Granbury Volunteer Fire Department

Standard Operating Policies



Chief: Matt Hohon

Assistant Chief: Jesse Slaughter

Battalion Chiefs: Donnie Hurd II and Kevin Jones

Captains: Mack Bennett, Brad Snyder, Bob Haggard, Steve Wiley, Tim Hallman

Implemented – July 02, 2020 / Revised – July 03, 2025

What Are SOPs and SOGs?

Standard Operating Procedures (SOPs) and Standard Operating Guidelines (SOGs) are written policies that outline expectations for fire service personnel in their duties. According to the National Fire Protection Association (NFPA), they provide clear organizational directives to standardize actions. SOPs/SOGs are broad operational frameworks covering administrative and emergency response operations, tailored to departmental needs.

Unlike pre-incident plans, which address specific emergency strategies for facilities, SOPs/SOGs are general guidelines applicable to a wide range of situations. They focus on procedural rules, not step-by-step technical instructions. While SOPs/SOGs address safety, equipment maintenance, personnel responsibilities, command structures, and interagency coordination, specific technical skills are covered through separate training.

Why Are SOPs and SOGs Important?

Fire service organizations face growing demands, including resource limitations, regulatory pressures, complex emergencies, and coordination with multiple agencies. SOPs/SOGs help navigate these challenges by:

• Ensuring compliance with regulations.

• Enhancing training and operational performance.

• Improving safety, accountability, and morale.

• Clarifying roles and expectations for personnel.

SOPs vs. SOGs

• SOPs are strict rules defining required actions and expectations (e.g., sexual harassment policies).

• SOGs offer flexible recommendations for specific scenarios (e.g., firefighter actions on an emergency scene).

By standardizing operations, SOPs/SOGs reduce risks, enhance efficiency, and protect the organization’s reputation, making them essential for fire service success.

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| **P** | **SOP Title: Accidents Involving Department Vehicles** |
| **SOP Number:** |
| **Original Date: 2/2/20** | **Revision Date:** |
| **Granbury Volunteer Fire Department Standard Operating Policy** |

**Accidents Involving Department Vehicles**

**Purpose:**
Guidelines for handling accidents involving fire department vehicles.

**Accidents During Emergency Response:**

1. **Immediate Actions:**
	* The responding vehicle must stop immediately.
	* The driver or uninjured firefighters must check for injuries (firefighter or civilian) and request appropriate emergency medical assistance if needed.
2. **Communication:**
	* Notify the officer in charge and police through the emergency communications center, providing the exact location and injury details.
3. **Information Gathering:**
	* Chiefs, officers, or senior members will collect accident exchange information without admitting fault.
	* Information to gather includes:
		+ Names, addresses, and phone numbers of involved civilians.
		+ Operators’ and insurance details of civilian drivers.
		+ Details of civilian vehicles involved.
		+ Initial injury summary.
		+ Names, addresses, and phone numbers of witnesses, if available.
4. **Documentation:**
	* The apparatus driver will only provide the information listed in the first three points above.
	* The driver/officer must complete an accident report upon returning to the station (see attachment).
	* Injured firefighters must complete an injury report as soon as possible.
5. **Notification:**
	* If the Chief or Assistant Chief is not present, they must be informed as soon as possible.

**Accidents During Non-Emergency Response:**

* Follow the same procedures as outlined above.
* Complete the accident/incident report (see attachment).

**Special Procedures:**

1. A fire department vehicle will not be towed without the consent and supervision of the Chief, Assistant Chief, officer, or senior member.
2. If towing is necessary, the senior member or officer will decide whether to tow the vehicle to the home station or an alternate location.
3. In cases of serious injuries or fatalities:
	* The apparatus will be taken out of service immediately.
	* It will be secured for investigation.

**Granbury Volunteer Fire Department**
**Accident/Incident Report**

*This form must be completed by the officer, driver, or other personnel immediately following an accident involving a fire department vehicle.*

**Apparatus Information:**

* Apparatus: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Date of Incident: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Time of Incident: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Location of Accident: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Fire Incident: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Fire Incident Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Personnel Information:**

* **Officer in Charge:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Driver:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Firefighters on Apparatus (Name & Location on Apparatus):**

**Injury Information:**

* **Firefighter Injuries/Fatalities/Medical Treatment/Hospital:**
	+ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Injury: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Injury: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Injury: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Civilian Injuries/Fatalities/Medical Treatment/Hospital:**
	+ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Injury: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Injury: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Injury: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Law Enforcement Information:**

* Investigating Law Enforcement Officer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Incident Details:**

1. **Briefly Describe What Happened:**
2. **Briefly Describe Damage to the Fire Apparatus:**

**Vehicle Information:**

* **Fire Department Vehicles Involved:**
* **Civilian Vehicles Involved:**
* **Disposition of Fire Department Vehicles:**

**Officer/Driver Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| See the source image |
| **P** | **SOP Title: Code of Conduct** |
| **SOP Number:** |
| **Original Date:2011** | **Revision Date:1/25/20** |
| **Granbury Volunteer Fire Department Standard Operating Policy** |

**Code of Conduct**

**Purpose:**
Members of the Granbury Volunteer Fire Department are expected to uphold high standards of self-discipline and responsibility. Failure to adhere to these standards may result in disciplinary actions, including counseling, retraining, or removal.

**Expectations for All Members:**

1. Adhere to the department's Standard Operating Policies and directives.
2. Use training and skills to protect the public at all times.
3. Collaborate with officers and fellow firefighters to ensure effective operations.
4. Conduct themselves in a manner that reflects positively on the department.
5. Officers must manage effectively and respectfully; firefighters must follow instructions cooperatively.
6. Foster a positive and supportive working environment.
7. Prioritize the safety and welfare of all members.
8. Operate safely and exercise good judgment.
9. Maintain physical fitness.
10. Obey the law.
11. Handle department equipment and property responsibly.

**Prohibited Conduct:**

1. Activities detrimental to the department’s reputation or operations.
2. Conflicts of interest or using the department position for personal gain.
3. Violent, malicious, or threatening behavior.
4. Theft of any kind.
5. Responding to calls under the influence of alcohol, drugs, or any substance impairing capabilities.
6. Public interactions, including on social media, that harm the department’s reputation.

