

**SEACOAST CHIEF FIRE OFFICERS ASSOCIATION, INC.
DIRECTORY**

TABLE OF CONTENTS

GENERAL MEMBERSHIP LIST	2
CONSTITUTION AND BY-LAWS	4
SCFOA MUTUAL AID DISTRICT AGREEMENT	10
MUTUAL AID FIRE FIGHTING ASSISTANCE AGREEMENT	13
SCFOA MEMBERSHIP SHARED EQUIPMENT	21
ADOPTED PROCEDURES & POLICIES	22
ASSISTANCE & SUPPORT COMMITTEE	24
STANDARD BUILDING EVACUATION PROCEDURE	25
PEPPER FOGGER PROCEDURES FOR USE	26
INCIDENT COMMAND SYSTEM STANDARDIZATION	27
UNIFORM POLICY	31
SCFOA TASK FORCE/STRIKE TEAM SOP	32
PERSONNEL ACCOUNTABILITY SYSTEM SOP	39
APPENDIX A – ROSTER, OFFICERS, DIRECTORS & COMMITTEES	41
APPENDIX B – MEETING SCHEDULE WITH LOCATIONS	42
APPENDIX C – START BY-LAWS	43

GENERAL MEMBERSHIP LIST

As of October 1, 2004

1	Amesbury Fire Department	Amesbury, MA
2	Barrington Fire Department	Barrington, NH
3	Brentwood Fire Department	Brentwood, NH
4	Dover Fire and Rescue	Dover, NH
5	Durham Fire Department	Durham, NH
6	East Kingston Fire Department	East Kingston, NH
7	Eliot Fire Department	Eliot, ME
8	Epping Fire Department	Epping, NH
9	Exeter Fire Department	Exeter, NH
10	Fremont Fire Department	Fremont, NH
11	Greenland Fire Department	Greenland, NH
12	Hampton Fire and Rescue	Hampton, NH

13	Hampton Falls Fire Department	Hampton Falls, NH
14	Kensington Fire Department	Kensington, NH
15	Kingston Fire Department	Kingston, NH
16	Kittery Fire Department	Kittery, ME
17	Lee Fire Department	Lee, NH
18	Madbury Fire Department	Madbury, NH
19	Merrimac Fire Department	Merrimac, MA
20	New Castle Fire Department	New Castle, NH
21	Newburyport Fire Department	Newburyport, MA
22	Newfields Fire Department	Newfields, NH
23	Newington Fire Department	Newington, NH
24	Newmarket Fire Department	Newmarket, NH
25	Newton Fire Department	Newton, NH
26	North Hampton Fire Department	North Hampton, NH
27	Nottingham Fire Department	Nottingham, NH
28	Pease Air National Guard Fire Department	Pease ANGB, NH
29	Portsmouth Fire Department	Portsmouth, NH
30	Portsmouth Naval Shipyard Fire Department	Portsmouth, NH
31	Raymond Fire Department	Raymond, NH
32	Rochester Fire Department	Rochester, NH
33	Rollinsford Fire Department	Rollinsford, NH
34	Rye Fire Department	Rye, NH
35	Salisbury Fire Department	Salisbury, MA
36	Seabrook Fire Department	Seabrook, NH
37	Seabrook Station Fire Department (Power Plant)	Seabrook, NH
38	Somersworth Fire Department	Somersworth, NH
39	South Hampton Fire Department	South Hampton, NH
40	Stratham Fire Department	Stratham, NH
41	West Newbury Fire Department	West Newbury, MA

**CONSTITUTION AND BY-LAWS
OF THE
SEACOAST CHIEF FIRE OFFICERS ASSOCIATION**

Article I. Name

Section I.

The name of this organization shall be the Seacoast Chief Fire Officers Association Inc., a mutual aid district registered as a municipal corporation with the State of New Hampshire, and shall be a non-profit organization.

Article II. Purpose

Section I.

To promote an area concept for improved emergency facilities in the fire service.

Section II.

To act as a group for discussion of mutual problems and for the development of future improvements for protection of life and property by fire and other hazards.

Section III.

To maintain a current mutual aid assistance agreement between members.

Section IV.

To promote and fund, fire and EMS educational programs and seminars for all fire and EMS personnel, with first preference given to SCFOA member communities.

Article III. Scope

Section I.

The fire departments of the cities and towns of Amesbury, Exeter, Greenland, Hampton, Hampton Falls, New Castle, North Hampton, Portsmouth, Rye, Salisbury, Seabrook, and Newington are charter members of this organization.

Section II.

Honorary members shall be Pease Air Base and the Portsmouth Naval Shipyard and will be considered voting members with all privileges.

Section III.

Charter members of the SCFOA Mutual Aid District are Durham, Exeter, Fremont, Hampton Falls, Kensington, Kingston, New Castle, Newington, Newmarket, Newton, North Hampton and Portsmouth.

Article IV. Election of Officers

Section I.

There shall be elected at each annual meeting a President, Vice President and Secretary-Treasurer. Should no one member wish to fill the Secretary/Treasurer position, the position may be split between two (2) members: one (1) Secretary and one (1) Treasurer. The President shall not serve more than two (2) consecutive terms.

Section II.

The Secretary-Treasurer shall be the official keeper of the records, financial accounts and funds and shall be authorized to disburse funds. Should the Secretary/Treasurer position be split between two (2) members, the Secretary shall be the official keeper of records of the organization and the Treasurer will be the official keeper of financial accounts, funds for the organization and shall be authorized to disburse funds for the organization. The Treasurer will have direct oversight and responsibility for the Business Coordinator.

Section III.

There shall be a three- (3) member Board of Directors. They shall be elected for three- (3) year terms with exception of the initial term of the first board. Terms shall expire on the date of the annual meeting. The Board shall have the rights, powers and duties as are conferred or imposed upon it by the Association. One director will serve as the Chair of the START Board of Directors.

Article V. Support Staff

Section I.

The Executive Board will be composed of the President, Vice President, Secretary/Treasurer, and a three-member Board of Directors.

Section II.

The Executive Board shall have the authority to, and may from time to time, employ the services of outside consultants and others with areas of expertise in a particular field when such action is deemed to be in the best interest of the organization. This will include, but will not be limited to, an accounting firm for annual review of the association's assets and tax preparation.

Section III.

Business Coordinator – The Executive Board will select and contract service of a part-time Business Coordinator to handle the day-to-day operation of the Seacoast Chief Fire Officers Association and its subsidiaries, including record keeping, financial records, archives, telephone inquiries and reports. The Business Coordinator will be responsible to the Association's Treasurer.

Article VI. Membership

Section I.

Membership of this Association shall be comprised of Fire Chiefs, Assistant Chiefs, Deputy Chiefs, or second in command of member cities and/or towns.

Section II.

The voting membership of this association shall comprise of Fire Chiefs, Assistant Chiefs, Deputy Chiefs, or second in command of member cities and/or towns, or in his absence, a duly designated representative of his department. It shall be the responsibility of each member city or town to insure proper representation at meetings.

Section III.

Each member city or town shall have one (1) vote on a polled vote. A polled vote may be requested by any active Chief, Assistant Chief, Deputy Chief or second in command, or any member of the Executive Board.

Section IV.

Any area city, town, federal or private fire department may apply for membership in the association by written request for same and upon approval and payment of the annual dues, be entitled to all benefits of the Association.

Section V.

Retired members shall have the rights and privilege of floor discussions and to make suggestions; however, they shall not have the right to vote. Retired members can hold elected office of Secretary-Treasurer but are not eligible for offices of President or Vice-President. They may be asked to serve as an advisor or technical consultant. A retired member serving on the Executive Board shall have voting privileges.

