

CITY OF GLASGOW

ORDINANCE NO. 2020-

AN ORDINANCE AMENDING THE STANDARD OPERATING GUIDELINES (SOG) OF THE GLASGOW FIRE DEPARTMENT (GFD) RELATING TO THE FOLLOWING:

- GUIDELINE 101 - SOG's AND COMMAND**
- GUIDELINE 102 - UNIFORMS AND PPE**
- GUIDELINE 104 - PRE-FIRE SURVEY & INSPECTION BUREAU**
- GUIDELINE 105 - REQUEST FOR LEAVE**
- GUIDELINE 106 - INJURY REPORT**
- GUIDELINE 109 – OFFICIAL CONTACTS WITH OUTSIDE AGENCIES, PRESS**
- GUIDELINE 111 - FIRE HYDRANT TESTING**
- GUIDELINE 113 - HOSE TEST, MARKING AND HANDLING**
- GUIDELINE 114 - COMMUNICATIONS**
- GUIDELINE 115 - FIRE INVESTIGATING**
- GUIDELINE 116 - FIRE EXTINGUISHERS**
- GUIDELINE 117 - TRAFFIC ACCIDENTS**
- GUIDELINE 118 - BUILDING MAINTENANCE**
- GUIDELINE 119 - WINTER OPERATIONS**
- GUIDELINE 120 - VEHICLE MAINTENANCE**

WHEREAS, the Glasgow Fire Department (GFD) is a front-line, first responder that must interface with multiple emergency organizations under stressful conditions whose speed and good judgment are essential and already has Standard Operating Guidelines for many situations; and,

WHEREAS, such procedures need updating from time to time to keep up with changes and to maintain accreditation and to meet insurance standards with the Kentucky League of Cities; and,

WHEREAS, the City of Glasgow is responsible for the Glasgow Fire Department Standard Operating Guidelines and updating them as needed,

NOW THEREFORE, BE IT HEREBY ORDAINED by the City of Glasgow as follows:

Section No. 1: That limited changes to the existing Glasgow Fire Department Guideline #101 “SOG’s AND COMMAND” are made in the following area: A Chain of Command Chart is added showing same for the Department. Responsibilities of some positions are slightly changed.

The new policy, which will show an updated date upon final passage, is approved and adopted in all respects as the Standard Guideline #101 and is incorporated herein by reference. The attached Guideline shows the deleted portions by line-through and additions in red, as will all attachments continuing through these Guideline changes.

Section No. 2: That limited changes to the existing Glasgow Fire Department Guideline #102 “UNIFORMS AND PPE” are made in the following area: Minor changes in the wearing of Glasgow Fire Department badge name tag and “dress” uniform and seasonal uniform variations are detailed.

The new policy, with changes indicated, which will show an updated date upon final passage, is approved and adopted in all respects as the Standard Guideline #102 and is incorporated herein by reference.

Section No. 3: That a very limited change to the existing Glasgow Fire Department Guideline #104 “PRE-FIRE SURVEY & INSPECTION BUREAU” is made in the following area: Requirement that inspections be done at specific times with a minimum of three (3) per day is deleted.

The new policy, with changes indicated, which will show an updated date upon final passage, is approved and adopted in all respects as the Standard Guideline #104 and is incorporated herein by reference.

Section No. 4: That limited changes to the existing Glasgow Fire Department Guideline #105 “REQUEST FOR LEAVE” are made in the following area: Education leave requests must include a city school trip form. Shift Commanders can no longer approve time swaps. Must be approved by Chief or Command Staff.

The new policy, with changes indicated, which will show an updated date upon final passage, is approved and adopted in all respects as the Standard Guideline #105 and is incorporated herein by reference.

Section No. 5: That changes to the existing Glasgow Fire Department Guideline #106 “INJURY REPORT” are made in the following area: Added requirement that the Company Nurse and Fire Chief, or his designee, be contacted as soon as possible after an injury. Added that all witnesses must do an administrative report.

The new policy, with changes indicated, which will show an updated date upon final passage, is approved and adopted in all respects as the Standard Guideline #106 and is incorporated herein by reference.