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| **P** | **SOP Title: Computer Use** |
| **SOP Number:** |
| **Original Date: 2011** | **Revision Date: 1/25/20** |
| **Granbury Volunteer Fire Department Standard Operating Policy** |

**Computer Use Policy**

**Purpose:**
To ensure proper use of department-owned computer equipment and maintain professionalism, security, and compliance.

**General Guidelines:**

* **Personal Social Media Use:**
	+ Personal participation in social media is neither encouraged nor discouraged, but members should ensure their actions reflect positively on the department.
	+ Avoid offensive, illegal, or defamatory content, and respect copyright and privacy laws.
	+ Public inquiries about the department should be directed to official channels.
	+ Do not post identifying or inappropriate content involving the department without prior approval.
* **Computer Use:**
	+ Department computers and networks are for official use only. Personal use, political activities, or unsavory internet browsing are prohibited.
	+ Protect department systems from viruses and unauthorized access.
	+ Non-department equipment or software requires prior approval for use.
	+ Confidential and proprietary information must remain secure and protected.

**Social Media & Public Interaction:**

* Members should maintain professionalism online and avoid posts that reflect negatively on the department.
* Identify yourself when discussing department-related topics and include a disclaimer that your views are personal.
* Refrain from using social media during work unless authorized.

**Security and Monitoring:**

* All electronic communications and systems are subject to monitoring by the department.
* Members should have no expectation of privacy when using department equipment or networks.

**Prohibited Activities:**

* Illegal, discriminatory, or harassing content.
* Personal business or gain using department resources.
* Unauthorized software installation or data access.
* Activities causing network congestion or wasting resources (e.g., mass emails, excessive browsing).

**Enforcement:**

* Violations of this policy may result in disciplinary action, up to and including termination.
* Questions should be directed to a chief officer.

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| **P** | **SOP Title: Discipline and Enforcement** |
| **SOP Number:** |
| **Original Date:2011** | **Revision Date:1/25/20** |
| **Granbury Volunteer Fire Department Standard Operating Policy** |

**Discipline and Enforcement Policy**

**Purpose:**
To establish clear discipline and enforcement guidelines for all members of the Granbury Volunteer Fire Department, ensuring accountability and adherence to department standards.

**Authority and Enforcement:**

* The Fire Chief and Department Fire Officers are responsible for enforcing all rules and regulations.
* All charges against a member will be investigated with one of the following outcomes:
	+ Proper Conduct
	+ Improper Conduct
	+ Policy/Procedure Failure
	+ Insufficient Evidence
	+ Unfounded Complaint

**Disciplinary Actions:**

Disciplinary measures are determined based on the nature of the offense and the member's record, including:

1. **Reprimand:** Oral or written.
2. **Restriction:** Limitation of activities or privileges.
3. **Restitution:** Requirement to compensate for damages.
4. **Demotion:** Reduction in rank or position.
5. **Suspension:** Temporary removal from duties.
6. **Probation:** Period of monitored performance.
7. **Termination:** Permanent dismissal.

**Grounds for Disciplinary Action:**

Members may face disciplinary action for offenses including, but not limited to:

* Use of intoxicants or drugs on duty.
* Operating equipment under the influence.
* Theft or misuse of department property.
* Immoral or indecent behavior.
* Insubordination or refusal to follow orders.
* Leaving an alarm incident early without notice.
* Sharing unauthorized fire/medical information.
* Reckless or careless response to incidents.
* Failure to maintain required training or certifications.
* Conduct that discredits the department.
* Abuse of leave time or absence without notice.
* Unsafe or unsatisfactory work performance.

**On-Scene Discipline:**

* Any member can be immediately suspended from fireground operations by an officer.
* Charges must be submitted in writing to the Fire Chief or Assistant Chief within 24 hours; otherwise, they are dropped.
* The Chief or Assistant Chief must act on charges within five working days.

**Suspension and Appeals:**

* The Fire Chief may suspend a member for cause, with immediate cessation of all department activities.
* Suspended members may appeal the decision in writing within 24 hours to the Chief, Assistant Chief, or Captain.
* Members can appeal decisions to the department membership at the next business meeting.

**Termination Process:**

* Termination requires adherence to Articles & By-Laws.
* Final termination decisions are made during a business meeting, either by the member’s voluntary resignation or by a departmental vote following proper procedures.

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| **P** | **SOP Title: Discipline** |
| **SOP Number:** |
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**Discipline – Progressive Policy**

**Purpose:**
To ensure fair, consistent, and legally compliant discipline while promoting growth and accountability within the Granbury Volunteer Fire Department (GVFD).

**Scope:**
Applies to all personnel.

**Progressive Discipline Approach**

Discipline is applied in steps, escalating with repeated or severe violations. The steps may be bypassed for serious offenses. The four main steps are:

1. **Verbal Warning:**
	* Document the warning in the member’s file, signed and dated by the officer and witnessed by a second officer.
2. **Written Warning:**
	* Detail the behavior, corrective actions, and potential consequences.
	* Signed by both the member (acknowledging receipt, not fault) and the issuing officer. Members may submit a written response for their file.
3. **Suspension:**
	* Duration depends on the severity of the violation and may involve time off or privilege restrictions.
	* Documented like previous steps, with at least two officers present.
4. **Discharge:**
	* For severe offenses (e.g., criminal acts, violence, theft, intoxication).
	* Requires immediate suspension and presentation at the next business meeting for termination consideration.

**Documentation Requirements**

Ensure all disciplinary actions are well-documented, including:

* Date, time, and location of the incident.
* Specific rules violated.
* Factual details of the incident.
* Recommended remedial steps.
* Signatures of the member and officers involved.

**Factors for Discipline/Termination Decisions**

To ensure fairness, consider the following:

* Adherence to GVFD policies, procedures, and member agreements.
* Consistency in treatment of similar offenses.
* Impact of the violation on GVFD, members, or the public.
* Member’s intent, cooperation, remorse, and disciplinary history.
* Alternative measures (e.g., probation, suspension, training).
* Compliance with whistleblower laws and legal standards of fairness.

