

Granbury Volunteer Fire Department Standard Operating Policies & Standard Operating Guidelines



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What Are Standard Operating Procedures and Guidelines or SOP / SOGs?

According to the National Fire Protection Association (NFPA), a standard operating procedure is “an organizational directive that establishes a standard course of action.” In other words, SOP/SOGs are written policies and guidelines that explain what is expected and required of fire service personnel in performing their jobs. A comprehensive set of SOP/SOGs defines in significant detail how the department intends to operate.

SOP/SOGs may be prepared for any function that fire service organizations perform, including administration and emergency response operations. The procedures can be organized and presented in many different ways, depending on the department’s needs and preferences.

SOP/SOGs should not be confused with pre-incident plans or pre-plans, which describe strategies for emergency response at a specific facility. Pre-plans allow the department to gather information on designated locations, identify potential hazards, and assess site-specific factors. SOP/SOGs, on the other hand, are more generic in nature. They address general functions like equipment placement and tactical operations, and they are applicable to all emergency incidents, or at least to a specific category or type of emergency.

SOP/SOGs are not intended to duplicate technical information or provide systematic instructions for doing the job. The knowledge and skills that personnel need to perform specific job tasks; manage programs, fight fires, provide medical care and more are addressed in department training. SOP/SOGs, conversely, describe related considerations: safety, use of supplies, equipment maintenance, duties and rights of personnel, command structures, coordination with other organizations, reporting requirements, and so forth.

Stated differently, SOP/SOGs do not describe how to do the job (technical skills); they describe the department’s rules for doing the job (procedural guidance).

Why Are SOP/SOGs Important?

Sometimes it seems like fire service organizations face an insurmountable array of challenges in modern society. In an era of shrinking resources, departments must contend with:

- Expanding organizational missions: emergency medical care, hazardous materials response, technical rescue, fire prevention/public education, and terrorism incidents.
- Increasing legal and regulatory requirements: safe work practices, public and member right-to-know, equal opportunity (race, gender, age, and disability), performance standards, volunteer relations, and much more.
- Increasing complexity in emergency response techniques and equipment: personal protective measures, chemical safety, infection control, building and industrial codes, information management, training systems, and so forth.

- Increasing coordination and reporting requirements with other groups: emergency response agencies, community managers and planners, mutual aid organizations, federal and state governments, member associations, and others.

Fire service organizations must meet these growing requirements in an environment that it is a challenge. Budgets are tight and personnel are stretched thin. The experience of the new members may be declining due to a decrease in the number of structural fires and the retirement of more experienced personnel. Scrutiny by the media, government, and the public is intense. Legal defenses continue to erode and concepts like sovereign immunity have been limited and narrowed by the courts; lawsuits are more common and jury awards are perceived to be greater. As a result, the decisions that personnel face are more complex and controversial. Mistakes have greater repercussions and costs. Emergency service providers need help understanding and navigating the maze of regulatory and administrative requirements. Managers, on the other hand, need a mechanism to convey operational guidance to the members and ensure departmental compliance with laws, regulations, standards and expectations. They need tools to direct and control the rapid pace of change.

Well-designed standard operating procedures help fill both needs. For members, SOP/SOGs clarify job requirements and expectations in a format that can be readily applied on the job. They explain in detail what the department wants them to do in the situations they are most likely to encounter. The result is improved safety, performance, and morale. For department Chiefs and Officers, the advantages are equally great. SOP/SOGs provide a mechanism to identify needed changes, articulate strategies, document intentions, implement regulatory requirements, enhance training, and evaluate operational performance. The result is improved operational efficiency, greater accountability, and reduced liability. In short, SOP/SOGs are a vital component of fire service administrative and emergency response operations. Departments cannot operate safely or effectively in modern society without a comprehensive set of SOP/SOGs and the management systems needed to develop and maintain them. Organizations that choose to ignore this fact are increasingly vulnerable to accidents, lawsuits, unnecessary costs, personnel problems, and damage to their professional image.

What is the difference between an SOP and a SOG?

A Policy – Are rules to know and the expectation of your actions. Example: Firefighter reads and socializes understanding our rules of sexual harassment.


A Guideline – Is a recommendation to perform an action taken or preformed, but allows the individual to work with flexibility. Example: Actions taken by a firefighter on an emergency scene.

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|  GRANBURY VOLUNTEER FIRE DEPARTMENT EST 1907 | | |
| 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:

Handling accidents involving fire department vehicles.

- Accidents during emergency response:
 - The responding vehicle will stop immediately.
 - The first responsibility of the driver or uninjured firefighters is to check the extent of firefighter and/or civilian injuries, and to call for the appropriate level of emergency medical help, such as an ambulance, if needed. Except for emergency medical treatment, fire department personnel will refrain from offering any unsolicited assistance to civilians. Do not discuss the accident.
 - The officer in charge and the police will be notified immediately, providing the exact location and extent of injuries through the emergency communications center.
 - Chiefs, Officers and/or Senior Members will obtain accident exchange information of the incident and will make no admission of fault. The officer or driver of the apparatus involved will gather the following information:
 - Name, address, phone number, of civilians involved
 - Operator's information and insurance information of civilians involved.
 - Vehicle information of civilian vehicles involved.
 - An initial summary of injuries.
 - Names, addresses, phone numbers of any witnesses if possible.
 - The Driver of the apparatus involved will only provide information outlined in first three items above.
 - The driver/officer will fill out an accident report upon return to station. (See Attachment)
 - Any injured firefighter will fill out an injury report as soon as possible.
 - If the Chief or Assistant Chief is not present, they will be notified as soon as possible.
 - Accidents during non-emergency response:
 - Follow same procedures as above.
 - Complete the accident/incident report. (See Attachment)

Special Procedures:

- No fire department vehicle will be towed until the consent and supervision of the Chief/Assistant Chief or Officer or Senior Member.

- If a fire department vehicle must be towed, the senior member or officer will determine if it will be to the home station or an alternate location.
- If the accident results in serious injuries or death, the apparatus will be placed out-of-service immediately and secured for investigative purposes.

Granbury Volunteer Fire Department
Accident/Incident Report

The following report is to be completed by the officer, driver or other personnel immediately after an accident involving a fire department vehicle.

Apparatus # _____

Date of Incident _____

Time of Incident _____

Location of Accident _____

Fire Incident # _____

Fire Incident Location _____

Officer in Charge _____

Driver _____

Officer: _____

Firefighters on Apparatus (Name & Location on Apparatus)

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

Firefighter Injuries/Fatalities/Medical Treatment/Hospital (Name/Injury)

Civilian Injuries/Fatalities/Medical Treatment/Hospital (Name/Injury)

Investigating Law Enforcement Officer _____

| Owner Information | Vehicle 1 | Vehicle 2 |
|----------------------|-----------|-----------|
| Name | _____ | _____ |
| Address | _____ | _____ |
| Operator's # | _____ | _____ |
| Registration | _____ | _____ |
| Vehicle Make | _____ | _____ |
| Vehicle Model | _____ | _____ |
| Insurance Department | _____ | _____ |
| Insurance | _____ | _____ |

Witnesses:

1. Name

Address

Phone

2. Name

Address

Phone


Briefly describe what happened:

Briefly describe damage to the fire apparatus:

Fire Department Vehicles:

Civilian Vehicles

Disposition of Fire Department Vehicles

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| P | SOP Title: Code of Conduct | |
| | SOP Number: | |
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| Granbury Volunteer Fire Department Standard Operating Policy | | |

Code of Conduct

Purpose:

The following lists of directives represent the conduct standards for members of the Granbury Volunteer Fire Department. The basis for these regulations is the following Policy:

Every member of the Granbury Volunteer Fire Department is expected to operate in a highly self-disciplined manner and is responsible to regulate his/her own conduct in a positive, productive, and mature way. Failure to do so will result in disciplinary action ranging from counseling, retraining or possible removal.


ALL MEMBERS WILL:

1. Follow both the Standard Operating Policies and written directives of the Granbury Volunteer Fire Department
2. Use their training and capabilities to protect the public at all times
3. Work with the officers and fellow firefighters to cause all fire department programs to operate effectively
4. Always conduct themselves to reflect a positive image of the fire department
5. Officers will manage in an effective, considerate manner; firefighters will follow instructions in a positive, cooperative manner
6. Always conduct themselves in a manner that creates good working environment inside the fire department
7. Be concerned and protective of each member's welfare
8. Operate safely and use good judgement
9. Keep themselves physically fit
10. Obey the law
11. Operate fire department equipment and property safely

MEMBERS WILL NOT:

1. Engage in any activity that is detrimental to the fire department
2. Engage in a conflict of interest to the fire department and use their position with the fire department for personal gain or influence
3. Fight or any violent/malicious behavior
4. Theft of any type

5. While making yourself available for calls, firefighters cannot be under the influence from the use of alcoholic beverages, debilitating drugs, or any substance, which could impair their physical or mental capabilities.
6. Engage the public either on scene, an emergency scene or social media in any activity that is detrimental to the fire department

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| P | SOP Title: Computer Use | |
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| Granbury Volunteer Fire Department Standard Operating Policy | | |

Computer Use Policy

Purpose:

To establish appropriate controls for the use of company owned computer equipment.

Procedure:

The Granbury Volunteer Fire Department neither encourages nor discourages your personal participation (off duty and using personal/non-department equipment) in social media. Our goal in offering these procedures is to provide you with best practices so that, if you choose to participate, you can do so appropriately and effectively. It is important for you to know the department's expectations for virtual communications that involve department activities, issues, staff, and volunteers

- While blogs, wiki and other forms of online discourse are individual interactions, please remember that to our citizens, you are always a representative of the Granbury Volunteer Fire Department.
- Respect your audience and welcome feedback about your posts. Do not use ethnic slurs, personal insults, obscenity, etc., and show proper consideration for others' privacy and for topics that may be considered objectionable or inflammatory. If your posting reflects negatively on the Granbury Volunteer Fire Department (the organization as a whole or members individually) – by being lewd, illegal or offensive – it can become a personnel issue. Keep in mind that the Granbury Volunteer Fire Department's standard operating procedures (SOPs) stipulates that personal detrimental conduct – on or off duty – can be grounds for discipline or dismissal.
- Know the legal risks of participating in social media. You can be held personally legally and financially responsible for the things you say and do, including defaming a person or entity with your posts; do not use other people's writings or images without their permission; respect copyright, fair use and financial disclosure laws.
- Protect your privacy and your reputation. Be mindful that what you post will be public for a long time, even if you think you have successfully removed the posting from the Internet.
- When posting about online references and original source materials, link to them directly. Remember: there is only one official web site for the Granbury Volunteer Fire Department **GVFD.ORG**

- Direct public inquiries to the Granbury Volunteer Fire Department for information about department services, projects, programs, etc.
- To help ensure that no one mistakes your personal postings with official Granbury Volunteer Fire Department communications, refrain from posting graphic/violent/mature videos, photographs, or other images of yourself in/with/alongside Granbury Volunteer Fire Department property including but not limited to vehicles, uniforms/clothing, offices, etc.
- Members who take photographs of emergency scenes with personal photography equipment will refrain from including identifying photographs of all victims; identifying items (license plates, etc.). Any member, who photographs an emergency scene and wishes to use these photographs on a personal web site, MUST receive permission from a chief officer prior to posting. Any items found to violate this policy will subject that member to disciplinary action per department SOP's.

