their members who are eligible to participate in the program. Willful misrepresentation of attendance may subject participating members and/or company officers to suspension or disqualification from the program as set out in 121.6.3 above.
- 121.6.5 At the end of each fiscal quarter, the City Fire Chief will provide program results for the quarter. The results shall be signed by the Fire Company Secretary and a Fire Company Officer (Captain) to verify the accuracy of the results.
- 121.6.6 Once approved by the Board of Public Works and Safety, the City Fire Chief will request checks for each fire company from the City Clerk-Treasurer. Fire companies shall be responsible for payments to individual participating members.

### **121.7 PROGRAM BUDGET**

- 121.7.1 The annual program budget, as established by the Common Council, shall be divided into a portion for Authorized Activities (if applicable) and the rest is divided equally into four quarterly increments.



# City of Madison Fire Department

## STANDARD OPERATING PROCEDURE



Document Name: Volunteer Firefighter Compensation  
 Document Number: MFD 121 Revision Number: 3.0 Revision Date: 01-Jan-2023

### 121.8 PROGRAM STRUCTURE / POINT VALUES / NOMINAL FEE CALCULATIONS

- 121.8.1 The program is based upon point accumulations in which participants will be awarded points for responding to dispatched incidents and authorized activities during a given quarter excluding Emergency Medical Responder calls.
- 121.8.2 Points to be awarded per-incident or authorized activity shall be awarded using the schedule for roles as follows:

Function	Points / Incident
Qualified Interior FF I or II (or equivalent under former system)	25
Qualified Interior Mandatory FF (or equivalent under former system)	20
FF Meeting MFD Minimum Requirements as documented in MFD 132	15
Driver / Operator (including Senior Firefighters)	15
Emergency Response Support Personnel (including Senior Firefighters)	10
MFD Firefighter Trainee (Blue Helmet)	10

- 121.8.3 Points will be awarded to each eligible responding firefighter whose home station is dispatched to an incident or who is otherwise requested to respond including, but not limited to, requests for additional manpower or those with specialized training.
- 121.8.4 Responding firefighters shall be awarded points based upon the highest rating for which they are eligible regardless of the role they perform on the incident scene.
- 121.8.5 Qualified Interior Firefighters that do not meet policies, applicable standards or firefighter readiness will be considered as Emergency Response Support Personnel and points will be rewarded as such. The Firefighter will be given a verbal warning from a member of the Command Staff. If the Firefighter chooses to disregard the policy(s) then the Company Captain will be given a written notice of reduction in points for the Firefighter. The Firefighter can resume normal points upon compliance of the policy(s) in violation.

**NOTE:** Applicable standards include those such defined by OSHA such as 1910.134(g)(1)(i) which says, "Employer shall not permit respirators with tight-fitting facepieces to be worn by employees who have facial hair that comes between the sealing surface of the facepiece and the face or that interferes with valve function."

- 121.8.6 One hundred (100) Bonus Points will be awarded during the fourth quarter to all eligible firefighters who have completed the minimum City annual training requirement.
- 121.8.6 Points may also be awarded for participating in approved fire prevention activities. Those may include but not limited to, event coverage details, smoke detector installs and other approved fire prevention activities.



# City of Madison Fire Department

## STANDARD OPERATING PROCEDURE



Document Name: Volunteer Firefighter Compensation

Document Number: MFD 121

Revision Number: 3.0

Revision Date: 01-Jan-2023

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121.8.7 The total number of points accumulated by all participants during each quarter will be added together at the end of the quarter. The available budget amount for the quarter in which the points were earned will be divided by the total number of points to establish the value for each point. The per-point value will be multiplied by the number of points earned by each program participant during the period. Per-point values may differ from period to period depending upon the available budget and the total number of points.

### **121.9 PAYMENT TO PROGRAM PARTICIPANTS / TAXES**

121.9.1 Nominal payments to program participants shall be accumulated and paid quarterly.

121.9.2 Payments are to be made to the Fire Companies as described in Sections 121.6 Program Administration after the second scheduled Boards of Public Works Meeting.

121.9.3 Nominal payments may be taxable income, but no taxes or other deductions will be withheld by the City. Individual fire companies shall be responsible for issuing the appropriate tax reporting forms to participating members.

### **121.10 – 121.19 RESERVED**

### **121.20 DEFINITIONS**

121.20.1 Refer to MFD 102 – Definitions

121.20.2 Authorized Activities – those activities other than incidents as defined below, including, but not limited to, training sessions, station duty, or other activities authorized in advance by the City Fire Chief

121.20.3 Driver – Operators - those firefighters who drive fire apparatus to incidents and authorized activities and operate them on-scene

121.20.4 Incidents – responses to alarms to which firefighters' companies were expected to respond including, but not limited to, structure fires, reports of smoke in the building, automatic alarms, vehicle extrications, rescues, HAZMAT incidents, etc.

121.20.5 Nominal Fee – the dollar amount paid to firefighters under the program on a per-incident basis as calculated using the formula set out in the Section 121.8 Program Structure

121.20.6 Support Personnel - responding firefighters who are not qualified interior firefighters who perform support activities on the incident scene

121.20.7 Qualified Interior Firefighter I – firefighters who are rated at least Firefighter I by the State of Indiana and who are current on use of SCBA including fit testing



# City of Madison Fire Department

## STANDARD OPERATING PROCEDURE



Document Name: Volunteer Firefighter Compensation

Document Number: MFD 121

Revision Number: 3.0

Revision Date: 01-Jan-2023

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- 121.20.8 Qualified Interior Firefighter – Basic - firefighters who have completed Mandatory training and are certified by the State of Indiana to serve as an interior firefighter including use of SCBA including fit testing
- 121.20.9 FF Meeting MFD Minimum Requirements – This would be a fire fighter that has documented training consistent with MFD 132 and is capable to serve as an interior firefighter which includes the use of SCBA and regular fit testing. This person would not be certified by the State of Indiana
- 121.20.10 Emergency Response Support Personnel - “Emergency Response Support (ERS)” is a new term started in 2021 for a program developed by the State of Indiana. This program allows departments to begin utilizing new members after an approximate 30 hour in-house training that enables them to ride along, be involved, etc.

### 121.21 REFERENCES

- 121.21.1 OSHA such as 1910.134(g)(1)(i)



# City of Madison Fire Department

## POLICY



Document Name: **Fire Fighter Trainees**

Document Number: MFD 132

Revision Number: 4.0

Revision Date: 01-Jan-2023

### 132.0 CITY OF MADISON FIRE DEPARTMENT – **FIRE FIGHTER TRAINEES**

#### 132.1 PURPOSE

132.1.1 New firefighters should be encouraged to participate in the fire company as soon as possible, but their activity needs to be restricted on the fire ground until they are trained. The purpose of this Policy is to define when and how a new fire fighter can participate on a fire ground or other incidents where there is an IDLH hazards (Immediately Dangerous to Life or Health) with the City of Madison Fire Department.

#### 132.2 SCOPE

132.2.1 This policy applies to all fire fighters of the City of Madison Fire Department who are not fully trained according to the minimum standards set out by Indiana Code IC 36-8-10.5.

#### 132.3 REQUIREMENTS

132.3.1 Policies are governing statements of expected conduct or actions of an organization. They are "what we believe."

#### 132.4 OVERVIEW

132.4.1 Indiana Code IC 36-8-10.5 establishes the minimum training requirements a fire fighter (career or volunteer) should include the following and the Board of Firefighting Personnel Standards and Education goes on to clarify details regarding such (but not limited to):

- Orientation
  - Communication procedures
  - How alarms are received
  - Who, what, when, and where of local fire department
- Personal Safety
  - Reason for protective clothing usage (helmet, coat/trousers, boots and gloves)
  - Safe handling of tools
- Forcible Entry
  - Safety finding hidden fires
  - Safely entering structure or building when it is locked
  - Nomenclature of tools
- Ventilation
  - Safe letting of hot gases and smoke escape
  - Safe procedures
  - Where to properly ventilate
- Apparatus



# City of Madison Fire Department

## POLICY



Document Name: **Fire Fighter Trainees**

Document Number: MFD 132

Revision Number: 4.0

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- Safely mounting and dismounting from apparatus
- Riding on apparatus
- Safe driving of apparatus
- Basic traffic and firefighting liability laws
- Ladders
  - Safe setting positions for ground ladders
  - Safe climbing and getting off of ladders
  - Feeling for weakened floors on second floor or higher before getting off ladder
  - Different types of ladders used in fire service
- Self-Contained Breathing Apparatus
  - Critical needs for wearing self-contained breathing apparatus.
  - Safe practices in its use.
  - Nomenclatures of self-contained breathing apparatus.
  - Safely donning and doffing of self-contained breathing apparatus.
- Hose Loads
  - How to properly load hose.
  - Different types of hose loads.
  - Safely removing different hose loads.
  - Accessing water sources by drafting or hydrants.
- Streams
  - Safe fire stream velocity and gallons per minute.
  - Properly opening and closing of nozzles.
- Hazard Recognition
  - Recognition of special hazards.
  - DOT hazardous materials placarding recognition.
  - Structural hazards indicating imminent collapse or cave-in.
  - Recognition of suspicious fires.
  - Dangers of backdraft and flashover.
  - Overhead electrical wires.
  - Special safety procedures.
- Vehicle Emergency Response Driving Safety (IC 36-8-10.5.7 (d))
- Basic or In-service Course on Sudden Infant Death Syndrome (IC 36-8-10.5.7 (c))
- Basic or In-service Course on Autism (IC 36-8-10.5.7 (e))

The training requirements do not necessarily require a firefighter to be certified as a firefighter (Mandatory, FF1 or FF2) within the Indiana Board of Firefighting Personnel Standards and Education. However, meeting those requirements will fulfill the minimum training requirements set out by the Indiana Code.

- 132.4.2 Other governmental agencies add to the training requirements of fire fighters, such as OSHA, FEMA and the like.
- 132.4.3 The Authority Having Jurisdiction, City of Madison Fire Department, has authority to add requirements above and beyond that of the Indiana Code or other governmental requirements.
- 132.4.4 **Fire Fighter Trainees**, with respect to this policy, are individuals, elected to membership of any of the fire companies within the City of Madison, who have not completed the minimum training as outlined above.



# City of Madison Fire Department

## POLICY



Document Name: **Fire Fighter Trainees**

Document Number: MFD 132

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Revision Date: 01-Jan-2023

### 132.5 **FIRE FIGHTER TRAINEE STATUS**

132.5.1 A Fire Fighter Trainee (herein called Trainee) is a firefighter that has joined as a member of a fire company within the City of Madison and do not meet any of the certification or training levels as identified in MFD 105 – FireFighter Qualifications Policy. They will remain at a Trainee status until they have achieved the minimum training requirements set forth in this policy. There is no time period or date requirements associated with this status. It is qualification-based status.

132.5.2 The name of the Trainee must be on the Fire Company Roster which is submitted to the Fire Chief.

132.5.3 The Trainee must be insured as per other requirements imposed by the City of Madison for all volunteer firefighters.

132.5.4 The Trainee shall not be allowed to participate on the fire ground unless he or she have the approval of the fire company of which they are a member along with the City of Madison Indiana Fire Chief. Obtaining an accountability tag (or tags) is the mechanism in which the City of Madison Fire Department Chief has given their approval.

NOTE: If the member is attending the incident as a member of the public, then they will adhere to the same restrictions as a member of the public and may be asked to remain at a safe location from the incident including outside the operating area of the fire apparatus.