**Termination Administration Checklist**

* Review termination materials (letters, agreements) internally.
* Prepare a written outline for the dismissal meeting.
* Schedule the meeting to minimize disruption to other members.
* Document the meeting with an exit interview form, signed by the member (or note refusal).
* Maintain professionalism and confidentiality throughout the process.
* Have a witness present during the meeting.

**Forward-Thinking Considerations**

* Prioritize training, counseling, and opportunities for improvement before termination.
* Maintain thorough and consistent documentation to ensure fairness and legal compliance.
* Address member concerns and feedback constructively to foster growth and trust.

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| **P** | **SOP Title: Driving Discipline Policy** |
| **SOP Number:** |
| **Original Date:2011** | **Revision Date:1/25/20** |
| **Granbury Volunteer Fire Department Standard Operating Policy** |

Driving Discipline Policy

**Purpose:**
To establish guidelines for addressing complaints related to the operation of the Granbury Volunteer Fire Department apparatus.

**Complaint Process:**

1. Complaints must be submitted verbally or in writing to a Captain or Chief/Assistant Chief within five days of the incident.
	* If received from a citizen, officers will document the complaint, including the complainant's name and address.
2. Unless immediate action is required, a meeting will be held with the driver and at least two officers to review the complaint.
	* The driver may present evidence or witnesses to explain their actions.

**Disciplinary Actions:**
**1. Minor or First Violation:**

* Meeting with officers to review the complaint.
* Verbal or written warning issued with corrective training.
* Written warnings must be signed by both parties.

**2. Medium or Second Violation (within six months):**

* Meeting with officers to review the complaint.
* Written warning issued, including corrective training details.
* Written warning must be signed by both parties.

**3. Major or Third Violation (within one year):**

* Meeting with Chiefs to review the complaint.
* Written discipline issued, with possible suspension of driving privileges for up to 90 days.
* Driver must complete corrective training (e.g., EVOC) before privileges are reinstated.
* Driving privileges may be suspended for up to five years.

**Extreme Cases:**

* Immediate suspension of driving privileges and possible department suspension at the Chief's discretion.
* The member may appeal to the department at the next business meeting.

**Responsibilities:**

* **Members:** Report complaints to officers or Chiefs promptly.
* **Officers/Chiefs:**
	+ Document and address complaints.
	+ Conduct meetings to evaluate complaints and determine actions.
	+ Assess severity and implement appropriate disciplinary measures.

This concise policy ensures clarity, fairness, and consistency in handling driving-related complaints. Let me know if additional revisions are needed!

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| **P** | **SOP Title: Drug and Alcohol Policy** |
| **SOP Number:** |
| **Original Date: 2011** | **Revision Date: 1/25/20** |
| **Granbury Volunteer Fire Department Standard Operating Policy** |

**Drug & Alcohol Policy**

**Policy:**
No member of the Granbury Volunteer Fire Department (GVFD) under the influence of drugs or alcohol is permitted access to GVFD property or equipment or participation in any GVFD activities.

**Purpose:**
To ensure the safety of members, visitors, and those we serve while maintaining legal compliance and public trust.

**Scope:**
This policy applies to all GVFD personnel.

**Prohibited Conduct:**

1. **Alcohol and Drug Use:**
	* Consumption or visibility of alcohol or illegal substances is prohibited at fire stations, emergency scenes, training, or any GVFD function.
	* Members with signs of intoxication (e.g., the smell of alcohol) at any departmental activity are in violation.
2. **Substance Testing:**
	* Members are subject to unannounced substance abuse testing.
	* Refusal to submit to testing results in immediate termination.

**Enforcement and Discipline:**

1. **Officer Responsibilities:**
	* Remove violators from the scene and report violations to the Granbury Police Department.
	* Ensure due process and enforce actions per GVFD disciplinary policies.
2. **Consequences for Violations:**
	* Members may face evaluation, treatment, counseling, or additional testing for 12 months following a positive test.
	* Violations may result in disciplinary actions, including suspension or termination, depending on the severity of the offense.

**Commitment to Standards:**
GVFD is committed to maintaining high professional and personal standards, ensuring legal compliance, and preserving community trust.

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| **P** | **SOP Title: Hose Testing** |
| **SOP Number:** |
| **Original Date: 2011** | **Revision Date:1/25/20** |
| **Granbury Volunteer Fire Department Standard Operating Policy** |

**Hose Testing Policy**

**Purpose:**
To safely pressure test fire hose in accordance with NFPA 1962 standards. Approved private companies may conduct testing if compliant with NFPA 1962 and documentation matches GVFD records.

**WARNING:** Hose testing is extremely dangerous. **NEVER approach hoses during testing.**

**Procedure for Department Members:**

1. **Preparation:**
	* Lay hose flat with sweeping turns and no kinks.
	* Record all tracking numbers and ensure they are legible. Mark hoses sequentially using black spray paint (e.g., rings on 5-inch hose at half-length).
2. **Setup:**
	* Attach a nozzle or valve/bleed device to one end and connect the other to the pressure source (engine or tester).
	* Connect the pumper to a hydrant. Use hydrant pressure only to fill the hose and bleed air. Do not engage pump gear.
	* Mark circles with a black marker at each coupling to check for separation during testing.
3. **Inspection:**
	* At hydrant pressure, inspect for cuts, abrasions, or leaks. Document any issues.
4. **Pressure Testing:**
	* Gradually increase pressure after inspection:
		+ 5-inch hose: Test at 200 PSI for 5 minutes.
		+ 1.5 to 3-inch hose: Test at 400 PSI for 5 minutes.
	* Ensure no personnel are near the hose during testing.
5. **Post-Test:**
	* Reverse pack all 2.5, 3, and 5-inch hoses.
	* Replace failed hoses, test replacements, record tracking numbers, and report to the Chief.

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| **P** | **SOP Title: ID Badges** |
| **SOP Number:** |
| **Original Date: 2/8/20** | **Revision Date:** |
| **Granbury Volunteer Fire Department Standard Operating Policy** |

**ID Badges**

**PURPOSE:**

The Granbury Volunteer Fire Department will provide ID badges with:

* Members name
* Current Year
* Members Number
* Members Face Photo

**POLICY:** These badges are for ID and association purposes only and are not to be used for discounts from local business, access to business accounts that member does not have permission to access.