Social Media

- Your participation in social media during breaks at work or from work devices should be extremely limited and in accordance with these guidelines, the Granbury Volunteer Fire Department Technology Appropriate Use Policy.
- If your personal participation in social media starts to involve the Granbury Volunteer Fire Department, let a chief officer know.
- If you believe your work should involve social media or you want to respond to a post, talk to a chief officer before doing so.
- Remember: true and complete anonymity on the Internet does not exist. Therefore, when personally blogging about the Granbury Volunteer Fire Department or any issue involving the Granbury Volunteer Fire Department, you have a responsibility to identify yourself - name and, when relevant, role at Granbury Volunteer Fire Department. Write in the first person, and include a disclaimer that makes it clear that your postings are your own and do not necessarily represent Granbury Volunteer Fire Department's positions, strategies or opinions.


Computer/Technology Resources

- Computer Resources are Granbury Volunteer Fire Department Property. all electronic media and services provided to members are the property of Granbury Volunteer Fire Department
- Use of electronic media and services may be monitored. Granbury Volunteer Fire Department reserves the right to monitor the use of all electronic media and services and files and messages created through use of such electronic media and services to ensure Granbury Volunteer Fire Department property is used in compliance with applicable Local, State and Federal laws, this GOG and other Granbury Volunteer Fire Department policies and procedures. Such monitoring may include, but is not limited to, monitoring of Internet sites accessed by members and the printing and reading of any e-mail messages entered, left or stored in the computer systems.

- Members should have no expectation of privacy. Members should have no expectation of privacy in connection with the use of electronic media and services or in the transmission, receipt or storage of information in the Granbury Volunteer Fire Department network system. Similarly, Members have no expectation of privacy as it relates to Granbury Volunteer Fire Department's monitoring of Internet access. Members using e-mail and other forms of electronic communications should exercise the same care and professional demeanor in those communications as used in writing letters, memos and other paper messages. E-mail and other forms of electronic communications may be preserved or may be recoverable long after they are deleted.
- No personal (non-department) business may be conducted using electronic media and services. Electronic media and services covered under this SOP are to be used solely for Granbury Volunteer Fire Department related business purposes. They may not be used for conducting personal business, for personal gain or for furthering a member's political, religious or other personal causes.
EXCEPTION: Unless prior approval by a chief officer.
- Unsavory internet "surfing" is PROHIBITED. Members will not use Granbury Volunteer Fire Department's internet connection for visiting or downloading information from web sites, including, but are not limited to, those that contain discriminatory or harassing materials, pornography, nudity or foul language.
- Precautions to avoid virus and other data security breaches must be taken. Each user using the electronic media and services provided by Granbury Volunteer Fire Department is responsible for taking reasonable precautions to ensure he or she does not introduce viruses into the Granbury Volunteer Fire Department computer network. To that end, all material received on floppy disk, compact disk or other magnetic or optical medium and all material downloaded from the Internet or from other sites not a part of the Granbury Volunteer Fire Department network system must be scanned for viruses.
- Remote members accessing the Internet through a computer attached to the Granbury Volunteer Fire Department network must do so through an approved Internet firewall. Accessing the Internet directly by modem is strictly prohibited unless the computer being used has access to a secure Virtual Private Network (VPN), remote dial controls and/or is not connecting to Granbury Volunteer Fire Department's network.
- Non- Granbury Volunteer Fire Department computer equipment or any type of non-Granbury Volunteer Fire Department owned network devices will not be used to access or "plug in to" Granbury Volunteer Fire Department's network or other Granbury Volunteer Fire Department electronic media and services without specific prior approval from the chief officer of department.
- Intellectual property rights of others must be respected. Each user will respect the intellectual property rights of others when utilizing electronic media and services. Prior to any information on the Internet being copied or downloaded to a personal computer provided by Granbury Volunteer Fire Department, it is the responsibility of the User accessing the information to ensure that it is free of any copyright restrictions. Any

duplication of copyrighted software, except for backup and archival purposes, may be a violation of federal, state and local law and, thus, is specifically prohibited.

- All software and hardware will be purchased and installed by the designated member of Granbury Volunteer Fire Department. All software and hardware used by members to perform their job functions will be purchased and installed by the department. No unapproved software is to be loaded on Granbury Volunteer Fire Department equipment. Requests for new software or hardware and its installation must be approved by a chief officer of Granbury Volunteer Fire Department.
- Illegal, inappropriate and harassing communications are PROHIBITED. Members are prohibited from using electronic media and services to transmit, retrieve or store any communication, which is either:
 - Discriminatory or harassing in nature
 - Derogatory to any individual or group
 - Defamatory or threatening
 - Contrary to the legitimate business interests of Granbury Volunteer Fire Department.
- Misuse must be reported. Members learning of any misuse of the electronic media or services are expected to report such misuse to their captain or a chief officer of the department.
- Waste of computer resources is PROHIBITED. Members may not use electronic media and services in a manner that wastes Granbury Volunteer Fire Department computer resources or is likely to cause network congestion or significantly hamper the ability of other members to access and use the system. Uses that may congest the electronic. Media and services include, but are not limited to, sending mass mailings or chain letters and spending excessive amounts of time on the Internet.
- Confidential information will be protected. In using electronic media and services, members may have access to Granbury Volunteer Fire Department's departmental information and proprietary and other confidential information. Protection of this information plays a vital role in Granbury Volunteer Fire Department's compliance with Health Insurance Portability and Accountability Act (HIPAA) guidelines and regulations. Members must not disclose this information to persons outside Granbury Volunteer Fire Department. In addition, Members should not disclose this information to other Members except on a "need to know" basis. Accompanied by a written statement, where feasible, that the information is confidential and being provided for permitting a user to perform the duties of his or her job with Granbury Volunteer Fire Department properly.
- Violators are subject to discipline. Any violation of this SOP may subject a member to disciplinary action, up to and including termination of his or her employment or membership with Granbury Volunteer Fire Department.
- Direct questions about this SOP or questions concerning the application of this SOP should be addressed to a chief officer.

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Discipline and Enforcement

Purpose:

All personnel will understand the discipline and enforcement guidelines set forth in this policy to ensure all department members are within the guidelines of this document.

Procedure:

The Fire Chief and Department Fire Officers will have full responsibility and authority to enforce these rules and regulations.

Any charge against a member will be investigated and a conclusion of fact reached which will be as follows:

- Proper Conduct
- Improper Conduct
- Policy and/or procedure failure
- Insufficient evidence
- Unfounded Complaint
- Complaint form filled out and submitted to a Chief or Captain

If discipline is required, every effort will be made to respond to the deficiency with training or counseling.

Violations of any of the provisions of the rules and regulations, directives, procedures, and special orders, or the neglect or evasion of the duties and responsibilities contained herein will be the subject of disciplinary action up to and including discharge. In extreme cases, the proper authorities will be notified and charges filed.

Any member violating these rules and regulations may be subject to any of the following disciplinary action with due regard for the nature of the offense and the member's previous record of conduct:

- Reprimand: Oral or Written
- Restriction of activities or privileges
- Requirement of restitution
- Demotion

- Suspension
- Probation
- Termination

Any member of the fire department may be suspended or dismissed for cause for any of the following list of offenses, which is not to be considered as all-inclusive.


- Use of intoxicants or Illegal drugs while on duty
- Operation of department equipment while intoxicated or influence of drugs
- Thievery
- Immoral or indecent conduct that would be offensive to the average citizen
- Insubordination
- Refusing an order from an officer
- Leaving an alarm incident early without notification to officer in charge
- Giving Fire/Medical information to unauthorized persons
- Loss of valid Texas Motor Vehicle Operators License
- Misuse of fire department equipment
- Failure to use proper chain of command, involving matters or procedures
- Loaning of fire department identification or equipment to unauthorized persons
- Responding to an incident in a careless and/or reckless manner
- Failure to complete required training in emergency response guidelines
- Any conduct which brings discredit to the fire department
- Abuse of leave time or absence without appropriate notification at a business meeting
- Unsatisfactory, unsafe or dangerous work performance
- Failure to follow Department Standard Operating Policies

On a fire scene, any member of Granbury Volunteer Fire Department can be suspended from fire ground operations immediately by an officer, at any time. Upon returning to the station, charges must be prefaced by the officer in writing, and referred to the Fire Chief or Assistant Chief within twenty-four (24) hours, or the charges are automatically dropped. The Chief or Assistant Chief must act upon all charges within five (5) working days.

The Fire Chief may immediately suspend any member for cause, after apprising the member of the action to be taken and reasons therefore. If a member is suspended then they will immediately stop all activities and response with the department. Upon suspension, a member will have the right to appeal said action as outlined by the Articles & By-Laws or Standard Operating Policies or Standard Operating Guidelines within twenty-four (24) hours by writing to the Chief, Assistant Chief or Captain of their choosing.

Any member has the right to appeal any decision or action taken by the department Officers or Chiefs by appealing to the membership at the next regularly scheduled business meeting. Final termination of any individual's membership will be done at a regularly scheduled business meeting.

It is important that the membership of the Granbury Volunteer Fire Department understand that even though a member can be suspended by the Chief's, that member cannot be terminated from the department until the procedures have been followed by the Articles & By-Laws. Final termination from Granbury Volunteer Fire Department is by; the suspended member choosing to leave the department or by trail set forth by the Articles & By-Laws and the membership chooses to terminate that individual's membership.

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Discipline – Progressive

Policy:

Changes have occurred over the years and Granbury Volunteer Fire Departments Officers must be aware of their responsibilities pertaining to disciplining members. Members exercising their legal rights, such as seeking resolution to civil rights grievances, are guaranteed certain legal protections. It is always best for the disciplining Officer to seek advice from other personnel and consider an officers meeting to determine whether formal discipline is warranted. Procedures are listed below to help guide Granbury Volunteer Fire Department Officers through the disciplinary or termination process.

Scope:

This applies to all personnel

Procedures:

Progressive discipline is a method of imposing discipline in steps, where a first offense results in a lesser punishment and subsequent offenses receive progressively harsher penalties. Of course, Granbury Volunteer Fire Department may bypass certain steps as warranted by the nature and severity of the offense (i.e., violence). Four basis progressive discipline steps are:

Documentation

Documentation of the various steps is the key to uniformity and fairness. A well-documented personnel file is typically the best piece of evidence supporting the Granbury Volunteer Fire Department's discipline or termination decision.

