

**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: April 2016**

**Review Date: January 2017**

**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 Saratoga County OES 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 the appropriate 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. County supplied foam shall be in inventory at the appropriate station for use as dispatched by the County. County purchased foam shall not be used in the foam capable units operated by the fire district unless under the direction of the County.
2. The foam shall be inspected regularly by the assigned station officer to ensure that no foam is out of date as appropriate. (some foam has no expiration date as long as it is not exposed to the atmosphere)
  - a. Expiration dates should be clearly marked on the containers, if there are any.
  - 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.
3. The Chief shall be informed if any foam is within 6 months of expiration so that the out of date material can be replaced.
4. The amount of foam borrowed from another fire department used at our 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. An 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 from our inventory or the County inventory 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 foam of the same specification, provide funding for replacement, or purchase new foam of the same specification 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. An 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. A foam application capable ETA 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 foam of the same specification, provide funding for replacement, or purchase new foam of the same specification to replace the foam used.
  7. If it is required that the Fire District purchase foam to replace borrowed 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