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| **P** | **SOP Title: Accident Reporting** |
| **SOP Number:** |
| **Original Date: 1/25/20** | **Revision Date:** |
| **Granbury Volunteer Fire Department Standard Operating Policy** |

**Incident/Accident Reporting and Investigation**

**Purpose:**
To outline procedures for reporting and investigating incidents or accidents involving firefighters, apparatus, or equipment.

**Procedure:**

1. **Immediate Notification:**
	* Notify the Officer in Charge and Chief/Assistant Chief immediately. Provide:
		+ Names of injured parties or damaged items/vehicles.
		+ Extent of injuries or damage.
		+ Location of the incident.
		+ Whether hospital transport is required.
2. **Medical Evaluation:**
	* Injured firefighters should not be moved until assessed by qualified medical personnel unless life-threatening.
	* If medical attention is required, transport to the hospital, referencing the Texas Municipal League card for payment.
3. **Reporting and Investigation:**
	* Complete an incident report and submit it to the Chief as soon as possible.
	* Conduct an investigation if injuries or significant damage occurred.
	* If injury is possible, complete a First Line Injury Report and provide it to the Chief.
4. **Drug Testing:**
	* The engineer/operator of the apparatus must undergo a drug test administered by the Hood County Fire Marshal or another approved source.
	* This complies with the ZERO CONTROLLED SUBSTANCE POLICY enforced by the City of Granbury and Hood County.
	* Failure to submit results in automatic termination.
	* A failed test results in immediate suspension, potential charges with the Granbury Police Department, and evaluation by a disciplinary committee.

**Granbury Volunteer Fire Department Incident Report**

**Personal Information:**
Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Home Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Date of Incident: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Time of Incident: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Starting Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Social Security #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Sex: ☐ Male ☐ Female
Type: ☐ Member ☐ Visitor
Lost Time: ☐ Yes ☐ No (If yes, possible return date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)
Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Officer Notified: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Incident Details:**
Exact Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description (who, what, where, why, how):

Causes/Contributing Factors:

Recommendations:

Action Taken:

**Witness Information:**

|  |  |
| --- | --- |
| **Name** | **Address** |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Injuries:**
☐ Yes ☐ No
(If yes, describe injuries and where treatment was sought):

For GVFD Members:

* Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Married: ☐ Yes ☐ No (# of Dependents: \_\_\_\_\_\_\_\_)

**Report Completed By:**
Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **P** | **SOP Title: Personal Alert Safety System** |
| **SOP Number:** |
| **Original Date: 2011** | **Revision Date: 2/7/20** |
| **Granbury Volunteer Fire Department Standard Operating Policy** |

**Personal Alert Safety System (PASS) Policy**

**Purpose:**
To prevent distress or injury by equipping members with a PASS device, worn on SCBA, that emits an audible alarm to summon help when needed.

**Policy:**

1. **PASS Device Requirements:**
	* Each SCBA includes an automatic PASS device.
	* Members must not operate in hazardous environments without an active PASS device.
	* Only authorized personnel may remove PASS devices for repairs or maintenance.
2. **Inspection and Maintenance:**
	* Check PASS devices before and after each use.
	* Report defective or missing equipment to the Chief and station Captain for immediate replacement.
	* Inspect SCBA and PASS devices monthly, including battery checks.
3. **Training:**
	* Annual training will be conducted to ensure members can inspect, use, locate, and maintain PASS devices.

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| **P** | **SOP Title: Detectable Odors - Personal Conduct** |
| **SOP Number:** |
| **Original Date:1/25/20** | **Revision Date:** |
| **Granbury Volunteer Fire Department Standard Operating Policy** |

**Personal Conduct – Detectable Odors Policy**

**Policy:**
Members must not have detectable odors of alcohol or other non-permitted substances on their breath to ensure the safety of all members and the public.

**Purpose:**
To promote the well-being of members and the public.

**Scope:**
Applies to all personnel.

**Procedure:**

1. **Detection of Odor:** A detectable odor constitutes "reasonable cause to believe impairment."
2. **Immediate Actions:** The member will be removed from their assignment and sent home on sick leave.A ride home may be arranged by an Officer or Senior Member.
3. **Extenuating Circumstances:** If there is doubt about the member’s ability to travel safely or legally, the situation will be addressed case-by-case.The member will be considered off duty and not available for emergency response.
4. **Reporting and Follow-Up:** Incidents of impairment will be reported in writing to the Chief as a formal charge.The alcohol policy will be enforced as outlined in this directive.
5. **Support and Enforcement:**
	* This policy ensures the protection of all parties: the individual, other members, the department, and the public.
	* Members in need of assistance may be referred to the Department’s Family Assistance Program.

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| See the source image |
| **P** | **SOP Title: Privately Owned Vehicle Response** |
| **SOP Number:** |
| **Original Date:2011** | **Revision Date:1/25/20** |
| **Granbury Volunteer Fire Department Standard Operating Policy** |

**Privately Owned Vehicle (POV) Response Policy**

**Purpose:**
To establish safe and consistent guidelines for responding to department events/incidents in privately owned vehicles (POVs).

Granbury Volunteer Fire Department does not allow its membership to respond to any dispatched address or calls of service with personally owned vehicles. We understand the membership must respond to the station and that Texas State Law does allow first responders to utilize lights and sirens to respond to the station. Just because it’s a Texas State Law, does not mean that Granbury Volunteer Fire Department does not allow its membership to respond with lights and sirens to any call or to expedite drive times to the stations for emergency dispatched calls of service. Members are not allowed to have lights or sirens installed in their personal owned vehicles, unless approved by The City of Granbury or The Fire Chief of Granbury VFD. In rare circumstances officers or senior members may respond POV to a call of service based on their situational awareness and circumstances based on that individual call of service.

If any member happens to witness a need for assistance or while responding to the station for a dispatched call encounters a need of service, they are expected to make the best determination and continue to the station or stop and render aid to the best of their ability.

**Purpose -** This SOP is reduce the potential for accidents and increase the safety for the membership and citizens we serve. That is why no POV response is allowed to scenes and no POV lights and sirens are allowed on non-department vehicles.

