
Annapolis Fire Department

GENERAL ORDERS



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By Authority

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Fire Chief

GENERAL ORDER # 002-2018 - OFFICE OF THE FIRE CHIEF

Revised OPM Chapter 3.15 - Bed Bug Infestation and Control Policy

New OPM Policy Chapter 9 - Introduction

Section 9.1 - Office of Emergency Management (OEM)

New OPM Policy Chapter 3 - Health and Safety

Section 3.1 - Guiding Principles Concerning Health, Safety and Risk Management

Section 3.11 - Critical Incident Stress Management (CISM)

GENERAL ORDER # 003-2018 - OFFICE OF THE FIRE CHIEF

Calendar Year 2018 Goals

The attached revised policy: Chapter 3, Section 15 and new policies: Chapter 9, Section 1; Chapter 3, Section 1 and Chapter 3, Section 11 shall be in the revised Operating Policy Manual as soon as it is completed. Station Captains shall ensure that these new Sections are inserted into the Operating Policy Manual while awaiting official revised editions.

The following are our annual organizational goals for calendar year 2018. In December 2017, a Goals Planning Meeting (GPM) was held to develop goals for the Department. Various members of the Department, including representatives from IAFF Local 1926, participated in recommending short and long term goals for the Department. Some of the goals noted below are from that meeting and are identified by the letters "GPM" noted after the goal.

All personnel should be familiar with the goals and contribute to their success when possible. Division and Station Officers are encouraged to develop their own goals for the upcoming year. Goals are important for our overall direction and organizational growth; they are our road map to organizational success.

2018 GOALS

1. **Firefighter Safety** - Our number one goal will always be firefighter safety. As an organization we will develop strategies and implement training programs to enhance firefighter safety and survival. Safety is both an individual and team responsibility. Supervisors and employees shall take an active role in their personal safety and the safety of their crews.
2. **Commission of Fire Accreditation International Certification (GPM)** - With the achievement

of our ISO Class 1 ranking, some personnel have expressed a desire to obtain Accreditation from the Commission of Fire Accreditation International Certification. The Department will begin the process to obtain Accreditation.

3. **Simulator Training for all Officers** – This has been a long term goal that failed to get much traction. Simulator training was provided for all newly promoted officers in 2017. We will provide Fire Ground Strategy and Tactics Simulator training for all officers.
4. **Remedial Driver's Training Program** – In 2017 the Department experienced a rash of minor vehicle accidents, most indicated the need for additional driver's training or a driver's refresher training program. The Training Division in partnership with the Operations Section and Risk Management will develop a remedial driver's training program.
5. **Conduct Active Assailant Training with APD** – The Fire Department has worked hard to attend training seminars, research and incorporate the latest national and international active shooter procedures into an integrated, comprehensive policy. Our goal is to provide the appropriate level of care to victims of Active Assailant incidents while protecting our personnel and our response partners. We have spent over \$45K in State grant funding to purchase Ballistic PPE to protect our personnel and purchased medical supplies. One obstacle in implementing the process was training APD officers in the National Incident Command System. This goal is underway and we should be ready to begin training in the Spring of 2018.
6. **Active Assailant Training for AFD members** – The Department has delayed full Active Assailant training for all of our personnel pending the training of APD officers in NIMS. We will delay this training no longer; the Special Operations Division will provide a review of Active Assailant Operations to all AFD personnel by June 2018.
7. **Canvas Fire Safety Inspection/ Hazard Floor Plan Issue** – The Canvas program has been beneficial in streamlining and providing an electronic platform for our fire safety inspections and fire hazard surveys. One major shortcoming is the inability to provide professional floor plans/ drawings. The hand drawn sketches currently being used are an embarrassment and we need to find a better method to address this issue. This is a goal from last year that received a lot of research but we were unable to find a usable system. We will continue to work toward our goal to design a better floor plan drawing system.
8. **Complete audit of Fire Hazard Surveys (GPM)** – The Fire Marshal's Office in partnership with the Operations Section will conduct an audit of all Fire Hazard Surveys (FHS) to ensure all commercial buildings in the City have an updated FHS by July 1, 2018.
9. **Body Armor for firefighters (GPM)** – Violence against first responders is at an all time high. Many fire departments are issuing body armor to firefighters for protection. The Department will research body armor options and begin purchasing them for our personnel.
10. **Upgrade Thermal Imaging Cameras (TIC) and Conduct TIC training (GPM)** - Almost half of our Thermal Imaging Cameras (TIC) are over ten (10) years old and are in need of replacement. We will begin a TIC replacement program and conduct TIC training as part of the program.
11. **Officer Fire Inspector 1 Training** – The Department will begin a program to train all officers in Fire Inspector I.

12. **Incident Command System (ICS) certification (300/400)** – This was a goal from last year, all Captains are trained to ICS 400, only twelve (12) Lieutenants still need training in ICS 300. The Department will continue to work toward having all Firefighters First Class and Lieutenants certified in ICS 300.
13. **Fire Prevention Program** – The cause of the vast majority of working fires in the City over the past three (3) years were cooking related. The Fire Marshal's Office will develop a Fire Prevention program that focuses on cooking hazards and preventing cooking related fires.
14. **Adequate Facility Ordinance (GPM)** – The Department will review and update the Fire Department Adequate Facility Ordinance in the City Code.
15. **National Fire Incident Reporting System (NFIRS) Training** – The Department has experienced some issues with the quality of NFIRS reports. The Operations Section will develop and present training on NFIRS report writing to all officers and First Class Firefighters.
16. **Community Outreach EMS programs (GPM)** – The Department does a great job with community outreach focusing on fire prevention. We should expand the scope of our outreach to market our EMS abilities including community EMS programs in both English and Spanish.
17. **Acquired Structure (Hands-on) Training (GPM)** – A positive learning environment extends beyond the classroom or on-line training. Acquired structure or hands-on training can prove invaluable in the reinforcement of practical training. The past hands-on training developed by the Training Division has been well received by our personnel. The Training Division will develop a training program for this year that focuses on the first arriving engine and truck duties to include; positioning of apparatus, water supply, size-up, water supply flow for pump operators, etc.
18. **Quality Assurance Program for Fire Safety Inspections** – The Fire Marshal's Office working with the Operations Section will develop a Quality Assurance (QA) program to ensure fire safety inspections are being conducted on schedule as per the City Code and our Operating Policy Manual. The QA program will also conduct at least twenty-four (24) random annual on-site reviews of inspections to ensure all violations are being addressed.
19. **Review and Update Continuity of Government Plan** - **The Continuity of Government plan will need to be reviewed and updated following the City of Annapolis 2017 Election.** The Continuity of Government Plan establishes defined procedures that allow the government to continue its essential operations during emergencies, disasters, and crises. In this plan, policies and procedures will be reviewed and appropriate changes will be made to finalize this plan in 2018.
20. **Establish a Program for Disaster Recovery and Disaster Cost Recovery** - **The Office of Emergency Management started developing a Disaster Recovery Plan in 2017.** OEM will continue to develop this plan, while improving the City's best practices for Disaster Cost Recovery. OEM will develop a Disaster Recovery Program in 2018, which would help establish frameworks and best practices to ensure efficient recovery operations following an emergency, disaster or crisis.