



Civil Service Board Regular Meeting

Agenda

December 6, 2022 @ 4:00 pm

Public Safety Building | Ray Beary Community Room
500 N. Virginia Avenue | Winter Park, Florida

welcome

Agendas and all backup material supporting each agenda item are accessible via the city's website at cityofwinterpark.org/bpm and include virtual meeting instructions.

assistance & appeals

Persons with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk's Office ([407-599-3277](tel:407-599-3277)) at least 48 hours in advance of the meeting.

"If a person decides to appeal any decision made by the Board with respect to any matter considered at this hearing, a record of the proceedings is needed to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based." (F.S. 286.0105).

please note

Times are projected and subject to change.

-
1. **Call to Order**
 2. **Consent Agenda**
 - a. [Minutes for November 1, 2022](#) 1 minute
 3. **Public Comments (for items not on the agenda): Three minutes allowed for each speaker**
 4. **Action Items**
 - a. [2023 Police Representative Election](#) 2 minutes
 - b. [2023 Fire Representative Election](#) 1 minute
 - c. [Fire Department SOG's](#) 5 minutes
 - [SOG 215 Foam Operations](#)
 - [SOG 232 Multi-Gas Detection](#)
 - [SOG 234 Thermal Imaging Cameras](#)
 - [SOG 316 Personal Respiratory Protection](#)
 5. **Non-Action Items**
 6. **Staff Updates**
 - a. [Police Department](#) 5 minutes
 - b. [Fire Department](#) 5 minutes
 7. **Board Comments**
 8. **Upcoming Agenda Items**
 9. **Adjournment**



Civil Service Board **agenda item**

item type	Consent Agenda	meeting date	December 6, 2022
prepared by	Kathleen Reed	approved by	
board approval			
strategic objective			

subject

Minutes for November 1, 2022

motion / recommendation

background

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[November 1, 2022.pdf](#)



Civil Service Board Regular Meeting Minutes

November 01, 2022 at 4:00 p.m.

City Hall | Commission Chambers
401 s. Park Ave. | Winter Park, Florida

Present

Present in Person: Chairman Kip Marchman, Chief Examiner Pitt Warner, Board Members: Stockton Reeves, Javier Rodriguez and Todd Meadors. Virtual appearance: Vice Chairman Steve Stutzer and Board Member Mary Daniels. Also Present: Police Chief Tim Volkerson, Fire Chief Dan Hagedorn, Deputy Police Chief Pam Marcum and Recording Secretary Kathy Reed.

(1) Call to Order

Chairman Marchman called the meeting to order at 4:00 p.m.

(2) Consent Agenda

Approval of Minutes

Motion was made by Mr. Rodriguez and seconded by Mr. Warner to approve the minutes from the October 4, 2022, Regular Meeting. Motion carried unanimously with a 7-0 vote.

(3) Public Comments (for items not on Agenda)

No comments.

(4) Action Items

1. Officers off Probation

- Officer Rodney Jones
- Officer Isaiah Watson

Chief Volkerson requested Board Members to certify the permanent status of Officer Rodney Jones and Officer Isaiah Watson. Motion was made by Mr. Meadors and seconded by Mr. Warner to certify the permanent status of Officer Jones and Officer Watson. Motion carried unanimously with a 7-0 vote.

2. Request for Permanent Status-FD

- Firefighter Kobe Ebarle
- Firefighter Zachary Holton
- Firefighter John McCormack
- Firefighter Francys Picard
- Firefighter Jack Timmes
- Firefighter Caleb Recicar
- Firefighter Christopher Takacs

Chief Hagedorn requested Board Members to certify the permanent status of the following firefighters: Kobe Ebarle, Zachary Holton, John McCormack, Francys Picard, Jack Timmes, Caleb Recicar and Christopher Takacs. Motion was made by Mr. Meadors and seconded by Mr. Rodriguez to approve all seven firefighters listed above. Motion carried unanimously with 7-0 vote.

3. Approval of SOP's

- SOP 100 - Organization
- SOP 162 - Holding Facility
- SOP 282 - School Crossing Guard Program

Prior to Deputy Chief Marcum presenting the SOP's to the Board, Chief Volkerson corrected the Florida State Statue in SOP 282-Crossing Guard Program. The correct statute that should be reflected throughout the SOP is F.S.S. 316.75.

Deputy Chief Marcum informed board members that the above SOP's have been reviewed by police administration, legal counsel for the department and the department's accreditation manager prior to being presented to board members for their review. Mr. Stockton referenced SOP 282 School Crossing Guard Program- #9 Training and inquired as to the training of the Crossing Guards by WPPD and not the Orange County School Board. Chief Volkerson advised that the crossing guards are employees of the City of Winter Park and not the county, therefore the department is responsible for providing training.

Motion was made by Mr. Reeves and seconded by Mr. Rodriguez to approve SOP 100-Organization, SOP162-Holding Cell and SOP 282-School Crossing Guard Program. Motion carried unanimously with a 7-0 vote.

Off Duty Employment Request-MPO Javier Rodriguez (not on agenda)

Chief Volkerson requested Board Members to approve the off-duty employment request of MPO Rodriguez to work for the Technical Education Center of Osceola Criminal Justice Academy as one of their Equivalency of Training Investigators. Motion was made by Mr. Reeves and seconded by Mr. Meadors to approve the off-duty employment request of MPO Javier Rodriguez. Motion carried unanimously with a 7-0 vote.