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| See the source image |
| **P** | **SOP Title: Discrimination and Sexual Harassment** |
| **SOP Number:** |
| **Original Date: 2/2/20** | **Revision Date:** |
| **Granbury Volunteer Fire Department Standard Operating Policy** |

**Discrimination and Sexual Harassment Policy**

**Policy:**
The Granbury Volunteer Fire Department (GVFD) strictly prohibits unlawful discrimination or sexual harassment of any member based on age, sex, race, creed, color, national origin, marital status, or disability. Discrimination or harassment by members or toward members will not be tolerated.

* **Discrimination:** Any form of unequal treatment or behavior that violates a member’s rights is prohibited.
* **Sexual Harassment:** Includes unwelcome sexual advances, requests for sexual favors, or verbal/physical conduct of a sexual nature that:
	+ Impacts membership terms or conditions.
	+ Interferes with work performance.
	+ Creates a hostile, intimidating, or offensive environment.

**Complaint Procedure:**

1. **Reporting:**
	* Members who experience, witness, or suspect discrimination or harassment should report it immediately to the GVFD Officers, preferably the Chief or Assistant Chief.
2. **Investigation:**
	* All complaints will be investigated promptly, discreetly, and confidentially where possible.
	* If evidence is found, appropriate action will be taken, which may include notifying the Granbury Police Department.
3. **Disciplinary Actions:**
	* Members found guilty of discrimination or harassment will face disciplinary action, up to and including termination, and may face legal charges.
	* Members who file false complaints will also be subject to disciplinary action.
4. **Protection Against Retaliation:**
	* Members will not face adverse consequences for filing genuine complaints of discrimination or harassment.

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| **See the source image** |
| **P** | **SOP Title: 2-In, 2-Out** |
| **SOP Number:** |
| **Original Date: 2011** | **Revision Date: 1/25/20** |
| **Granbury Volunteer Fire Department Standard Operating Policy** |

**2-In, 2-Out Policy**

**Purpose:**
To ensure safe and effective operations on emergency scenes while complying with OSHA's 2-In, 2-Out requirements (29 CFR Part 1910).

**Scope:**
This policy establishes guidelines to protect personnel and reduce risks during emergency incidents involving hazardous environments.

**Key Definitions:**

* **IDLH Atmosphere:** A dangerous environment posing immediate health risks or impairing escape.
* **RIT (Rapid Intervention Team):** A team of at least two members designated for firefighter rescue.
* **Incipient Fire:** A fire in its early stage.
* **PAR (Personnel Accountability Report):** A report ensuring accountability of all personnel.

**Procedure:**

1. **Initial Determination:**
	* The first arriving team assesses whether the incident involves an IDLH atmosphere.
	* No entry into an IDLH atmosphere is allowed without a minimum of two firefighters wearing SCBA and PPE working as a team.
2. **Incipient Fires:**
	* Teams of two firefighters may extinguish an incipient fire without establishing a RIT.
3. **IDLH Operations:**
	* When an IDLH atmosphere is present:
		+ Two qualified firefighters remain outside as the RIT.
		+ The Incident Commander (IC) and pump operator may serve as the initial RIT until additional personnel arrive.
	* Interior teams must maintain voice or visual contact at all times; radios enhance communication but do not replace physical proximity.
4. **Exceptions:**
	* Immediate entry is allowed without a RIT in imminent life-threatening situations, such as reports or signs of persons inside.
	* The IC evaluates factors such as occupancy, time, and scene conditions to determine if rescue efforts justify immediate action.

**Safety Guidelines:**

* Use SCBA and PPE at all times in hazardous environments.
* Teams must remain together to assist in emergencies.
* Assume no life hazard exists unless clear signs or reports indicate otherwise.

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| See the source image |
| **P** | **SOP Title: Personal Firearms & Weapons** |
| **SOP Number:** |
| **Original Date:02/27/20** | **Revision Date:** |
| **Granbury Volunteer Fire Department Standard Operating Policy** |

**Personal Firearms & Weapons**

**Policy:** The Granbury Volunteer Fire department will allow its membership to conceal carry weapons. Providing that the members follow the exact State Laws of Texas, Hood County and City of Granbury require. The Granbury Volunteer Fire Department also requires of the membership to be a competent and capable with their concealed weapon of choice and if they have questions, need a recommended instructor or need instruction on this policy, to please start at the beginning of the SOP Title: Personal Firearms & Weapons on page 39.

**GRANBURY VOLUNTEER FIRE DEPARTMENT MEMBERS ARE RESPONSIBLE FOR THEIR WEAPON AND MAINTAINING THE SECUTITY OF THEIR WEAPON. MEMBERS AT ALL TIMES ARE REQUIRED TO MAINTAIN SECURITY OF THEIR WEAPON: WHETHER ON SCENE, AT THE STATION OR LEFT IN THEIR VEHICLE. STATE LAW REQUIRES THIS AND IT WILL BE FOLLOWED TO THE LEFTTER. GRANBURY VOLUNTEER FIRE DEPARTMENT IS NOT RESPONSIBLE FOR THE SECURITY OF YOUR WEAPON.**

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| See the source image |
| **P** | **SOP Title: Responding Emergent in School Zones With Department Vehicles** |
| **SOP Number:** |
| **Original Date: 2/2/20** | **Revision Date:** |
| **Granbury Volunteer Fire Department Standard Operating Policy** |

**Responding Emergent in School Zones Policy**

**Policy:**
Granbury Volunteer Fire Department vehicles must not exceed the posted speed limit in school zones under any circumstances.

**Procedure:**

* Drivers must adhere to the school zone speed limit, regardless of the emergency response.
* Crew members must remind the driver to reduce speed when entering a school zone for safety.

This ensures compliance and prioritizes the safety of the community.

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| See the source image |
| **P** | **SOP Title: Knox Box** |
| **SOP Number:** |
| **Original Date: 1/30/20** | **Revision Date:** |
| **Granbury Volunteer Fire Department Standard Operating Policy** |

**Purpose:**

To provide firefighters with immediate access to buildings during emergencies, such as fires or medical calls, without having to force entry. To minimize property damage and potential injuries to both occupants and first responders. To ensure the security of the keys and the building's access points.