The documented record should include:

- Date, time and place of policy infraction(s).
- Factual details of the incident(s).
- Specific rules and policies violated.
- Remedial steps recommended.
- Signature of the Officer and member being disciplined.

Verbal warning – Although it is a “verbal” warning, documentation of such warning should be noted and placed in the member’s file. The officer giving the warning should sign and date the warning form or other document. A minimum of two officers should be present.

Written Warning – Include a description of the behavior, what corrective action was instructed or given and what consequences the member may face if the behavior continues. Both the member and the officer issuing the warning will sign the written warning, and the letter of conduct placed in the member’s personnel file. A signed warning by the member does not admit fault, but rather acknowledges the fact that the warning was received. The member has the right to respond in writing to the warning and have this included in the personnel file as well. A minimum of two officers should be present.

Suspension – This may range from a few days to a few weeks. The length of suspension should match the severity of the wrongdoing or policy violation. The suspension could be time off the department to suspension of different privileges. A suspension should have the same type of documentation as a verbal or written warning. A minimum of two officers should be present.

Discharge – Some offenses could warrant bypassing lesser disciplinary steps and result in immediate suspension that will be presented at the next business meeting for that individual’s termination of membership. Those may include (but are not limited to) criminal acts, violence, theft, destruction of property, and intoxication.

Determining Discipline/Termination

The following checklist is designed to assist the Granbury Volunteer Fire Department in determining what disciplinary action is needed and what level of discipline is appropriate.


- Has the Granbury Volunteer Fire Department followed what is required by personnel policies?
- When appropriate, follow the terms and conditions of the member’s signed application and understanding that the member will be held to the Articles, By-Laws and SOP/SOGs of Granbury Volunteer Fire Department.
- Did the Granbury Volunteer Fire Department follow its existing progressive discipline policies?
- Assure that you have clear, understandable work rules and notification of disciplinary action if violated.
- Are rules and policies written in plain, easy-to-understand language?
- Has the member signed an acknowledgement form indicating the understanding of the Granbury Volunteer Fire Department’s rules and corresponding penalties if violated?
- What does the member’s personnel record/file reflect concerning the circumstances surrounding the disciplinary or termination decision?

- How were other members treated or disciplined for similar past actions? Treat similarly situated members the same.
- Has the Granbury Volunteer Fire Department conducted an impartial review of the facts and circumstances surrounding the potential discipline/termination?
- Has the Granbury Volunteer Fire Department considered the member's point of view?
- Have appropriate levels of management reviewed the disciplinary decision?
- What harmful impact did the member's conduct or wrongdoing have on other members, the Granbury Volunteer Fire Department or outsiders?
- If little or no harm was caused, what could be the potential harm to members, the Granbury Volunteer Fire Department or outsiders?
- Has the member had sufficient time and opportunity to correct conduct that may result in disciplinary action?
- Was the member's conduct malicious, intentional or negligent?
- Is the member likely to commit future wrongdoing or misconduct?
- What are the legitimate business reasons for the discipline or termination?
- What prior notice or disciplinary documentation exists with respect to performance deficiencies, misconduct and an opportunity to correct such actions?
- In the event of litigation, what witnesses and documentation would be available to justify the disciplinary or termination decision?
- Did the member cooperate with investigation efforts?
- If the member committed workplace wrongdoing or otherwise violated Granbury Volunteer Fire Department rules, did the member show remorse?
- What is the impact if the member has continued presence on fellow workers and outsiders?
- What action best prevents further wrongdoing or misconduct while protecting members, outsiders and providing a safe and productive work environment?
- Is an alternative to termination appropriate in order to allow additional time to investigate and deliberate before dismissal, or otherwise allow the member's performance to "turn around"? Examples include suspension, probation, leave of absence, reassignment, demotion, or a performance improvement plan.
- Make sure your Granbury Volunteer Fire Department understands the whistleblower laws in your state.
- Would a jury conclude that the Granbury Volunteer Fire Department's treatment of the dismissed member was unquestionably fair and reasonable?

Termination Administration

This checklist may serve as a guide for conducting responsible terminations.

- All termination letters, confidentiality agreements, releases, severance agreements and other correspondence should be reviewed internally by those responsible for personnel relations and legal counsel.
- Have those conducting the termination session received training on proper procedures?
- Has a written outline been prepared to make sure all points are covered?
- Has the dismissal interview been scheduled at a time that will eliminate or minimize the member's personal contact with the other members before he or she leaves the premises?
- Is the termination meeting documented (i.e., exit interview form)?
- Be professional, courteous, and accurate with what is said and written during the termination session. Remember that everything written could be seen by others outside of the Granbury Volunteer Fire Department (i.e., attorneys, judges, juries).
- Listen to what the member has to say and write down everything for the record.
- Let the member read and sign the exit interview form. If the member refuses to sign, note the refusal on the form.
- Place the exit interview form in the member's personnel file.
- Consider having a witness present for the termination meeting. It is recommended to have a witness present to help corroborate what was said to reduce exposure to false allegations, defamation claims, and violence.
- Keep disciplinary actions and documentation as confidential as possible.
- Has the Granbury Volunteer Fire Department considered whether outplacement counseling is need?

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|  GRANBURY VOLUNTEER FIRE DEPARTMENT EST 1907 | | |
| 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: Establish a policy for addressing issues raised regarding driving Granbury Volunteer Fire Department apparatus.


Objective:

1. Complaints regarding the operations of department apparatus will be submitted verbally or written to a Captain or Chief/Assistant Chief, not more than five days following the day of the incident. If the complaint is received by a citizen, a Captain or Chief/Assistant Chief should create documentation of the complaint and nature. Name and address of the complainant should be included for the write up.
2. Unless immediate action is required, a meeting will be established between the offending driver and officers who have taken the complaint. A minimum of two officers will be present for the meeting.
3. The offending driver is allowed to present any information or persons that can be used to explain their actions.
4. Complaints will result in the following outcomes:
 - a. Minor or first violation – A meeting between the officers and the offender. Explanation of the complaint and training to correct and prevent any further issues. A verbal or if necessary a written warning will be issued. The written warning will also include the corrective training given and both parties must sign the written warning.
 - b. Medium or second violation within six months of the first violation - A meeting between the officers and the offender. Explanation of the complaint and training to correct and prevent any further issues. A written warning will be issued to that member and will include what corrective training given and both parties must sign the written warning.
 - c. Major or third violation within one year of first driving violation - A meeting between the Chiefs and the offender. Explanation of the complaint and training to correct and prevent any further issues. A written discipline will be issued, along with possible suspension of activity for up to 90 days, and will include the corrective training given and both parties must sign the written warning.
 - i. The offending driver is suspended from all driving privileges immediately

- ii. Driving privileges can be suspended up to five years
- iii. The offending driver must complete an approved EVOC training class before driving privileges can be reinstated
- iv. In extreme cases determined the Chief/Assistant Chief, the offending driver may also be suspended from the department, immediately and may plead their case to the membership at the next regularly scheduled business meeting.

Responsibilities:

- 1. It is the responsibility of the members to document or voice a complaint to the officers or Chiefs.
- 2. The officers or Chiefs will call a meeting with the person filing the complaint.
- 3. The officers or Chiefs will take action or call a meeting with the parties involved
- 4. The officers or Chiefs involved at the meeting will determine the severity and repercussions regarding the complaint.

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|  GRANBURY VOLUNTEER FIRE DEPARTMENT EST 1907 | | |
| 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, under the influence of drugs or alcohol, will be permitted access to property or equipment of the Granbury Volunteer Fire Department, or take part in any Granbury Volunteer Fire Departmental activities.

Purpose:

To assure the safety of members, visitors and those being served as well as legal compliance.

Scope:

All Granbury Volunteer Fire Department personnel.

Procedure:


No member or visitor will consume or make visible any alcoholic beverages or illegal substances at any Fire Station, at an emergency scene, or any training or other Granbury Volunteer Fire Departmental function. The Officer in charge will take the appropriate actions to remove any violator of this policy and bring charges to the Granbury Police Department to investigate, assure due process occurs, and take appropriate actions, per the Granbury Volunteer Fire Department disciplinary policy.

It is the intent of this policy to assure the Granbury Volunteer Fire Department is compliant with the law and maintain the highest standards that can be set demonstrated by our profession. Our organization must recognize the responsibility and obligation to conduct our personal and professional life gaining the trust and confidence of the Granbury Volunteer Fire Department and the community. Offenses include, but are not limited to intoxication or use of controlled substances (drugs). This includes the use of intoxicants at an emergency call or Granbury Volunteer Fire Departmental activity with the smell of alcohol on clothes or breath.

This policy includes the provision that members will be subject to unannounced substance abuse testing. Failure to submit to testing is grounds for immediate termination from Granbury Volunteer Fire Department.

Any member found in violation of this policy may also be required to participate in follow-up activities, which may include further evaluation, treatment and/or counseling. Additionally, the member will be subject to unannounced substance abuse testing during the 12-month period following the positive test. A member who fails to follow the requirements of this policy or

whose suspension is upheld will be subject to disciplinary action consistent with the Granbury Volunteer Fire Department discipline policy, up to and including termination of membership. The Granbury Volunteer Fire Department may take disciplinary action against a member based on the nature and severity of the offense.

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|  GRANBURY VOLUNTEER FIRE DEPARTMENT EST 1907 | | |
| P | SOP Title: Hose Testing | |
| | SOP Number: | |
| | Original Date: 2011 | Revision Date: 1/25/20 |
| Granbury Volunteer Fire Department Standard Operating Policy | | |

Hose Testing

Purpose:

To safely pressure test fire hose primarily following the NFPA 1962 standard.

Granbury Volunteer Fire Department also will accept any private company that performs hose testing and inspection, as long as the company is compliant with NFPA 1962 standards and the documentation system conforms and matches existing records.


WARNING - PART OF THIS TEST IS EXTREMELY DANGEROUS! NEVER BE NEAR ANY HOSE WHILE PRESSURE TESTING!

Procedure for approved department members performing the test:

- Flat lay the hose to be tested assuring long sweeping turns and NO kinks.
- Record all tracking numbers; reapply the tracking number to the hose to assure it is legible.
- Hose tracking is accomplished by marking each section with the following codes. Each size of hose will have its own set of numbers in sequential order department wide. (Example 1 thru x)
- Use black spray paint to paint a ring around the 5-inch hose one-half the distance of the full length of each section.
- Attach an appropriate nozzle or valve/bleed device to the far end, and connect the other end to the engine or hose tester being used as the pressure producer.
- Connect the pumper to a fire hydrant and admit hydrant water pressure only to fill the hose and bleed all air out of hoses and appliances. The pumper is not to be in pump gear. When the air bleed is complete, shut off the nozzle device. Allow a slight water flow at the bleed device. (This applies to 5 inch hose only)
- For a 5-inch hose test, use a 50-foot section of 2-1/2 inch hose from the engine to the first section of 5-inch hose being tested. This prevents apparatus damage in the event the 5-inch fails.
- Connect the hose tester to a water supply and admit water pressure only to fill the hose and bleed all air out of hoses and appliances. Allow a slight water flow at the bleed device. (This applies to all other sizes of hose lines)
- All hose - A circle will be drawn with a black marker at each coupling **on the hose**; this will show any separation from the coupling and hose during the high-pressure test.