Section VI.

Advocate members may attend meetings, may provide information upon request, but will have no voting privileges.

Article VII. Meetings

Section I.

The Association shall meet on the first Thursday of each month. Other meetings may be held by call of the President or by at least seven (7) voting members on forty-eight (48) hours notice. The annual meeting will be held on the first Thursday of January in Exeter.

Section II.

A quorum shall consist of seven (7) voting members of the Association.

Article VIII. Committees

Section I.

The President may appoint committees to advise the Association. The committees may be composed of members or others who have the expertise in the area of concern.

Section II.

Audit Committee. The President shall appoint annually an audit committee that shall give its report at the February meeting.

Section III.

Nominating Committee. The President shall annually appoint (in November) a Nominating Committee that shall report a slate of officers at the Annual Meeting.

Section IV.

START Board of Directors. The membership will approve appointments to the START Board of Directors. Only a member of the Seacoast Chiefs Executive Board shall be eligible to serve as Chair of the START Board of Directors. The Committee shall consist of seven (7) persons. The makeup of that committee will be as follows:

- ◆ One (1) Volunteer Chief (appointed by SCFOA President)
- ◆ Two (2) Career Chiefs (appointed by SCFOA President)
- ◆ Team Coordinator (appointed by SCFOA President)
- ◆ SCFOA Member-at-Large (appointed by SCFOA President)
- ◆ Two (2) PFFNH representatives (appointed by PFFNH)

Section V.

Training Committee. The President shall appoint, as necessary, a Training Committee, whose responsibility it will be to present an on-going continuing education series of programs, to be paid in part by profits from SCFOA's Annual Golf Tournament (June 2004).

Section VI.

By-Laws Committee. The President shall appoint, as necessary, members to fill three (3) seats on a By-Laws Committee. The Committee shall annually review the By-Laws, recommending changes at the November meeting for action at the annual meeting, or throughout the year as necessary.

Article IX. Parliamentary Authority

Section I.

Robert's Rules of Order shall govern the Association in all cases to which they are applicable, except in those cases where they may be inconsistent with these by-laws.

Article X. Amendments

Section I.

These by-laws may be amended at any meeting of the Association, provided that written notification of the proposed change is filed with the President and voting members at least thirty (30) days prior to said meeting.

Article XI. Dues and Assessments

Section I.
Dues shall be established at the annual meeting.

Section II.
The Association shall have the right to assess all members for unusual expenses. Before any vote for a special assessment may be taken, thirty (30) days prior notice to all members must be given.

Article XII. Gifts

Section I.
This Association may receive, hold and use gifts, bequests and devises, either outright or in trust for purposes consistent with the intent of the Association.

These By-Laws were adopted on April 4, 1974.
Amended on February 3, 1977.
Amended on May 7, 1987.
Amended on April 5, 1990.
Amended on January 6, 2005
Amended on September 1, 2005

SCFOA MUTUAL AID DISTRICT AGREEMENT

THIS AGREEMENT is entered into this Thirtieth day of June 2004 among city and town fire departments, acting pursuant to the Commonwealth of Massachusetts Statutes Chapter 48, Section 59A; the New Hampshire Revised Statutes Annotated, Chapter 154, Sections 24 through 30 a-h, and the State of Maine Revised Statutes Annotated, Title 30, Section 3777, for the purpose of securing to each the benefits of a mutual aid district in protection of life and property from fire or other emergency.

WITNESSETH:

WHEREAS each of the parties hereto maintains equipment and personnel for the suppression of fires and other emergencies within its own jurisdiction and areas, and

WHEREAS the parties hereto desire to augment the fire protection and other services available in their various establishments, districts, agencies and municipalities in the event of large fire, conflagrations, hazardous materials incidents, rescues and other emergencies, and

WHEREAS it is deemed mutually sound, desirable, practicable and beneficial for the parties to this agreement to render assistance to one another in accordance with these terms:

THEREFORE BE IT AGREED THAT:

1. Whenever it is deemed advisable by the senior officer of a department that is party to this agreement, or by the senior officer of any such fire department actually present at any fire or other emergency, to request assistance under the terms of this agreement, he/she is authorized to do so. The senior officer on duty at the fire department receiving the request shall forthwith take the following action:
 - A. Immediately determine if apparatus, equipment and personnel can be spared in response to the call;
 - B. Determine what apparatus, equipment and personnel might most effectively be dispatched, the mission to be assigned in accordance with the plans and procedures of operation drawn by the technical heads of the fire departments involved;
 - C. Dispatch such apparatus, equipment and personnel as in his/her judgment should be sent under the terms of this agreement; provided, however, that upon receiving a call for assistance, that it shall be referred at once to the Chief of Department or his/her duly authorized duty officer when any apparatus, equipment or personnel is dispatched;
 - D. The Chief Officer of the department receiving aid will make every effort to release mutual aid apparatus and to return said apparatus, equipment and personnel to the respective communities as soon as conditions permit.

2. The rendering of assistance under the terms of this agreement shall not be mandatory, but the party receiving the request for assistance should immediately inform the requesting service if for any reason assistance can not be rendered.
3. Each party to this agreement waives all claims against the other party or parties for compensation for any loss, damage, personal injury or death occurring in consequence of the performance of this agreement.
 - A. All service performed under this agreement shall be rendered without reimbursement of either party or parties.
4. The Chiefs of the Fire Departments party to this agreement are authorized and directed to meet and draft any detailed plans and procedures of operation necessary to effectively implement this agreement. Such plans and procedures of operations shall become effective upon ratification by the signatory parties.
5. This agreement shall become effective upon the date hereof or as to each party hereto upon the date of signing after the date hereof and shall remain in full force and effect until canceled by mutual agreement of the parties hereto or by written notice by one party to the other parties, giving thirty (30) days notice of said cancellation.

Charter members: Durham, Exeter, Fremont, Hampton Falls, Kensington, Kingston, New Castle, Newington, Newmarket, Newton, North Hampton and Portsmouth.

Additional members (with date accepted):

Dover Fire Department	November 6, 2004
Rye Fire Department	December 2, 2004
Hampton Fire Department	January 6, 2005
Rochester Fire Department	February 3, 2005
Lee Fire & Rescue	April 7, 2005
Somersworth Fire Department	May 5, 2005
Seabrook Fire Department	June 2, 2005
Madbury Fire Department	June 2, 2005
Seabrook Station Fire Department	October 6, 2005

MUTUAL AID FIRE FIGHTING ASSISTANCE AGREEMENT

THIS AGREEMENT is entered into this Fifteenth day of January 2004 among city and town fire departments, acting pursuant to the Commonwealth of Massachusetts statues Chapter 48, Section 59A, the New Hampshire Revised Statutes Annotated, Chapter 154, Sections 24 through 30, Chapter 151-B, Section B: 17 I through IV and the State of Maine Revised Statutes Annotated, Title 30, Section 3777, for the purpose of securing to each the benefits of mutual aid in protection of life and property from fire or other emergency.