**Secure Key Storage:**

Each member will issued a unique security code only they will use and know. They will not share it and they must have it memorized. Historically we have used the seven digit door code assigned when the member joins.

**Controlled Access:**

Only the fire department has access to the keys inside the Knox Box, which are secured in a key retention system on the apparatus. We do not open the box for owners, landlords or tenants unless there is an emergency. The key is for emergency use only.

**Key Removal and Replacement:**

When responding to an emergency, the member removes the key from the vehicle's security system, ensuring they maintain custody of the key until it's returned.

**Documentation:**

This SOP mandates the use of the key by communicating to dispatch the use of a key by removal and replacement.

**Incident Reports:**

Information about Knox Box usage is included in the incident report, providing a record of the event.

**Security and Accountability:**

Unauthorized use of Knox Box keys can result in disciplinary action or legal consequences.

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| See the source image |
| **P** | **SOP Title: Physical Fitness Assessment for New Members** |
| **SOP Number:** |
| **Original Date: 7/3/20** | **Revision Date:** |
| **Granbury Volunteer Fire Department Standard Operating Policy** |

**Physical Fitness Assessment for New Members**

**Purpose:**
To ensure applicants can perform essential physical tasks required for emergency scenes and demonstrate self-rescue capabilities.

**Policy:**
All new applicants must pass the Granbury Volunteer Fire Department's pass/fail physical fitness assessment.

**Procedure:**

1. **Preparation:**
	* Assessment scheduled at the applicant’s convenience.
	* Applicants must wear appropriate athletic attire (shorts, t-shirt, closed-toe shoes).
2. **Assessment Tasks:**
	* **Self-Rescue:** From a flat back position, stand up unassisted without tools or assistance.
	* **Cardio Test:** Walk on a treadmill for 5 minutes at 2 MPH, 0-degree incline.
	* **Equipment Lift:** Remove and replace designated equipment (e.g., generator/PPV fan) from an apparatus compartment within 1 minute.
	* **Firefighter Drag:** Drag a rescue manikin 50 feet safely and continuously.
3. **Failure Criteria:**
	* Inability to complete any task safely.
	* Unsafe behavior or refusal to perform tasks.
	* Signs of medical distress or emergencies.
4. **Retesting:**
	* Applicants who fail may retest once on a future date with a different instructor.
	* If failed again, applicants may reapply after 6 months.

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| See the source image |
| **P** | **SOP Title: Take Home Use of Apparatus for Incident Response** |
| **SOP Number:** |
| **Original Date: 2/2/20** | **Revision Date:** |
| **Granbury Volunteer Fire Department Standard Operating Policy** |

**Take-Home Use of Apparatus for Incident Response – Example Command 1**

To ensure only qualified personnel are permitted to take Command 1 home and utilize it for emergency response, this SOP outlines the minimum requirements and expectations.

**Eligibility Requirements:**

• Any **Purpose:**

For any member wishing to take home Apparatus they must meet all the following:

1. Certification & Qualifications:

• Possess a valid Firefighter II certification.

• Successfully checked off by the Fire Marshal in:

• Fire Suppression Systems

• Fire Alarm Systems

• Must be signed off by your Station Captain to drive Squads.

2. Systems & Equipment Access:

• Have full understanding of the radio system and its respective channels/zones.

• Have CAD (Computer Aided Dispatch) access and be proficient with Flow MSP.

• Be granted Knox Key access for after-hours entry and rapid building access.

• Demonstrate understanding of elevator key usage and function during fire-related incidents.

• Be granted access to and proficient in using ESO (Incident Reporting System).

3. Operational Understanding:

• Acknowledge that riding in Command 1 does not inherently place you in command of an incident.

• Incident command will follow the established chain of command and qualifications per department policy.

**Approval Process:**

• Before taking Command 1 home, members must:

• Submit a formal request to the Training Battalion Chief.

• Undergo a final review to verify that all qualifications are met.

• Complete a Command 1 orientation, including:

• Location and use of all installed equipment.

• Communications expectations.

• Vehicle care and responsibility.

**Responsibilities While in Possession of Command 1:**

• Ensure the vehicle is kept clean, fueled, and mission-ready at all times.

• Respond immediately to any tone-outs where operationally appropriate.

• Operate the vehicle in compliance with department SOPs and local/state driving laws.

• Do not transport non-department personnel unless directed under emergency response conditions.

• Immediately report any maintenance issues or damage to the Fleet Officer.

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| See the source image |
| **P** | **SOP Title: Station Time Clocks for Tracking Duty/Work Hours** |
| **SOP Number:** |
| **Original Date: 2/2/20** | **Revision Date:** |
| **Granbury Volunteer Fire Department General Operating Guideline** |

**Station Time Clocks for Tracking Duty/Work Hours**

**Purpose:**
To track members' work hours for budgets, grants, ISO staffing requirements, and other applications requiring long-term hours.

**Procedure:**

1. GVFD uses a Geo Fence to track duty hours.
2. The Geo Fence tracks the stations, city hall, training field and any other designated GVFD facility that would used for GVFD staffing.

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| See the source image |
| **P** | **SOP Title: Training While Using the Burn House – Fee Schedule** |
| **SOP Number:** |
| **Original Date: 2/3/20** | **Revision Date:** |
| **Granbury Volunteer Fire Department General Operating Policy** |

**Training While Using the Burn House – Fee Schedule**

**Purpose:**
To ensure safe and compliant live fire training in adherence to OSHA, NFPA 1403/1500, SFFMA, and TCFP standards while minimizing health risks to firefighters.