(5) Not Action Items

None

(6) Staff Updates

1. Police Department

- Officer Collado starting on November 14, 2022
- One open position.

2. Fire Department

- Firefighter started on October 31, 2022
- December 2-Winter in the Park
- December 3-Holiday Parade
- December 5th Santa at the Fire Department

(4) Board Comments

At this time, Mr. Reeves had several questions regarding the active shooter incident that occurred on September 14th at WPHS. Mr. Reeves advised that his daughter was in class during the lockdown with a substitute teacher who did not know the procedures to follow and asked the students for guidance. Mr. Reeves referred to the past incidences at Sandy Hook and Marjory Stoneman Douglas High School which repeatedly demonstrates the need for training of teachers, including substitutes. Mr. Reeves proceeded with his questions to Chief Volkerson.

Mr. Reeves: Does OCPS and WPPD ever participate together in drills/training involving active shooters or active assailant threats?

Chief Volkerson: Participation of the drills are held with our School Resource Officers through the schools.

Mr. Reeves: Has the OCPS ever reached out to the police department about coordinating training prior to the incident in September?

Chief Volkerson: Principals of the schools deal directly with our School Resource Officers during their lockdown drills. We, as a police department do not dictate their policies for how or when they do their lockdown. They communicate directly with the School Resource Officer.

Chief Volkerson also advised that the school does provide their schools to our officers for training purposes when the kids are not in school.

Mr. Reeves: Does the district police department actively engage in those trainings/drill with your department?

Chief Volkerson: They have not participated.

Mr. Reeves: Since the incident in September, has anyone from the Orange County School Board contacted the WPPD to review what improvements, changes, or what worked well during the incident?

Chief Volkerson: We did meet with the principal of WPHS after the incident and discussed what worked, potential issues the could have come up and we discussed scenarios that could have gone differently and how we would have responded.

Mr. Reeves: If there is an active shooter situation who is in command?

Chief Volkerson: We are in command of how our officers respond to that incident. Our job is to find the threats and either secure or eliminate them to protect lives. We do not dictate their policy on how they train or respond to an incident. Our job is to ensure our officers are properly equipped and trained to handle that type of situation.

SRO Rodriguez advised that he was on campus that day and did make the arrest regarding that incident. He informed Mr. Reeves that training is coordinated with the school on a monthly basis. He also suggested Mr. Reeves direct his questions to the school board.

A brief discussion followed.

(5) Upcoming Agenda Items

(6) Adjournment

Minutes approved by the board on

/s/ Recording Secretary Kathleen Reed



Civil Service Board **agenda item**

item type	Action Items	meeting date	December 6, 2022
prepared by	Kathleen Reed	approved by	
board approval			
strategic objective			

subject

2023 Police Representative Election

motion / recommendation

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Civil Service Board **agenda item**

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2023 Fire Representative Election

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Civil Service Board **agenda item**

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subject

Fire Department SOG's

- SOG 215 Foam Operations
- SOG 232 Multi-Gas Detection
- SOG 234 Thermal Imaging Cameras
- SOG 316 Personal Respiratory Protection

motion / recommendation

background

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[WPFD SOG 215 Foam Operations.pdf](#)

ATTACHMENTS:

[WPFD SOG 232 Multi-Gas Detection.pdf](#)

ATTACHMENTS:

[WPFD SOG 234 Thermal Imaging Cameras.pdf](#)

ATTACHMENTS:

[WPFD SOG 316 Personal Respiratory Protection - remove.pdf](#)



Winter Park Fire-Rescue department

WPFD.SOG
215

STANDARD OPERATING GUIDELINE

Foam Operations

Date Issued	December 6 th , 2005	Revision No.	IV
Last Revision	December 6 th , 2022	Total Pages	3

Purpose: To provide firefighting foam capability at incidents. Providing Winter Park Fire Department (WPFD) personnel with an effective flammable liquid firefighting agent that enables personnel to control or stabilize hazardous situations until additional resources and/or equipment can be obtained.

Scope: This procedure is to be followed by all WPFD personnel ~~members of this Department~~. Authority to deviate from this procedure rests with the Incident Commander (IC) who is responsible for the results of any deviation.

General: All first-due engine companies will be provided with a foam delivery system and/or PRO/Pak Portable Multi-Purpose Foam System and 10 gallons of foam concentrate.

215.01 Set-Up Procedure for Eductors

1. When possible, ~~if equipped with an~~ the eductor, ~~it~~ should be set up at the engine pump panel.
2. Eduction rate will be set to the foam concentration percentage being used. This will either be 3% for AFFF, 6% for ATF or 0.1% to 1% for Class A foam.
3. Pump discharge pressure should be calculated according to the WPFD driver/operator manual published on the Department's current information sharing platform(s). ~~to deliver 100 psi to the inlet of the Angus (yellow) Hi-Combat Eductor and 200 psi to the inlet of the Akron Eductor.~~

215.02 Normal Operation

1. Position apparatus at a safe distance taking into consideration the terrain, wind direction and speed, exposure, run-off of foam and product, and any possible explosive hazards.



