



Monticello Fire Department

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STANDARD OPERATING PROCEDURES MANUAL

SOP 101: Personal Conduct & Department Readiness

- 1.1 Professionalism: Members shall act professionally while performing duties or in public view. Arguing with patients, landowners, or law enforcement on a call is strictly prohibited; resolve disputes at the station after clearing.
- 1.2 Driver Licensing: Operators must hold a valid New Mexico Driver's License. Any suspension or restriction must be immediately reported to the Fire Chief.
- 1.3 Substance Policy: Zero tolerance for alcohol or illegal substances on duty. No member shall respond if alcohol was consumed within 1 hour, or if illegal substances were used within 24 hours prior to dispatch.
- 1.4 Accountability: Personnel arriving at any emergency must immediately report to the Incident Commander (IC) for tracking and assignment. No member may leave a scene without notifying the IC.
- 1.5 Media and EMS Privacy: Channel all media inquiries through the IC or an assigned Public Information Officer (PIO). Unconfirmed fire causes must be stated as "under investigation". Medical information is strictly protected; no EMS details may be shared.

SOP 102: Training & Documentation

- 2.1 Required Hours: To maintain active operational status, all volunteer personnel must document the following annual training milestones:
 - Company Fire Suppression Training: 24 hours annually per member.
 - Hazardous Materials Operations: 6 hours annually per member.
 - Driver/Operator Refresher: 12 hours annually for all apparatus operators.
 - Officer Development: 12 hours annually for all current and promotional officers.
- 2.2 Equipment Proficiency: New members are prohibited from operating any tool, rescue gear, or apparatus until an officer signs off on their proficiency. Existing members must be fully trained and logged on any newly acquired equipment before field deployment.
- 2.3 Logging Verification: All training sessions must be documented on a physical, department-approved paper log sheet before members are dismissed from the session. The training officer must file this hardcopy log in the main record binder at the station within 48 hours. Entries require the date, course duration, specific curriculum topics, instructor name, and verified member signatures.

SOP 103: Notification of External Agencies

- 3.1 Crime Scenes: Immediately request the Sheriff's Office (SO) for suspected arson, vehicle fires without owners present, assaults, and suspicious deaths.
- 3.2 Medical Fatalities: For obvious natural deaths, notify the SO investigator. Personnel should call directly from the scene to brief the investigator.
- 3.3 Vehicle Accidents: Request the SO for all motor vehicle accidents occurring on both public and private roadways.
- 3.4 Water Incidents: Notify the SO immediately for drownings. EMS will perform resuscitation maneuvers for victims recovered within 1 hour (cold-water parameters). Over 1 hour, the scene is managed directly by the SO and Coroner.
- 3.5 Fatalities: Any time there is a fatality, next of kin notification shall be the responsibility of law enforcement. No discussion of involved parties shall be had until proper next of kin notification has been made.

SOP 104: Emergency Response Operations

- 4.1 NFPA 1720 Rural Standard: The department's structural fire response target in rural zones (<500 people/sq. mile) is a minimum deployment of 6 personnel within 14 minutes, at least 80% of the time.
- 4.2 EMS Response Parameters: Non-EMT personnel shall respond directly to the station on medical calls. If not needed as an apparatus driver or first responder, they must standby at the station for subsequent dispatches.
- 4.3 Boundary Management: Do not respond to known out-of-district calls unless a formal mutual or automatic aid request is generated. If an active emergency is discovered out-of-district during transit, notify regional communications, assume command, and hold the scene until the agency responsible arrives.

SOP 105: Structural Fire Attack & Personnel Safety

- 5.1 Two-In/Two-Out Rule: An aggressive interior fire attack requires a minimum of 4 firefighters on scene. Two personnel form the primary attack team, while two backup firefighters must be fully geared in SCBA and ready to execute a rescue (Rapid Intervention Crew).
- 5.2 Two-Person Initial Attack Exception: If only 2 firefighters arrive initially, an interior attack is strictly prohibited unless there is an immediate, known life-safety hazard (active rescue). Personnel must otherwise focus on exposure protection and a defensive exterior attack.
- 5.3 Tactical Fire Control: Attack structures to push fire out of the building rather than driving fire and heat deeper into unburned spaces.
- 5.4 Property Salvage: Once the fire is controlled and victims are cared for, transition to salvage operations. Gather salvageable personal belongings into centralized locations and shield them with clean tarps.

SOP 106: Rural Engine & Water Tender Operations

6.1 First-Due Pumper Operations:

The first pumper driver must announce arrival on the radio and provide a brief size-up of visible conditions.

Position the pumper at a safe distance from structural collapse zones, leaving room for arriving water tenders or a drop tank.

The driver will immediately engage the pump, close drains, open tank-to-pump valves, and open the tank fill valve to establish continuous water circulation.

The passenger or second firefighter will execute a 360-degree size-up to locate utility shutoffs, identify basements, and deploy the initial attack line.

The driver must immediately call for automatic or mutual aid water tenders if local resources are insufficient.

6.2 Second-Due Water Tender Operations:

The water tender will respond as the second-due vehicle on structural calls. The driver must listen en route for structural updates and staging instructions.

Position the tender to nurse the pumper directly or deploy the portable drop tank.

Once the 3,000-gallon payload is transferred, the tender driver must immediately route to the designated, closest pre-planned water source to refill.

6.3 Station-Specific Water Supply Routing:

Monticello Station Zone (Cramped): All structural fires occurring within Monticello's territory will use the local 3,000-gallon storage fill site as the primary water source. Tenders are prohibited from driving the 15 miles to Cuchillo station for water during an active incident unless explicitly ordered by the Incident Commander due to excessive round-trip transit delays.

Cuchillo Station Zone (Remote): All structural fires occurring within Cuchillo's territory will use the local 10,000-gallon storage fill site as the primary water source. If fire flows require a sustained shuttle loop, mutual or automatic aid assets must be routed to this site to ensure uninterrupted delivery.

SOP 107: Mutual Aid Response

7.1 Only requested apparatus, personnel, and equipment shall respond.

7.2 Does not respond POV if additional personnel have not been requested.

7.3 Does not strip department resources on any mutual aid call. Only one engine (structure or wildland) and one water tender shall be sent. No other resources are to leave the district.

7.4 Any apparatus leaving the fire district must have a minimum of two personnel on board.

7.5 All safety procedures practiced in the department will still apply when operating in another agencies district.

7.6 Always check in with Incident Command upon arrival to receive assignment.