**Scope:**
Applies to all GVFD members and external agencies using the burn house.

**Policy Highlights:**

1. **Safety & Compliance:**
	* Live fire training must follow OSHA, NFPA, SFFMA, and TCFP standards.
	* Only authorized personnel may conduct live fire training, with approval from the Chief or Training Officer.
	* Violations of this policy result in immediate discipline, including potential termination.
2. **Procedure Overview:**
	* **Preparation:** Training must be scheduled at least 3 days in advance. PPE inspections and safety checks are mandatory.
	* **Personnel:** Roles include Incident Commander, Safety Officer, Ignition Instructor, RIT, and Accountability Officer.
	* **Fuel Usage:** Only unfertilized hay/grass is allowed; no flammable liquids permitted.
3. **Safety Measures:**
	* Participants must wear NFPA-compliant PPE and SCBA.
	* Spectators must remain at a safe distance.
	* Basic life support (BLS) and rehabilitation must be available during training.
4. **Communication & Coordination:**
	* A designated TAC channel is required, with dispatch notified before training.
	* Evacuation procedures must be reviewed, including a three-air-horn blast emergency signal.
5. **Post-Training:**
	* Inspect the burn house, ensure all equipment is restored, and complete training rosters and reports.
	* Violations by instructors result in disciplinary action.

**Granbury Volunteer Fire Department Participation Release and Indemnity Form**

I request permission to participate in activities conducted by the Granbury Volunteer Fire Department (GVFD) and/or the City of Granbury.

I certify:

1. My personal protective gear (head, eye, hand, body, and foot protection) meets or exceeds accepted minimum standards.
2. I have sufficient insurance (life, health, hospitalization) to cover injury or death during participation.

In consideration of GVFD and the City of Granbury accepting my participation:

* I waive and release any claims for damages resulting from my participation.
* I understand and accept the risks involved, including potential for serious injury or death, and voluntarily assume those risks.
* I indemnify and hold harmless GVFD, the City of Granbury, Hood County, their personnel, sponsors, vendors, attendees, and participants.

By signing, I certify:

* I am at least 18 years old.
* I have read, understand, and agree to the GVFD SOP on the burn house and its use.

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**Department/Organization:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **DL#:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fee Schedule for Granbury Volunteer Fire 

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| See the source image |
| **P** | **SOP Title: Medical Response** |
| **SOP Number:** |
| **Original Date:2020** | **Revision Date:8/25/20** |
| **Granbury Volunteer Fire Department General Operating Guideline** |

**Medical SOP**

**Purpose:**
Granbury VFD members with Advanced EMT or Paramedic licenses may operate only at the Advanced EMT level or lower unless requested by Texas EMS or mutual aid ambulance crews to perform at the paramedic level upon their arrival.

**Procedure:**

* Skills will be tested for competency, with records maintained by the department.
* Members performing advanced or paramedic-level skills must provide their name and badge number to the crew for documentation.

**Granbury Volunteer Fire Department**
**Fire Chief: Matt Hohon**

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| See the source image |
| **P** | **SOP Title: Disciplinary Committee Requirements and Process** |
| **SOP Number:** |
| **Original Date: 9/18/21** | **Revision Date:** |
| **Granbury Volunteer Fire Department Standard Operating Policy** |

**Membership Disciplinary Actions and Committee Procedures**

**Overview:**
The Granbury Volunteer Fire Department (GVFD) follows a clear process for handling disciplinary actions. A Chief may immediately suspend a member from all GVFD activities until a Disciplinary Committee is formed if necessary.

**Disciplinary Committee Formation**

A Disciplinary Committee is established when a member or non-member (e.g., Trustee) reports a violation involving:

* Articles and By-Laws
* SOP/SOG
* State or Federal Law
* Conduct unbecoming or moral infractions

The committee is composed of uninvolved Captains to investigate and recommend appropriate actions to the Chief, Assistant Chief, or GVFD membership.

**Committee Responsibilities:**

1. **Investigation:**
	* Gather facts and all related information.
	* Conduct interviews with involved parties.
	* Assess conditions and context of the incident.
2. **Action Recommendations:**
	* Recommend flexible actions based on severity, such as:
		+ Reeducation
		+ Assigned tasks
		+ Suspension (up to 30 days)
		+ Demotion to Probationary Member for 90 days (retaining Active Member Rights)
		+ Membership termination
3. **Documentation:**
	* Include the following in the report:
		+ Member's name and specific charges.
		+ Policies, laws, or codes violated.
		+ Recommended corrective action.
		+ Committee member signatures.
		+ Accused member's signature and admission of guilt, if applicable.

**Appeals Process:**

1. **Acceptance:**
	* If the accused member signs the recommendation, they accept the findings and corrective actions.
2. **Appeal to Membership:**
	* If termination is recommended or the accused disagrees with the committee’s decision, they may appeal at the next business or special meeting.
	* The membership will hear the case and make a final decision, which may uphold or modify the committee’s recommendations.

**Reporting to Membership:**

* Routine disciplinary actions are not discussed at meetings unless termination is recommended or an appeal is made.
* If termination is recommended, the accused remains suspended until the membership vote.

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| See the source image |
| **P** | **SOP Title: Membership Termination** |
| **SOP Number:** |
| **Original Date: 9/18/21** | **Revision Date:** |
| **Granbury Volunteer Fire Department Standard Operating Policy** |

**Membership Termination Criteria**

A member or officer may be terminated for the following:

* Violating Articles and By-Laws or SOP/SOG.
* Breaking State or Federal Law.
* Disciplinary Committee recommendation.
* Misfeasance, malfeasance, or nonfeasance.
* Non-attendance or relocation outside Hood County.
* Failure to complete probationary requirements.

**Termination Process:**

1. Charges presented at a business or special meeting.
2. Accused member allowed to speak.
3. Violations and arguments explained.
4. Questions and answers for non-involved parties.
5. Membership votes on final action.

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| See the source image |
| **P** | **SOP Title: Removal of a Chief Officer or Board Member** |
| **SOP Number:** |
| **Original Date: 9/18/21** | **Revision Date:** |
| **Granbury Volunteer Fire Department Standard Operating Policy** |

**Immediate Removal from Office Criteria**

The Chief, Assistant Chief, Battalion Chief or Board Member may be removed from office for:

* **Misfeasance:** Misappropriation, theft, embezzlement, or misuse of GVFD resources.
* **Malfeasance:** Intentional harm causing injury or death.
* **Nonfeasance:** Blatant incompetence resulting in injury, death, or loss of confidence.
* **Gross Misconduct.**
* **Direct Violation of:**
	+ Articles and By-Laws.
	+ SOP/SOG.
	+ State or Federal Law.