132.5.5 The status of the Trainee can be revoked by the Fire Chief at anytime. Causes for the revocation can include, but are not limited to the following:

- Disciplinary Actions
- Failure to follow the requirements of operating their POV when responding to incidents (i.e. Blue Light Law)
- Insubordination
- Not following SOP / SOG and Policies as set by the City of Madison Indiana Fire Department, such as the requirements set out below.

NOTE: In such situations, the Fire Chief will notify the Captain of the Fire Fighter Trainee and the Blue Helmet must be returned along with their accountability tag.

### 132.6 **FIRE FIGHTER TRAINEE REQUIREMENTS**

132.6.1 A Fire Fighter Trainee (i.e. Trainee) who has the authority to participate in “limited” activities on the fire scene (or any other incident) will be issued a Blue Helmet from the City of Madison Fire Department. The color Blue is reserved to designate Fire Fighter Trainee and this shall be the only helmet the Fire Fighter shall wear on scene until they have been fully trained to meet Local, State and Federal requirements.

NOTE: To maintain consistency and uniformity in color, the City of Madison Fire Department shall be the only entity to issue a blue helmet.





# City of Madison Fire Department

## POLICY



Document Name: **Fire Fighter Trainees**

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132.6.2 A **Trainee** should only be given one accountability tag. This will be for the "On Scene" Accountability Board. The **Trainee** does not need a second tag for Hot Zone Accountability since they will not be allowed in a location that is IDLH.

132.6.3 A **Trainee** should wear their fire gear during an incident as the incident requires. If wearing bunker pants or bunker coat, they shall be wearing their blue helmet.

NOTE: If a **Trainee** is not wearing their blue helmet, they should not be wearing any other firefighter gear. An incident commander or operations chief will not necessarily know the status or capability of a **Fire Fighter Trainee** and they always need to have some designation that they are not to enter an IDLH atmosphere.

132.6.4 Only the City of Madison Fire Department should issue a Blue Helmet. The blue helmet is assigned to the Trainee. A blue helmet should not be procured from HQ's Equipment Room without the knowledge of the Fire Chief or his / her designee. Blue helmets should be returned to City of Madison Fire Department when no longer needed and should never be exchanged from one fire company to another or from Trainee to Trainee.

132.6.5 A Trainee should not be issued a blue light by their respective fire company nor should they use a blue light in a vehicle that they are driving to an incident until such time that they are no longer a Trainee.

### **132.7 FIRE FIGHTER TRAINEE ALLOWED ACTIVITIES ON SCENE**

132.7.1 The following activities are things that can be done by a Fire Fighter Trainee during an incident. These are activities that may require a bit of training on scene and this can be accomplished by other firefighters. The Trainee must be in the appropriate level of PPE and wearing the probationary member Blue Helmet.

Note: All activities are outside the IDLH

1. Keeping track of the On-Scene Accountability (*NOT* Hot Zone Accountability)
2. Hose Rolling
3. Hose Loading
4. Changing Air Cylinders
5. Backup Fire Stream on Exterior Attack outside the collapse zone

132.7.2 The following activities are things that a **Fire Fighter Trainee** is not allowed to do:

1. Hot Zone Accountability
2. Entering the structure
3. Entering any IDLH environment
4. Climbing a Ladder
5. Any task that requires the use of SCBA
6. HAZMAT Operations.



# City of Madison Fire Department



## POLICY

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132.7.3 Observation / Special Circumstances – Additional activities can be added to the ability of a **Fire Fighter Trainee** at the discretion of the Incident Commander or **Operations Officer** during the incident. Such items include:

- When the fire is out such that suppression activities have ceased and air monitoring shows it is acceptable to enter without SCBA, a **Fire Fighter Trainee** can go up to the structure with a company officer.
- If control has been acknowledged by Incident Command, the Incident commander may allow a **Fire Fighter Trainee** to enter the structure with their company officer or senior firefighter while wearing an SCBA (providing that they have been trained and fit tested). They could observe activities and do minor overhaul, providing the structure is stable and deemed safe at such time.
- Hot Zone Accountability Assistant – in such a situation, a **Fire Fighter Trainee** could assist the accountability officer to manage the hot zone accountability board, however the person responsible for Hot Zone Accountability would be the Operations Chief or another firefighter that was named.

### 132.8 TRAINING IN LIEU OF CERTIFICATION

132.8.1 If a Firefighter achieves any of the following certifications, they are no longer considered a **Fire Fighter Trainee** within the City of Madison Fire Department. The following certifications from the State of Indiana and defined by the Board of Firefighter Standards and Education meets the intent of the minimum training requirement of the State.

NOTE: The firefighter may continue to be considered a **Fire Fighter Trainee** or Probationary Fire Fighter within their respective fire company as they may set additional requirements, such as time requirements.

- **Indiana Emergency Response Support (ERS)**
- **Indiana Mandatory**
- Indiana Module A Certification
- Firefighter 1 (or 2<sup>nd</sup> Class Firefighter)
- Firefighter 2 (or 1<sup>st</sup> Class Firefighter)

132.8.2 A firefighter which does not have any of the certifications above, may request the AHJ to issue a training exemption. An exemption would no longer consider them a **Fire Fighter Trainee** within the City of Madison Fire Department. The procedure to obtain such an exemption is as follows:

1. Obtain training in the skills outlined by the Indiana Code IC 36-8-10.5
2. Document the training for the skills outlined in the Indiana Code. **Refer to MFD 1002 – Fire Fighter Trainee Completion Checklist**
3. The Fire Fighter Trainee Completion Checklist must be agreed to and signed by the Captain of the individual's fire company.
4. The request must be made in writing and sent to the City of Madison Indiana Fire Chief for their review / approval. **Refer to MFD 1002 – Fire Fighter Trainee Completion Checklist**
5. The Fire Chief may request additional documentation or a demonstration of key skills at their discretion.



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NOTE: The exemption is not valid unless the signature of the Fire Chief is affixed.

6. Return the Blue Helmet, if previously issued, to the Fire Chief
7. At this point, the firefighter will be required to take additional training to meet the City of Madison Annual Training Requirements.
8. In addition, the fire fighter should be encouraged, and / or required based upon circumstances, to take additional training to advance their skills as a fire fighter up to and including achieving FF1 certification as that training becomes available. Becoming certified as a FF2 within the State of Indiana is highly encouraged. Fire Companies will usually take the lead to provide continuing education and are encouraged to continue to mentor such fire fighters.

132.8.2 The Fire Chief may revoke this Training in Lieu of Certification for a fire fighter at anytime. If this occurs, the firefighter may reapply to become a Fire Fighter Trainee for the City of Madison. Causes for the revocation can include, but are not limited to the following:

- Disciplinary Actions
- Failure to follow the requirements of operating their POV when responding to incidents (i.e. Blue Light Law)
- Insubordination
- Not following SOP / SOG and Policies as set by the City of Madison Indiana Fire Department.

### **132.9 – 132.19 RESERVED**

### **132.20 DEFINITIONS**

132.20.1 Refer to MFD 102 – Definitions

### **132.21 REFERENCES**

132.21.1 Indiana Code IC 36-8-10.5 – Minimum Training Requirements for Firefighters

132.21.2 Indiana Administrative Code 655 – Board of Firefighting Personnel Standards and Education.

132.21.3 MFD 105 – Firefighter Qualification Policy

132.21.4 MFD 1002 – Fire Fighter Trainee Completion Checklist



# City of Madison Fire Department

## POLICY



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### Appendix A

The following table identifies the various requirements of types of training that is imposed upon individuals who wish to be firefighters.

#### Firefighter Training – Subject Matter

Topic	City of Madison	Indiana Law	Federal / OSHA	NFPA FF1 / FF2
	<i>Reference City Contract</i>	<i>Reference IC 36-8-10.5</i>	<i>Includes NIMS</i>	<i>Required for Fulltime FF</i>
Orientation	X	X		X
Personal Safety	X	X	X	X
Self-Contained Breathing Apparatus (SCBA)	X	X	X	X
Incident Command System	X		X	
Fire Department Communication				X
Fire Behavior				X
Building Construction				X
Portable Fire Extinguishers				X
Forcible Entry	X	X		
Ventilation	X	X		X
Apparatus	X	X		
Ladders	X	X		X
Water Supply				X
Hose Loads	X	X		X
Streams	X	X		X
Hazard Recognition	X	X	X	X
Ropes and Knots				X
Rescue and Vehicle Extrication				X
Fire Control				X
Fire Detection, Alarm, Suppression				X
Loss Control				X
Protecting Fire Scene Evidence				X



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Topic	City of Madison	Indiana Law	Federal / OSHA	NFPA FF1 / FF2
	<i>Reference City Contract</i>	<i>Reference IC 36-8-10.5</i>	<i>Includes NIMS</i>	<i>Required for Fulltime FF</i>
Fire Prevention and Public Education				X
Basic Pre-hospital Emergency Medical Care				X
Introduction to HAZMAT materials (Awareness)	X		X	
Operations at HAZMAT Incidents	X		X	
Sudden Infant Death Syndrome	X	X		
Emergency Response Driving Safety	X	X		
Autism	X	X		
Continuing Education	12 hour/yr of Structural FF		X	



# City of Madison Fire Department

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### Appendix B

A formal checklist and signature page form is found in MFD 1002. This is used to document the training of **Fire Fighter Trainee** in accordance to Section 132.8.2



# City of Madison Fire Department

## STANDARD OPERATING GUIDELINES



Document Name: Fire Company Reporting Policy

Document Number: MFD 141

Revision Number: 2.0

Revision Date: 01-Jan-2023

### 141.0 CITY OF MADISON FIRE DEPARTMENT – FIRE COMPANY REPORTING POLICY

#### 141.1 PURPOSE

141.1.1 Records and reports are required to be maintained and the purpose of this standard is to ensure that all fire companies that operate as part of the City of Madison Fire Department complete department records and reports that are standardized and in the same format from one Fire Company to another.

#### 141.2 SCOPE

141.2.1 Typical reports that are required as part of this standard include the following:

1. Fire Company Personnel Roster
2. Incident Summary Data / Logs / Reports (NFIRS)
3. Uniform Single Session Attendance Sheet
4. Annual Training Report
5. Annual Apparatus Pump Test
6. Annual Hose Test Certification
7. Aerial & Ground Ladder Test

#### 141.3 REQUIREMENTS

141.3.1 The term SOGs may provide options for consideration, but imply more flexibility and discretion for personnel and rely on the knowledge, skills and abilities of fire and rescue personnel in performing tasks due to the unpredictable and changing nature of emergency incidents.

141.3.2 This policy defines the minimum reports to be generated by a fire company and the retention of those records / reports as required by the City of Madison. Other records / reports may be required and should be maintained as appropriate (i.e. Tax, etc.)

#### 141.4 COMPANY FIREFIGHTER PERSONNEL ROSTER

141.4.1 Summary

Item	Result
Form Name	Fire Company Firefighter Personnel Roster
Generated By:	Fire Company
Report Distribution	City of Madison FD-HQ Annually On or Before January 10 <sup>th</sup> AND Within 30 days of Changes AND when requested by the City of Madison Fire Chief



# City of Madison Fire Department

## STANDARD OPERATING GUIDELINES



Document Name: Fire Company Reporting Policy

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Item	Result
Original Maintained By:	Fire Company
Report Retention	Until Superseded

141.4.2 The company firefighter roster shall be sent to the Chief of the City of Madison Fire Department at a minimum of annually, to be completed on or before the 10<sup>th</sup> of January.