WITNESSETH:

WHEREAS each of the parties hereto maintains equipment and personnel for the suppression of fires and other emergencies within its own jurisdiction and areas, and

WHEREAS the parties hereto desire to augment the fire protection and other services available in their various establishments, districts, agencies and municipalities in the event of large fire, conflagrations, hazardous materials incidents, rescues and other emergencies, and

WHEREAS it is deemed mutually sound, desirable, practicable and beneficial for the parties to this agreement to render assistance to one another in accordance with these terms:

THEREFORE BE IT AGREED THAT:

1. Whenever it is deemed advisable by the senior officer of a department that is party to this agreement, or by the senior officer of any such fire department actually present at any fire or other emergency, to request assistance under the term of this agreement, he/she is authorized to do so. The senior officer on duty at the fire department receiving the request shall forthwith take the following action:
 - A. Immediately determine if apparatus, equipment and personnel can be spared in response to the call;

B. Determine what apparatus, equipment and personnel might most effectively be dispatched, the mission to be assigned in accordance with the plans and procedures of operation drawn by the technical heads of the fire departments involved;

C. Dispatch such apparatus, equipment and personnel as in his/her judgment should be sent under the terms of this agreement, provided, however, that upon receiving a call for assistance, that it shall be referred at once to the Chief of Department or his/her duly authorized duty officer when any apparatus, equipment or personnel is dispatched;

D. The Chief Officer of the department receiving aid will make every effort to release mutual aid apparatus and to return said apparatus, equipment and personnel to the respective communities as soon as conditions permit.

2. The rendering of assistance under the terms of this agreement shall not be mandatory, but the party receiving the request for assistance should immediately inform the requesting service if for any reason assistance cannot be rendered.

3. Each party to this agreement waives all claims against the other party or parties for compensation for any loss, damage, personal injury or death occurring in consequence of the performance of this agreement.

A. All service performed under this agreement shall be rendered without reimbursement of either party or parties.

4. The Chiefs of the Fire Departments party to this agreement are authorized and directed to meet and draft any detailed plans and procedures of operation necessary to effectively implement this agreement. Such plans and procedures of operations shall become effective upon ratification by the signatory parties.

5. This agreement shall become effective upon the date hereof or as to each party hereto upon the date of signing after the date hereof and shall remain in full force and effect until canceled by mutual agreement of the parties hereto or by written notice by one party to the other parties, giving thirty (30) days notice of said cancellation.

IN WITNESS WHEREOF, the parties hereto have executed this agreement at Portsmouth, New Hampshire on the day and year first above written or at such other dates and places as additional parties shall sign this agreement and thereby become parties hereto.

PARTIES	POST OFFICE ADDRESS & DATE OF SIGNING
_____ William Shute, for Amesbury, MA Fire Department	17 School Street Amesbury, MA 01913
_____ Richard Walker, for Barrington, NH Fire Department	PO Box 820 Barrington, NH 03825
_____ Kevin Lemoine, for Brentwood, NH Fire Department	148 Crowley Falls Road Brentwood, NH 03833
_____ Perry Plummer, for Dover, NH Fire Department	288 Central Avenue Dover, NH 03821
_____ _____, for Durham, NH Fire Department	51 College Road Durham, NH 03824
_____ Alan Mazur, for East Kingston, NH Fire Department	PO Box 171 East Kingston, NH 03827

Jay Muzeroll, for
Eliot, ME Fire Department

141 State Road
Eliot, ME 03903

Brian Toomire, for
Epping, NH Fire Department

37 Pleasant Street
Epping, NH 03042

Brian Comeau, for
Exeter, NH Fire Department

20 Court Street
Exeter, NH 03833

Richard Heselton, for
Fremont, NH Fire Department

PO Box 129
Fremont, NH 03044

Ronald Hussey, for
Greenland, NH Fire Department

PO Box 100
Greenland, NH 03840

Hank Lipe, for
Hampton, NH Fire Department

64 Ashworth Avenue
Hampton, NH 03842

Jay Lord, for
Hampton Falls, NH Fire Department

3 Drinkwater Road
Hampton Falls, NH 03844

Charlie LeBlanc, for
Kensington, NH Fire Department

124 Amesbury Road
Kensington, NH 03833

_____, for
Kingston, NH Fire Department

PO Box 302
Kingston, NH 03848

David O'Brien, for
Kittery, ME Fire Department

25 Walker Street
Kittery, ME 03904

Joseph Lombardo
Lee, NH Fire Department

Mast Road
Lee, NH

Ralph Spencer, for
Merrimac, MA Fire Department

16 East Main Street
Merrimac, MA 01860

Carl Roediger, for
New Castle, NH Fire Department

43 Main Street
New Castle, NH 03854

Steve Cutter, for
Newburyport, MA Fire Department

0 Greenleaf Street
Newburyport, MA 01950

Jeffrey Buxton, for
Newfields, NH Fire Department

PO Box 300
Newfields, NH 03856

Roy Greenleaf, for
Newington, NH Fire Department

80 Fox Point Road
Newington, NH 03801

Richard Mulaski
Newmarket, NH Fire Department

186 Main Street
Newmarket, NH 03857

William Ingalls, for
Newton, NH Fire Department

PO Box 209
Newton, NH 03858

Thomas Lambert, for
North Hampton, NH Fire Department

PO Box 606
North Hampton, NH 03862

Edward Acres, for
Pease ANGB Fire Department

157 CES/DEF, 302 Newmarket St.
Pease ANGB, NH 03803

Harry Tagen, for
Portsmouth NSY Fire Department

Code 1740, Bldg. 29 PNSY
Portsmouth, NH 03804

Christopher LeClaire, for
Portsmouth, NH Fire Department

170 Court Street
Portsmouth, NH 03801

Norm Sanborn, for
Rochester, NH Fire Department

37 Wakefield Street
Rochester, NH 03867

Harry Knowles, for
Rollinsford, NH Fire Department

PO Box 418
Rollinsford, NH 03869

Richard O'Brien, for
Rye, NH Fire Department

538 Washington Road
Rye, NH 03870

Richard Souliotis, for
Salisbury, MA Fire Department

PO Box 5426
Salisbury, MA 01952

David Conti, for
Seabrook Station Fire Department

Seabrook Station Brigade, PO Box 300
Seabrook, NH 03874

Jeffery Brown, for
Seabrook, NH Fire Department

87 Centennial Street
Seabrook, NH 03874

Paul Vallee, for
Somersworth, NH Fire Department

195 Maple Street Extension
Somersworth, NH 03878

John Gamble, for
South Hampton, NH Fire Department

128 Main Street
South Hampton, NH 03827

Robert Law, for
Stratham, NH Fire Department

10 Bunker Hill Avenue
Stratham, NH 03885

Rock Dower, for
West Newbury, MA Fire Department

381 Main Street, PO Box 690
West Newbury, MA 01985

SEACOAST CHIEFS ASSOCIATION MEMBERSHIP SHARED EQUIPMENT

1. Cascade and Compressor System is for use to all members. Locations are at Hampton Fire Department, Station #2 and Amesbury Fire Headquarters.
2. Hose Coupling Machine. Location is at North Hampton Fire Department. The Association has rings, gaskets, etc. A member department will be billed for supplies only by the Association.
3. Fogger Machine. Makes artificial smoke for training purposes. Location is at the Rye Fire Department.
4. Bunting. Bunting owned by SCFOA and stored at the Hampton Fire Department, is available for use by any member of SCFOA at no charge. Exeter Fire also owns a set, which is also available to member departments.

ADOPTED PROCEDURES & POLICIES

Assistance & Support Committee – November 1, 1979

Appointed a committee to explore the need for assistance and support for any member Chief with community problems.

Fee Schedule for Filling Air Cylinders – November 1982

Adopted a fee schedule of \$2.50 per 30-minute cylinder and \$15.00 for cascade size cylinders for non-members.

Radio Frequency 154.280 MHz – February 1984

Voted to utilize 154.280 MHz for mutual aid and fire ground operations.

Standardize Building Evacuation Signal – May 3, 1984

Voted to adopt the "AIR HORN" building evacuation signal.