2. Connect the eductor to a discharge keeping it as level and upright as possible.
3. Place liquid foam concentrate containers in the proximity of the pick-up tube from the eductor. All empty foam containers will be placed on their sides to indicate being empty ~~or~~ AND removed out of sight.
4. Attach a 1 3/4" hose line to the eductor and then connect the appropriate nozzle for the educator being used.
5. Insert the pick-up tube into the foam concentrate container and pump appropriate pressure to eductor.
6. When using any nozzle with an eductor, the hose line must be free of kinks, and the nozzle must be kept fully OPEN and operated in a way to allow proper flow and air mixture.
7. After each use, the eductor, hose, and nozzle will be flushed and the pump will be flushed and back-flushed with fresh water.

215.03 Use of AFFF/ATC Foam on Flammable Liquid

1. Position the apparatus and personnel up-wind and up-hill from the spill or leak.
2. Water must be flowing to begin the venturi action in the eductor. It will usually take 15 to 60 seconds, depending upon the length of the hose from the eductor to the nozzle to get the foam from the nozzle. The nozzle should be discharged off to the side until good foam arrives at the nozzle. Failure to do this could spread the fire or spill.
3. After a spill has been covered, do not allow the use of plain water on or near the liquid spill area. This could disrupt the foam vapor seal. Personnel should not be allowed to walk in the foam blanket. If it is necessary to move personnel through the foam blanket they should not shuffle or kick the foam, this will agitate the vapor seal causing the release of product vapor and could increase the possibility of ignition.
4. AFFF/ATC when properly applied is only a "first aid tool" in handling a flammable liquid spill or fire. Additional resources should be notified to handle the abatement of the spill or the clean up of the spilled material.

215.04 Pump Discharge Pressures for Foam Operations



The Pump Discharge Pressures for foam operations will be in accordance with the WPFD driver/operator manual, IFSTA, and manufacturer's recommendations. ~~must be calculated to deliver the required pressure for the intake of the educator.~~

~~1. Angus (Yellow) Hi-Combat Eductor with Angus Foam Jet Nozzle~~

- ~~a. 100psi at inlet~~
- ~~b. 60gpm @ 100psi~~
- ~~c. Max hose length between educator and nozzle is 300'~~

~~2. Akron Eductor with 95gpm Fog Nozzle~~

- ~~a. 200psi at inlet~~
- ~~b. 95gpm @ 200psi~~
- ~~c. Max hose length between educator and nozzle is 250'~~

~~3. Pro/Pak Foam System~~

- ~~a. 100psi at inlet~~
- ~~b. 12gpm @ 100psi~~
- ~~c. No max hose length between pump panel and Pro/Pak~~

~~4. Husky 3 Foam System~~

- ~~a. Plumbed into an 1 3/4" and 2 1/2" pre-connect~~
- ~~b. Class A Foam pre-set at .5%~~
- ~~c. 25-gallon tank~~
- ~~d. No special pressure for Foam~~
- ~~e. Pump all lines at pre-set or calculated pressures for the select line~~

~~5. Truck CAFS~~

- ~~a. 70-gallons water~~
- ~~b. 28-oz. Class A Foam~~
- ~~c. 150' 1 1/2" hose~~
- ~~d. Pressurized at 150psi~~

~~215.05 Pro/Pak Portable Multi-Purpose Foam System:~~

- ~~1. The Pro/Pak Portable Foam System is a versatile eductor type foam application appliance. It can be used with Class A foam concentrates or Class B AFFF/ATC foam concentrates.~~



- ~~2. With Class B foam concentrates; the primary function of the PRO/pak is vapor suppression. The maximum typical flow of 12 gpm should always be considered before use on an ignited spill, and should always be backed up with additional water/foam flow capabilities.~~

~~Safety Considerations:~~

- ~~3. This portable foam system can be used in potentially dangerous situations. The following must be observed at all times.~~
 - ~~a. Make sure that the foam concentrate in the foam tank is the right type for the situation. Do not use Class A foam on Class B fires or Class B foam on Class A fires. Some foam concentrates are universal and can be used on Class B fires and spills and as a wetting agent on Class A fires.~~
 - ~~b. Make sure that the percentage knob is set to the correct concentration for the type of foam being used.~~
 - ~~c. Make sure the Flow Control Valve is off and the correct nozzle and Outlet Hose are securely attached to the Control Block before the hose line is charged.~~

~~215.06 — FOAM COMPATIBILITY~~

- ~~1. Do not mix different type of foam concentrates or foams of the same type from different manufactures. Mixing of foam concentrates can cause the contents of the foam tank to gel and produce unpredictable results. Clean tank and foam passages thoroughly when changing foam types.~~
- ~~2. Application rates for this unit are limited and are not intended for ignited fire situations. Based on NFPA 11, this unit should not be used for ignited areas greater than 10' x 12' (120 sq. Ft.) Of Hydrocarbon fuels, or 5' x 12' (60 sq. ft.) Of Polar Solvents.~~

~~215.07 — NOZZLE SELECTION~~



- ~~1. Straight Stream Nozzle—is for Class A foam solutions. Foam expansion will be negligible. It should be used where maximum reach or penetration is desired.~~
- ~~2. Low Expansion Nozzle—can be used with either Class A or B foam solutions. Reach is slightly less than the smooth bore.~~
- ~~3. Medium Expansion Nozzle—produce the greatest expansion ratios, It should be used on Class B fuels for vapor suppression and Class A fuels when longer lasting insulation layer of drier foam is desired.~~