141.4.3 The roster shall be maintained by the fire company and updated within 30 days of the addition or removal of a fire fighter from the fire company. The roster shall be sent to the Chief of the City of Madison Fire Department with a description of the changes that have occurred.

141.4.4 The roster should include the following information:

1. Last Name
2. First Name
3. Address
4. Phone Number
5. Email
6. Rank (Basic, FF1, FF2)
7. PSID Number
8. Birth Date
9. Date Joined
10. Member Status (Active, Senior, Probationary)

### 141.5 INCIDENT SUMMARY DATA / LOGS / REPORTS

141.5.1 Summary

Item	Result
Form Name	Incident Summary Report
Generated By:	Fire Company
Report Distribution	Used to generate NFIRS report.
Original Maintained By:	Fire Company
Report Retention	Based Upon Company Requirements

141.5.2 Incident Summary Reports shall be generated and maintained by the fire company. The report may take different forms from company to company. Examples would be paper forms that are filled out or logbook entries. Regardless of the format, the information kept should include at a minimum the following information:

1. Date
2. Incident Number (if available at time report is made)
3. Time of Alarm
4. Incident Location
5. Incident Type
6. All Responding Personnel





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141.5.3 Run summary information needs to be entered by a representative of the fire company into the Incident Reporting System that is used by the City of Madison Fire Department. This should be completed by the 10<sup>th</sup> of the month following the incident.

### 141.6 TRAINING REPORTS / DATA

#### 141.6.1 Summary

Item	Result
Form Name	Uniform Single Session Training Report
Generated By:	Fire Company
Report Distribution	None – Used for Annual Training Report
Original Maintained By:	Fire Company
Report Retention	10 year (minimum) Individual Training Records shall be kept for 5 years after the FF leaves the fire company.

141.6.2 All training must use City of Madison FD - Uniform Single Session Training Report. Copies of any certificates or other documentation should be attached. This could include training objectives, lesson plans, etc.

141.6.3 A company officer should review the form to ensure that it has been completed in its entirety.

141.6.4 Not all of the training required by OSHA annual training requirements / mandates are applicable to ISO structural firefighting and as a result the typical annual total training hours for an individual firefighter will be more than that required by the contract with the City of Madison.

141.6.5 Utilize multiple Uniform Single Session Training Report for different topics / categories. This is especially useful for training that is occurring off site, such as at the fire fighter's place of employment (i.e. Industrial Fire Fighting Training) where subject matter can be broken down into SCBA, PPE, Hose Loads / Deployment, Fire Streams, etc. and separated from non-ISO structural fire fighting training.

**NOTE:** As an example, some industrial fire brigade training could be 8 hours in length and for the purpose of HAZMAT. Included in that training could be 1 hour of SCBA or PPE with the rest relating specifically to industrial HAZMAT Operations. Two training sheets could be generated, one for SCBA training for one hour and one training sheet for HAZMAT Operations for seven hours. In this example, all training is valuable and entered into the training reporting system.

141.6.6 The original record of training, including the completed Uniform Single Session Training Report shall be kept by the individual fire companies. These records shall be kept available for at least ten (10) years minimum and individual FF records shall be kept for at least five (5) years after the fire fighter has left the company.



# City of Madison Fire Department

## STANDARD OPERATING GUIDELINES



**Document Name:** Fire Company Reporting Policy

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141.6.7 Training information, including attendance, should be entered by a representative of the fire company into the Reporting System that is used by the City of Madison Fire Department. This should be completed by the 10<sup>th</sup> of the month following the training.

### 141.7 ANNUAL TRAINING REPORT

141.7.1 Summary

Item	Result
Form Name	Annual Training Summary Report
Generated By:	Fire Company
Report Distribution	City of Madison FD-HQ – Report to be submitted by Jan 31 of the following year – Have Available for ISO Recertification
Original Maintained By:	Fire Company
Report Retention	10 year (minimum) 5 years after FF has left company

141.7.2 An annual summary of the attendance of the firefighters should be generated which breaks the training down into the following categories.

1. Personal Protective Equipment
2. SCBA
3. Alarms and Communication
4. Forcible Entry
5. Search and Rescue
6. Ventilation
7. Apparatus Familiarization
8. Ladders
9. Hose (Deploy, Rolls, Load, Test)
10. Hydraulics / Fire Streams
11. Hazard Recognition
12. HAZMAT
13. Structural – Other
14. Vehicle Emergency Driving
15. NIMS / ICS
16. Pre-Plan
17. Post Incident Review
18. Recruit Training Evolutions (i.e. ERS, FF1)
19. OSHA
20. ADV – Fire Officer
21. ADV – Driver/Pump Operator
22. ADV – Tech Rescue / Rope
23. ADV – Tech Rescue / Vehicle Extrication
24. ADV – Tech Rescue / Confined Space
25. ADV – Tech Rescue / Water



# City of Madison Fire Department

## STANDARD OPERATING GUIDELINES



**Document Name:** Fire Company Reporting Policy

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141.7.3 The annual summary should be made available for inspection such as during an ISO audit.

141.7.4 A total of Fire Suppression Training for each firefighter should be included in the report to ensure compliance with the City of Madison Fire Department contract with the fire companies.

**Note:** Training completed outside the individual's fire company or the City of Madison FD, such as Industrial Fire Fighting Training at the individual's place of employment or other departments outside the City of Madison is encouraged. However, only a maximum of 6 hours of such training each year can be applied towards the annual Fire Suppression Training requirements.

141.7.5 Refer to section 10 for the definitions of the training categories.

### 141.8 ANNUAL APPARATUS PUMP TEST

141.8.1 Summary

Item	Result
Form Name	Annual Apparatus Pump Test
Generated By:	Fire Company
Report Distribution	City of Madison FD-HQ Annually By October 10th
Original Maintained By:	Fire Company
Report Retention	Life of Apparatus

141.8.2 Each pump on an apparatus needs to be tested annually and a copy of the report needs to be sent to headquarter by December 31<sup>st</sup> each year.

### 141.9 ANNUAL HOSE TEST CERTIFICATION

141.9.1 Summary

Item	Result
Form Name	Annual Hose Test Certification
Generated By:	Fire Company
Report Distribution	City of Madison FD-HQ Annually By October 10th
Original Maintained By:	Fire Company
Report Retention	Life of Hose

141.9.2 Each fire company shall test all supply and attack hose annually that may be placed in service. A copy of the report needs to be sent to headquarters by December 31<sup>st</sup> each year.



# City of Madison Fire Department

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NOTE: The test records do not need to be transmitted to headquarters. A summary sheet to report that the testing has been completed is what needs to be sent to headquarters. The City of Madison Fire Chief reserves the right to ask to see and audit the actual test records.

### 141.10 ANNUAL AERIAL / GROUND LADDER TEST CERTIFICATION

#### 141.10.1 Summary

Item	Result
Form Name	Annual Aerial / Ground Ladder Test Certification
Generated By:	Fire Company
Report Distribution	City of Madison FD-HQ Annually By October 10th
Original Maintained By:	Fire Company
Report Retention	Life of Ladder (Owned by Fire Company) Plus 2 Years

141.10.2 Each fire company shall test all Aerial and Ground Ladders annually that may be placed in service.

NOTE: Attic ladders are exempt from annual testing.

141.10.3 A copy of the report needs to be sent to headquarters by December 31<sup>st</sup> each year.

### 141.11 GENERAL RECORDS / FORM INFORMATION

141.11.1 Records should be maintained as personal memory tends to fade over time.

141.11.2 Forms should be complete. Make sure that all items on a form have been entered. If an item doesn't apply, mark it with a N/A (not applicable) or other indication that it was not overlooked.

141.11.3 Signatures should be legible. When signing a form, such as an attendance sheet, the signature should be legible or include the name printed legibly next to it or under it.

141.11.4 It is acceptable for the training officer / instructor of a course to sign the name of a student who did not sign the attendance sheet, providing they place their initials next to the signature.

141.11.5 Avoid the use of "Pencil Whip". The term "pencil whip" implies that a signature (or other mark) is made at the top of the form and a line is drawn from the signature to the bottom of the section / page to indicate that signature applies to the rest of the section. It is more appropriate to sign (or other mark) each section individually.

141.11.6 Company records should be kept complete. The copies transmitted to City of Madison Fire Department Headquarters are not the originals and is not the primary storage location for such records, unless otherwise indicated (such as NFIRS data)



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141.11.7 Public Access – While individual personnel records are confidential, other organization records are not. Records that must be confidential include personnel files, individual training records and medical files. Other personal information that is regulated to ensure privacy includes Social Security numbers and test scores (based upon the Family Education and Privacy Act). As such, records that contain this information should be restricted to individuals within the fire company with a legal need to know.

### 141.12 – 141.19 RESERVED

### 141.20 DEFINITIONS

141.20.1 Refer to MFD 102 – Definitions

141.20.2 Blood Borne Pathogen (BBP) Training – Training in hazards associated with bodily fluid is required annually by OSHA, but is not included as fire suppression training as defined by ISO.

141.20.3 Emergency Management / Terrorism Response Training – Emergency management training, such as terrorism and weapons of mass destruction are not defined as fire suppression training. This type of training may be used to satisfy no more than one (1) hour of the annual training requirement provided that the training sheet is accompanied by documentation demonstrating that such training is fire suppression related. Exception: This type of training may be submitted as “advanced training” by fire officers subject to review.

141.20.4 EMS, First Responder and/or CPR – Training in this area is encouraged, however, it does not fit the definition of structural fire training as defined by ISO and should be maintained separately.

141.20.5 Hazard Materials (HAZMAT) Awareness Refresher Training – Hazard Materials awareness refresher training is required annually by OSHA. HAZMAT training, including Hazard Materials for the 1<sup>st</sup> Responder Awareness, Operations and/or Technician Level may be used to satisfy the OSHA requirements. HAZMAT related training may be used in conjunction with satisfying the structural fire training requirements of the City of Madison Fire Contract. This is especially true when the primary focus of such training is involving buildings either storing or processing hazardous materials.

141.20.6 Industrial Fire Training – Fire training conducted at a firefighter’s place of employment may be used to satisfy a maximum amount of training hours towards the annual City of Madison Fire Contract requirements. Refer to the note in 141.7.4. ISO encourages training at the fire company level as well as the fire department level.

141.20.7 National Incident Management System (NIMS) – NIMS training is acceptable for fire suppression training as defined by ISO. An on-line course is counted for no more than three (3) hours.