Pepper Fogger Procedures – November 1986 and May 1987-Amended Jan. 2001

Adopted procedures for the use of the pepper fogger.

Incident Command System – Updated in 2003

Adopted the Incident Command System.

SCBA Maintenance Assessment – November 1993

Voted the SCBA assessment fee of \$5.00 per unit annually for the purpose of supporting repairs and maintenance to the Cascade System. Changed to \$10.00 per unit January 1998.

Haz Mat Team - START — June 1994

Voted to develop a regional haz mat / all hazards team for SCFOA. A board of directors will oversee the operation of this team elected by the SCFOA. The team shall be known as Seacoast Technical Assistance Response Team (START).

Voted January 2004 that START is a subsidiary of SCFOA.

START – March 9, 2004, Seacoast Technical Assistance Response Team registered with the New Hampshire Secretary of State as doing business under SCFOA. Registration expires March 8, 2009.

Task Force SOP – April 1999

Adopted a SOP on a SCFOA task force to answer requests for mutual aid for large amounts of help. A SOP was developed by a committee and adopted at the April 1999 meeting. This task force made up of SCFOA towns/cities would respond whenever requested per the SOP.

Personnel Accountability System – June 1999

Adopted a personnel accountability system and SOP for SCFOA towns/cities to use as a guideline.

Uniform Policy – November 1999

Voted to adopt a uniform policy. This policy covers Class A uniforms and insignias. This is a guideline only and is not mandatory.

ASSISTANCE & SUPPORT COMMITTEE

The Committee of Chief Callahan, Chief Esterbrook and Deputy Chief Toland met at the Newton Fire Headquarters, August 30, 1979, and agreed upon the following guidelines for assisting chiefs or deputies having certain problems.

1. Support of the Seacoast Chiefs Association would be only on agreement of both parties involved in dispute.
2. The Association would not support a chief involved in any wrongdoing. A chief should be acting within his/her job description or within the laws of his/her community or state.
3. The Association shall not become involved in problems regarding labor unions or personnel matters.
4. The Association will support a member when the membership feels he/she has executed sound judgment in emergency operations or administrative practices, and charges are brought to the contrary.
5. Before any support action is taken, the committee shall first attempt to research both sides of the dispute and present its findings to the Seacoast Chiefs' membership. At that time a decision shall be made by a majority of the members as to what action will be taken. No member shall represent the Association without first getting authorization.

This is updated to what was voted to accept at the meeting of November 1, 1979, at Exeter.

STANDARD BUILDING EVACUATION PROCEDURE

May 3, 1984

These procedures have been drafted for acceptance by member departments of the Seacoast Chief Fire Officers Association, Inc. as a standard method of warning all firefighters in a fire scene to quickly and completely evacuate that area.

- A. Method
 1. Air Horns (apparatus, canned, air bottles, etc.)
- B. Procedure
 1. The Fire Ground Commander (FGC) shall give the order to evacuate.
 2. The air horn of the nearest apparatus to the building will be used (preferably facing the building).

3. The sequence of signals will be – blast (thousand & one), pause (thousand & one), blast, (thousand & two), pause (thousand & two), blast, (thousand & three), a deliberate pause of a thousand and one, two and three. The proceeding will continue until a full procedure (three times – nine blasts) has been completed.
4. Following this procedure, if P.A. System is available, an announcement of “EVACUATE THE BUILDING NOW” will be made three times.

C. Confirmation

1. All personnel returning from the building will report to their officer for a head count and he/she in turn will report to the FGC.

This procedure should work out well with air powered type horns; sirens are felt to be unreliable due to the length of the blast.

In order for this procedure to work well, all members should be thoroughly informed and trained in its use.

PEPPER FOGGER PROCEDURES FOR USE

Fogger is presently stored at the Rye Fire Department. Departments wishing to use the fogger must call 964-6411 to reserve the unit. Only approved personnel of a member department will be permitted to use the unit. Persons using the fogger must read the directions stored in the box and in particular the safety precautions. Fluid is supplied with the fogger. Unknown or unapproved fluids shall not be used. If unfamiliar with the cleaning process, return the unit as is and advise Rye personnel.

INCIDENT COMMAND SYSTEM STANDARDIZATION

Adopted on June 6, 1991

Key Position names with Vest Colors

- Incident Commander Lime Green Background w/ Orange Letters
- Safety Officer Lime Green Background w/ Orange Letters
- Operations Officer Orange Background w/ White Letters
- Sector Officer Orange Background w/ White Letters
- Staging Officer Orange Background w/ White Letters
- Water Supply Officer Orange Background w/ White Letters
- EMS Officer Blue Background w/ White Letters
- Primary Triage Blue Background w/ White Letters
- Secondary Triage Blue Background w/ White Letters
- Triage Master Blue Background w/ White Letters
- Loading Officer Blue Background w/ White Letters
- Haz Mat Team Leader Blue Background w/ White Letters
- Decon Leader Blue Background w/ White Letters
- Information Officer White Background w/ Orange Letters

Sector Officers should be given a title that reflects their assignment.

Personnel Accountability

1. The personnel accountability system should be a “Dual System” and portable.
2. One tag should be on the vehicle for accountability for personnel on the fire ground.
3. The second tag should be with the Safety Officer or his/her designated collection person for accountability of personnel in the fire building or on the roof.

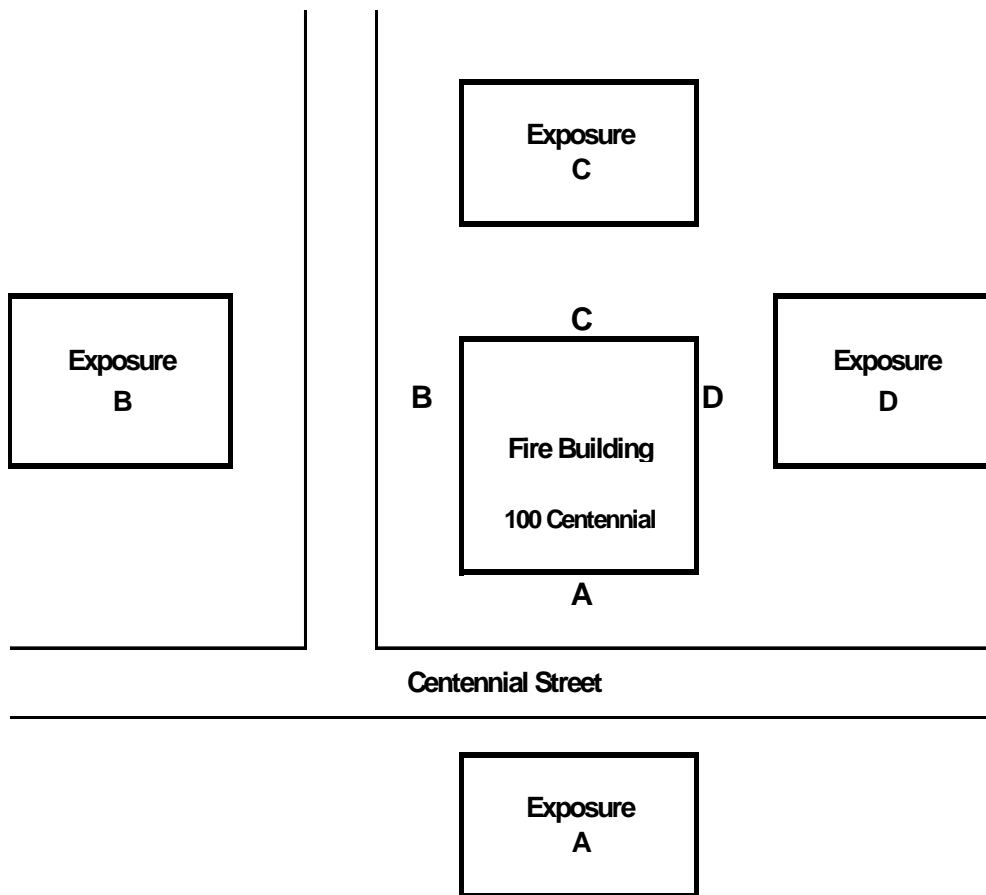
Work Location and Area Names:

The side that command has set up shall be side "A"
If necessary the following acronyms shall be used.