~~215.08~~ **OPERATION**

- ~~1. Hose Connection—attach inlet fire hose to the coupling on the inlet end of the PRO/pak.~~
- ~~2. Filling Tank—Unscrew the fill port lid by turning counterclockwise. Fill tank to bottom of fill port, foam may seep out the vents if overfilled. Close fill port lid. Set the selector wheel on the lid to indicate type of foam in the tank.~~
- ~~3. Connect Discharge Hose and Nozzle—The nozzle may be attached directly to the quick connect fitting on the control block or to the end of the outlet hose, which is then attached to the control block. Align the marks on the quick connect male fitting with the marks on the female fitting and push the two pieces together.~~
- ~~4. Setting Foam Concentration—Remove the nut on the top of the percentage knob and lift the knob to the desired concentrate percentage. Be sure to use the foam manufacture's recommended concentrate ratio. The percentage knob may be turned to the OFF position for water use only.~~
- ~~5. Controlling Flow—Pressurize the hose line. Turn the flow control valve to start water flowing through the PRO/pak. Flow may be reduced by partially closing the control valve.~~
- ~~6. Foam Quality—Foam quality with the medium expansion nozzle will depend upon the velocity of the foam solution exiting the nozzle. When pumping high pressures to the PRO/pak it may be necessary to partially close the flow control valve to make high~~



~~quality foam with the medium expansion nozzle. If the foam exiting the Medium expansion nozzle is not a coherent continuous stream, close the flow control valve slightly until the foam becomes a coherent continuous rope-like stream.~~

~~7. Shutting Down After Use (flushing)~~

- ~~• Reduce pump pressure~~
- ~~• Remove the nozzle and/or hose from the quick connect on the front of the control block.~~
- ~~• Remove the circle cotters and pull out the two pull pins that hold the control unit to the tank.~~
- ~~• Pull straight up to remove the control unit and pick up tube from the tank.~~
- ~~• Make sure the percentage knob is NOT in the OFF position.~~
- ~~• Install the cap on the outlet of the control block.~~
- ~~• Turn the flow control valve until a trickle of clean water is flowing out the end of the pickup tube.~~
- ~~• Turn the percentage knob back and forth to make sure all foam passages are flushed.~~
- ~~• Shut off the water and reinstall the control unit on the tank and insert the pull pins and circle cotters.~~
- ~~• Remove the cap.~~

~~8. Clean up and maintenance~~

- ~~• Turn the percentage knob to the OFF position. Use the hose, or hose and straight stream nozzle, to rinse off the PRO/pak. Reset the percentage knob to the proper percentage when finished.~~

~~9. Specifications~~

Tank Capacity (to bottom of fill port)	2.5 U.S. Gallons
12 gpm at 100 p.s.i.	
Weight Empty	11.5 lb
Weight Full	30.1 lbs
Length x Width x Height	13.5 x 10.75 x 17 in
Operating Pressure Max/Min	500/40 p.s.i.
Straight Stream Nozzle Reach	50 feet at 100 p.s.i.
Low Expansion Nozzle Reach	37 feet at 100 p.s.i.
Medium Expansion Nozzle Reach	9 feet at 100 p.s.i.



~~215.09 Husky 3 Foam System:~~

- ~~• Husky 3 is designed for Class A and B foams~~
- ~~• Designed for structure fires, wildland fires, automobile and small class B spills~~
- ~~• Electronic digital foam proportioning system~~
- ~~• Injection percentages .1 – 3%~~

~~215.10 To flow foam from the tank:~~

- ~~• Engage water pump~~
- ~~• Recirculate water~~
- ~~• Turn form system on~~
 - ~~○ The green LED will illuminate and stay lit~~
- ~~• Begin flowing water out of one of the foam/water discharges~~
 - ~~○ Foam pump will activate~~
 - ~~○ Green LED will flash when pump is injecting~~
- ~~• Use the pre-set .5%~~
- ~~• When finished turn off the foam system~~
- ~~• The only flush needed is to run the hose until it is mostly free of bubbles~~

~~215.11 To flow foam from a draft:~~

- ~~• Engage water pump~~
- ~~• Move foam tank/draft handle up to the draft position before removing the cap~~
- ~~• Connect the flexible pick up hose to the panel and position pick up tube in foam bucket~~
 - ~~○ Make sure you are flowing water out of a foam discharge or open foam pump discharge drain when using foam system prime~~
 - ~~○ The prime button may be used to prim (pump) air out of the pick-up tubing~~
- ~~• Use the pre-set .5%~~
- ~~• When finished turn off the foam system~~
- ~~• The only flush needed is to run the hose until it is mostly free of bubbles~~

~~215.12 Flushing~~

- ~~• Whether from a draft or the tank, flushing is the same~~
 - ~~○ Turn foam system off~~
 - ~~○ Flow fresh water until it is mostly free of bubbles~~



- ~~○ Always relieve the pressure that is trapped in the water/foam system manifold plumbing by opening the manifold drain valve for a few seconds~~
- ~~○ Clean the flexible pick up hose when ever used~~
- ~~If a different brand or type of foam was used through the draft, follow these steps~~
 - ~~○ Move foam handle up to draft position~~
 - ~~○ Connect flexible pick up hose to panel and then position pick up tube in a bucket of clean water~~
 - ~~○ Flow water out of the discharges used during the foam operation~~
 - ~~○ Turn system on and adjust % to 3.0~~
 - ~~○ Open foam pump discharge drain until clean water is discharging to ground~~
 - ~~○ Open manifold drain until clean water is discharging to ground~~
 - ~~○ Flow water until clean water is flowing out of all open discharges~~
 - ~~○ Shut system off~~
 - ~~○ Open foam pump drain to drain excess water from foam pump and piping~~
 - ~~○ Close foam pump drain~~
 - ~~○ Clean the flexible pick up hose assembly~~
 - ~~○ Recharge system with on-board tank foam~~