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- 141.20.8 On-The-Job Training – Training and instruction that occurs on the fire ground, including structural firefighting, may be submitted as training provided that all of the following conditions are met.
1. The affected firefighter shall be a probationary firefighter and/or one who is currently training to meet the State of Indiana training requirements in effect at the current time.
  2. The firefighter shall not participate in any activities that would place them in an area that is IDLH (Immediately Dangerous to Life and Health) or in a situation which places them in danger, such as on a roof or holding a ladder. Various activities, skills that the fire fighter can learn and practice, in the presence of the instructor / designated firefighter includes, but is not limited to:
    - a. Cleaning and Rolling Hose
    - b. Loading Hose
    - c. Checking SCBA, Changing Bottles, Refilling Bottles
    - d. Taking hose, appliances, tools to the staging area
    - e. Stowing gear / equipment on the apparatus.
  3. The firefighter shall, at all times, be supervised by a certified fire instructor OR by a designated, experienced firefighter whose duty is to instruct the probationary or firefighter in training.
  4. The instructor or designated firefighter shall describe the various fire ground activities which occur at a fire scene and why.
  5. The fire company, to which the affected firefighter belongs, shall verify that the individual is fully insured prior to this or any other training.
  6. No item in this section shall knowingly be in conflict with any applicable State of Indiana firefighter training requirements or State Statutes.
- On-The-Job Training does not fulfill the training requirements for active firefighters who are participating in the fire ground activities as this is part of their required duties.
- As such, all training would be classified as Recruit Training when filling out the Uniform Single Session Training Form.
- 141.20.9 Records – Records are permanent accounts of known or recorded facts that are used to recall or related past events or actions taken by an individual, unit, or organization. The formats for records may include forms. Records may be handwritten, typed, or computer-generated and include information on training, budget, inventory, maintenance, and personnel.
- 141.20.10 Reports – Reports are the written or verbal accounting of events based on the facts surrounding an incident or response. This SOP deals with written reports. Records are used to provide raw data that is used to develop reports and show summarized results / analysis.
- 141.20.11 Rescue Training / Technical Rescue – Rescue training, unless that involving a structure fires (i.e. primary and secondary searches) will not satisfy the training requirements. Vehicle extrication, high-angle, confined space and elevator rescue training are examples of training that do not meet the fire suppression training requirements as defined by ISO.
- 141.20.12 Self-Contained Breathing Apparatus (SCBA) Training – Training regarding the use and operation of self-contained breathing apparatus will meet requirements for both OSHA and as fire suppression training as defined by ISO.



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141.20.11 Video Training Film / DVD – Uniform Training Rosters that include one or two attendees, who have viewed a videotape without an instructor, generally receive a negative review by the ISO inspector.

NOTE: Providing a quiz to validate the individuals understanding of the training is an effective way to ensure the training effectiveness.

### 141.21 REFERENCES

141.21.1 None



# City of Madison Fire Department



## GUIDELINE

Document Name: Fire Company Captain Administrative Duties

Document Number: MFD 142

Revision Number: 2.0

Revision Date: 01-Jan-2023

### **142.0 FIRE COMPANY CAPTAIN ADMINISTRATIVE DUTIES**

#### **142.1 PURPOSE**

142.1.1 The fire company captains are the key contact of the Fire Chief of the City of Madison Fire Department. Information is disseminated through the chain of command to the fire companies through the company's captain. This document identifies the duties of the captain with respect to the Fire Department. There may be other duties assigned to the captains from the fire companies that are not consistent from one company to another and as such are not listed in this document specifically.

142.1.2 This document will not contain all items which the fire company captain is responsible for. Additional tasks / duties may be assigned as required either during or outside of an incident.

#### **142.2 SCOPE**

142.2.1 These guidelines apply to the captains of the fire companies that are under contract with the City of Madison Fire Department.

#### **142.3 REQUIREMENTS**

142.3.1 The term SOGs may provide options for consideration, but imply more flexibility and discretion for personnel and rely on the knowledge, skills and abilities of fire and rescue personnel in performing tasks due to the unpredictable and changing nature of emergency incidents.

142.3.2 The fire company captain may utilize the fire company lieutenant to complete / monitor the items identified in this document, however, the ultimate responsibility will be that of the captain and this document has been written accordingly.

142.3.3 In some situations, the fire company may utilize other personnel to complete various tasks or duties that this document assigns to the captain. This document is not meant to circumvent any organizational principles set up by the various fire companies. When those situations arise, the company captain ensures that such items are accomplished through the company resources.

#### **142.4 FIRE COMPANY ADMINISTRATION**

142.4.1 **Miscellaneous Administrative Tasks** - There are several administration type items, some of which identified in the contract with the City of Madison Indiana Fire Department, which are to be done on a predetermined schedule. They are:

- a. Communicate to members Fire Department information provided by the Fire Chief for general distribution.





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- b. Enter INFIRS reporting data into the Fire Department database / system by the 10<sup>th</sup> of each month for incidents occurring during the prior month
- c. Make sure that EMR members are filling out the QR run form and enter their information into the Fire Department Repository of Runs.
- d. Audit and Approve Firefighter attendance for point award system on a quarterly basis.
- e. Provide the Fire Chief with a Company Roster twice a year. The report should be received on or before January 10<sup>th</sup> and June 10<sup>th</sup> each year. Reference MFD 141 – Fire Company Reporting Duties and Guidelines
- f. Provide the Fire Chief with changes to the Company Roster within 30 days of changes, such as the addition or deletion of membership.
- g. Ensure that the life insurance roll provided by the City of Madison is updated within 30 days of a person entering or leaving the fire company.
- h. Maintain a pager roster of the various members of the fire company to include the personnel name along with the pager model assigned to the personnel. The pager roster should be audited annually.
- i. Maintain a list of equipment assigned to individual firefighters from the City of Madison Fire Department. (i.e. PPE, flashlights, etc.)
- j. Maintain a list of City of Madison Fire Department items assigned to the fire company's apparatus and insure that they are in proper working order. This may include:
  - 1) SCBA and/or RIT Pack
  - 2) Pak Tracker
  - 3) Portable Radios (800 MHz)
  - 4) Mobile Radio
  - 5) Gas Detectors
  - 6) Landing Zone Beacons
  - 7) Pet Air Mask
  - 8) First Aid Kit
  - 9) Flotation Devices
  - 10) Chimney Fire Extinguisher
  - 11) Chain Saw
  - 12) Portable Light
- k. Report loss, destruction or maintenance requirements of any equipment / gear owned by the City of Madison Fire Department.
- l. Provide the Fire Chief with information to conduct ISO Audit as required by the auditing agency.
- m. Work with the Fire Chief to handle discipline issues with personnel associated with their fire company. Reference MFD 110 – Fire Fighter Discipline Policy

142.4.2 **Response Readiness and Safety Tasks** - There are several safety related type items which are to be completed for the good of the members and the department. They are:

- a. Ensure that all fire fighters in their fire company have appropriate personal protective equipment for the tasks that they are required to perform and are wearing it correctly on the fire scene.
- b. Ensure that all fire fighters required to wear SCBA have an annual FIT Test
- c. Ensure that all SCBA's clean and ready for service and that they are inspected weekly according to MFD 221



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- d. Ensure that the fire company conduct an annual pump test for its apparatus and provide copies of the test results to the Fire Chief prior to December 31 of said year. Ensure that any deficiency found is resolved.
- e. Ensure that the fire company conduct an annual hose test and provide copies of the test results to the Fire Chief prior to December 31 of said year. Ensure that any deficiency found is resolved.
- f. Ensure that the fire company conduct an annual ladder test and provide copies of the test results to the Fire Chief prior to December 31 of said year. Ensure that any deficiency found is resolved.
- g. Ensure that the SCBAs assigned to the fire company are tested annually (flow test), are within their hydro test and that they are ready for service after each incident.
- h. Ensure that all equipment identified in the contract with the City of Madison Indiana to be on the apparatus is available and in proper working order.
- i. Ensure that the fire company apparatus is in proper working order, such as by ensuring that it undergoes periodic checks as defined by the fire company and after each incident.
- j. Ensure that the gas detectors assigned to the fire company are ready for use and have been calibrated within 30 days.
- k. Ensure that all fire extinguishers that could be into service are capable and meet various testing and check requirements.
- l. Ensure that the gear of each firefighter in the fire company has been formally cleaned and inspected at least annually. Additional inspections / cleaning might be required after each run.

142.4.3 **Firefighter Training** – The captain of the fire company should ensure that all members who would respond are properly trained for that actions that they are responsible for on the fire ground. The fire company captain should:

- a. Ensure that each fire fighter is maintaining a level of proficiency to the task that they will encounter on the fire ground.
- b. Enter the fire fighter training attendance into the Fire Department Repository by the 15<sup>th</sup> of the month for that which occurred in the prior month.
- c. Periodic audit the training of the firefighters in their company to insure that they are on track to meet requirements set out in MFD 601 – Annual Training Requirement Policy.
- d. Establish training opportunities (working within the fire company or external) to deal with training deficiencies within their fire company organization.

142.4.4 **Specific New Member Activities** – The captain of the fire company will be required to work through the system to ensure that following gets accomplished for new members:

- a. Update Roster and send to the Fire Chief
- b. Insurance Paperwork is filled out by new member
- c. The new firefighter should obtain a State of Indiana PSID if they do not have one already.
- d. Obtain digital photo of firefighter for their accountability tags and City of Madison Fire Department ID.
- e. Obtain a Pager for the firefighter
- f. Obtain cell phone information of the fire fighter (name, phone number, carrier, phone type) for the various backup methods of pagers.
- g. Obtain "Blue" helmet for firefighter if they do not meet Indiana State Minimum Requirements



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- h. Start a Training Checklist for the firefighter if they do not meet Indiana State Minimum Requirements. Refer to MFD 132 – Fire Fighter Trainee
- i. Add member to INFIRS Database / Repository used by the City of Madison Fire Department
- j. Add member to the Training Database / Repository used by the City of Madison Fire Department

### **142.5 – 142.19      RESERVED**

### **142.20    DEFINITIONS**

142.20.1 Refer to MFD 102 – Definitions

### **142.21    REFERENCES**

142.21.1 Refer to the documents below for reference

- a. MFD 101 – Administrative Organization Structure Table
- b. MFD 110 – Fire Fighter Discipline Policy
- c. MFD121 – Volunteer Firefighter Compensation
- d. MFD 132 – Fire Fighter Trainee
- e. MFD 140 – Reporting Incident
- f. MFD 141 – Fire Company Reporting Duties and Guidelines
- g. MFD 221 – SCBA Information-Maintenance-Inspection-Records-Cleaning
- h. MFD 601 – Annual Training Requirement Policy



# City of Madison Fire Department

## POLICY



Document Name: Weapons Policy

Document Number: MFD 160

Revision Number: 1.0

Revision Date: 01-Jan-2023

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### 160.0 CITY OF MADISON FIRE DEPARTMENT – WEAPONS POLICY

#### 160.1 PURPOSE

160.1.1 In order to protect the members of Madison Fire Department from workplace violence, this policy is designed to implement and administer reasonable measures to ensure that the incident scene remains a weapon-free workplace. The purpose of this policy is to assure member and the public's safety in the City of Madison Owned Facilities along with at the scene of all Department incidents or events.

#### 160.2 SCOPE

160.2.1 This policy applies to all City of Madison Fire Department members, family members, and visitors, as well as all clients and contractors, whether or not they open carry or are licensed to carry a concealed weapon.

160.2.2 This policy also applies to any fire fighters who are responding from other fire departments as part of Mutual Aid requests.

160.2.3 The only exceptions to this policy are law enforcement officers who are functioning in this capacity.

#### 160.3 REQUIREMENTS

160.3.1 Policies are governing statements of expected conduct or actions of an organization. They are 'what we believe.'

160.3.2 It is the responsibility of each member to be familiar and adhere to the guidelines of this policy.

#### 160.4 PROCEDURES

160.4.1 The Madison Fire Department prohibits, and will not tolerate, any weapons in the apparatus, drill sites, city owned buildings / property (i.e., city owned firehouse) or at any City of Madison Fire Department sponsored functions or sanctioned events, including, but not limited to, inspections, community activities, banquets and picnics.