- A – Alpha
- B – Bravo
- C – Charlie
- D – Delta

Standard Geographic Designation System

Work Location and Area Names:



Each exterior side of a structure shall be given a letter designation. The side of the structure facing the street (address side) shall be designated A. The remaining sides shall be designated B, C, and D, in a clockwise manner. Exposures shall be designated in a like manner as shown above.

The interior of a structure shall be designated by floor (1, 2, 3, etc.). The basement, attic and roof shall be designated by name.

The ICS shall be used to maintain an effective span of control and workload for all supervisory personnel.

Divisions:

Denote geographic area. They are responsible for all tasks that are to be completed in that geographic location. Example: First floor at a structure fire. Designation shall be Floor One. Responsibilities include but are not limited to suppression, search and rescue, ventilation, salvage, overhaul.

Examples:

- Basement
- First Floor
- Second Floor
- Third Floor
- Attic

ICS Designation:

- Basement
- Floor One
- Floor Two
- Floor Three
- Attic

Groups:

Task oriented crews used for single function.

Examples:

- Ventilation
- Fire Suppression
- Salvage
- Overhaul
- Rescue
- Rehab
- Manpower: Min 3/ Max 6 personnel
- RIT Minimum of 3 qualified personnel

Radio Communications:

The purpose of this procedure is to establish suggested guidelines to ensure that all radio communications are conducted in a professional, consistent manor.

- Plain language radio messages should be used in preference to numerical codes to facilitate understanding.
- All departments and apparatus have been issued radio numbers. The complete radio number should be used when making a radio transmission. The sequence for all transmission shall be from the sender to the receiver. Example: "19 Ladder One to Rockingham Dispatch".
- The incident commander or his/her designee should make all frequency and/or radio channel assignments.

UNIFORM POLICY

Adopted November 1999

Insignias:

Rank

- Firefighter/Private
- Lieutenant or Inspector
- Captain or FPO
- Battalion Chief
- Deputy Chief
- Assistant Chief
- Chief of Department

Collar Brass

- Scramble
- 1 Silver Trumpet
- 2 Silver Trumpets
- 2 Gold Trumpets (crossed)
- 3 Gold Trumpets
- 4 Gold Trumpets
- 5 Gold Trumpets

Class A

- No Arm Band
- 1 Silver Arm Band
- 2 Silver Arm Bands
- 2 Gold Arm Bands
- 3 Gold Arm Bands
- 4 Gold Arm Bands
- 5 Gold Arm Bands

Class A Uniform

- Privates shall have single-breasted blouses with 4 silver FD buttons
- All Officers shall have double-breasted blouses with 5 FD buttons

- Lieutenants and Captains shall have silver buttons
- Chief Officers shall have gold buttons
- Length of service markings shall be the same color as any arm bands
- Caps shall be the New Haven or Bell Top style
- Blue with black band for Firefighter/Private
- White with silver band for Lieutenant and Captain
- White with gold band for Chief Officer
- The Chief of Department will be the only member to wear flames on the brim of dress cap
- Length of service marks shall be one bar/Maltese cross for each five (5) years of service

SEACOAST CHIEF FIRE OFFICER'S TASK FORCE SOP

DISTRICT – SEACOAST New Hampshire

District Fire Coordinator – Seacoast Chiefs
 District Control Center – Portsmouth Fire Alarm
 Alternate Control Centers – Rockingham County, Durham

District Communities:
 Amesbury (Emergency Management), Dover, Durham, Epping, Exeter, Hampton, Hampton Falls, Kensington, Kingston, New Castle, Newfields, Newton, North Hampton, Pease, Portsmouth, Portsmouth NSY, Rochester, Rye, Seabrook and Stratham.

Notify Task Force by calling – Portsmouth Fire Dispatch (436-5000)

Statewide Dispatch Center – Capital Area 225-3355

**Seacoast Chief Fire Officers Association & NH Federation of Mutual Aid
 Structural Task Force**

Primary Task Force Commander: North Rt. 95 Rt.16 - Portsmouth. West Rt.4 - Durham
South Rt. 95 - Hampton. Southwest Rt. 125/Rt 101 - Exeter

Alternate Task Force Commander: All of the Above

Engines (6)	<u>Hampton</u> <u>Exeter</u> <u>Newton</u> <u>Durham</u> <u>New Castle</u> <u>Kingston</u>
Alternates	<u>Epping</u> <u>Rochester</u>
Ladders (2)	<u>Portsmouth</u> <u>North Hampton</u>
Alternates	<u>Seabrook</u> <u>Rye</u>
Ambulance (1)	<u>Dover</u>
Alternate	<u>Portsmouth</u>
Approved by:	<u>Harry B. Thayer</u>
Title:	<u>President</u>
Date:	<u>10/26/2004</u>

Seacoast Chief Fire Officers Association & NH Federation of Mutual Aid

Forestry Task Force

Primary Task Force Commander: North Rt. 95 Rt.16 - Portsmouth. West Rt.4 - Durham
South Rt. 95 - Hampton. Southwest Rt. 125/Rt 101 - Exeter

Alternate Task Force Commander: All of the Above

Tankers (4) Epping
 North Hampton
 Hampton Falls
 Newfields

Alternates Kingston
 Kensington

Forestry's (6) Portsmouth
 Exeter
 Newton
 New Castle
 Rye
 Rochester

Alternates Durham
 Stratham

Ambulance (1) Dover

Alternate Portsmouth

Approved by: Harry B. Thayer
Title: President
Date: 10/26/2004

Seacoast Chief Fire Officers Association & NH Federation of Mutual Aid

Tanker Task Force

Primary Task Force Commander: North Rt. 95 Rt.16 - Portsmouth. West Rt.4 - Durham
South Rt. 95 - Hampton. Southwest Rt. 125/Rt 101 - Exeter

Alternate Task Force Commander: All of the Above

Engines (2) Dover
 Rochester

Alternate Hampton

Tankers (6) Durham
 Epping
 Newton
 Hampton Falls
 Newfields
 Kingston

Alternates Kensington
 Stratham

Ambulance (1) Portsmouth

Alternate Exeter
Approved by: Harry B. Thayer
Title: President
Date: 10/26/2004

Seacoast Chief Fire Officers Association & NH Federation of Mutual Aid

Disaster Task Force
(Building Collapse, Earthquake, Tornado, WMD, etc.)

Primary Task Force Commander: North Rt. 95 Rt.16 - Portsmouth. West Rt.4 - Durham
South Rt. 95 - Hampton. Southwest Rt. 125/Rt 101 - Exeter

Alternate Task Force Commander: All of the Above

Engines (4) Rye
Pease
Newington
Rochester

Alternate Newton

Ladders (1) North Hampton

Alternate Seabrook

Ambulances (2) Hampton
Exeter

Rescue (4) Portsmouth
Pease
Durham
Dover

Lighting (2) Portsmouth Shipyard
Amesbury Emerg. Mgmt.