~~215.13~~ Truck CAFS

- ~~Tri-Max Super 70~~
- ~~Supports 2 hand lines~~
- ~~Premix Tank: 70-gallon capacity~~
- ~~Finished Foam Capacity: Approximately 1400 gallons~~
- ~~Foam Discharge Reach: Approximately 65—75 feet in a zero wind environment~~

~~215.14~~ T61 CAFS Operation

- ~~Open top air cylinder for the Cascade~~
- ~~Adjust regulator to 150psi~~
- ~~Foam System Activation switch~~
- ~~Lay hose out and open discharge~~

~~215.15~~ Shut down



- ~~Foam System Activation switch~~
- ~~Turn off air cylinder~~
- ~~Bleed down system by~~
 - ~~Leave discharge open and flow hose line~~
 - ~~Open bottom left valve by the tank~~
- ~~Open bleed down valve to relieve the pressure off air lines~~
- ~~Turn regulator off to clear pressure~~
- ~~Once pressure is exhausted — close all valves~~

~~215.16 Refill~~

- ~~Connect 1 1/2" hose to hydrant, flush hose and nozzle~~
- ~~Connect hose to tank fill inlet~~
- ~~Open overflow/bleeder valve~~
- ~~Open center valve on top of tank~~
- ~~Open hydrant~~
- ~~Let water flow until clean water is discharging from the overflow (out bottom of Truck)~~
- ~~Shut down hydrant — disconnect and reload hose~~
- ~~Close overflow~~
- ~~Close valve on top of tank~~
- ~~Connect funnel to foam fill and add foam~~
- ~~Open top left valve and then top center valve~~
- ~~Open bottom left valve until foam is gone from funnel and then close~~
- ~~Add water to funnel~~
- ~~Open bottom left valve until water is gone from funnel and then close~~
- ~~Close all valves~~
- ~~Rinse funnel~~
- ~~Refill bottles with Class A Foam only~~

Dan Hagedorn
Fire Chief



Winter Park Fire-Rescue department

WPFD.SOG
232

STANDARD OPERATING GUIDELINE

~~Operational Guideline for MSA Altair 4~~ Multi-Gas Detection

Date Issued	December 6 th , 2005	Revision No.	IV
Last Revision	December 6 th , 2022	Total Pages	2

Purpose: To establish a guideline for the use of the ~~MSA Altair 4 Multi-Gas Detector~~ current Winter Park Fire Department (WPFD) Multi-Gas Monitor. The multi-gas ~~detector~~ monitor is a commercially produced device used to detect the presence of specific/~~dangerous~~ gases in the atmosphere.

Scope: The intent of this guideline is to ~~instruct personnel on the use of a specific piece of equipment. It is recommended that all personnel train with, and become familiar with the operation of this device.~~ inform WPFD personnel on the use of a specific piece of equipment. It is recommended that all WPFD personnel train with, and become familiar with the operation of this device. Refer to the operator's manual with any technical questions or considerations.

General: Initiation of the following safety procedures should be used during ~~department~~ operations where any type of toxic or explosive gas may be present.

Operations included would be: Confined space, fire salvage and overhaul, reported gas odors or leaks, haz-mat leaks, or any other situation where the atmosphere content is unknown.

232.01 Personnel Considerations

WPFD personnel should consider any unknown gas or fluid to contain toxic or flammable vapors until such material is deemed safe through positive identification using the gas monitor.

Monitors should be used as a detection device. Once it is determined that there is a leak, immediate danger to life or health (IDLH), or toxic conditions, the monitor should be removed from the atmosphere as to not oversaturate the sensors. If necessary, it can be utilized to aid in locating a source by identifying the area with the highest concentration, determining the need for evacuation, and establishing hot, warm, and cold zones.



After a structure fire has been extinguished and overhaul procedures are in progress the atmosphere should be monitored for toxic gases anytime the work is being performed without self-contained breathing apparatus (SCBA). The on-scene Safety Officer and Incident Commander (IC) should make sure this procedure is followed by fire crews prior to entering.

Do not give an "ALL CLEAR" to discontinue use of SCBA or any other protective gear until it has been determined that all levels of toxic and explosive gases are at safe levels.

232.02 Operational Considerations

~~Each MSA Altair 4 Multi Gas Detector comes in a kit form. The kit contains: One Gas Detector with protective case that monitors Oxygen, Explosive gas, Carbon monoxide, and Hydrogen sulfide gases all simultaneously. The kit also contains a hand-aspirated sample draw assembly with replacement filters. Also included are instruction manuals and maintenance tools.~~