- Allowing hydrant pressure only (no pump), inspect the entire length for cuts, abrasions, and leaks, making note of each.
- After inspection and acceptance, pressure up to 100 PSI and hold for 2 minutes observing any failures. **No one is to be near the hose being tested.** Water must be discharged slightly from the booster line to allow for pump cooling for the five-inch test.
- After successfully performing above steps, pressure up to:
 - 5 inch - 200 psi for 5 minutes
 - 3 inch to 1.5 inch - 400 psi for 5 minutes

DO NOT allow personnel near the hose being tested!
- After successful testing, Reverse pack all 2.5, 3, and 5-inch hose.
- Any hose that fails should be replaced from hose rack, tested, tracking numbers recorded and information passed to the chief.

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|  GRANBURY VOLUNTEER FIRE DEPARTMENT EST 1907 | | |
| 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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|  GRANBURY VOLUNTEER FIRE DEPARTMENT EST 1907 | | |
| 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 establish procedures for reporting incidents/accidents involving firefighters, apparatus or equipment.

Procedure:

If a firefighter is injured, equipment or apparatus is damaged; the officer in charge and Chief or Assistant Chief will be notified immediately. The following information will be provided:

- Name(s) of injured/Item or vehicle damaged
- Extent of injuries/damage
- Location
- If transport to hospital is needed

Unless it is a life-threatening situation, no injured firefighter(s) should be moved, or allowed to move, until checked by qualified medical personnel.

If it is deemed by a qualified medical authority that the injured party needs further medical attention, the injured party will be transported to a hospital for medical treatment. In the hospital, all information regarding responsibility for payment should be Texas Municipal League, members should reference the card given to them by the city and carried on their person.

As soon as possible, an incident report will be completed and provided to the chief. As appropriate, an investigation will be conducted. If anyone was injured, might be injured or possibly could be injured in the future, fill out a first line injury report and provide to the Chief.

It is also required that engineer/operator of the apparatus must submit to a drug test if requested by the City of Granbury or Chief or Assistant Chief. Failure to submit to a drug test is grounds for automatic termination/suspension/demoted from Granbury Volunteer Fire Department. If the engineer/operator fails the drug test, that member will be immediate terminated from the department and charges could be filed with Granbury Police Department.

Granbury Volunteer Fire Department

Incident Report

Name: _____ Job Title: _____

Address: _____ Date of Incident: _____

_____ Time of Incident: _____

Home Phone: _____ Starting Time: _____

Social Security #: _____ Sex: _____ Male _____ Female

Type: _____ Member _____ Visitor Lost Time: _____ Yes _____ No

Department: _____

(If Lost Time, Possible Return to Work Date)

Officer Notified: _____

Exact Location of Incident: _____

Description of Incident (who, what, where, why, how) _____

Causes or Contributing Factors: _____

Recommendations: _____

Action Taken: _____

Witnesses or People Familiar with the Incident

| <u>NAME</u> | <u>ADDRESS</u> |
|-------------|----------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Injuries Involved: ☐ Yes ☐ No (description of injuries and where treatment was sought):

If the injured party is a member of Granbury Volunteer Fire Department, please provide:


Date of Birth: _____ Start Date: _____

Married: ☐ Yes ☐ No # of dependents: _____

Signature of person filling out report

Address

Phone Number

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|  GRANBURY VOLUNTEER FIRE DEPARTMENT EST 1907 | | |
| 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

Purpose: To help prevent the occurrence of members being in distress, missing, lost, injured, trapped or unconscious and not being able to summon assistance. To provide each member with a device to be worn on the SCBA which emits an audible alarm signal in order to summon assistance in the event that a firefighter becomes incapacitated or needs assistance. To provide members with training, which when complete, will give the Members the knowledge and skills necessary to inspect, use, search for, locate and maintain in working order the Personal Alert Safety System (PASS) device.

Policy:

Each SCBA is equipped with an automatic PASS device:

- A. Members will not be permitted to operate in any hazardous environment without a PASS device in operation.
- B. The PASS device will not be removed from the SCBA by any personnel other than those authorized to perform repairs and maintenance on the device.
- C. The device will be checked for proper functioning prior to use and after each use.
- D. A report of defective or missing equipment is to be forwarded to the Chief. The appropriate station Captain will be notified and arrange immediate replacement of the SCBA unit.
- E. SCBA will be inspected monthly with the PASS device and batteries.
- F. Training utilizing the PASS devices will be conducted annually to maintain both the knowledge and skills necessary to inspect, use, search for, locate, and maintain in working order the PASS devices.

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|  GRANBURY VOLUNTEER FIRE DEPARTMENT EST 1907 | | |
| P | SOP Title: | |
| | SOP Number: | |
| | Original Date: 1/25/20 | Revision Date: |
| Granbury Volunteer Fire Department Standard Operating Policy | | |

Personal Conduct – Detectable Odors

Policy:

To insure the personal safety and well-being of each individual member and the public; **no member will have at any time any detectable odor and/or smell of alcohol or other non-permitted product on their breath.**

Purpose:

To assure well-being to members and the public.


Scope:

This pertains to all personnel.

Procedure:

Such an odor and/or smell will constitute "...reasonable cause to believe that a member is impaired..." Any such personnel reporting for duty with such a detectable odor and/or smell will be:

1. Removed from their assignment.
2. They will be sent home on sick leave. A ride home may be arranged by an Officer or Senior Member.
3. If there is any doubt about that individual's ability to safely and/or legally go home on their own, this will constitute an extenuating circumstance that will be dealt with on a case by case basis. In all such cases, however, the individual will be considered as being off duty and not subjected to emergency response.
4. In any cases where such "impairment" is established, the circumstances will be forwarded in writing to the Chief. Such notice to the Chief will constitute a written charge and the alcohol policy contained within the provisions of this policy will be initiated.
5. The above directive will be enforced strictly with the intention of providing protection to all concerned; i.e., the individual, other member's personnel, the Fire Department, and the public. It should also serve to help those who may be in need of assistance via the Department's Family Assistance Program.

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|  GRANBURY VOLUNTEER FIRE DEPARTMENT EST 1907 | | |
| 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 Response

Purpose:

To establish guidelines governing the response to department events/incidents in privately owned vehicles (POVs).

Procedure:

Personnel must follow all laws and regulations for the City of Granbury and the State of Texas that apply to non-emergency vehicles. Members running emergency lights on their POV's are not allowed to break any City or State traffic laws for a faster response to their perspective station. These members must:

1. Have a current Texas Driver's License
2. Be responsible for any complaint filed or violation issued and are personally responsible for any ticket, violation, accident, injury or death caused by that member driving or riding in a POV.
3. Be responsible for knowing and having current, State of Texas, vehicle issuance requirements.
4. Know and understand: If you have an accident while driving POV with or without lights on, that you are still liable and responsible for all tickets, violations, accidents, injuries or deaths caused while operating your POV or riding in a POV. In addition, the member cannot hold the City of Granbury or the Granbury Volunteer Fire Department responsible for the member's actions while driving or riding in a POV.


Responding to the Station for calls of service:

1. Upon notification of a call for service, personnel will respond directly to the station, obeying all traffic laws and assuming all responsibility for their actions. Any member who is interested in putting lights on their personally owned vehicles need to refer to Texas State Laws that provide direction on the proper lighting requirements. Warning lights are considered a courtesy light, and do not give the responder right-of-way.
2. The member may respond to the scene if their response route would take them by or through an accident, medical, or vehicle accident scene. Any call that would be fire scene related, all members must respond to their perspective stations.

3. If the member has approval to carry their gear in their personally owned vehicle. In addition, if the member will drive past the scene to make the station, then that member can stop. The member must notify dispatch they are on scene and or markup "On Scene" with the I am Responding App on their personal phone. **Know that when a member does this, they runs of the risk of being on scene without any apparatus, tools or equipment and the public will still have the same standard of expectation for services rendered. It is highly recommended that the member figure out how to get to the station and then respond.**

POV Response Requirements

1. Responding members will not respond to the incident scene with their minor children and leave the minor children unsupervised for any amount of time. EXCEPTION, if traveling and you come upon the emergency scene you can take action only as long as your participation does not place your minor child in any danger, and the minor child is not left unsupervised. No warning lights may be used with minor children in the POV.
2. Responding members will park their POV well away from the incident and in such a manner as to NOT block incoming emergency vehicles. Keep in mind that determining and supporting scene safety is your first consideration.
3. Upon arrival to the scene, the responding member will report directly to the Incident Commander to check in and receive his/her assignment.

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|  GRANBURY VOLUNTEER FIRE DEPARTMENT EST 1907 | | |
| 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: It is the policy of the Granbury Volunteer Fire Department to prohibit the unlawful discrimination of any member of the Department in any fashion pertaining to that person's age, sex, race, creed, color, national origin, marital status, or disability. The City of Granbury and the Officers of the Granbury Volunteer Fire Department do not condone and will not tolerate discrimination by its members and will not condone or tolerate discrimination of its members by anyone.

Sexual Harassment is broadly defined as any unwelcome sexual advances. Requests for sexual favors, verbal or physical conduct of either or if submission to such conduct is made expressly or implicitly a term or condition of gaining membership. If submission to such conduct interferes, with a person's work performance or creates an intimidating, hostile, or offensive environment. The Officers of the Granbury Volunteer Fire Department do not condone and will not tolerate sexual harassment, of any kind, by its members and will not condone or tolerate sexual harassment of its members by anyone.

Complaint Procedure: Any member who feels that they have been discriminated against or harassed, or if they have witnessed discrimination or harassment, or have reason to believe that discrimination or harassment is taking place, should immediately report the matter to the Officers of the Granbury Volunteer Fire Department, preferably to the Chief or Assistant Chief.