Hvy. Rescues Portsmouth
Pease
Durham
Dover

Approved by: Harry B. Thayer
Title: President
Date: 10/26/2004

DISTRICT – SEACOAST NEW HAMPSHIRE

All responding companies are to report to the staging area unless otherwise directed by the Task Force Commander. If after 10 minutes there is no response from a unit then the alternate will respond to staging. All units including alternates should be toned out. Alternates to remain in quarters unless otherwise directed.

30 minutes maximum time to staging. Minimum crew sizes are as follows:

Engine Company – 4 man minimum
Ladder Company – 4 man minimum
Forestry Unit - 6 man minimum (extra people to be transported by bus to incident)
Tanker - 2 man minimum
Heavy Rescue - 2 man minimum
Ambulances - 2 man minimum

Task Force Commanders shall contact their home dispatch/station and give a report on the Task Force two (2) times per day. The home base FD shall contact the Chiefs of the Task Force and give a report.

The radio frequency used during the response from the staging area to the incident between units and the Task Force Commander shall be 154.280 MHz.

All member town/cities must cover their own station if a unit is sent with the Task Force.

Seacoast Chief Fire Officers Association & NH Federation of Mutual Aid

STRIKE TEAM RUN CARD

Strike Team Commander: North Rt. 95 Rt. 16 – Portsmouth; West Rt. 4 – Durham;
South Rt. 95 – Hampton; Southwest Rt. 125/Rt. 101 – Exeter

Alternate Commander: All of the above.

LDH Engines: Fremont Alternates: Durham
Greenland Rochester
Kingston
Lee
New Castle

Ladders: Dover Alternates: Durham
Exeter Rochester
Newington
North Hampton
Portsmouth

Tankers: Durham Alternates: Brentwood
Epping Rochester
Hampton Falls
Newfields
Newton

Ambulances: Dover Alternates: Epping
Exeter North Hampton
Hampton
Kingston
Portsmouth

Heavy Rescues: Dover Alternates: Exeter
Durham Rochester
Newton
Pease
Portsmouth

Approved by: Harry B. Thayer
President
9/20/2004

PERSONNEL ACCOUNTABILITY SYSTEM SOP

In accordance with NFPA 1500 – 6.3 and 6.5, and in order to increase the level of safety of our personnel during an emergency event, the following SOP shall be adopted by the Fire Department.

Personnel Accountability System

Personnel accountability starts with the Officers Attendance and Daily Logs. Each on duty member and the position he/she fills must be listed in the Daily Log. Additionally, each member's attendance must be recorded on the attendance sheet. From this point on, accountability will be maintained using the Accountability System described below.

An *Accountability System* shall be used daily by the Fire Department. The system hardware consists of PAS V Binder Status Boards, Collector Rings and Personnel ID Tags.

All personnel shall be issued two Personnel ID tags. Tags shall be stored on the helmet "D" ring when personnel are off duty. When coming on duty, each member shall attach one ID tag to the Collector Ring on the unit he/she is assigned to. When going off duty everyone shall remove his/her ID tag from the "Collector Ring". It shall be the responsibility of each individual to be sure he has two ID tags and to place one on the Collector Ring when he/she comes on duty and is assigned to a vehicle.

At incidents with 1st Alarm or greater responses, the IC shall assign a Personnel Accountability System Sector Officer as soon as is practical. The PAS Officer shall retrieve a PAS V Binder from a nearby unit and then take the Collector Rings from each vehicle on scene, attaching them to the PAS V Binder. This will produce an immediate account of who is on scene, and what company they are assigned to. Later arriving units shall bring the Collector Ring to the PAS Sector Officer when they report for assignment.

All personnel responding to the incident after the first due units shall report to the Rehab/Manpower Pool sector upon arrival at the incident. Personnel who arrive in private vehicles or in department vehicles that do not have a Collector Ring shall report to the PAS Officer, attach one ID tag to a "Recalled Personnel Collector Ring" attached to the PAS V Binder, then report to the Rehab/Manpower Sector.

Job assignments shall be made to personnel in the Rehab/Manpower pool. Personnel shall be assigned in teams, each with a minimum of two members. Team members will be selected from the same company.

Single Point of Entry

A single point of entry to the Hot Zone shall be established and enforced. The person appointed as entry control safety officer shall set up PAS V Binder and collect an ID tag from each person who enters the Hot Zone. The teams entering the Hot Zone shall indicate their assignment, and the entry control officer shall place the team tags together on an appropriate hook on the PAS V Binder. When teams are relieved, they must retrieve their tag from the entry control officer and then report to the Rehab/Manpower Pool Sector for rehab and further assignment.

All personnel sent for rehab shall report to the manpower pool once their rehab is completed. No personnel are to leave the manpower pool unless assigned a detail.

Personnel shall be assigned in teams with a minimum of two members. They must remain together until relieved.

When a member is released from the scene to return to the station, he/she will obtain their ID tag from the Rehab/Manpower Officer and take it with them.

Tag Format

There shall be two types of tags used in the system, Personnel ID Tags and Unit Tags. Their formats are illustrated below.

Unit Tags

Front of the tag shall have the Department name and the Unit Name. The back of the tag shall have Unit Radio Call Sign.

Personnel ID Tags

Front of tag shall display the Department Name, Personnel Name and Rank. The back of the tag shall list certification levels for Fire, EMS and Haz Mat.

APPENDIX A- ROSTER

OFFICERS, BOARD OF DIRECTORS & COMMITTEES

EXECUTIVE BOARD

Officers for 2005

President	Chief Christopher LeClaire, Portsmouth
V. President	Chief Carl Roediger, New Castle
Secretary/Treasurer	Chief (Ret.) William Sullivan, Hampton

Board of Directors

Director, Chair-START Board of Directors	Assistant Chief Michael Blake, Durham
Director	Chief Steve Cutter, Newburyport
Director	Chief Joseph Lombardo, Lee

START Board of Directors

FT Chief	Michael Blake, Chair, Durham
FT Chief	Christopher J. LeClaire, Portsmouth
V Chief	Richard White, New Castle
PFFNH	James Correll, Hampton
PFFNH	Russell Osgood, Portsmouth
Team Coordinator	Timothy Collins, Portsmouth
SCFOA Member at large	Perry Plummer, Dover

Audit Committee

Chief Roy Greenleaf, Chair, Newington

Fundraising Committee (formerly Golf Committee)

Chief John Gamble, Chair, South Hampton
Chief Roy Greenleaf, Newington

Training Committee

Chief Perry Plummer, Dover

Nominations Committee

Chief Brian Comeau, Chair, Exeter
Chief Perry Plummer, Dover
Chief Steve Cutter, Newburyport

By-Laws Committee

Deputy Chief Harry Thayer, Exeter
Deputy Chief Richard White, Newington

APPENDIX B

MEETING SCHEDULE WITH LOCATIONS

January 6, 2005	Exeter	Annual Meeting
February 3, 2005	Rollinsford	
March 3, 2005	Newmarket	
April 7, 2005	Lee	
May 5, 2005	Salisbury, MA	
June 2, 2005	Seabrook Fire and Seabrook Station @ Seabrook Station	
September 1, 2005	Somersworth	
October 6, 2005	South Hampton	
November 3, 2005	Stratham	
December 1, 2005	West Newbury, MA	
January 5, 2006	Exeter	Annual Meeting
February 2, 2006	Amesbury, MA	
March 2, 2006	Barrington	
April 6, 2006	Brentwood	
May 4, 2006	Dover	
June 1, 2006	Durham	
September 7, 2006	East Kingston	
October 5, 2006	Eliot, ME	

November 2, 2006
December 7, 2006

Epping
Fremont

APPENDIX C

START ADMINISTRATIVE PROCEDURES

DEFINITIONS

The following definitions and acronyms shall be used throughout this manual.