- ~~• Turning Unit On: Press Middle button and release. Middle button also serves as enter button.~~
- ~~• Turning on cont. The Detector will then go through a self-check mode before it is ready for use. (approx 30-45 seconds)~~
- ~~• Auto Zero: After the unit goes through its self-check the Oxygen reading should be 20.9 and all other gases should read zero. If they do not read the proper levels and you are in a fresh air atmosphere you can zero the readings. To start Auto Zero press the Mode button three times, then when the display reads Auto-Cal push the Mode button one additional time, this will set all the readings at their proper levels.~~
- ~~• Turning Unit Off: Press middle button approximately 3 seconds.~~
- ~~• Battery replacement: The Detector will alarm when the battery level reaches 3.2 volts, and will begin protective shutdown at 3.1 volts. To replace the batteries make sure the unit is turned off. Remove the snap-on protective case. You may then remove the alkaline battery pack located on the top of the unit. To open the pack turn it over and remove the single Phillips head screw. Now you can open the pack and replace the 3 AA alkaline batteries. This process should be reversed to re-install pack.~~
- ~~• Special uses: The MSA Altair 4 Multi Gas Detector has many uses and features. All personnel should review the operational manuals on a regular basis in order to stay familiar with the detectors many functions.~~



- Please train and look at the operational manuals on a regular basis in order to stay familiar with the current WPFD Gas Monitor's functions.
- All frontline engines, trucks, and EMS61 are equipped with a 4/5 multi-gas monitor. Each monitor should be stored in the cab of the vehicle within its protective case. Chargers are assigned to each station and the operator's manuals are located on the department's current information sharing platform(s).
- Refer to the supplemental gas monitor operation sheet for basic operations and troubleshooting.
- Refer to the gas monitor quick reference sheet for specific monitoring values and appropriate personal protective equipment (PPE) levels.
- Both four and five multi-gas monitors require calibration bi-annually by the department's monitor technician. Fresh air or bump calibrations will be performed to "zero" out the monitor.

232.03 Special Considerations

Unit Problems: Any functional problems should be documented and forwarded to your Battalion Chief/shift commander, or directly to the gas monitor technician.

- ~~Unit Maintenance: One person on each shift from the TRT team will be responsible for general maintenance of the detectors.~~

Dan Hagedorn

Fire Chief



Winter Park Fire-Rescue department

WPFD.SOG
234

STANDARD OPERATING GUIDELINE

Operational ~~Considerations~~ for ~~MSA-5200~~ Thermal Imaging Cameras

Date Issued	Insert CSB Date Approval	Revision No.	1
Last Revision	Insert CSB Date Approval	Total Pages	!!!!

Purpose: To establish safe and proper operations for the effective use of ~~the MSA-5200 Thermal Imaging System~~ thermal imaging cameras (TICs) in the Winter Park Fire Department (WPFD).

Scope: This guideline is to be followed by all WPFD personnel. ~~Many of the items outlined in this document are direct manufacturers recommendations. These guidelines are to be followed at all times.~~ Authority to deviate from the operational considerations rests with the Incident Commander (IC). ~~Authority to deviate from the maintenance considerations rest with the Deputy Fire Chief.~~

General: ~~Thermal Image Cameras~~ TIC's are complex electronic equipment. ~~This equipment can be reliable and can function for many years under normal conditions. However, it is important to remember that a thermal imager is unlike other tools in the fire service. Reasonable care must be taken when using this device. The fire service often evaluates equipment and forms opinions based on how difficult it is to break the equipment. Just for the record, YOU CAN BREAK this piece of equipment.~~

~~The MSA 5200 Thermal Imaging System is ruggedized and waterproofed for use in extreme, fire service conditions. However, there are limits. Please use this equipment as it was intended—to be your extra eyes, specially calibrated for the fire ground. To see through smoke, find fire, and save the lives of both firefighters and the public. Care for this equipment as if it were your own eyes.~~ pieces of equipment that may provide valuable information which can assist in determining the strategy and tactics of an emergency scene. The primary use of the TIC is for conducting search and rescue. The rapid deployment of the TIC while operating in an offensive strategy may enhance firefighter safety and improve the survival potential of our customers. In a defensive strategy, the TIC can be used to identify structural compromise, fire location, and identification of severely threatened exposures.

While the TIC may enhance the operation of the crews on the fire ground, it is imperative to realize, that with any tool, there are limitations. TIC deployment into the operation should not propagate a sense of security. TIC operators must be aware that sole reliance on the camera is not prudent



firefighting. Use of a TIC should not replace or violate the core of our experience, training, safety procedures, or standard firefighting practices/principles.

~~234.01~~ — ~~GENERAL INFORMATION~~ Use, Care, and Maintenance:

WPFD currently has three different TIC's in use. Every member must be familiar with the specific operating procedures for the TIC's on their assigned unit. Specific instructions on the use, care and maintenance of each TIC can be found on the Department's current information sharing platform(s).

Any defects, malfunctions, or broken items must be reported to the shift commander. The shift commander will inform the chain of command so that repairs can be made. Under no circumstances are personnel to take apart the TIC, or try to repair the unit unless specifically authorized by the manufacturer.

~~Before using the MSA Evolution 5200 Thermal Imaging System, users must understand the following:~~

~~All users must be thoroughly familiar with the MSA 5200's proper operation and limitations prior to use. Improper use of the equipment in a hazardous atmosphere could result in serious injury or death.~~

~~The MSA 5200 Thermal Imaging System is not life support equipment. It is a navigational tool, and under certain conditions, will provide a special visual image of immediate surroundings in smoke filled, fog covered or completely dark environments.~~

~~The service life of the MSA 5200 Thermal Imaging System depends in part on the environmental conditions in which the equipment is used. Under heavy usage, or under extreme environmental conditions, the service life of the equipment may be reduced.~~

