

Northwest Volunteer Fire Department Administrative Policies

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100.01—Mission Statement

The mission of the Northwest Volunteer Fire Dept is to provide wide range of emergency and public services to a diverse community in a professional and compassionate manner, while educating the community through various programs.

100.02—Purpose/Key Task

The purpose of the NWVFD SOPs is to provide a consistent operational and administrative foundation in a rapidly changing environment while still allowing members to exercise professional judgment. These procedures serve as guidelines to help members safely, efficiently, and professionally achieve our mission. Although not every situation can be anticipated, the needs of the community remain our highest priority.

100.03—Code of Ethics

I understand that I have the responsibility to conduct myself in a manner that reflects proper ethical behavior and integrity. In so doing, I will help foster a continuing positive public perception of the fire service. Therefore, I pledge the following...

- Always conduct myself, on and off duty, in a manner that reflects positively on me, my department and the fire service in general.
- Accept responsibility for my actions and for the consequences of my actions.
- Support the concept of fairness and the value of diverse thoughts and opinions.
- Avoid situations that would adversely affect the credibility or public perception of the fire service profession.
- Be truthful and honest at all times and report instances of cheating or other dishonest acts that compromise the integrity of the fire service.
- Conduct my personal affairs in a manner that does not improperly influence the performance of my duties, or bring discredit to my organization.
- Be respectful and conscious of each member's safety and welfare.
- Recognize that I serve in a position of public trust that requires stewardship in the honest and efficient use of publicly owned resources, including uniforms, facilities, vehicles and equipment and that these are protected from misuse and theft.
- Exercise professionalism, competence, respect and loyalty in the performance of my duties and use information, confidential or otherwise, gained by virtue of my position, only to benefit those I am entrusted to serve.

- Avoid financial investments, outside employment, outside business interests or activities that conflict with or are enhanced by my official position or have the potential to create the perception of impropriety.
- Never propose or accept personal rewards, special privileges, benefits, advancement, honors or gifts that may create a conflict of interest, or the appearance thereof.
- Never engage in activities involving alcohol or other substance use or abuse that can impair my mental state or the performance of my duties and compromise safety.
- Never discriminate on the basis of race, religion, color, creed, age, marital status, national origin, ancestry, gender, sexual orientation, medical condition, or handicap.
- Never harass, intimidate or threaten fellow members of the service or the public and stop or report the actions of other firefighters who engage in such behaviors.
- Responsibly use social networking, electronic communications, or other media technology opportunities in a manner that does not discredit, dishonor or embarrass my organization, the fire service and the public. I also understand that failure to resolve or report inappropriate use of this media equates to condoning this behavior.

Developed by the National Society of Executive Fire Officers

100.04— Confidentiality Agreement

The Northwest Volunteer Fire Department has a responsibility to maintain the confidentiality of treatment for our patients and their families. Likewise, Northwest Volunteer Fire Department is frequently involved in scene investigations that generate sensitive information. Therefore this policy is established to maintain strict confidentiality.

All Northwest Volunteer Fire Department Personnel shall be responsible for keeping all information pertaining to the condition of or any other aspect of patient care or any other emergency scene strictly confidential including Protected Health Information **(PHI)**.

Information concerning patient condition or any circumstances about a specific incident shall not be given to anyone who is not immediately involved in the response effort.

Northwest Volunteer Fire Department personnel shall not discuss specifics about patients and/or incidents with the news media or citizens without the explicit permission of a Chief Officer or the Incident Commander.

Any request for reports must go through a formal and written information request conducted at the direction of Fire Department Headquarters.

Violation of this policy may result in disciplinary action up to and including termination and may carry civil or criminal penalties under applicable law

101.00—Chain of command

101.01 – Fire Chief

1. First Level: The Fire Chief shall be responsible for the immediate control and supervision of the Northwest Volunteer Fire Department subject to assignment, orders, and directions of the Fire Board. The chief shall be responsible for the efficiency and conduct of all fire department personnel and shall see that each member of the department faithfully carries out the rules of the department. The Fire Chief shall attend any alarms deemed necessary and may assume command at such alarms, The Fire Chief shall be responsible for assignment of personnel, apparatus report, ordering supplies, investigating complaints, and assisting other departments. The chief shall delegate authority as needed for efficient operation of the Northwest Volunteer Fire Department.
2. Personnel Management: The Fire Chief, in his relationship with subordinates, shall not be unjust, show favoritism, shield incompetence, misconduct or neglect of duty but will at all times set a good example for the personnel under him. He shall see that all members are ready for duty at all times and they perform with a high degree of efficiency.
3. The chief shall be responsible for seeing that all members entering the service of the Northwest Volunteer Fire Department satisfactorily complete the current prescribed course of instruction and training prior to assignment. Such assignments and all other assignments shall be at the discretion of the chief or a delegated authority in order that they will not result in material loss of operating efficiency and will be to the best interest of the fire service as a whole. The chief may assign (or delegate authority to assign) any member of the Northwest Volunteer Fire Department to any department work, either temporary or fulltime, as may become necessary from time to time ---provided no assignment shall be in violation of the law.
4. The Fire Chief is the executive officer of the department and has full authority over operations, administration, and personnel, subject to the governing board. The Chief may assume Incident Command at any emergency and is responsible for ensuring compliance with applicable laws, NFPA standards, and departmental policy.
5. Authority to Suspend Personnel: The chief may reprimand, demote, or suspend from the Department, any personnel of the Northwest Volunteer Fire Department for cause in such manner as provided by the Northwest Volunteer Fire Department Rules & Regulations, Administrative Policy, and SOPs.