ALS	Advanced Life Support (which will refer to CTs and Paramedics)
AWARE	Awareness Level HAZ MAT Certified
BLS	Basic Life Support (which in this policy will refer to First Responders and EMTs)
BOARD OF DIRECTORS	The governing body of the Seacoast Technical Assistance Response Team (S.T.A.R.T.)
BY-LAWS	Standard Operating Procedure
CHIEF	Chief of Department or Designee
COLD ZONE	The outer perimeter of a Hazmat incident. It will be located between an area having potential contamination risk (WARM ZONE) and the incident perimeter.
CT	Cardiac Technician
COMMAND POST	The fixed position that the Incident Commander will be located at for the duration of the incident. Will normally be in the Cold Zone.
COORDINATION	This term will be used as a synonym for command to eliminate confusion with the incident commander of a scene.
DECON	Decontamination
DES	New Hampshire Department of Emergency Services Air Resources, Waste Management, Water Supply, Pollution Control
EMS	Emergency Medical Services
EMT	Emergency Medical Technician
FMO	New Hampshire Fire Marshal Office
FIREFIGHTER	A member of any fire department, but not a member of an HMT
HAZMAT	Hazardous Material, Substance, and/or Waste
HAZMAT INCIDENT SECTOR (HIS)	The individual who directs HMT or START activities during an incident, and who reports to the Incident Commander.
HOT ZONE	This is the inner most area of a Haz Mat incident, and will be restricted to only necessary entry by trained personnel wearing specialized protective clothing.
HMT OR HM TEAM	Hazardous Materials Team
IC	Incident Commander, Local Jurisdiction
INCIDENT COMMANDER	The individual who by virtue of rank, seniority, or circumstances is responsible for coordinating all people and activity on a scene to ensure that the incident is handled effectively.
NHEMO	New Hampshire Emergency Management Office
OPER	Operational Level Hazmat Certified

SCFOA	Seacoast Chief Fire Officers Association
SOP	Standard Operating Procedure. Describes a method of operation while allowing a degree of flexibility. SOP's form a guideline to the theory of the team's operations.
SPECIALIST	HAZMAT Training Certification above Technician or Industrial Personnel with specific knowledge in a technical area of Hazardous Materials.
START	Seacoast Technical Assistance Response Team
TEAM COORDINATOR	The Team Coordinator will be appointed by the Board of Directors Chair with input from the START Board of Directors.
TEAM LEADER	A representative from each community's Hazmat Team. (Must be Technician Level)
TECHNICIAN	HAZMAT Training Certification including meeting NFPA Standard 472 CFR 1910.120, and State of NH FST certification for Technician.
WARM ZONE	This is the zone of a Hazmat incident between areas on high contamination risk (Hot Zone) and areas of no probable risk (Cold Zone). Several of the START operating sectors will be located in the Warm Zone.

START BY-LAWS

INTRODUCTION

The Seacoast Technical Assistance Response Team (START) is comprised of fire department personnel from the participating members of START.

When handling a hazardous materials incident, technical assistance response units of an individual jurisdiction, the START may be called in to offer informational and/or technical assistance.

PURPOSE:

These By-Laws will identify the scope of the policies contained within this manual.

SCOPE:

1. Each community involved in the START has entered into an agreement with the START and nothing contained within any of these By-Laws shall in any way conflict with the standards and practices of the individual municipalities, not with the aforementioned agreement.
2. Each community to be a member of START must be a general member of Seacoast Chief Fire Officers Association.
3. These By-Laws are written for the sole purpose of establishing governing rules for the START to ensure the effective, proficient, and safe handling of hazardous materials incidents.
4. The START Board of Directors shall review these By-Laws sometime during the first quarter of each year. The purpose of this review shall be to ensure that the By-Laws reflect current standards and practices, and that any problem areas are revised.
5. It shall be the duty of each Chief to brief their jurisdiction's command officers on these By-Laws and Operating Procedures, to ensure that if the START is called for, they will be able to work smoothly in conjunction with each municipality's forces.
6. It shall be the duty of the START Chair to ensure that other jurisdictions within the START area are familiar with the purpose of the START and for the appropriate call-up procedures (as outlined in a separate SOP).
7. Any interested party and/or START member may propose changes, modifications to the START By-Laws. Proposals must be in writing, and submitted to the START Board of Directors.
8. This agreement is entered into among city and town fire departments, acting pursuant to the Commonwealth of Massachusetts Statutes Chapter 48, Section 59A; the New Hampshire Revised Statutes Annotated, Chapter 154, Sections 24 through 30, Chapter 151-B, Section B: 17 I through IV, and the State of Maine Revised Statutes Annotated, Title 30, Section 3777, for the purpose of securing to each the benefits of mutual aid in the protection of life and property from fire or other emergency.

9. Any non-participating member of Seacoast Chief Fire Officers Association or community that is not a member of Seacoast Chief Fire Officers Association will be billed directly for any response of START at the following rate:
- A. \$1,000 response fee
 - B. All actual labor costs whether coverage or actual response personnel plus 17% administrative costs
 - C. Actual replacement cost of any equipment destroyed and disposable equipment used
 - D. \$100 per hour per major vehicle used

START BY-LAWS

MISSION STATEMENT

The Seacoast Technical Assistance Response Team provides an all hazards, all planning, emergency hazardous materials response by combining the resources of the fire service, communities, industry and individuals. This regional concept, as promoted by Seacoast Chief Fire Officers Association, is progress through cooperation that provides for the protection of life and property while giving top priority to safety and environmental concerns.

START BY-LAWS

BOARD OF DIRECTORS

A seven- (7) member Board of Directors will govern the START Team. The START Board of-Directors Chairman position will be decided on a majority vote of the Board of Directors, and approval of the Seacoast Chiefs. The term of the Chairperson will be in two (2) year increments starting January 1, 2000. Elections will be held biannually the month before the current term is to end; successive terms may be held. There will be four (4) additional members serving four (4) year terms appointed by the President of the Seacoast Chief Fire Officers Association and approved by a simple majority vote of the membership. Two (2) additional members will be recommended by the President of the Professional Firefighters of New Hampshire and approved by a simple majority vote of SCFOA membership.

For the purposes of establishing the board, the five (5) directors will be appointed as follows at the first meeting following the meeting when the board is actually established:

- One Director to a Four (4) Year Term – Christopher LeClaire, Portsmouth – 1/02-1/06
- One Director to a Four (4) Year Term – Russell Osgood, Portsmouth – 1/01-1/05
- One Director to a Four (4) Year Term – Perry Plummer, Dover – 1/02-1/06
- One Director to a Four (4) Year Term – James Corel, Hampton – 1/03-1/07
- One Director to a Four (4) Year Term – Richard White, New Castle – 1/04-1/08
- One Director to a Four (4) Year Term – Timothy Collins, Portsmouth

PFFNH board members are not voting members of the SCFOA.

The START Board of Directors will be responsible for all incoming funds, grant applications, and financial liabilities.

The Board will not have the authority to establish any debt against SCFOA without a vote of the SCFOA in accordance with the By-Laws of the Association.

START BY-LAWS

BOARD OF DIRECTORS

The Board of Directors shall submit an annual report including a budget proposal for the upcoming year to the full SCFOA membership at the annual meeting in January. In addition, a verbal committee report will be made at the monthly meeting.

The Board of Directors will establish all operating By-Laws for the team.