~~The MSA 5200 Thermal Imaging System is complex electronic equipment and just like any other machinery, electronic systems are subject to potential failures. If a failure occurs, the user will no longer have access to the special visual image and will be exposed to the same conditions as personnel operating without the equipment. Therefore, tactical usage of this equipment must not deviate from standard operating guidelines used by personnel who do not have the benefit of this equipment. Failure to follow standard operating guidelines in a hazardous atmosphere may result in disorientation, injury or death should an equipment failure occur.~~



~~The MSA 5200 Thermal Imaging System must be serviced only by authorized personnel. Under no circumstances should any attempt be made to service the equipment by unauthorized personnel. The MSA 5200 operates under high voltage. Unauthorized personnel should never remove the cover or casing of the MSA 5200.~~

~~Only personnel familiar with the usage and limitations of the system may use the MSA 5200 Thermal Imaging System. That includes usage in simulated fire conditions such as controlled live burn situations. Usage of the MSA 5200 Thermal Imaging System by unauthorized, unfamiliar or untrained users may result in injury or death.~~

~~Exposure to high temperature environments for an extended period of time may result in degradation or loss of thermal image. Be sure not to overexpose or heat saturate the equipment. If possible degradation of the thermal image is observed, remove the equipment from the high heat environment and allow for a cool down period until the thermal image is restored to normal. Failure to provide adequate cool down time may result in system failure, which could result in injury or death.~~

~~Users should be conscious of the battery life. It is advised to only enter a hazardous environment when a full battery charge is indicated on the battery charge indicator. Entering a hazardous environment with inadequate battery charge could result in system failure contributing to injury or death.~~

~~Although the MSA 5200 Thermal Imager is IP67 waterproof, the system will not provide thermal images underwater.~~

~~The MSA 5200 Thermal Imager will not provide images through glass, water, or shiny objects. These surfaces act like mirrors to the system.~~

~~The MSA 5200 Thermal Imaging System does not improve impaired vision. Users with impaired vision should continue to use ophthalmic devices while using the system.~~

~~The MSA 5200 Thermal Imaging System is not rated an "**Intrinsically Safe**". Do not use the system in environments or atmospheres where static or a spark will cause explosion.~~

~~Electromagnetic radiation (radio transmissions) may cause interference to the MSA 5200 Thermal Imaging System.~~



~~Never Point the MSA 5200 directly to the sun. Damage to the detector may occur.~~

~~234.02~~ — ~~OPERATION~~

~~**System Status Indicator:** Is located in the lower middle of the screen. A single green light shows system is on. A blinking green light shows system is in Standby mode.~~

~~**To activate the TIC:** Press and hold the green POWER button located below the screen center for approximately one second. You will have an instant screen.~~

~~**Standby Mode:** Push the green button for one (1) second with the image on the screen and you will see the image gone and a blinking green light in the center of the screen. To reactivate the image, push the green button for approximately one (1) second again and the image will appear.~~

~~234.03~~ — ~~Using the Camera in a Firefighting Mode:~~

~~The MSA 5200 uses a microbolometer thermal detector to provide the clearest high definitions available in fire and non-fire environments.~~

~~The camera is IP67 waterproof and will withstand short-term immersion in water to a depth of 3 feet. Durable to withstand a 6-ft drop onto a concrete surface, 3 times.~~

~~**Exposure to high temperature environments for extended period of time may cause degradation of thermal image. If degradation is observed, move the equipment out of high temperature environment.**~~

~~**The MSA 5200 is equipped with Quick Temperature Indicator at the right the screen. Place the green dot located in the center of the screen on the target that you would like to get a temperature reading on. Please note the digital readout of the temperature in the lower right hand corner of the screen. In High Sensitivity Mode the Bar will be Green and in Low Sensitivity Mode, it will be Blue.**~~

~~This system has a Low Sensitivity Mode and a High Sensitivity Mode. The TIC automatically switches between the two. In High Sensitivity Mode, any item above 300 degrees shall be red~~



and items 5 degrees less shall be yellow. All items below shall be whiter for warmer and dark for colder. ~~The High Sense Mode Range is 320 degrees.~~

~~In order to have a greater dynamic range the unit will automatically switch to the LOW Sense Mode Range~~ when 15% of the screen is directed toward a temperature that exceeds 320 degrees. At this point anything above 1000 degrees will be red and items 5 degrees less will be yellow. ~~The Low Sense Mode is from 320 to + 1000 degrees.~~

~~234.04 — Cleaning and Maintenance~~

~~External surfaces of the case, base, visor lens, viewing window, and straps should be cleaned by wiping with a weak solution of mild detergent and warm water. Dry and polish with a soft, lint-free cloth, taking care to avoid scratching the optical surfaces.~~

~~Always be sure that the lenses, as well as the viewfinder, are always coated with an anti-fog material. Inspect the MSA 5200 Thermal Imaging System for structural, heat, and/or chemical damage:~~

- ~~• Inspect the mechanical hardware to make sure no screws have loosened and no o-rings or gaskets have come loose or have been misplaced.~~
- ~~• Inspect all lenses for heat or chemical damage, cracks and breaks.~~
- ~~• Check that all warning labels are intact.~~
- ~~• Inspect all battery contacts for damage.~~
- ~~• Inspect all batteries and battery adapters for damage or leakage.~~
- ~~• Inspect battery charger.~~
- ~~• Check all switches including the battery charger for proper indication that systems are running correctly.~~
- ~~• Inspect battery charger contact points for corrosion or damage.~~
- ~~• Make sure battery charger is charging by placing a battery into the charger and making sure the LCD display on the battery charger reacts according. See the instructions for the battery charger details.~~