The Officers of the Granbury Volunteer Fire Department will handle all allegations of harassment or discrimination in a lawful manner to ensure that any such conduct does not continue. As a matter of routine, the Officers of the Department will investigate all complaints of harassment or discrimination. Such investigations will be conducted as discreetly and as confidentially as circumstances allow. Where there is evidence of discrimination or sexual harassment, appropriate remedial action will be taken and The City of Granbury Police Department can possibly be notified. Any member found guilty of such behavior will be subject to disciplinary action, up to and including discharge from the Granbury Volunteer Fire Department and possibly have charges filed against them from a law investigation. The Officers of the Department will not permit any person to be adversely affected in membership because of his or her having brought a complaint of discrimination or harassment so long as such complaint was not made falsely. False allegations will be investigated and violators will be subject to disciplinary action up to and including discharge from the Granbury Volunteer Fire Department

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|  GRANBURY VOLUNTEER FIRE DEPARTMENT EST 1907 | | |
| P | SOP Title: 2-In, 2-Out | |
| | SOP Number: | |
| | Original Date: 2011 | Revision Date: 1/25/20 |
| ABC Fire Department Standard Operating Policy | | |

2-In, 2-Out

Policy:

To operate as safely and effectively on emergency scenes as possible, the Granbury Volunteer Fire Department has established the following procedures that will be adhered to by all operational personnel.

Scope:

To establish standard guidelines and procedures that will serve to provide a safer working environment for all personnel and to reduce the risk of injury or death because of department operations at emergency incidents. This policy complies with the 2-In, 2-Out provisions in the Occupational Safety and Health (OSHA) Respiratory Protection Final Rule (Title 29 CFR Part 1910).

Definitions:

Immediately Dangerous to Life or Health (IDLH) Atmosphere – An atmospheric concentration of any toxic, corrosive or asphyxiant substance that poses an immediate threat to life or would cause irreversible or delayed adverse health effects or would interfere with an individual's ability to escape from a dangerous atmosphere.

Rapid Intervention Team (RIT) – A specifically designated team (minimum two members) designed to provide personnel for the rescue of emergency service members operating at emergency incidents (“Rescue the Rescuer”) if the need arises.

Incipient Fire – A fire in the initial or beginning stage.

PAR – Personnel Accountability Report.

Procedure:


The first arriving company will determine if the incident involves an “IDLH atmosphere”. At no time will individuals enter an IDLH atmosphere independently (free lancing). Teams of at least two (2) members wearing self-contained breathing apparatus (SCBA) and personal protective equipment (PPE) equipped personnel will be required for entry into a hazardous atmosphere at all times.

In fire situations, it will be necessary for the incident commander to determine if the fire is in the incipient stage. A team of two (2) qualified firefighters may take action to extinguish an incipient fire without the establishment of a rapid intervention team (RIT).

- If the presence of an "IDLH atmosphere" has been determined, two (2) qualified firefighters (properly equipped and trained) are outside the IDLH atmosphere to serve as the RIT to rescue the rescuers if necessary. The Incident Commander (IC) and the pump operator can serve as the initial two out crew. Once additional personnel arrive, the IC and the pump operator will be relieved for the 2-Out duty.
- Members operating in IDLH atmospheres must use SCBA and PPE working in teams of two or more. They must maintain voice or visual contact with each other, command and their division or group officers at all times. Portable radios and/or safety rope are not acceptable as replacements for voice or visual contact. Radios can (and should) be used for fire ground communications, including communications between interior and exterior teams. Team members must be in close proximity to each other to provide assistance in case of an emergency.

Exceptions

1. Upon arrival at the scene, if members find an **imminent life threatening situation or probable life threatening situation** where immediate action may prevent the loss of life or serious injury, such action will be permitted without a RIT in place. (Examples: report of persons inside, signs of persons inside, etc.)
2. The incident commander will evaluate the situation, considering the occupancy, time of day, day of week, reports from persons on the scene, signs that persons may be inside the structure, etc. Entry may be considered if signs indicate a probable victim rescue. In the absence of clear signs or a report from a responsible person on the scene that people are in the structure, it is to be assumed that no life hazard exists and interior attack will not be initiate until the RIT is in place

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|  GRANBURY VOLUNTEER FIRE DEPARTMENT EST 1907 | | |
| 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. Granbury Volunteer Fire Department also requires of the membership:

1. The member declares to department Chiefs they will be carrying
2. Provide documentation of training to carry a weapon and current License to Carry (LTC). Current License and Renewals proof must be provided to the Department Fire Chief and placed in the member's personal file.
3. Understand the member is fully liable for their actions; ethical, moral and legal in the event that they use their weapon, display their weapon and potentially display/discharge their weapon while acting as a Granbury Volunteer Fire Department Member. Members must be familiar with what current Texas State laws require and be familiar with the laws, statutes and mandates.
4. Granbury Volunteer Fire Department Chief, Assistant Chief or Officers; ensure the member has read, and understood the policy for Personal Firearms & Weapons.
5. At all times, the member is responsible for their weapon being secured or stored properly.
6. Only legal weapons allowed by Texas State Law are permissible.

UNDER NO CIRCUMASTANCE WILL ANY MEMBER GO INTO SERVICE WHILE CARRYING A FIREARM AND/OR DANGEROUS WEAPON ON THEIR PERSON UNLESS THE CHIEF, ASSISTANT CHIEF OR OFFICERS EXPLAIN THE GRANBURY VOLUNTEER FIRE DEPARTMENT POLICY FOR PERSONAL FIREARMS & WEAPONS.

Purpose:

To establish rules and regulation regarding firearms and/or dangerous weapons in and around the fire station and at fire/emergency scenes.

Scope:

All Granbury Volunteer Fire Department personnel

Procedure:

The term ***Weapon*** will include:

- Gun, rifle, pistol or any other weapon that would shoot a high speed projectile
- Any type of knife with an edge portion of the blade exceeding 6 inches

The only exceptions to this rule are as follows:

- On duty police or military personnel.
- Off duty police personnel who are under the direction of their (police) departmental procedure requiring them to carry a weapon when off duty. The Fire Chief reserves the right to confirm this policy with the officer's employer.
- Any member who performs proper notification to the Fire Chief or Assistant Chief to carry a firearm and/or dangerous weapon onto fire department property.


It is the responsibility of the firefighter to secure his/her weapon in a safe manner as prescribed by Granbury Volunteer Fire Department and/or common sense. Any offense of the above procedure will be a verbal and written warning, and subsequent offenses will result in suspension or expulsion from the department. Personal carrying weapons on scenes are the last resort for membership safety, if law enforcement is on scene, it is expected that membership will rely on law enforcement first and act second.

Member Signature

Date

Chief or Assistant Chief


Date

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|  GRANBURY VOLUNTEER FIRE DEPARTMENT EST 1907 | | |
| 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 with Department Vehicles

Policy:

Any Granbury Volunteer Fire Department members driving an apparatus through a known school zone will not drive faster than the posted speed limit. There is no allowed speed over the posted speed for the school zone. All members for safety will remind any driver or operator of apparatus that they are driving through a school zone and need to reduce speed to the appropriate speed for the school zone.

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|  GRANBURY VOLUNTEER FIRE DEPARTMENT EST 1907 | | |
| P | SOP Title: Knox Box | |
| | SOP Number: | |
| | Original Date: 1/30/20 | Revision Date: |
| Granbury Volunteer Fire Department Standard Operating Policy | | |

Knox Box Key Systems

Purpose:

This procedure provides a policy for the secure use and operation of a Knox Box Key Retention System by the Granbury Volunteer Fire Department in all locations within the City of Granbury.

Procedure:

The Knox Box Key System allows for rapid, non-destructive entry into structures without causing unnecessary damage. The Knox Box Key System reduces department liability when handling individual occupancy keys with no accountability.

Authority

The designated Knox Box Coordinator for the Granbury Volunteer Fire Department is the City Fire Inspector Kevin Jones. Approval for initial Knox Box installation can only be granted by the Knox Box Coordinator.

Additional Knox Box keys and other Knox Box related equipment needed must be authorized by the Knox Box Coordinator

Responsibilities

The Granbury Volunteer Fire Department retains the only keys to access Knox Boxes and other Knox related devices (padlocks, etc.) that have been manufactured for Granbury Volunteer Fire Department use. Therefore, it will be necessary for a Granbury Volunteer Fire Department representative to be present any time access is needed into a Knox Box.

The Incident Commander, Chief, Officer or Senior member of the emergency incident will be responsible for the use and security of the Knox Box at the scene of an emergency incident in the City of Granbury.

Key Access

Knox Box master keys will be maintained on Granbury Volunteer Fire Department apparatus utilizing a Sentra Lock Master Key Retention Device. This box has been permanently mounted to selected Granbury Volunteer Fire Department apparatus to secure Knox Box keys until they are needed for emergency use.

A personal security code assigned to designated personnel will allow the removal and re-securing of the key during emergency incidents. Dates and times of key, removal is documented within the unit and available to be retrieved for auditing.

Upon arrival at an occupancy that features a Knox Box, the device can be opened:

- Perform fire suppression/investigation activities
- Investigate and mitigate an elevator emergency
- Investigate an activated fire alarm system

The Knox Box will only be accessed and utilized for Granbury Volunteer Fire Department operations. Law enforcement, EMS, etc., are not to be given access to a Knox Box without approval by the Knox Box Coordinator of the Granbury Volunteer Fire Department.

The incident commander will ensure that an emergency contact person assigned for the occupancy was notified to respond and dispatch must be notified over the radio that the, “Knox key is beings released.” Some Knox Boxes are connected to the occupancies/building burglar alarm system and can activate an alarm signal when opened.

If possible, a law enforcement officer should be present during the fire department's entry into a structure utilizing a Knox Box key and while fire department crews are inside performing an investigation.

Once a key is removed from the Knox Box to be used to gain entry, the Knox Box will be re-secured and locked. The Knox Box will not remain open if other keys are present in the device.

At the conclusion of the incident, all keys will be re-secured inside the Knox Box. If possible, the emergency contact on location or management from the occupancy should witness fire personnel re-securing the keys in the Knox Box.

Documentation


Documentation that the Knox Boxes utilized on the incident to gain access to a structure will be provided on the incident report for the assignment.

Loss of Keys

In the event of a lost Knox Box key, a narrative report will be sent to the department chief and the Knox Box Coordinator immediately. Should the loss be due to theft, a police report will be required and notification will be made immediately to the department chief and the Knox Box Coordinator.

Coordinator: To be named by the Chief

1. Kevin Jones – City Fire Inspector
2. Marty Marciniak – Updates the Knox Key holder in the apparatus

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|  GRANBURY VOLUNTEER FIRE DEPARTMENT EST 1907 | | |
| 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:

The Granbury Volunteer Fire Department will administer a physical fitness assessment to any new applicant to the department. The purpose of the assessment is to ensure the applicant can perform the basic physical skills required to work on emergency scenes and demonstrate their ability to “self-rescue”.

Policy: All new applicants will demonstrate and pass Granbury Volunteer Fire Departments physical fitness assessment. The assessment is pass or fail.

Procedure: The test administrator will schedule the assessment when the applicant is available. The following assessment will be explained to the applicant before the test begins and all questions will be answered. Applicant will need to be dressed appropriately in shorts, tee shirt and closed toed tennis shoes.

