

**Stillwater Fire District  
Stillwater, New York**

**Fire District Policy and Procedure**

**Policy Number: 2 of 2010**

**Policy Name: Foam Bank Usage**

**Date Issued: March 8, 2010**

**Effective: March 8, 2010**

**Revised: \_\_\_\_\_**

**Review Date: January 2011**

**I. PURPOSE**

A. The purpose of this policy is to outline the procedure for storage and guidelines for response with the county foam resources stored at Stillwater Fire District Stations.

**II. POLICY**

A. It shall be the policy of the Stillwater Fire District to cooperate with the County of Saratoga for the storage of and transport of foam to the scene of an incident in the County as requested. The Fire Company shall be alerted by the County Dispatch center and a resource request for foam shall be fulfilled by members of the fire company utilizing a fire district support vehicle.

1. Upon alerting the fire company shall respond as directed by the County Dispatch Center with the requested amount of foam to the scene of the incident.

**III. PROCEDURE**

A. Storage of Foam

1. 50 gallons (10 containers) of foam shall be in inventory at the appropriate station for use in either ETA-106 or F-10-7, of the 50, 15 (3 containers) will be stored on board ETA-10-6 for use in the foam cell.
2. 100 gallons (20 containers) of universal type foam shall be in inventory at all times at Station 2.
3. The foam shall be inspected regularly by the assigned station officer to ensure that no foam is out of date.
  - a. Expiration dates should be clearly marked on the containers.
  - b. Check with the manufacturer to determine shelf life. (some products have no shelf life but must not be exposed to air, once opened it must be used in a reasonable amount of time)
  - c. Receiving dates should be written on the containers when received in station.
  - d. Foam shall be rotated to use the oldest marked containers first.
4. The Chief shall be informed if any foam is within 6 months of expiration so that the out of date material can be replaced.
5. The amount of foam used at a drill shall be noted on the drill report and noted to the chief, the minimum inventory shall be maintained at all times.
6. The amount of foam used at an incident shall be noted on the fire report and noted to the chief, the minimum inventory shall be maintained at all times.

B. Request for Foam Only, Out of the Fire District

1. U-11-3 or other appropriate support unit shall be loaded with at least 100 gallons of foam (20 containers) or the amount as requested.
2. The support unit shall respond with a crew of 2, at the response level prescribed by the County Dispatcher to the scene of the incident.

3. It is the responsibility of the driver and OIC on the apparatus to keep an inventory of the foam used at the incident.
  4. The amount of foam used shall be noted on the incident report and noted to the Chief to expedite immediate replacement.
  5. The Chief shall be responsible for contacting the fire department in charge of the incident at which the foam was used to coordinate a replacement agreement. The requesting department can either replace the foam, provide funding for replacement, or purchase new foam to replace the foam used.
  6. The Chief is responsible to see that the foam inventory is maintained at all times.
  7. If it is required that the Fire District purchase foam the Chief shall inform the Board as to the desired quantity, type and cost associated with replacement.
- C. Request for Foam and an ETA out of District
1. U-11-3 or other appropriate support unit shall be loaded with at least 100 gallons of foam (20 containers) or the amount as requested.
  2. The support unit shall respond with a crew of 2, at the response level prescribed by the County Dispatcher to the scene of the incident.
  3. ETA 10-6 shall respond with 15 gallons (3 containers) on board to the scene of the incident at the appropriate response level, with a minimum crew of 4.
    - a. If there are fewer than 4 crew members, County Dispatch shall be advised of the staffing level.
  4. it shall be the responsibility of the driver and OIC on the apparatus to keep and inventory of the foam used at the incident.
  5. The amount of foam used shall be noted on the incident report and noted to the Chief to expedite immediate replacement.
  6. The Chief shall be responsible for contacting the fire department in charge of the incident at which the foam was used to coordinate a replacement agreement. The requesting department can either replace the foam, provide funding for replacement, or purchase new foam to replace the foam used.
  7. The Chief is responsible to see that the foam inventory is maintained at all times.
  8. If it is required that the Fire District purchase foam the Chief shall inform the Board as to the desired quantity, type and cost associated with replacement.

By Order of Board of Fire Commissioners – Stillwater Fire District

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Chairman Board of Fire Commissioners