160.4.2 Members of the City of Madison Fire Department are prohibited from carrying a weapon while in the course and scope of representing the City of Madison Fire Department. This is regardless of whether he / she open carries or is licensed to carry a weapon.

160.4.3 This policy is in effect for all City of Madison Fire Department members who respond to incidents, sanctioned by the City of Madison Fire Department to neighboring communities as part of mutual aid requests.



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## POLICY



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160.4.4 Prohibited weapons include any form of weapon or explosive that is restricted under local, state or federal regulation including all firearms, illegal knives or other weapons covered by the law. Weapons include, but are not limited to, visible and concealed weapons, including those for which the owner holds the necessary permits. Weapons can include firearms / guns, knives or swords with a blade longer than four inches, explosive or chemical materials, or any other objects that could be used to harass, intimidate, or injure another person.

160.4.5 When a member is in possession of a valid carry permit and has a weapon on their person, or they are open carrying, that weapon shall be removed from the person and secured in his / her vehicle prior to entering the fire incident or event, whether owned, leased or controlled for any reason.

NOTE: Weapons secured in vehicles should be out of sight, i.e. not laying on the seat of a locked vehicle.

160.4.6 The City of Madison Fire Department has no responsibility to provide a means of storage of any weapon.

160.4.7 Members of the City of Madison Fire Department will be held responsible for making sure that any potentially covered item that they possess is not prohibited by this policy. A member who is uncertain whether an instrument or device is prohibited under this policy is obligated to request clarification to ensure that he/she is not in violation of this policy.

160.4.8 Members who violate this policy will be subject to disciplinary action, up to and including suspension from the department. This policy shall not be construed to create any duty of obligation on the part of the Department to take any actions beyond those required of an employer by existing law

### **160.5 – 160.19 RESERVED**

### **160.20 DEFINITIONS**

160.20.1 Refer to MFD 102 – Definitions

### **160.21 REFERENCES**

160.21.1 MFD 110 – Fire Fighter Discipline Policy



# City of Madison Fire Department



## GUIDELINE

Document Name: Mobile Property (Vehicle) Fire Operations

Document Number: MFD 320

Revision Number: 1.0

Revision Date: 01-Jan-2023

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### **320.0 MOBILE PROPERTY (VEHICLE) FIRE OPERATIONS**

#### **320.1 PURPOSE**

320.1.1 The purpose of this operating procedure is to assure firefighter safety and effectiveness when performing operations at fires involving mobile property.

#### **320.2 SCOPE**

320.2.1 This SOG applies to all fire companies, fire officers and firefighters.

#### **320.3 REQUIREMENTS**

320.3.1 The term SOGs may provide options for consideration, but imply more flexibility and discretion for personnel and rely on the knowledge, skills and abilities of fire and rescue personnel in performing tasks due to the unpredictable and changing nature of emergency incidents.

320.3.2 Refer to MFD 301, First Alarm Assignments, for apparatus response to Mobile Property (Vehicle) Fires.

320.3.3 Not In Jurisdiction (NIJ) – Requests for assistance outside of the corporate limits of the City of Madison shall be handled as per the terms of established mutual-aid agreements. If the area of request is not within an area covered by a mutual-aid agreement, then the response shall be at the discretion of a City Fire Officer

#### **320.4 RESPONSE / INITIAL ACTIONS**

320.4.1 Unless command has already been established, the first arriving apparatus shall announce its arrival on-scene, give a size-up, and assume command. All other arriving companies shall announce arrival, stage at the nearest uncommitted position, and await instructions.

320.4.2 The first arriving apparatus shall position uphill and upwind from the involved mobile property, if possible, and park at an angle for firefighter protection from other traffic.

320.4.3 All responding apparatus should position no closer than within seventy-five (75) feet of the involved mobile property, avoiding positions directly in front of or behind, if possible.

320.4.4 Keep bystanders and all non-essential personnel upwind and uphill from the danger area.

320.4.5 Identify the type of vehicle involved. This could be:

- Standard Vehicle (Gasoline, Diesel)
- Alternative Fuel (CNG, LPG, etc.)
- Electric Vehicle (EV)



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- Hybrid Electric Vehicle (HVEV)
- Fuel Cell (HF)

Most manufacturers place an emblem on the trunk and sides of the vehicle that indicates if it is powered by something other than gasoline.

### 320.5 GENERAL FIRE OPERATIONS

#### 320.5.1 Fire Fighter Safety

- All firefighters in the operations zone shall wear complete personal protective equipment including bunker gear and using their SCBA. Copious amounts of toxic byproducts are given off in a vehicle fire. Inhalation should be avoided.
- Reflective Vests – Firefighters working outside of the fire zone and not wearing bunker gear will need to be wearing a reflective vest, especially on a State Highway.

NOTE: Fire Suppression personnel working in the operational zone should NOT wear a reflective vest while doing suppression activities.

- Personnel shall be alert for and avoid potentially unsafe situations and locations such as directly in front or behind the mobile property or locations near the drive or propeller shaft areas.
- Suppression crews shall check for the presence of hazardous materials and / or cargo.
- Suppression crews shall check for the presence of alternative fuels (CNG, LP, Hydrogen, Electric / Lithium Halide Batteries) and for multiple fuel tanks.
- Secure the wheels to prevent unexpected movement.
- Utilize a thermal imaging camera (TIC) to help with 360 size-up. This is especially useful to see if the battery is overheating or burning.
- Power Down, if possible. Electric and hybrid vehicles can generate an electric shock on the order of 600 Volts or more.
- Report any significant hazardous conditions to the Incident Commander (IC) or Operations Chief, if established.

#### 320.5.2 Establish Area of Operations Zone

- The operations zone shall be fifty (50) ft radius encircling the involved mobile property.
- All non-emergency personnel shall be cleared from this area
- No vehicular traffic shall be permitted to travel through this area.

#### 320.5.3 Fire Attack

- The degree of involvement will dictate the suppression method
- Portable fire extinguishers should only be used for very small, localized fires and the extinguisher suppressant agent should be approved for the use on the materials burning.
- Attack hose lines shall be a minimum of 1 ½-inch diameter
- The fire attack should start with a straight stream which is widened as closer advancement is made



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- e. The fire attack should be made from the unburned area, advancing towards the involved area.
- f. Cool fuel tanks and sealed containers if threatened by or exposed to fire.
- g. Apply water through radiator and fender wells into engine compartment fires until hood can be safely raised.
- h. Avoid possible evidence destruction

### 320.5.4 Leaking or Escaping Fuels or Liquids

- a. Contain the spill with adsorbent (Personnel must be trained to the Hazardous Materials First Responder Operations Level)
- b. Apply foam or other suffocating material if burning
- c. Shut off sources of gaseous fuels.
- d. If the fluid escaping is a pressurized flammable gas, allow it to burn if already burning; cool container to prevent BLEVE

## 320.6 ELECTRIC / HYBRID VEHICLES CONSIDERATIONS

320.6.1 High Voltage Lithium-Ion batteries are located in a watertight, fire-resistant box that could be made out of steel, aluminum or composite materials. Typically designed to be watertight under normal operation of a vehicle, natural disasters / flood can wreak havoc on these compartments. Water intrusion into the box can cause corrosion on the battery cells, leading to failure and a thermal runaway reaction. It could take days, weeks or even months for the cells to fail.

320.6.2 When it is safe to do so, follow normal shutdown procedures as much as possible.

320.6.3 DO NOT pry, cut, or remove any part of the battery case to gain access to the fire.

320.6.4 Do not use equipment (like a Halligan bar) to blindly pierce the hood as the fire fighter could penetrate the high voltage component or capacitors.

320.6.5 NEVER cut or damage the orange cable of an electric vehicle.

320.6.6 Be sure to secure a large, continuous sustainable water supply. Some Electric Vehicles with Lithium-Ion batteries have been known to require 40,000 gallons of water to cool the thermal run-away reaction of the batteries if the compartment is breached.

320.6.7 Use a large volume of water such as from a master stream, 2 ½-inch or multiple smaller lines to suppress and cool the fire and the battery.

320.6.8 If the EV batteries have fractured, there can be considerable amount of hazardous material from battery fragments and lithium-ion cells that are strewn about the scene.

320.6.9 Monitor the battery compartment, such as with a TIC for possible continued run-away reaction and possible re-ignition.

320.6.10 Although not ideal, sometimes the best strategy is to move the vehicle away from exposures and allow it to burn itself out, which may take about an hour.





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### **320.7 INCIDENTS INVOLVING ELECTRICAL CHARGING STATIONS**

- 320.7.1 Level I and II charging stations are commonly used. Treat as any energized electrical fire. Shutdown power to charging station before entering vehicle.
- 320.7.2 If the charging station is damaged, such as being struck by a collision, shutdown the charging station power source.
- 320.7.3 If a vehicle is struck while at a charging station, turn off power to the charging unit before attempting any operations.

### **320.8 POST-INCIDENT ELECTRIC VEHICLE HANDLING**

- 320.8.1 Avoid all HV components and treat them as energized during overhaul, storage and investigation.
- 320.8.2 Consider ventilating the passenger and cargo compartments to prevent the possible buildup of toxic or flammable gases from undetected HV batter damage.
- 320.8.3 Notify authorized service center or dealer ASAP that you have a potentially damaged HV battery. They may be able to assist by de-energizing battery or otherwise rendering it safe.
- 320.8.4 The vehicle should be monitored for leaking fluids, sparks, smoke, fire or gurgling sounds coming from the HV battery. These could be signs of thermal runaway and risk of fire. If detected, prepare for a possible fire.
- 320.8.5 After extinguishment, determine any high voltage battery involvement. Use a TIC to check battery compartment / cell.
- 320.8.6 In the event of a severely damaged vehicle with a Lithium-Ion battery inside or with a breach of the main battery compartment, the Incident Commander (IC) shall:
  - a. Tag the vehicle as a potential HAZMAT Safety concern
  - b. Advise Dispatch and the Towing Agency to move the vehicle to an outdoor secured holding area 50 feet away from any additional exposures, vehicles, or combustible materials.
- 320.8.7 Manufacturers recommend the use of flatbed trucks for transportation of Electric and Hybrid Electric Vehicles due to the risk of damage or fire if the drive wheels are turning during towing (from the regenerative braking system).

### **320.9 – 320.19 RESERVED**

### **320.20 DEFINITIONS**

- 320.20.1 Refer to MFD 102 – Definitions



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### 320.21 REFERENCES

- 320.21.1 Electric Vehicle Safety for Emergency Responders, Fire / Rescue, Student Manual, First Edition, Version 1.3, National Fire Protection Association



# City of Madison Fire Department

## STANDARD OPERATING GUIDELINE



Document Name: Hazardous Materials Release Response

Document Number: MFD 350

Revision Number: 1.0

Revision Date: 01-Jan-2023

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### **350.0 CITY OF MADISON FIRE DEPARTMENT – HAZARDOUS MATERIALS RELEASE RESPONSE**

#### **350.1 PURPOSE**

350.1.1 This procedure establishes the general guidelines for members of the City of Madison Fire Department when responding to a Hazardous Materials Release.

#### **350.2 SCOPE**

350.2.1 The subject matter found in this guideline applies to all personnel of the City of Madison Fire Department, including all fire companies, fire officers, and firefighters.

#### **302.3 REQUIREMENTS**

302.3.1 The term SOGs may provide options for consideration, but imply more flexibility and discretion for personnel and rely on the knowledge, skills and abilities of fire and rescue personnel in performing tasks due to the unpredictable and changing nature of emergency incidents.