- The applicant will lay down on their back, flat on the ground and stand up to their feet. The applicant will perform the assessment unassisted and they are not allowed to use any tools, equipment or additional personal. The applicant must stand under his or her own physical ability.
- The applicant will then walk to a treadmill and a department representative will set the treadmill up to the following standards. The applicant will then assess cardio vascular ability while doing:
 - 2 MPH walk
 - 5 minutes in total time walking
 - Zero degrees incline
- The applicant will take a one minute break
- The applicant will walk over to the next evolution at a side compartment of an apparatus; the applicant will lift and remove a designated piece of equipment (generator or PPV fan), place the equipment on the floor next to the apparatus and then lift the equipment and place it back into the compartment. The applicant will have one minute to assess upper body fitness while:


- Lift the equipment and remove it from the compartment
- Place the equipment on the floor next to the compartment
- Stand vertically
- Bend down and lift the equipment and place the equipment into the compartment
- The applicant will take a one minutes break
- The applicant will walk over to a rescue manikin and will perform a firefighter drag over 50 feet. The applicant will have one minute to assess lower body fitness while:
 - Lift the rescue manikin and drag the manikin 50' safely without stopping or dropping the manikin
- After completion of the full assessment, a determination will be made.

Failure: At any point during the assessment, the instructor will stop the assessment if the applicant:

- Fails to safely stand from a laying position unassisted
- Fails to safely finish walking on the treadmill for 5 minutes continuously
- Fails to safely lift the equipment from the compartment or cannot lift the equipment
- Fails to safely drag the rescue manikin
- The Instructor determines the applicant is acting in any unsafe manner
- The Instructor determines the applicant is having any medical emergency
- The Instructor determines the applicant's personal safety and health are at risk, the instructor will stop the assessment immediately.
- The Instructor determines the applicant becomes argumentative or refuses to perform all sections of the assessment

Retesting Physical Fitness after Failure:

- If a failure is determined from the assessment, the applicant may challenge the test one more time at a future scheduled date. There will be no alteration to the physical fitness assessment and the policy for physical fitness will be administered again by a different instructor.
- If the applicant fails again then, the applicant can apply again to Granbury Volunteer Fire Department 6 months later.

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|  GRANBURY VOLUNTEER FIRE DEPARTMENT EST 1907 | | |
| P | SOP Title: Taking Department Squads to a Personal Residence for Response | |
| | SOP Number: | |
| | Original Date: 2/2/20 | Revision Date: |
| Granbury Volunteer Fire Department Standard Operating Policy | | |

Taking Department Squads to a Personal Residence for Response


Policy:

The Granbury Volunteer Fire Department Chiefs or Captains can take Squad 1 or Squad 3 home to their personal residence with the sole intent of direct response to emergency scenes in The City of Granbury.

Purpose: The Chief or Officers will make scene, give a size up, and determine any future actions needed or required. With a quick response to a scene and command put into place, the services provided will be more efficient and have an immediate impact.

Procedure:

- The apparatus is taken to their personal residence only
- The apparatus is used for only for response to all dispatched fire calls or returning to the station for a more appropriate apparatus for response.
- No more than one Squad can be taken to a personal residence
- The Chief or Assistant Chief is notified the apparatus will be taken out of the corresponding Station

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|  GRANBURY VOLUNTEER FIRE DEPARTMENT EST 1907 | | |
| 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:

The Granbury Volunteer Fire Department purchased a time clock system for tracking the work hours of the membership at the station and for when responding to dispatched calls. The hours logged and tracked can be utilized for many different reasons: justification for budgets, grants, ISO staffing requirements and any other application where work hours are required to be logged.

Procedure:

- Once an individual is voted on as probationary member, that individual will be entered into the time clock.
- All members are required to “clock in” when entering the station for any duty and are required to “clock out” when leaving the stations.
- The time clocks are set after 10 hours of being clocked in, if the member has not clocked out, the time clock system will automatically log them out and credit 2 hours to that individual.

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|  GRANBURY VOLUNTEER FIRE DEPARTMENT EST 1907 | | |
| 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:

The purpose of this standard operating procedure is to provide a process for live fire training evolutions are done in a safe manner and meet OSHA, NFPA 1403, SFFMA and TCFP standards for live fire training. This standard is also to provide a process that the exposure to health and safety hazards for the firefighters receiving the training is minimized.

Scope:

This policy applies to all members of Granbury Volunteer Fire Department or any agency using the burn building located at the Granbury Volunteer Fire Department training grounds.

Policy:

Safety will be the primary consideration at all live fire training exercises. For that reason, strict compliance with OSHA, NFPA 1403, NFPA 1500, SFFMA and TCFP will be required for all live fire-training activities.

Procedure:

- A. Live fire training is strictly prohibited within the fire department except as specifically authorized in this policy.
- B. Due to the potential for serious injury or loss of life during live fire training, any member who conducts or engages in live fire training outside the parameters authorized by this policy will be deemed to have committed a serious offense for which termination is appropriate as a first offense, without regard to progressive discipline.
- C. Live fire training will only be permitted when authorized by the Chief, Assistant Chief and or the training officer who will be at the training field during the burn. Live fire training evolutions should be scheduled 3 days prior to the live fire training evolution. Prior to granting permission for members of the department to engage in any live fire training the Fire Chief and primary training officer will ensure that the exercise will be conducted in accordance with OSHA, NFPA 1403 and NFPA 1500.
- D. All instructors who deliver live fire training will have successfully completed the Granbury Volunteer Fire Department training program for Live Fire Training and have experience as an Instructor or certified to a Level 1 Instructor by SFFMA/TCFP.
- E. No alcoholic beverages or drugs will be permitted on the training grounds where live fire training is taking place. No individual on the training field can be under the influence of any

- substance.
- F. All students whom will be participating in any live fire training evolutions will have the Granbury Volunteer Fire Department Participation Release and Indemnity Form completed.
 - G. All personnel will wear NFPA 1971 approved Personal Protective Equipment (PPE) for Structural Firefighting including SCBA (self-contained breathing apparatus) (NFPA 1981) and PASS (personal alert safety system) device (NFPA 1982) while inside the burn house or when close enough to be effected by products of combustion above IDLH (immediately dangerous to life and health) thresholds. All PPE will be inspected by assigned instructors or assistants for completeness prior to entry into the burn building.
 - H. At no time will any spectators or visitors be permitted in the operations area of a live fire training evolution while active operations are present. Family, friends and visitors are allowed to attend and watch if they remain a safe distance determined by the lead instructor.
 - I. A minimum of basic life support (BLS) capabilities will be present at all live fire evolutions.
 - J. Rehab will be set up and performed by whichever standards the Fire Department use.
 - K. All safety, injury, and/or other reports will be completed and maintained by the instructor-in-charge of the live fire training evolution and turned in with the training roster. In the event of an injury and someone is taken or transported to the hospital or clinic, the Chief or Assistant Chief will be notified.
 - L. All fuels utilized during live fire training will be in accordance directed by the EPA (Environmental Protection Agency), NFPA (National Fire Protection Standards) and Fire Commission standards. THE ONLY FUEL APPROVED FOR USE INSIDE GRANBURY VOLUNTEER FIRE DEPARTMENTS BURN HOUSE IS UNFERTILIZED GRASS/HAY.
 - M. Communications will be addressed, monitored and maintained prior to and during all live fire training evolutions. The appropriate Tach Channel will be the channel utilized during all live fire-training evolutions and dispatch will be notified before the evolutions begin.

Live Fire Training at Fire Department Burn Facility:

1. **Positions:** Prior to conducting a live fire training exercise, the following personnel will be designated:
 - a. **Instructor-In-Charge:** The instructor designated to be in overall command of the training evolutions. The instructor-in-charge may also be referred to herein as the incident commander.
 - b. **Ignition Instructor:** An instructor will be designated as the “ignition instructor” to control the materials being burned.
 - c. **Safety Officer:** A safety officer will be appointed for all live fire-training evolutions. The safety officer will have the authority, regardless of rank, to intervene and control any aspect of the operations when, in his or her judgment, a potential or actual danger, accident, or unsafe condition exists. The responsibilities of the safety officer will include, but will not be limited to preventing unsafe acts and eliminating unsafe conditions. The safety officer will provide for the safety of all persons on the scene including students, instructors, visitors, and spectators. The safety officer will not be assigned other duties that interfere with safety responsibilities. The

safety officer will be knowledgeable in the operation and location of safety features available within the burn building, such as emergency shutoff switches, gas shutoff valves, and evacuation alarms.

- d. **Pump Operator:** An experienced firefighter will be assigned to the operation of an engine during a live burn operation. One pump operator will be assigned to each engine used for an evolution. The instructor will be both authorized and qualified to operate the engine.
 - e. **Instructor:** An individual assigned by the instructor-in-charge to deliver firefighting training, who has the training and experience to supervise students during live fire training evolutions.
 - f. **RIT Team (Safety Team):** A Rapid Intervention Team (Safety Team) must consist of a minimal of two personnel and positioned to make entry to assist entry teams out of structure if called upon. RIT team must be in place before entry team can make entry under IDLH atmosphere.
 - g. **Rehabilitation Instructor:** An instructor assigned to the rehabilitation area to check vitals as crews exit structure and provide fluids. Should be an EMT-B or higher certification.
 - h. **Incident Command:** A person in charge for all aspects of the training evolution; including managing all operations, applications of resources as well as responsibility for all persons involved.
 - i. **Accountability Officer:** An instructor in charge of maintaining student and instructor integrity and use of P.A.R. (personal accountability report).
2. **Inspections:** The Instructor-In-Charge and the safety officer will visually inspect the burn building for damage prior to any live fire training evolutions. Prior to any burns the students must do a walkthrough of the building and be shown where all available exits are located
3. **Water Supply:**
- a. The instructor-in-charge of the live fire training evolutions will determine, prior to each specific evolution, the number of training attack lines and backup lines that are necessary to ensure adequate water supply.
 - b. Instructor-in-charge ensures water supply is in place before training evolution begins.
 - c. For every evolution, there will be one attack line and one safety line. Safety Line and attack line can come from same or separate water sources.
4. **Instructor:**
- a. All instructors will be qualified to deliver fire fighter training.
 - b. The participating student-to-instructor ratio will not be greater than 5 to 1.
 - c. Additional instructors will be designated when factors such as extreme temperatures or large groups are present, and classes of long duration are planned.
 - d. Prior to the ignition of any fire, instructors will ensure that all protective clothing and equipment specified in this chapter are being worn according to manufacturer's instructions.
 - e. Instructors will take a head count of personnel when entering and exiting the building during an actual attack evolution conducted in accordance with this policy.

- f. Instructors will monitor and supervise all assigned students closely during the live fire training evolutions.
- g. The instructor-in-charge will consider the circumstances of each training session and make provisions for the rest and rehabilitation of members operating at the scene, including medical evaluation and treatment, food and fluid replenishment, and relief from climate conditions, in accordance with the circumstances of the training session.