Section No. 6: That a limited change to the existing Glasgow Fire Department Guideline #109 “OFFICIAL CONTACTS WITH OTHER AGENCIES” is made in the following area: Only the Fire Chief and Ranking Officer on “duty” shall release information to the news media without the Fire Chief’s consent.

The new policy, with changes indicated, which will show an updated date upon final passage, is approved and adopted in all respects as the Standard Guideline #109 and is incorporated herein by reference.

Section No. 7: That limited changes to the existing Glasgow Fire Department Guideline #111 “FIRE HYDRANT TESTING” are made in the following area: Specific requirements for color coding, painting of hydrants and times of tests are deleted.

The new policy, with changes indicated, which will show an updated date upon final passage, is approved and adopted in all respects as the Standard Guideline #111 and is incorporated herein by reference.

Section No. 8: That a limited change to the existing Glasgow Fire Department Guideline #113 “HOSE TEST, MARKING AND HANDLING” is made in the following area: Requirement to dry hose in a “hose drier” is deleted.

The new policy, with changes indicated, which will show an updated date upon final passage, is approved and adopted in all respects as the Standard Guideline #113 and is incorporated herein by reference.

Section No. 9: That limited changes to the existing Glasgow Fire Department Guideline #114 “COMMUNICATIONS” are made in the following area: Outlines “courtesy” requirements and deletes references to “pagers”.

The new policy, with changes indicated, which will show an updated date upon final passage, is approved and adopted in all respects as the Standard Guideline #114 and is incorporated herein by reference.

Section No. 10: That numerous changes to the existing Glasgow Fire Department Guideline #115 “FIRE INVESTIGATING” are made in the following area: Many items previously required to be considered by investigators are left to the discretion of the investigator.

The new policy, with changes indicated, which will show an updated date upon final passage, is approved and adopted in all respects as the Standard Guideline #115 and is incorporated herein by reference.

Section No. 11: That limited changes to the existing Glasgow Fire Department Guideline #116 “FIRE EXTINGUISHERS” are made in the following area: Changes in procedures for recharging and testing fire extinguishers.

The new policy, with changes indicated, which will show an updated date upon final passage, is approved and adopted in all respects as the Standard Guideline #116 and is incorporated herein by reference.

Section No. 12: That a change to the existing Glasgow Fire Department Guideline #117 “TRAFFIC ACCIDENTS” is made in the following area: Reporting of an accident involving a Glasgow Fire Department vehicle shall be made “as soon as possible” rather than by a schedule.

The new policy, with changes indicated, which will show an updated date upon final passage, is approved and adopted in all respects as the Standard Guideline #117 and is incorporated herein by reference.

Section No. 13: That limited changes to the existing Glasgow Fire Department Guideline #118 “BUILDING MAINTENANCE” are made in the following area: Cleaning procedures are consolidated and a fixed schedule to strip and wax floors is relaxed.

The new policy, with changes indicated, which will show an updated date upon final passage, is approved and adopted in all respects as the Standard Guideline #118 and is incorporated herein by reference.

Section No. 14: That limited changes to the existing Glasgow Fire Department Guideline #119 “WINTER OPERATIONS” are made in the following area: Driving precautions and apparatus maintenance are emphasized in winter.

The new policy, with changes indicated, which will show an updated date upon final passage, is approved and adopted in all respects as the Standard Guideline #119 and is incorporated herein by reference.

Section No. 15: That a change to the existing Glasgow Fire Department Guideline #120 “VEHICLE MAINTENANCE” is made in the following area: All Glasgow Fire Department support vehicle maintenance shall go through the lease maintenance program.

The new policy, with changes indicated, which will show an updated date upon final passage, is approved and adopted in all respects as the Standard Guideline #120 and is incorporated herein by reference.

Section No. 16: That the Mayor of Glasgow is hereby authorized and directed to work with the Glasgow Fire Department to effect changes to these guidelines by Municipal Order when appropriate.

Section No. 17: That this Ordinance shall take effect and be enforced from and after its date of passage and publication as required by law.

Any provisions not specifically altered herein remain as they appear in the current Glasgow Fire Department Standard Operating Guidelines.

HAROLD ARMSTRONG, MAYOR

ATTEST:

MONA SIMMONS, CITY CLERK

1st Reading: September 14, 2020