302.3.2 The words “shall” or “will” indicate a mandatory requirement. The words “should” or “may” indicate a suggested course of action.

#### **350.4 GENERAL INFORMATION**

350.4.1 An incident involving hazardous materials can pose significant risk to the public and responding personnel. While all effort shall be made to protect the public, responders must NOT rush into the incident.

350.4.2 Many HAZMAT incidents require the assistance, involvement, and response of other agencies; as such, mitigating the incident can take an extended period of time. All actions shall be based on informed decisions from qualified individuals.

350.4.3 The Madison Fire Department functions at the Operations level. At the operations level, we possess the basic knowledge necessary to protect the public from harm due to the exposure of hazardous materials.

350.4.4 Prior to responding to a known or suspected hazardous materials incident, all personnel shall have Hazardous Materials training at the awareness and operations levels.

350.4.5 Examples of activities and functions appropriate at the Awareness / Operations Level includes:

- a. Recognition of a Hazmat incident
- b. Recognition of hazards
- c. Identifying resource needs and product research



# City of Madison Fire Department

## STANDARD OPERATING GUIDELINE



Document Name: Hazardous Materials Release Response

Document Number: MFD 350

Revision Number: 1.0

Revision Date: 01-Jan-2023

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- d. Initiating response of operations and/or technician level personnel
- e. Establishing scene control and management
- f. Make notifications, EMA other Necessary Agencies
- g. Defensive Actions
- h. Decontamination
- i. Rescue if needed
- j. Limited product interaction

### 350.5 SCENE SAFETY

- 350.5.1 It is rarely known at the time of the page on if the incident is HAZMAT related or not. All fire fighters should proceed with caution to all incidents, listening to the reports from Dispatch along with communications from other fire fighters on scene.
- 350.5.2 Establish hot, warm, and cold zones (utilize barrier tape and natural boundaries)
- 350.5.3 Ensure that unauthorized/untrained personnel do not enter the hazardous area
- 350.5.4 Utilize Law Enforcement to assist in setting up zones.

### 350.6 ARRIVAL ON SCENE

The following are general procedures / guidelines when the fire company first arrives on scene.

- 350.5.1 The Emergency Response Guidebook (ERG) and other resources such as WISER shall be used to identify containers, chemicals involved, staging, and isolation zones.
- 350.5.2 All Fire Department apparatus / units shall stage a safe distance away from the incident in accordance to research recommendations and current conditions. When selecting a staging area take into consideration the following:
  - a. Wind direction
  - b. Topography
  - c. Accessibility
  - d. Proximity to the incident
  - e. Overhead obstacles
  - f. Potential for fire.
- 350.5.3 The first arriving officer should establish command and complete an initial size-up
- 350.5.4 Isolate the incident from all directions and evacuate as needed. Refuse admittance to the area.

NOTE: In some situations, sheltering-in-place may be the most viable option.
- 350.5.5 All persons who have been exposed to the material(s) shall be moved to a location where they are isolated from others and the incident so that they may be monitored and decontaminated if



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necessary. Consider the need for medical treatment and evaluation for responders and anyone that is exposed to the product.

- 350.5.6 Obtain Safety Data Sheets and any chemical information available. This may include a, waybill, manifest, or other form of shipping papers if the incident involves the transportation of hazardous materials.
- 350.5.7 Make contact with any company representatives and notify the appropriate agencies including a HAZMAT Technician team if necessary.
- 350.5.8 Assign an incident safety officer immediately. It is also suggested that the incident commander assign an assistant or scribe to begin documentation of all incident plans and operations.
- 350.5.9 Inform EMA of the situation and advise them of any additional resource needs.

### 350.7 INCIDENT ACTIONS

The following are general procedures / guidelines for the actions that might be taken.

- 350.7.1 All incident actions shall not exceed the scope of the hazardous materials operations level which is limited to establishing command, identifying the materials involved, isolating the incident, and securing the scene. Other actions may occur only if the personnel have the appropriate level of PPE and training to SAFELY carry out the tasks associated with his/her assignments.
- 350.7.2 An Incident Action Plan shall be created that identifies exposures, hazards, and incident objectives.
- 350.7.3 Dike and/or dam areas to contain run-off and prevent further contamination of other areas and water sources.
- 350.7.4 Remove all ignition sources if materials are combustible or flammable in nature.
- 350.7.5 Collaborate with the EMS, EMA, DNR, EPA, County Officials, company representatives, specialists / technicians, and additional HAZMAT resources as needed.
- 350.7.6 Communications and accountability of all incident personnel shall be maintained at all times.

### 350.8 REPORTS AND DOCUMENTATION

- 350.8.1 The release of information regarding the incident shall be controlled by the Officer In Charge, OIC (Incident Commander) and the designated Public Information Officer. Only the OIC, County Emergency Management, or other designated Public Information Officer shall have the authority to provide public information.
- 350.8.2 The Incident Action Plan and all operations performed on the incident shall be documented. A written report shall be completed by the OIC and filed with all other documents created.



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- 350.8.3 A log of all department personnel who were exposed or potentially exposed shall be maintained during the incident and filed along with other incident reports.
- 350.8.4 A record of all other agencies and their corresponding personnel who responded shall also be kept.
- 350.8.5 A record of all items used that will need to be replaced and any other expenses shall be kept during the incident and filed with the other incident reports

### **350.9 CLEAN-UP**

- 350.9.1 Clean up of materials is the sole responsibility of the person or company responsible for the hazardous material(s) incident.
- 350.9.2 All of the personnel and equipment in contact with the hazardous material(s) shall be decontaminated prior to returning to service.

### **350.10 – 350.19 RESERVED**

### **350.20 DEFINITIONS**

- 350.20.1 DNR – Department of Natural Resources
- 350.20.2 EMA – Jefferson County Emergency Management Agency
- 350.20.3 EMS – Emergency Medical Services
- 350.20.4 EPA – Environmental Protection Agency

### **350.21 REFERENCES**

- 350.21.1 None



# City of Madison Fire Department

## STANDARD OPERATING GUIDELINE



Document Name: Natural Gas Release Response

Document Number: MFD 353

Revision Number: 2.0

Revision Date: 01-Jan-2023

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### **353.0 CITY OF MADISON FIRE DEPARTMENT – NATURAL GAS RELEASE RESPONSE**

#### **353.1 PURPOSE**

353.1.1 This procedure is established to ensure proper detection and mitigation of a release of natural gas emergencies, and to provide a standard of response to the same.

#### **353.2 SCOPE**

353.2.1 The City of Madison Fire Department has established the following procedure regarding the response to and identification of natural gas emergencies. This procedure shall apply to all personnel operating at the scene of the incident.

#### **302.3 REQUIREMENTS**

302.3.1 The term SOGs may provide options for consideration, but imply more flexibility and discretion for personnel and rely on the knowledge, skills and abilities of fire and rescue personnel in performing tasks due to the unpredictable and changing nature of emergency incidents.

302.3.2 The words “shall” or “will” indicate a mandatory requirement. The words “should” or “may” indicate a suggested course of action.

#### **353.4 NATURAL GAS ALARM RESPONSE**

##### **353.4.1 SMELL OF NATURAL GAS IN THE AREA - INCIDENT:**

1. Fire Units shall respond Non-Emergency to the incident scene where the smell of natural gas was reported.
2. Once units have arrived on the scene and evaluate the situation, additional equipment may be requested. The response type (emergency vs. non-emergency) of any additional equipment shall be determined by the Incident Commander (IC).

##### **353.4.2 LINE STRUCK – NATURAL GAS RELEASE – INCIDENT:**

1. Fire Units shall respond immediately in emergency mode to a known release of natural gas, such as a line struck.
2. Once units have arrived on the scene and evaluate the situation, additional equipment may be requested. The response type (emergency vs. non-emergency) of any additional equipment shall be determined by the Incident Commander (IC).



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### 353.5 CONDUCTING A NATURAL GAS ASSESSMENT – GENERAL OPERATIONS

The following procedures shall be followed for all Natural Gas Release alarms regardless of whether or not occupants are experiencing symptoms:

353.5.1 The following are the operational procedures when arriving and/or on scene.

1. When arriving at the scene, use apparatus to block traffic to the entire block area keeping in mind the possible response of additional equipment. The apparatus should be clear of the collapse zone and far enough away so that it doesn't become an ignition source to any leaking gas.

**Warning:** Also, be sure not to park over manhole covers because if the leak made its way into the sewer system and an explosion occurs, this manhole could damage the underside of the apparatus or injure the operator.

**Note:** Natural gas is a flammable vapor and is lighter than air which allows it to readily dissipate in the atmosphere. If possible, approach from upwind.

2. An interview shall be conducted by the Incident Commander, or their designee, with the occupant or person who reported the gas release, preferably outside the structure to determine the level of risk to personnel.

**NOTE:** The general public may not be capable to distinguish between natural gas, propane or carbon monoxide. Central Dispatch has received reports of a gas release while the fire department find out on scene that they are reporting a release of gasoline (liquid). When interviewing residents or the person who made the call, be sure to take the time to understand why they called for emergency services. What did they see, hear or smell?

3. While monitoring for gas, give very specific directives to bystanders and occupants to extinguish any possible ignition sources such as cigarettes, running cars, appliances that have an open flame, or anything capable of producing enough heat to ignite.
4. If anyone is experiencing signs or symptoms of exposure to natural gas (or any other toxic gas), appropriate actions shall be taken to treat any victims. Refer to Appendix A for effects of natural gas in humans.

**WARNING!**

***If any of the occupants being interviewed are suffering from exposure to toxic gas (carbon monoxide or natural gas), all fire fighting personnel entering the structure shall be in full Personal Protective Equipment (PPE) and shall be utilizing their SCBA (breathing air)***

5. The gas detector shall be turned on and "zeroed" outside and away from the origin of the alarm and away from any responding equipment.





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NOTE: Use a gas detector that is capable in measuring explosive gas in the air in the ppm level as this will greatly help in locating the source of the leak. **HOWEVER**, consider also using or having a multi gas detector if possible. This ensures that if the report of natural gas is incorrect, that the area is analyzed for potential flammable vapors, or other toxic gases (H<sub>2</sub>S, carbon monoxide) including low oxygen concentrations.

6. Utilize the gas detector by taking samples on the as soon as possible, such as you are getting off the apparatus, and work their way toward the reported leak, trying to locate the source of the leak. Prior to entering the structure, obtain a reading just inside using a gas detector. Insure the reading just inside the structure is less than 10% LEL (5,000 ppm Methane).
7. Personnel should test "open-air" throughout the structure at eye level preferentially, but since natural gas is lighter than air, firefighters should also test at ceiling elevations if possible.
8. Avoid ignition sources - Do not to touch anything such as light switches, plastic supply pipe or door bells. Avoid static electricity by not dragging your feet and using all intrinsically safe equipment.
9. If an immediate open-air reading of 10% LEL (5,000 ppm methane) or greater is measured, the following shall be immediately initiated:
  - All occupants shall be evacuated.
  - All fire fighting personnel who do not have SCBA shall leave immediately
  - All fire fighter personnel who are in, or entering, the structure shall be in full Personal Protective Equipment (PPE) and shall be utilizing their SCBA (breathing air)
  - Ventilation shall be initiated until the occupants are evacuated. Ventilation may be stopped once occupants have been evacuated (to assist in finding source of natural gas), unless levels are above 25% LEL (12,500 ppm).
  - The Incident Commander shall determine if further resources are needed to stabilize the incident.