5. Fuel:

- a. The fuels that are utilized in live fire training evolutions will have known burning characteristics that are as controllable as possible.
- b. Unidentified materials, such as debris found in or around the structure that could burn in unanticipated ways, react violently, or create environmental or health hazards, will not be permitted.
- c. Fuel materials will be used only in the amounts necessary to create the desired fire size. **No more than one bale of hay can be used per room.**
- d. The use of flammable or combustible liquids will not be permitted in live fire training evolutions in structures.
- e. The instructor-in-charge will assess the selected fire room environment for factors that can affect the growth, development, and spread of the fire.
- f. The training exercise will be stopped immediately when the instructor-in-charge determines through ongoing assessment that the combustible nature of the environment represents a potential hazard.
- g. The exercise will continue only when the actions have been taken to reduce the hazard.

6. Training Evolutions:

- a. Additional safety personnel, as deemed necessary by the safety officer, will be located strategically within the structure to react to any unplanned or threatening situation or condition.
- b. A method of fire ground communications will be established to enable coordination among the incident commander, the interior and exterior sectors, the safety officer, and external requests for assistance. A designated Tach Channel will be channel used while operating on live fire training evolutions and dispatch will be notified.
- c. A building evacuation plan will be established, and conveyed to all instructors and students prior to live fire-training beginning. An evacuation signal will be demonstrated to all participants prior to live fire training. Typically, three air horn blasts from an apparatus indicated an emergency evacuation signal.
- d. A search of the structure will be conducted immediately prior to ignition to ensure that no unauthorized persons, animals, or objects are in the building.
- e. No live person(s) will play the role of a victim inside the building. GVFD has training mannequins for practicing victim rescues.
- f. Fires will not be located in any designated exit paths.
- g. The training session will be curtailed, postponed, or canceled, as necessary, to reduce the risk of injury or illness caused by extreme weather conditions.
- h. All participants will be inspected by the safety officer prior to entry into a live fire training evolution to ensure that the protective clothing and SCBA are being worn according to manufacturer's instruction and are in serviceable condition.
- i. A minimum of basic life support capabilities should be present before live fire evolution begins.

- j. All forms must be filled out completely and roles assigned before live fire evolutions begin and attached to the training roster when evolution is completed.
- k. After all evolutions are completed the instructor-in-charge will be responsible for making sure the burn structure is inspected and that all equipment is put back in storage or back in service.
- l. If any or all of this live fire training burn policy is violated the instructor-in-charge will be held responsible and disciplined by fire chief accordingly or reported to their perspective department

Granbury Volunteer Fire Department Participation Release and Indemnity Form

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

I hereby certify that my personal protective clothing includes head, eye, hand, body and foot protection that meets or exceeds currently accepted minimum standards for each item.

I certify that either through my department affiliation or personal resources, I have proper and adequate insurance including life, health, and hospitalization to adequately cover me in the event an injury or death will occur during my participation in activities conducted by the Granbury Volunteer Fire Department, the City of Granbury, or their designees.

In consideration of Granbury Volunteer Fire Department and the City of Granbury accepting this application release and indemnity form and granting permission for my participation in the activities of the department. I the undersigned intending to be legally bound for myself, my heirs, executors, administrators, and assignees, hereby waive and release and all rights and claims for damage which I may suffer as the result of my participation in activities with the Granbury Volunteer Fire Department and the City of Granbury.

It has been explained to me and I fully understand that the activities conducted, which I may be permitted to participate in, involve personal health and safety hazards, which may and very probably will expose me to the potential for serious injury or death. Despite my personal knowledge of the probable presence of such risk, I knowingly, voluntarily, and intentionally assume those risks and any consequences resulting therefrom.

I certify that I am eighteen (18) years of age or older. I further agree to indemnify and to hold forever harmless the Granbury Volunteer Fire Department, City of Granbury, Texas, Hood County, Texas, all members and safety personnel as well as all sponsors, vendors, attendees and participants.

I the undersigned, acknowledge that I have read the foregoing application release and indemnity form and in consideration of the undertakings by the Granbury Volunteer Fire Department and the City of Granbury have voluntarily signed the same. Lastly, you have read and understood the GVFD SOP on the burn house and its appropriate use.

Print Name_____

Signature_____Date_____


Department/Organization_____DL#_____

Fee Schedule for Granbury Volunteer Fire Department Training Field Use

MASTER FEE SCHEDULE

City of Granbury

| | | 2020 | |
|--|--|-------------|--------------|
| | | Current Fee | Proposed Fee |
| Sec. 1.50.701 | Rental Fee for Fire Training Center | | |
| <i>For one (1) day each calendar month, the City allows the Fire Training Center to be accessible to all Hood County volunteer fire departments. If provided by the City, the Hood County fire departments <u>will</u> be charged for hay and propane usage at cost.</i> | | | |
| Additional reservation days will be charged as follows: | | | |
| (a) Paid Fire Departments | | | |
| | i. Per Day (up to 5 hours) | N/A | \$300 |
| | ii. Each Additional Hour | N/A | \$100 |
| | iii. Per Day (Site Manager/Facility Manager) | N/A | \$50 |
| (b) Volunteer Fire Departments both Hood County & Non-Hood County | | | |
| | i. Per Day (up to 5 hours) | N/A | \$125 |
| | ii. Each Additional Hour | N/A | \$50 |
| | iii. Per Day (Site Manager/Facility Manager) | N/A | \$25 |
| All departments must coordinate their training sessions with the Granbury Volunteer Fire Department which can be contacted at 817-579-1111 or gvfd@granbury.org | | | |

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|  GRANBURY VOLUNTEER FIRE DEPARTMENT EST 1907 | | |
| 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:

The Granbury VFD members that hold a state licensing of Advanced EMT or Paramedic can only operate on scene at an Advanced EMT level or lower. Once Texas EMS or mutual aid ambulance arrives on scene the Granbury VFD members that hold a state Paramedic license can operate at a paramedic level if requested by Texas EMS or mutual aid ambulance crew. Skills will be tested for competency and a record of these skills will be filed with the department. When a member of the Granbury VFD performs a skill at the advanced level or at a paramedic level, they will need to give the crew their name and badge number for charting purposes.

Granbury Volunteer Fire Department

Fire Chief

Matt Hohon

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|  GRANBURY VOLUNTEER FIRE DEPARTMENT EST 1907 | | |
| 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 membership Disciplinary Committee Actions: Any time disciplinary actions are to be taken or a disciplinary committee requested, the GVFD Policy on Disciplinary committee formation would be followed. In rare occasions, a Senior Officer may need to immediately suspend a member from all GVFD operations and business until the Disciplinary Committee can be formed.

Disciplinary Committee Formation

When a member brings to the attention of; or a non-member (Trustee) makes an official complaint to the Chief, Assistant Chief or Disciplinary Committee member that a specified member of GVFD has violated:

1. Articles and By-Laws
2. SOP/SOG
3. State or Federal Law
4. Any questionable moral or conduct unbecoming

The Chief, Assistant Chief or Disciplinary Committee member will form a Discipline Committee consisting of Station Captains and Lieutenants not involved in the complaint/incident for the purpose of the final recommendation of appropriate action recommended to the Chief or Assistant Chief, and when termination is recommended to the GVFD Membership.

The appointed Discipline Committees job is to:

1. Acquire facts and all related information
 2. Interview all persons involved
 3. Understand mindset, conditions of the scenario
 4. Have flexibility in determining degree of severity regarding the infraction
 5. Determine the appropriate action to be taken to discipline the member.
- Appropriate action should be flexible and have a wide range from options to recommend reeducation to termination of a membership.
- a. Reeducation
 - b. Mundane work tasks assigned
 - c. Suspension up to 30 days

- d. Active Membership Revoked and made Probationary Member for 90 days. If a member is demoted to Probationary, that member does not lose their Active Member Rights.
- e. Membership Termination

The Disciplinary Committee will document the following after determining the appropriate action and give a report at the next special or regular business meeting:

1. Name of member charged with infraction
2. Specific charge or infraction named
3. Articles, By-Law, State or Federal Law, SOP/SOG or moral code broken
4. Action taken or recommended for reeducation or corrective behavior
5. Signatures of the committee members at discussion and signature of the charged member

The Charged Members Admission of Guilt

Any member can appeal the Disciplinary Committees recommendation and actions at a regularly scheduled or special called business meeting. If the member does not appeal at the business meeting then this is accepting of the charges levied and accepts what the recommendation of the Disciplinary Committees corrective and reeducation actions are. If the accused member signs the Disciplinary Committees letter, then the accused accepts the committee's findings and agree to the committee's recommendation and ultimately admitting guilt.


Require Disciplinary Committee Reports to the Membership

Most Disciplinary Committee actions/recommendations will not be discussed at a meeting. If the accused member signs and accepts the Disciplinary Committees recommendation, then the member accepts responsibility to follow through with what requirements are assigned. In the event of:

1. Disciplinary Committee Recommends Termination
2. Accused member does not agree with Disciplinary Committees recommendation and appeals to the membership


Accused Member Appeals to Membership

If the disciplinary Committee recommends termination then that member is suspended until the next meeting. The accused member is given an opportunity to appeal to the membership at the next business meeting or special business meeting and given the opportunity to plead their argument at their own risk. The membership will make a final decision and the membership can provide an alternative corrective action to the disciplinary committee's recommendation.

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|  GRANBURY VOLUNTEER FIRE DEPARTMENT EST 1907 | | |
| P | SOP Title: Membership Termination | |
| | SOP Number: | |
| | Original Date: 9/18/21 | Revision Date: |
| Granbury Volunteer Fire Department Standard Operating Policy | | |

Any member or officer may have his or her membership terminated for violation of:

1. Articles and By-Laws
2. SOP/SOG violation
3. Violation of State or Federal Law
4. Disciplinary Committee Recommendation
5. Misfeasance, Malfeasance, Nonfeasance
6. Non attendance
7. Moved from Hood County
8. Failure to satisfactorily complete the probationary period
9. Charges levied at business or special business meeting (shit had to spiral out of control for this to happen)
 - a. Person charged allowed to speak
 - b. Violation outlined and explained
 - c. All arguments are heard and explained
 - d. Question and Answer period for noninvolved parties
 - e. Membership makes a vote (you get the gun and I'll get the peanut butter)


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|  GRANBURY VOLUNTEER FIRE DEPARTMENT EST 1907 | | |
| 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 | | |

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

1. Misfeasance – Misappropriation of money, theft of money, embezzlement and not limited to the miss allocation of equipment, tools or other resources that are intended for the use of GVFD membership.
2. Malfeasance – Intentionally causing the injury too or death of anyone
3. Nonfeasance - Blatant Incompetence that caused injury, death or actions taken have resulted in completely lack of confidence in the charged individual
4. Gross misconduct
5. Direct violation of:
 - a. Articles and By-Laws
 - b. SOP/SOG
 - c. State or Federal Law

Chief or Assistant Chief; a Captain will form a Disciplinary Committee according to **SOP - Disciplinary Committee Requirements and Process** and will call a special business meeting as soon as the Committee has made a recommendation to remove the Chief or Assistant Chief from office (it is recommended to have a Special Business meeting to stop the bleeding as fast as possible....)