~~234.05 — Batteries and Charging Rechargeable NiMH Batteries~~

~~The MSA 5200 comes equipped with two rechargeable Lithium Battery Packs, one for the TIC, the other a spare.~~



~~MSA 5200 unit is fitted with a battery protection circuit, which prevents excessive discharge of rechargeable battery packs. Its function is to interrupt power to the camera when the battery voltage falls below a predetermined voltage. The circuit resets automatically on replacement of the battery pack.~~

~~Battery Indicator~~

~~The battery status indicator is located in the right portion of the screen. The battery is a Lithium Ion Battery with approximately two hours of services life with a full charge. The battery indicator is shown in a row of three LED.~~

~~One Green is a full charge, approximately 2 hours. One yellow is a marginal charge, approximately 1 hour. One Red, 15 minutes. One Blinking Red, 1 minute.~~

~~Battery Charger~~

~~The charger is powered with a 110 VAC main power supply.~~

~~Charging the Battery~~

- ~~• The MSA 5200 comes equipped with a truck mount charger.~~
- ~~• Flashing Green LED slow indicates that the charge mode is pending.~~
- ~~• Flashing Green — fast indicates charge in process.~~
- ~~• Green indicates the charged is finished.~~
- ~~• Blinking Red indicates an error or system fault.~~

Dan Hagedorn
Fire Chief



Winter Park Fire-Rescue department

WPFD.SOG
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STANDARD OPERATING GUIDELINE

Personal Respiratory Protection

Date Issued	December 6 th , 2005	Revision No.	IV
Last Revision	August 4 th , 2020	Total Pages	3

Remove SOG. All covered in SOG 226 and department protocols.

Purpose: The purpose of this guideline is to help minimize significant exposure to Tuberculosis and other airborne diseases.

Scope: All Members of the Winter Park Fire Department (WPFD) shall follow this guideline. Only department-issued, or otherwise approved, equipment will be utilized for the personal protection of employees from airborne medical contamination, unless guidelines deem it absolutely necessary for the life safety of the patient that procedures be initiated. The EMS Captains shall be responsible for the administration of this program throughout the agency.

General: The following guideline is to be followed by all WPFD employees to assist in the prevention of airborne contamination during patient care. This guideline will clarify how respiratory protection should be taken for all emergency scenes.

The risk of health care providers acquiring respiratory borne diseases from their patients has greatly increased in recent years. Pre-hospital caregivers are particularly at risk. Often, little or no information is available upon initial patient contact concerning their medical history. Furthermore, patients often present themselves in small, poorly ventilated areas. Once enroute to the hospital, these patients remain confined in the back of an ambulance in close proximity to the caregivers.

SAFETY NOTICE!

AIRBORNE DISEASES HAVE BEEN PROVEN TO BE DIFFICULT TO TREAT AND IN SOME CASES DEADLY.

316.01 High Risk Patients

Patients considered as HIGH RISK for transmitting airborne diseases may present with:

- Productive or persistent cough, night sweats, anorexia, unexplained weight loss or hemoptysis.



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- Known HIV infection with cough and fever even if recent TB and PPD exams have been negative.
- Cough with fever.
- Pulmonary or systemic signs or symptoms that were attributed to other etiological but have not responded to treatment.
- A HIGH INDEX OF SUSPICION IS WARRANTED FOR ANY PATIENT THAT HAS BEEN PRESCRIBED THE FOLLOWING DRUGS:
 - ISONIAZID (INH)
 - STREPTOMYCIN
 - RIFAMPIN
 - ETHAMBUTOL
 - PYRAZINAMIDE (PZA)
 - AZT

316.02 RESPIRATORY

- The donning of infectious control type gloves and a WPFD approved mask whenever in the proximity of an at risk patient or in an enclosed area where such a patient is, or has been.
- Disposal of all masks and gloves will be according to established biohazard waste guidelines outlines in the Department's Exposure Control Program.
- Goggles must be worn.
- When transporting all high-risk patients, the on-board exhaust fans shall remain on at all times.
- Whenever possible, high-risk patients presenting themselves in a confined area shall be moved to a better ventilated area without delay.



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316.03 Respiratory Precautions

All personnel prior to performing the following procedures shall take respiratory precautions:

- the use of oral pharyngeal airways
- initiation of breathing treatment
- use of bag valve ventilation
- ET intubation
- any other procedure dealing with respiratory management

Required Documentation

When an exposure occurs, all precautions taken shall be clearly documented in the run report and the EMS Captain notified.

316.04 Employee Exposure Reporting

- When necessary, all suspected patients deemed “High risk or potentially infectious” would be reported to the EMS Captains of the shift for follow-up.
- Any personnel exposed to airborne respiratory diseases must complete the necessary forms under the City of Winter Park Personnel Policy Manual and the WPFD Exposure Control Program.
- All reported employee exposures shall be documented in an electronic ePCR in the EMS Reporting system.
- The Deputy Fire Chief shall be responsible for the final management of employee exposures, including the storage and filing of all documentation.

Dan Hagedorn
Fire Chief



Civil Service Board **agenda item**

item type Staff Updates	meeting date December 6, 2022
prepared by Kathleen Reed	approved by
board approval	
strategic objective	

subject

Police Department

motion / recommendation

background

alternatives / other considerations

fiscal impact



Civil Service Board **agenda item**

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