**WARNING!**

***If at any time the methane concentration as measured by the gas detector goes above 25% LEL (12,500 ppm Methane), personnel should immediately leave the structure until a specific Incident Action Plan is generated for this incident***

10. Check locations / rooms that contain the following potential natural gas systems:
  - a. Furnace
  - b. Stove
  - c. Fireplace (gas logs)
  - d. Clothes Dryer
  - e. Water Heater
  - f. Space heater
  - g. Grills
  - h. Garage



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- i. Any area that might have a pipeline for natural gas or propane.
11. Move at a slow walking pace towards the most likely source. Systematically assess the structure while documenting readings along the way.
12. **If an Appliance is FOUND to be the source:**
  - a. The appliance and its fuel source shall be shut off upstream from the source of the leak.
  - b. Ventilate the structure until the "open-air" in the structure returns to a safe level.
  - c. Incident Commander shall notify the gas company and advise the homeowner of problem and suggest a corrective action.

NOTE: No member shall attempt to re-light a pilot or restart / repair any appliance or device.

13. **If the Source cannot be found,**
  - a. The Incident Commander may contact the homeowner's gas / LP Company to assist personnel in locating the source.
  - b. The Incident Commander should consider evacuating exposures (360 degrees) around the premises if natural gas is detected and the source cannot be found.
14. Readings should be taken in and around the originating structure and exposures on either side of the structure, if they are attached. Check both sides of the street to make sure the leaking gas doesn't follow water or sewer lines into the other homes.
15. Once the "open-air" spaces in the structure have returned to a safe level, the structure may be re-entered at the discretion of the Incident Commander, utility representative and the occupants.
16. Advise the owner/occupant of any actions taken, and repairs/problems that need corrected.

### **353.6 SPECIFIC OPERATIONS – APPLIANCES / AREAS**

#### 353.6.1 For Structures with a Gas Furnace and/or Water Heater

1. Use a gas detector to check ambient air around the appliance.
2. Visually inspect venting pipes and draft hoods for gaps, leaks or clogs which could prevent exhaust products from venting properly.
3. With the gas detector, check the same area taking samples at each elbow and around draft hood.
4. Visually inspect the combustion chamber, checking for an access panel and a pure blue flame, without any discoloration or damage to this area. Test around this area with a gas detector.

#### 353.6.2 For Structures with a Gas Clothes Dryer

1. Use the gas detector to check ambient air around the appliance.



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2. Visually inspect vent piping for crimping and observe whether the appliance is too close to the wall.
3. Sample around the door with the gas detector to check the seal and at the access panel or combustion chamber.
4. Check for a pure blue flame and confirm no natural gas is escaping from an inadequate pilot.

### 353.6.3 For Structures with Space Heaters or Gas Logs

1. Use the gas detector to check ambient air around the appliance.
2. Visually check the area around the pilot and combustion chamber. Repeat this process with the gas detector.
3. Check prior to and during operation for any escaping natural gas.

### 353.6.4 For Structures with a Fireplace

1. Check for a damaged, inadequate, clogged or obstructed chimney and flue.
2. If in use, check with the gas detector for proper venting and possible back drafting.

### 353.6.5 For Structures with a Gas Range or Oven

1. Use the gas detector to check ambient air around the appliance.
2. Visually inspect access panels and vent piping for soot build-up or clogs.
3. Check for a pure blue pilot light and utilize the gas detector to sample for any escaping CO from the combustion chamber.
4. Use the gas detector to check inside of oven for any natural gas.
5. Use the gas detector to check around burners for natural gas.

### 353.6.6 For Structures with an Attached Garage

1. Use the gas detector to check ambient air in the garage.
2. Check around autos and other fuel powered equipment and heaters.

## **353.7 – 353.19 RESERVED**

## **353.20 DEFINITIONS**

- 353.20.1 Non-Emergency Response – Emergency Vehicles that are responding Non-Emergency should not be using warning lights or sirens. Fire fighters utilizing their own personal vehicle (POV) should not be using their blue lights, if equipped, at this time until they are close to or on scene to assist law enforcement who may be assisting via traffic control. In all situations, Emergency Vehicles and POV should obey all speed limits and traffic lights / signs. As always, Emergency Vehicles / Apparatus should turn on their warning lights when on scene.

## **353.21 REFERENCES**



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353.21.1 MFD 354 – Carbon Monoxide Alarm Response

353.21.2 Metering for the First Responder, Oxygen and LEL, Firehouse, August 2022 / Vol 47, No 8, pp 50 – 53

353.21.3 OSHA 1910.120 10% LEL is an IDLH atmosphere.



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### APPENDIX A – CHARACTERISTICS OF NATURAL GAS

1. Natural gas is a fossil fuel. It is formed when layers of buried plants and animals are exposed to pressure and heat for thousands of years.
2. Natural gas is primarily composed of methane. Methane is a highly flammable compound.
3. In its purest form, natural gas is colorless and odorless. Gas manufacturing companies add a tinge of warning smell (mercaptan, such as methyl mercaptan) to it that helps in the detection of any natural gas leakage.
4. Exposure to natural gas through gas leaks can be harmful. It may lead to explosions and pose serious health hazards that are sometimes even fatal. Small gas leaks accumulate over a period of time and add a significant amount of pollutants that stress the immune system and other bodily functions. Symptoms of prolonged exposure to natural gas includes the following:
  - a. Pneumonia
  - b. Nausea
  - c. Vomiting
  - d. Irregular Breathing
  - e. Memory Loss
  - f. Fatigue
  - g. Sinus Pain
  - h. Headache (at low concentrations)
5. The Lower Explosive Limit (LEL) of methane is 5% in air by volume. This is equivalent to 50,000 ppm concentration (by volume)



# City of Madison Fire Department

## POLICY



Document Name: Annual Training Requirement Policy

Document Number: MFD 601

Revision Number: 2.0

Revision Date: 01-Jan-2023

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### 601.0 ANNUAL TRAINING REQUIREMENT POLICY

#### 601.1 PURPOSE

601.1.1 This policy establishes the minimum continuing education / annual training requirements for fire fighters that are part of the City of Madison Fire Department.

#### 601.2 SCOPE

601.2.1 The training requirements established within this document are for all fire fighters that respond as part of the City of Madison Indiana Fire Department. It is the minimum training (annual or other) for:

- a. Fire Fighters
- b. Fire Company Officers
- c. Department Fire Officers

601.2.2 Annual training requirements come from a variety of sources.

- a. OSHA – Although the fire fighters are volunteers, they still operate under the regulations set out by OSHA.
- b. ISO – The Insurance Service Office generates a rating of the City of Madison Fire Department capability to put out fires. The rating is used by home owner insurance firms and the like to set premiums for the properties they represent. ISO will not generate a rating for the City of Madison Fire Department unless fire fighters complete a MINIMUM of 3 hours every 3 months (12 hours of structural firefighting annually).

601.2.3 Senior Firefighters are exempt from annual training requirements (refer to MFD 130 – Senior Firefighter Status Policy)

#### 601.3 REQUIREMENTS

601.3.1 Policies are governing statements of expected conduct or actions of an organization. They are 'what we believe.'

601.3.2 Refer to the Chart Below for the following MINIMUM continuing education / annual training requirements for all Fire Fighters.



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## POLICY



Document Name: Annual Training Requirement Policy

Document Number: MFD 601

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*Table 1 - Minimum Continuing Education for All Firefighters*

Required Topic	Frequency	OSHA	NFPA	Training Requirement
Incident Management / Accountability	Annual	1910.120	1500	No set hour requirement – maintain proficiency
Blood Borne Pathogens	Annual	1910.103 (g) (2) (iv)	1581	No set hour requirement
Employee Right to Know / HAZCOM	Annual	1910.1200	1500	No set hour requirement
Confined Space Awareness	Annual	1910.146		No set hour requirement
Respiratory Protection (Fit Test)	Annual	1910.134	1404, 1500	No set hour requirement
Respiratory Protection / SCBA	Annual	1910.134	1500	No set hour requirement
Lock out / Tag out (LOTO) Awareness	Annual	1910.147		No set hour requirement
HAZMAT Awareness	Annual	1910.120		No set hour requirement
Portable Fire Extinguisher	Annual	1910.157(g)	1001	No set hour requirement. Can also apply to ISO Structural Firefighting
Structural Firefighting (including Fire ground operations)	Annual	1910.156		Twelve (12) hours Annually required by MFD

601.3.3 Annual training hours associated with Structural Firefighting required by MFD shall include training subjects from various different subjects, see list below. However, no more than 25% of the required hours shall come from any one of the categories below.

- Personal Protective Equipment
- Self-Contained Breathing Apparatus (SCBA)
- Alarms and Communication
- Forcible Entry
- Search and Rescue
- Ventilation
- Apparatus
- Ladders
- Hose (Deployment, Rolls, Loading, Testing)
- Hydraulics / Fire Streams
- Hazard Recognition
- HAZMAT (Approved)
- Vehicle Emergency Response Driving
- Incident Command / National Incident Management System
- Pre-Plan
- Post Incident Review
- Recruit Training Evolutions (i.e. ERS, FF1)



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## POLICY



Document Name: Annual Training Requirement Policy

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**NOTE:** The exception to the limitation of less than 25% of the required hours is those hours classified under RECRUIT EVOLUTION Training as this would typically encompass multiple categories during the practical skill evaluations.

**NOTE:** Approved HAZMAT associated with Structural Firefighting would include hazardous chemicals found in structures (homes, business, industry) and including gas detection (carbon monoxide, natural gas, etc.)

**Example 1:** A fire fighter may participate in the fire company’s annual testing of hose which takes 6 hours to complete. Although all hours should be entered as training, only an allotment of 3 hours (25% of the minimum 12 hours) of this training session will be allocated towards the fire fighters 12 hour minimum.

**Example 2:** A firefighter trains for 6 hours on vehicle extrication. Although this training is appropriate and needed, none of these hours can be used against “Structural Fire Fighting” unless the training is divided into relevant categories such as PPE, SCBA, Vehicle Fire Operations, Cribbing, Use of Extrication Tools, etc. and entered into the database as such.

601.3.4 In addition to Table 1 - Minimum Continuing Education for All Firefighters, above, refer to the Chart Below for the MINIMUM continuing education / annual training requirements for Firefighters performing other duties within the City of Madison, Indiana Fire Department.

*Table 2 - Minimum Continuing Education for Advanced Firefighters Skills*

Required Topic	Firefighter Type	Frequency	OSHA	NFPA	Training Requirement
Emergency Vehicle Operation	Driver	Annual		1451	Maintain Skills
Pump Operations	Pump Operator	Annual		1002	Maintain Skills
HAZMAT Operations	HAZMAT Team	Annual	1910.120 (e) (8)	1500	Eight (8) hours Annually
Fire Officer	Fire Officer / Line Officers	Annual		1021	Two (2) hours Annually - MFD
Technical Rescue - Confined Space Rescue	Confined Space Team	Annual	1910.146	1670	Train to Proficiency
Technical Rescue – Vehicle Extrication	Auto Extrication Team	Annual	1910.156	1500	Maintain Skills
Technical Rescue – Rope Rescue	Rope Rescue Team	Annual	1910.156	1500	Maintain Skills
Technical Rescue – Water Rescue	Water Rescue Team	Annual	1910.156	1500	Maintain Skills





# City of Madison Fire Department

## POLICY



Document Name: Annual Training Requirement Policy  
Document Number: MFD 601 Revision Number: 2.0 Revision Date: 01-Jan-2023

Required Topic	Firefighter Type	Frequency	OSHA	NFPA	Training Requirement
Emergency Medical Responder – State of Indiana Requirement	EMR	2 years			16 hours (General) 4 hours (Defibrillation and Airway Management)

601.3.5 Training received as part of employment (i.e. Industrial Fire Brigade) is allowed where that trained is applicable to the City of Madison Fire Department. This may include training in PPE, SCBA, Hose Loading, Deployment, Streams / Nozzles, ladders and in some situations HAZMAT related. All training is good and can be documented in the training reporting system, but not all will apply to ISO Structural Fire Fighting requirements.