Trustee Board Member, the board will act as the disciplinary committee and follow the prescribed SOP. If it is determined, that termination is recommended then the board will vote by a simple majority.

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|  GRANBURY VOLUNTEER FIRE DEPARTMENT EST 1907 | | |
| P | SOP Title: Probationary and Junior Membership | |
| | SOP Number: | |
| | Original Date: 9/19/21 | Revision Date: |
| Granbury Volunteer Fire Department Standard Operating Policy | | |

Probationary (need reference to by-laws section)

All Granbury Volunteer Fire Department Probationary Members will be:

1. At least eighteen (18) years of age,
2. Free from known mental or bodily infirmities that would interfere with their ability to perform physical activities, rescue operations, or firefighting,
3. A resident of Hood County before making application,
4. Required to complete a probationary term of six months, during which they will be required to:
 - a. Attend Training,
 - b. Attend Meetings,
 - c. Respond to calls as directed by the Bylaws.
5. The probationary requirement may be reduced or waived for Junior Firefighters who have actively participated in training and meetings for six months or more before their 18th birthday.

An applicant for probationary membership of the Granbury Volunteer Fire Department:

1. Submits an application to the Granbury Volunteer Fire Department,
2. Receives a recommendation from the membership committee,
3. Is subject to a confirmation vote to probationary membership, by three-fourths majority
vote of active and Reserve members at a regular business meeting.

For promotion from a Probationary Member to an Active or Reserve Member, the member:


- 1) Meets the requirements for Active or Reserve Membership,
- 2) Completed the six (6) month probationary period,

- 3) Made the Active or Reserve member call requirements,
- 4) Received a recommendation from a Training Officer,
- 5) Received a confirmation vote from Probationary Member to Active or Reserve Member, by three-fourths majority vote of the active members present at a regular business meeting.
- 6) Swear an Oath in front of the membership at a regularly scheduled business meeting and receive their department badge and helmet shield.

Junior FF requirements (I reference the NVFC jr's program, easy copy and paste)

All Granbury Volunteer Fire Department Junior Firefighters will be:

1. Between sixteen (16) and eighteen (18) years of age,
2. Can live outside the City of Granbury or its ETJ, but must reside within Hood County,
3. Subject to additional requirements set forth by the Recruitment, Retention, and Membership Committee,
4. Are not eligible for the TESRS pension program according to local and state pension board rules and regulations.

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|  GRANBURY VOLUNTEER FIRE DEPARTMENT EST 1907 | | |
| 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:

Reserve Members:

The Reserve members of the Granbury Volunteer Fire Department:


1. Can live outside of Hood County
2. Will meet the Reserve Member requirements as set forth in the Bylaws for call response, meeting attendance, and training participation.
3. Are not included in the Texas Emergency Services Retirement System (TESRS) pension program.

Honorary Members:

Citizens of distinction or persons who have significantly and/or materially aided the Granbury Volunteer Fire Department may be designated as Honorary Members.

Lifetime Members:

Members with a minimum of fifteen (15) years of service in the Granbury Volunteer Fire Department may be designated Lifetime Members.

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|  GRANBURY VOLUNTEER FIRE DEPARTMENT EST 1907 | | |
| 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 | | |

Chief Responsibilities and Expectations (Administration and Politics)

The Chief is elected by the Active Membership and is the highest ranking officer in the department. The chief is ultimately responsible for the actions of the entire department. Responsibilities and duties include, but are not limited to:

1. Providing leadership in all regards,
2. Reporting to the City Manager, Assistant City Manager, and/or the City Council of the City of Granbury,
3. Budget preparation, justification, and implementation,
4. Understanding and satisfying the needs of the City of Granbury and the community,
5. Responding to incidents and serving as incident commander when appropriate,
6. Representing the Granbury Volunteer Fire Department in the following:
 - a. Hood County Fire Fighters Association,
 - b. Serving on other Hood County boards as needed.
7. Making the following, and other, appointments as needed:
 - a. Captains, Lieutenants, Fire Marshal, and Chaplin,
 - b. Recruitment, Retention, and Membership Committee,
 - c. Disciplinary Committee.
8. Responding to requests from the news media and serving as the department spokesman, or appointing a Public Information Officer for such tasks,
9. Assuring adequate training of the membership,
10. Assuring all elected and appointed officers are meeting requirements,
11. Assuring that adequate policies and procedures are in place,

12. Verifying that department policies and procedures are enforced,
13. Delegating authority and responsibilities as needed,
14. Verifying compliance with all legal matters,
15. Negotiating mutual aid agreements as needed,
16. Ensuring that adequate and necessary equipment is purchased and maintained,
17. Presiding at all meetings or appointing a suitable alternative for the task,
18. Appointing committees,
19. Calling special meetings, training, and drills,
20. Working with department administrative assistant to file all required local, state, and/or federal reports.

Assistant Chief Responsibilities (Personnel and Operations)

The Assistant Chief is elected by Active Membership and is second in command. The Assistant Chief is answerable to the Fire Chief, will assist and support the Chief in many capacities, and will be responsible to fulfill the Fire Chief's duties in the absence of the Chief. Responsibilities and duties include, but are not limited to:

1. Supervising of all lower ranking officers and members,
2. Assisting the Fire Chief to carry out all activities, policies, procedures, and goals of the Granbury Volunteer Fire Department,
3. Assigning duties to all staff personnel,
4. Assuring safe and proper procedures during responses,
5. Assisting with budget planning, implementation, and administration,
6. Assuring that safety standards are maintained at all activities,
7. Calling special drills or meetings as necessary,
8. Assisting the Chief in long and short term planning for the department,
9. Functioning as Incident Commander when appropriate,

Treasurer Responsibilities

The Treasurer is elected by the Active Membership. Responsibilities and duties include, but are not limited to:

1. Working with department administration, issuing purchase orders on the city budget to obtain equipment and associated items in a timely manner,
2. Working with department administration for tracking and posting, on a monthly basis, the number of fire responses that each member attends,
3. Maintaining records of all department funds and investments,
4. Notifying senior officers of budget shortages if they occur.

Secretary Requirements

The Secretary is elected by the Active Membership.

Responsibilities and duties include but are not limited to:

1. Attending business meetings and accurately recording minutes of all meetings to be added to the approved Granbury Volunteer Fire Department ledger,
2. Appointing a substitute if unable to attend a business meeting,
3. Preserving all records of the department,
4. Maintaining and presenting Granbury Volunteer Fire Department forms, (release forms, applications, etc.)

Captain Responsibilities

The Chief appoints Captains annually. Responsibilities and duties include, but are not limited to:

1. Serving as Commander on emergency scenes, unless command is handled by a higher ranking officer,
2. Planning and directing actions during emergencies,
3. When the Chief or Assistant Chief is not present, will assume position and duties of Chief.

Station Captain Responsibilities

A Station Captain will carry out those duties listed for the Captain position.

Additional responsibilities and duties include, but are not limited to:

1. Ensuring that the fire stations are kept in satisfactory condition,
2. Reporting maintenance needs to department administration and/or the city building maintenance department,
3. Monitoring and managing the budget for station needs,
4. Ensuring that all equipment is recovered and properly returned to service after each response,
5. Authorizing and managing the use of department property for non-department activities and maintaining station property logs,
6. Being aware of all activities and training to be held at either fire station or with equipment,
7. Assist with training and development of firefighters,
8. Supervising Station Lieutenants.

Training Captain Responsibilities

A Training Captain will carry out and assume the duties listed for the Captain position.

Additional responsibilities and duties include, but are not limited to:

1. Coordination of all fire, rescue, and EMS training for the department,
2. Monitoring and managing the training budget,
3. Informing membership of training opportunities both in-house and by outside agencies,
4. Maintain training records and prepare training reports as required,
5. Supervising the advancement and participation of probationary firefighters,
6. Authorizing and tracking issuance of any training equipment or materials that leave the premises,
7. Coordinating all projects and activities at the Granbury Volunteer Fire Department Training Field,

8. Supervising Training Lieutenants,
9. Assisting Chief and Assistant Chief in development of operating procedures,
10. Research of new fire service operations, technology, and equipment.

Maintenance and Operations Captain Responsibilities

The Maintenance and Operations Captain will carry out the duties listed for the Captain position. Additional responsibilities and duties include, but are not limited to:

1. Providing support to the Station Captain in the area of truck and equipment maintenance,
2. Assisting Chief and Assistant Chief in development of operating procedures,
3. Monitoring and managing the vehicle maintenance budget.

Lieutenant General Responsibilities

The Chief appoints Lieutenant positions annually. Responsibilities and duties include, but are not limited to:

1. Leading and managing fire crews or teams on emergency scenes,
2. Serving as Incident Commander in absence of higher ranking officers,
3. During the absence of Chief, Assistant Chief and Captains, the senior Lieutenant will assume the position and duties of the Chief.

Station Lieutenant Responsibilities

The Station Lieutenant responsibilities and duties include, but are not limited to:

1. Carrying out those duties listed above for Lieutenant position,
2. Providing support for the Station Captain in the upkeep of the fire stations and grounds.

Training Lieutenant Responsibilities


A Training Lieutenant will carry out those duties listed above for the Lieutenant position.

Additional responsibilities and duties include, but are not limited to:

1. Providing support for the Training Captain in various areas, including training and instruction,
2. Mentoring and coaching Junior Firefighters, Probationary Members, and other firefighters,
3. Maintaining training resources, equipment, and facilities,
4. Recordkeeping.

Chaplain Responsibilities

The Chaplain is appointed by the Chief and provides spiritual and/or emotional support for the department members and their families when needed. The Chaplain may implement special programs and order small gifts, flowers, etc. for current or past members or families of members as appropriate. The Chaplain may call for outside support from a professional organization or team after a critical incident or when if he/she determines that a member would benefit from such services. The Chaplain should remain approachable for all GVFD members and should be a voice of reason in times of need.

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|  GRANBURY VOLUNTEER FIRE DEPARTMENT EST 1907 | | |
| 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 | | |

The Board of Director meetings will be regularly scheduled on the First Thursday of each month and will be posted by the Secretary.

Conduct of Business Meetings

The order of events during a business meeting shall be:

1. Invocation,
2. Roll call,
3. Reading and approval of the minutes,
4. Report of standing or special committees,
5. Unfinished or old business,
6. New business,
7. Training/Work,
8. Extraneous discussion,
9. Remarks and actions for the good of the department,
10. Adjournment.

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