**Process:**

* For Chief or Assistant Chief:
	+ A Captain forms a Disciplinary Committee per Section Eleven.
	+ A special business meeting is called after the committee’s recommendation to expedite resolution.
* For Board Members:
	+ The Trustee Board acts as the Disciplinary Committee.
	+ Termination requires a simple majority vote by the Board.

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| See the source image |
| **P** | **SOP Title: Probationary and Junior Membership** |
| **SOP Number:** |
| **Original Date: 9/19/21** | **Revision Date:** |
| **Granbury Volunteer Fire Department Standard Operating Policy** |

**Probationary and Junior Firefighter Membership Requirements**

**Probationary Membership** *(Refer to By-Laws Section)*

**Eligibility:**

1. At least 18 years of age.
2. Physically and mentally capable of performing firefighting and rescue duties.
3. Pass a background and personal refrence checks.
4. Resident of Hood County prior to application.

**Probationary Requirements (6 months):**

1. Attend training and meetings.
2. Respond to calls as directed by the By-Laws.
3. Junior Firefighters who actively participated for six months prior to their 18th birthday may have probation reduced or waived.

**Application Process:**

1. Submit an application.
2. Obtain a recommendation from the Membership Committee.
3. Approval by three-fourths majority vote of active and support members at a business meeting.

**Promotion to Active/Reserve Membership:**

1. Fulfill Active or Support Membership requirements.
2. Complete the 6-month probationary period.
3. Meet call requirements as stated in the By-Laws.
4. Receive a recommendation from a Training Officer.
5. Approval by three-fourths majority vote of active/support members at a business meeting.
6. Swear an oath at a business meeting and receive a department badge and helmet shield.

**Junior Firefighter Membership**

**Eligibility:**

1. Between 16–18 years of age.
2. Hood County resident (may live outside the City of Granbury or its ETJ).
3. Meet additional requirements set by the Recruitment, Retention, and Membership Committee.
4. Not eligible for the TESRS pension program per pension regulations.

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| See the source image |
| **P** | **SOP Title: Definitions of Member Levels** |
| **SOP Number:** |
| **Original Date: 9/19/21** | **Revision Date:** |
| **Granbury Volunteer Fire Department Standard Operating Policy** |

**Definitions of Membership Levels:**

 **Active, Reserve, Probationary, Honorary and Lifetime members are defined by the By-Laws and associated privileges and expectations are listed.**

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| See the source image |
| **P** | **SOP Title: Officer and Board of Director Expectations** |
| **SOP Number:** |
| **Original Date: 2/2/20** | **Revision Date:** |
| **Granbury Volunteer Fire Department General Operating Guideline** |

**Officer Expectations**

**Chief Responsibilities (Administration and Leadership):**

* Highest-ranking officer, elected by Active and Support Members.
* Oversees all department operations and reports to city officials.
* Prepares and manages budgets, policies, and mutual aid agreements.
* Appoints officers, committees, and public representatives.
* Ensures training, compliance with laws, and proper equipment maintenance.
* Acts as Incident Commander and department spokesperson when necessary.

**Assistant Chief Responsibilities (Operations and Support):**

* Second-in-command, assisting the Chief in all duties.
* Supervises officers and members, assigns tasks, and ensures safety.
* Aids in budget planning and operational strategies.
* Functions as Incident Commander in the Chief’s absence.

**Treasurer Responsibilities:**

* Tracks and manages department funds, budgets, and purchase orders.
* Records attendance for fire responses.
* Notifies officers of budgetary concerns.

**Secretary Responsibilities:**

* Records and preserves meeting minutes and department documents.
* Manages forms and appoints substitutes if unavailable.

**Captain Responsibilities:**

* Commands emergency scenes and plans actions.
* Assumes Chief’s duties in their absence.

**Station Captain Responsibilities:**

* Maintains fire stations and equipment.
* Monitors station budgets and supervises Lieutenants.

**Training Captain Responsibilities:**

* Coordinates all training activities and manages the training budget.
* Tracks training records and oversees probationary firefighter progress.
* Supervises Training Lieutenants and manages the training field.

**Maintenance and Operations Captain Responsibilities:**

* Supports truck and equipment maintenance.
* Assists with operating procedure development and manages maintenance budgets.

**Lieutenant Responsibilities:**

* Leads crews on emergency scenes and serves as Incident Commander if needed.
* Assumes higher officer duties when others are unavailable.

**Station Lieutenant Responsibilities:**

* Supports Station Captain in station upkeep and operations.

**Training Lieutenant Responsibilities:**

* Assists Training Captain in planning and delivering training.
* Mentors probationary members and Junior Firefighters.
* Maintains training resources and records.

**Chaplain Responsibilities:**

* Provides spiritual and emotional support to members and families.
* Coordinates post-incident support and special programs.
* Remains approachable and offers guidance during critical times.

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| See the source image |
| **P** | **SOP Title: Conduct of Board of Director Meetings and Schedule** |
| **SOP Number:** |
| **Original Date: 2/2/20** | **Revision Date:**  |
| **Granbury Volunteer Fire Department General Operating Guideline** |

**Board of Directors Meetings**

* **Schedule:** Meetings are held on the first Thursday of each month, with notice posted by the Secretary.
* Financial Accounts: The Active Member Board Members have signature authority of financial accounts
* Transactions over $5000 require three bids and membership transparency

**Order of Business:**

1. Invocation
2. Roll Call
3. Approval of Minutes
4. Committee Reports
5. Unfinished/Old Business
6. New Business
* Proposing changes to the SOP/Articles & By-Laws
* Ensuring policy compliance
* Developing SOP and SOG’s
1. Training/Work
2. Open Discussion
3. Remarks/Actions for the Department
4. Adjournment

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| See the source image |
| **P** | **SOP Title: Conduct of Board of Director Meetings and Schedule** |
| **SOP Number:** |
| **Original Date: 2/2/20** | **Revision Date:**  |
| **Granbury Volunteer Fire Department General Operating Guideline** |

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3. Approval of Minutes

4. Committee Reports

5. Unfinished/Old Business

6. New Business

 Proposing changes to the SOP/Articles & By-Laws

 Ensuring policy compliance

 Developing SOP and SOG’s

7. Training/Work

8. Open Discussion

9. Remarks/Actions for the Department

10. Adjournment