NOTE: It is appropriate when generating training sheets / narratives, that separate sheets be used to break down the items that are related to ISO Structural and that which is not.

### 601.4 REPORTING / TRACKING

601.4.1 Refer to MFD 141 – Fire Company Reporting Policy to ensure that training records (data) are maintained and kept for the appropriate time along with annual reporting requirements.

### 601.5 – 601.19 RESERVED

### 601.20 DEFINITIONS

601.20.1 Refer to MFD 102 – Definitions

### 601.21 REFERENCES

601.21.1 MFD 141 – Fire Company Reporting Policy

601.21.2 MFD 130 – Senior Firefighter Status Policy



# City of Madison Fire Department

## UNIFORM SINGLE SESSION TRAINING REPORT



Document Number: MFD 1001

Revision Number: 3.0

Revision Date: 01-Jan-2023

Date (mm/dd/yyyy): \_\_\_\_\_ Fire Company: \_\_\_\_\_ Page: \_\_\_\_\_

Single Topic: \_\_\_\_\_ NFPA Reference: \_\_\_\_\_

Start Time (24-hr): \_\_\_\_\_ Finish Time (24-hr): \_\_\_\_\_ Total Hours: \_\_\_\_\_ Offering Entity: \_\_\_\_\_

ISO TRAINING CODE:	<input type="checkbox"/> T1-Training for Using Facilities	<input type="checkbox"/> T2-Company Training	<input type="checkbox"/> T3-Officer Training	<input type="checkbox"/> T4-New Driver/Operator Training
	<input type="checkbox"/> T5-Existing Driver/Operator Training	<input type="checkbox"/> T6-HAZMAT Training	<input type="checkbox"/> T7-Recruit Training	<input type="checkbox"/> T8-Building Familiarization

MFD TRAINING CODE:	<input type="checkbox"/> Personal Protective Equipment	<input type="checkbox"/> SCBA	<input type="checkbox"/> Alarms / Communication	<input type="checkbox"/> Forcible Entry
	<input type="checkbox"/> Search & Rescue	<input type="checkbox"/> Ventilation	<input type="checkbox"/> Apparatus Familiarization	<input type="checkbox"/> Ladders
	<input type="checkbox"/> Hose (Deploy, Rolls, Load, Test)	<input type="checkbox"/> Hydraulics / Fire Streams	<input type="checkbox"/> Hazard Recognition	<input type="checkbox"/> HAZMAT
	<input type="checkbox"/> Vehicle Emergency Driving	<input type="checkbox"/> NIMS / ICS	<input type="checkbox"/> Pre-Plan	<input type="checkbox"/> Post Incident Review
	<input type="checkbox"/> Recruit Evolution	<input type="checkbox"/> Structural - Other	<input type="checkbox"/> OSHA	<input type="checkbox"/> ADV-Tech Rescue/Vehicle Extrication
	<input type="checkbox"/> ADV-Fire Officer	<input type="checkbox"/> ADV-Driver/Pump Operator	<input type="checkbox"/> ADV-Tech Rescue/Rope	
	<input type="checkbox"/> ADV-Tech Rescue/Confined Space	<input type="checkbox"/> ADV-Tech Rescue/Water		

Lead Instructor \_\_\_\_\_ Assistant Instructor \_\_\_\_\_ Evaluator \_\_\_\_\_

	ATTENDEE PRINTED NAME <i>(Last, First, MI)</i>	ATTENDEE SIGNATURE <i>(Required)</i>	EVALUATOR SIGNATURE <i>(If Applicable and Attendee PASSES)</i>
01.	_____	_____	_____
02.	_____	_____	_____
03.	_____	_____	_____
04.	_____	_____	_____
05.	_____	_____	_____
06.	_____	_____	_____
07.	_____	_____	_____
08.	_____	_____	_____
09.	_____	_____	_____
10.	_____	_____	_____
11.	_____	_____	_____
12.	_____	_____	_____
13.	_____	_____	_____
14.	_____	_____	_____
15.	_____	_____	_____
16.	_____	_____	_____
17.	_____	_____	_____
18.	_____	_____	_____
19.	_____	_____	_____
20.	_____	_____	_____
21.	_____	_____	_____
22.	_____	_____	_____
23.	_____	_____	_____
24.	_____	_____	_____
25.	_____	_____	_____



# City of Madison Fire Department



## MFD FIRE FIGHTER TRAINEE TRAINING COMPLETION CHECKLIST (Ref: MFD 132)

Document Number: MFD 1002

Revision Number: 2.0

Revision Date: 01-Jan-2023

### Fire Fighter Trainee - Training Completion Checklist

Firefighter Name	
Firefighter PSID #	
Fire Company Name	

Training Type	Description	Date	Trainer or Evaluator Signature
Orientation	<ul style="list-style-type: none"> <li>• Communication procedures</li> <li>• How alarms are received</li> <li>• Who, what, when, and where of local fire department</li> </ul> <p><i>FireRescue1 Academy – FF: History and Orientation of the Fire Service</i></p>		
Personal Safety	<ul style="list-style-type: none"> <li>• Reason for protective clothing usage (helmet, coat/trousers, boots and gloves)</li> <li>• Safe handling of tools</li> </ul> <p><i>FireRescue1 Academy – FF: Firefighter Safety</i></p> <p><i>FireRescue1 Academy – FF: Firefighter Tools</i></p>		
MFD Accountability System	<ul style="list-style-type: none"> <li>• Accountability Tags Assigned</li> <li>• Completion of class on the MFD Accountability System (FireRescue1 Academy and/or instructor taught)</li> </ul> <p><i>FireRescue1 Academy – MFD Accountability for Firefighter</i></p>		
SCBA	<ul style="list-style-type: none"> <li>• Critical needs for wearing self-contained breathing apparatus.</li> <li>• Safe practices in its use.</li> <li>• Nomenclatures of self-contained breathing apparatus.</li> <li>• Safely donning and doffing of self-contained breathing apparatus.</li> </ul> <p><i>FireRescue1 Academy – Personal Protective Equipment</i></p>		



# City of Madison Fire Department



## MFD FIRE FIGHTER TRAINEE TRAINING COMPLETION CHECKLIST (Ref: MFD 132)

Document Number: MFD 1002

Revision Number: 2.0

Revision Date: 01-Jan-2023

Training Type	Description	Date	Trainer or Evaluator Signature
Apparatus	<ul style="list-style-type: none"> <li>• Safely mounting and dismounting from apparatus</li> <li>• Riding on apparatus</li> <li>• Safe driving of POV / Blue Light Law</li> <li>• Basic traffic and firefighting liability laws</li> </ul>		
Forcible Entry	<ul style="list-style-type: none"> <li>• Safety finding hidden fires</li> <li>• Safely entering structure or building when it is locked</li> <li>• Nomenclature of tools</li> </ul> <p><i>FireRescue1 Academy – FF: Forcible Entry</i></p>		
Ventilation	<ul style="list-style-type: none"> <li>• Safe letting of hot gases and smoke escape</li> <li>• Safe procedures</li> <li>• Where to properly ventilate</li> </ul> <p><i>FireRescue1 Academy – FF: Ventilation</i></p>		
Ladders	<ul style="list-style-type: none"> <li>• Safe setting positions for ground ladders</li> <li>• Safe climbing and getting off of ladders</li> <li>• Feeling for weakened floors on second floor or higher before getting off ladder</li> <li>• Different types of ladders used in fire service</li> </ul> <p><i>FireRescue1 Academy – FF: Ladders</i></p>		
Hose Loads	<ul style="list-style-type: none"> <li>• How to properly load hose.</li> <li>• Different types of hose loads.</li> <li>• Safely removing different hose loads.</li> <li>• Accessing water sources by drafting or hydrants.</li> </ul> <p><i>FireRescue1 Academy – Hydrant Connection for Water Supply</i></p>		



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Training Type	Description	Date	Trainer or Evaluator Signature
Streams / Nozzles	<ul style="list-style-type: none"> <li>Nozzle Types (Fog, Straight Combination, Smooth bore)</li> <li>Safe fire stream velocity and gallons per minute.</li> <li>Properly opening and closing of nozzles.</li> </ul> <p><i>FireRescue1 Academy – FF: Fire Streams</i></p>		
Hazard Recognition	<ul style="list-style-type: none"> <li>Recognition of special hazards.</li> <li>DOT hazardous materials placarding recognition.</li> <li>Structural hazards indicating imminent collapse or cave-in.</li> <li>Recognition of suspicious fires.</li> <li>Dangers of backdraft and flashover.</li> <li>Overhead electrical wires.</li> <li>Special safety procedures.</li> </ul> <p><i>FireRescue1 Academy – FF: Recognizing and Identifying the Hazards</i></p>		
Vehicle Emergency Response Driving Safety IC 36-8-10.5.7 (d)	<p><i>FireRescue1 Academy – Driving Safety for First Responders</i></p> <p>Or Instructor taught</p>		
Basic or Inservice Course on Sudden Infant Death Syndrome IC 36-8-10.5.7 (c)	<p>Example: <i>FireRescue1 Academy – Sudden Infant Death Syndrome</i></p> <p>Or Instructor taught</p>		
Basic or Inservice Course on Autism IC 36-8-10.5.7 (e)	<p>Example: <i>FireRescue1 Academy – Understanding Autism Spectrum Disorder</i></p> <p>Or Instructor taught</p>		
NIMS100	<a href="https://training.fema.gov/nims/">https://training.fema.gov/nims/</a>		
NIMS 700	<a href="https://training.fema.gov/nims/">https://training.fema.gov/nims/</a>		



# City of Madison Fire Department

## MFD FIRE FIGHTER TRAINEE TRAINING COMPLETION CHECKLIST (Ref: MFD 132)



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### Signature Section

Fire Company:	
Fire Company Captain ( <i>Print</i> ):	
Fire Company Captain ( <i>Signature</i> ):	
Date:	

### City of Madison Fire Department Signature(s)

	<i>Date Passed</i>	<i>Signature of Examiner</i>
Written or Oral Test:		
Practical Skills Evaluation:		

Training Dept Chief or Designee ( <i>Signature</i> ):	
Date:	

City of Madison Fire Department Fire Chief ( <i>Signature</i> ):	
Date:	



# City of Madison Fire Department

## ROLL-N-RACK / HOSE TESTER SIGN-OUT SHEET



Document Number: MFD 1011

Revision Number: 1.0

Revision Date: 01-Jan-2023

Date <i>(mm/dd/yyyy)</i>	Name <i>(Print Last Name, First)</i>	Phone Number	Fire Station	Plan to Return <i>(mm/dd/yyyy)</i>	Date Returned <i>(mm/dd/yyyy)</i>