The Board of Directors shall meet monthly on the second Monday of every month.

PURPOSE:

The purpose of these By-Laws is to identify the various administrative positions within START, and to expound on their individual duties.

START TEAM BOARD OF DIRECTORS CHAIR:

The START Board of Directors Chair will be responsible for the following:

- 1) Assume overall coordination of the START Organization, DES and the Chief or IC at all incidents, outside the community's limits.
- 2) Serve as liaison between the START Organization, DES and the Chief or IC.
- 3) Act as Chairman of the START Board of Directors meetings. Shall coordinate through committee training sessions.
- 4) Be responsible for receiving and submitting to State and/or Federal agencies all applications for training, equipment, and supplies for the START.
- 5) In the absence of the START Coordinator for a temporary period, the following hierarchy will be recognized for meetings, it will be the responsibility of the SCFOA sub-committee on HazMat.
- 6) The names and phone numbers of the Chair, and other members of the Board of Directors will be listed in this appendix, and shall be updated annually or as required.
- 7) The Board of Directors Chair will appoint a START Team Coordinator.
- 8) Obtain and maintain an inventory of all HazMat equipment (both Community and State owned) carried on the HazMat response vehicles of the participating communities.
- 9) Act as liaison between the involved communities and FMO with regard to HazMat response.
- 10) Shall designate a Business Coordinator to maintain and store all relevant START records.
- 11) Shall designate a Business Coordinator to file all forms for reimbursement of materials, equipment, pay, etc., for START.
- 12) Shall designate the Business Coordinator to maintain an up-to-date roster of START members from all communities.
- 13) House, man, and maintain supplies, HAZMAT response vehicles, and equipment issued to the team as a whole.

TECHNICIANS AND SPECIALISTS:

These are the firefighters and assigned personnel to HMTs. They will assume duties as required by their HMT Leaders and individual departments and obtain Technician Level HAZMAT Certification.

BUSINESS COORDINATOR:

Shall maintain complete records of all debits and credits of START. Shall submit a financial report of all START accounts to the Board of Directors on a monthly basis. Shall prepare an annual report for the SCFOA for their annual meeting.

The Business Coordinator shall be sure authority has been obtained from the Board of Directors for any expenditure over \$500.00. All checks written require two (2) signatures.

The Business Coordinator shall perform other duties as determined by the Board of Directors.

BUSINESS COORDINATOR:

The Business Coordinator will be responsible for all clerical duties for the START including but not limited to taking, transcribing, and distributing minutes of the Board of Directors meetings. The Business Coordinator will maintain and distribute updated copies of the By-Laws and other START documents, and provide general clerical duties such as typing, filing, and composing correspondence. The Business Coordinator will not be a voting member of the Board of Directors.

START BY-LAWS

CHAIN OF COMMAND

PURPOSE:

This policy will establish the Chain of Command for HAZMAT incident coordination on operations conducted by the START.

SCOPE:

This policy will apply to all START operational activities. It should be noted that these chains of command apply only to HAZMAT Incident Coordination, and that a local Incident Commander will still be responsible for overall scene activity and the HAZMAT Incident Coordinator (HIS) will report to the Incident Commander.

CHAINS OF COMMAND:

The following chain of command will apply to incidents with the START:

CHIEF (Local Jurisdiction) of the Community involved in the incident.

This chain of command identifies the hierarchy for assumption of HAZMAT Incident Coordination within START Communities. It is meant to reflect the individual Community rank structure, and normal chain of command. ANY of the HMT supervisors listed below may choose to be relieved by the START Directors Chair, or the HMT Leader or Asst. HMT Leader of another member community.

The following chain of command identifies the chain to be followed for assumption of HAZMAT Coordination on HAZMAT Incident within the START area.

- START Chair
- Team Coordinator
- HMT Leader 1
- HMT Leader 2
- HMT Leader 3
- HMT Leader 4
- HMT Leader 5
- HMT Leader 6
- HMT Leader 7

START BY-LAWS

CHAIN OF COMMAND

This chain of command reflects the "seniority" of the teams, and provides eight people in a clearly defined hierarchy who can assume control. This should alleviate potential problems, as at least one of these eight people should show up if the regional team is called up.

START BY-LAWS

TEAM ACTIVATION PROCEDURES

PURPOSE:

This policy outlines the proper procedures for request, and dispatch of the START.

SCOPE:

This policy will define the call-up procedures of the START by local government, incident commanders, and/or the HMTs.

The START is a TECH Hazardous Materials Response Team from the SCFOA communities.

Hampton will be responsible for activating the START upon request from a responsible party who has the authority to request the S.T.A.R.T.

PROCEDURES:

1. Full response of the START can only be called for by:
 - a) State Agencies (See list of Agencies known as form #5)
 - b) Local Fire Incident Commander
 - c) START Chair or Coordinator (or his designee if he is out of the area for any length of time).
2. To request the START response, the authorizing party must:
 - a. Notify the Hampton Fire Dispatch (603) 926-3316
 - b. Identify himself/herself (name, rank, and organization)

- c. Explain the situation (See IC Form HAZMAT Material Incident Response checklist)
 - d. Give the location of the incident
 - e. Provide a call-back number
3. To contact an authorizing party; outside agencies should contact the Hampton Fire Dispatch (603) 926-3316 and request a call back by the coordinator, giving:
- a) Name
 - b) Organization
 - c) Phone Number
 - d) Explanation of situation (See IC form HAZMAT Material Incident Response checklist)
 - e) Location of the incident
4. To contact an authorizing party, HMTs may follow either the procedure outlined in #3 or contact the DES.
5. The Hampton Fire Dispatch Center will:
- a. Notify the START Team via Alpha Pager giving location and nature of incident.
 - b. Notify the Exeter Fire/Rescue and Portsmouth Fire Department and give the location and nature of the incident.

MEDICAL RESPONSE

Upon any activation of the START team, the team leader shall request the closest geographic available fire department ambulance with ALS capability (only paramedic level is acceptable) to respond for the strict purpose of START team members.

START BY-LAWS

**CALL LIST - AGENCIES & CONTACT
(ALPHABETICAL)**

No.	Agency	Contact	Office
1	Chemtrec	N/A	800-424-9330
2	NH Emerg Response Com	Lee Kimball	271-2231 or 800-852-3792
3	Dept Environ Services	N/A	
	a. Div Air Resources	Dick Andrews	271-1370
	b. Dis of Waste Mgmt	Mike Galuszka	271-2942
	c. Div of WS & PC	Rick Berry	271-3440
4	EPA	Joe Moratta	617-860-4309
5	FEMA Region 1	Rich Quinlan	617-223-9540
6	Fish & Game	Brian Howe	271-3512
7	Fire Standards & Training	Rick Mason	271-2661
8	Governor's Office	John Cavanaugh	271-2121
9	Dept Public Health Serv.	Dr Pat Meehan	271-4501
	a. Radiological Health	Diane Tefft	271-4588
	b. Risk Assessment	Brook Dupee	271-4664
	c. Disease Control	Geoffrey Smith	271-4469
10	DRED	Jack Sargent	271-2214
11	NH State Port Authority	Ernest Connor	436-8500
12	NH Dept of Safety	N/A	271-3636 or 800-346-4009
	a. Communications	Dispatcher	271-3636 or 800-346-4009
	b. HazMat Coordinator	Steven Hanley	271-3349
	c. Fire Marshal	J. William Degnan	271-3294
13	Dept of Transportation	John Clement	271-2564
14	Dept of Agriculture		271-3551
15	SMART		594-3636
16	Sea Three		
17	Railroad		