6. Fire Department Property – Responsibility: The Fire Chief is responsible for all stations, apparatus, equipment, supplies, and the repairs and maintenance of such. Any station, apparatus and equipment maintenance and its operation is within the Fire Chief's direct supervision unless delegated to another approved chief officer.
7. Budget Preparation: As the executive head of the Northwest Volunteer Fire Department, it is the Fire Chief's responsibility to oversee the preparation of the yearly budget and to control expenditures under such budget.
8. Delegation: The Fire Chief may delegate duties and functions but maintains ultimate responsibility for those duties and functions.
9. Any other duties as assigned

101.02 – Assistant Chief

1. Second Level: Assistant Chiefs shall be at the second level of command, and directly under the supervision of the Fire Chief. Assistant Chiefs shall assist in administering and enforcing current rules, regulations, and policies of the Northwest Volunteer Fire Department, and shall report any infractions of same to the chief. In the absence or event of disability of the chief, an Assistant Chief designated by the Fire Chief may perform the duties of the chief and assume the responsibilities of the Fire Chief's office until the chief's return.
2. Command at Fires: Assistant Chiefs may respond to multi-alarm fires, significant incidents, and any special calls as prescribed by the Fire Chief. Assistant Chiefs may, at their discretion, assume command of these incidents.
3. Personnel Management: Assistant Chiefs, in their relationship with subordinates, shall not be unjust, show favoritism, shield incompetence, misconduct or neglect of duty but will at all times set a good example for the personnel under them. They shall see that their members are ready for duty at all times and that they perform with a high degree of efficiency.
4. Operations: An Assistant Chief responsible for the operations shall periodically inspect the stations, personnel, equipment and apparatus, maintenance and inspection of all hose, ladders, and SCBA equipment. Maintenance and inspection shall comply with applicable SFFMA standards, departmental policy and adopted NFPA standards.
5. Business Surveys / Pre-Planning: Assistant Chiefs are responsible for making fire prevention and preplanning surveys in commercial buildings as assigned. May delegate to any personnel of the Northwest Volunteer Fire Department.
6. Authority to Relieve from Duty: Under circumstances of emergency such as intoxication, suspected drug/alcohol use, willful refusal to obey, or such behavior that the best interests of the Northwest Volunteer Fire Department will suffer by their remaining on duty, an Assistant Chief shall have the authority to relieve, with or without pay, a member from duty immediately, referring said member to the Fire Chief by means of written documents.
7. Delegation: Assistant Chiefs may delegate duties and functions, but maintains ultimate responsibility for those duties and functions.
8. Other Duties: Assistant Chiefs shall perform other duties as assigned by the chief of the department.
9. Any other duties as assigned

101.03 – Division Chief

1. Third Level: Under direction of Fire Chief and Assistant Chief.
2. Supervision: A Division Chief, under the supervision of the Fire Chief and Assistant Chief, may be assigned to duties as delegated by the Fire Chief.
3. Personnel Management: Division Chiefs, in their relationship with subordinates, shall not be unjust, show favoritism, shield incompetence, misconduct or neglect of duty but will at all times set a good example for the personnel under them. They shall see that their members are ready for duty at all times and that they perform with a high degree of efficiency.
4. Division Chiefs are expected to manage the training and readiness of their divisions, ensuring all special response personnel maintain required qualifications and operational capability. They will address training needs based on regulatory requirements, industry standards, and direction from the Fire Chief or Assistant Chief.
5. Authority to Relieve from Duty: Under circumstances of emergency such as intoxication, suspected drug/alcohol use, willful refusal to obey, or such behavior that the best interests of the Northwest Volunteer Fire Department will suffer by their remaining on duty, a Division Chief shall have the authority to relieve, with pay, a member from duty immediately, referring said member to the Fire Chief by means of written documents.
6. Delegation: Division Chiefs may delegate duties and functions but maintain ultimate responsibility for those duties and functions.
7. Unusual Circumstances: Division Chiefs shall notify the Fire Chief or Assistant Chief of any unusual circumstances not covered by Department Rules, regulations, directives, orders, or procedures.
8. Any other duties as assigned

101.04 – District Chief

1. Fourth Level: Under direction of their respective Division Chief.
2. Supervision: A District Chief, under the supervision of the Executive Chiefs above them, may be assigned to duties as delegated by the Fire Chief.
3. Personnel Management: District Chiefs, in their relationship with subordinates, shall not be unjust, show favoritism, shield incompetence, misconduct or neglect of duty but will at all times set a good example for the personnel under them. They shall see that their members are ready for duty at all times and that they perform with a high degree of efficiency.
4. Each shift will be assigned a District Chief. The District Chief will be responsible for the conduct, personal appearance and duties of their personnel. District Chiefs are responsible for the upkeep of their stations, apparatus, and all equipment thereof. They are further charged with enforcing current rules, regulations, and policies of the Northwest Volunteer Fire Department, the Administrative Policies, and SOPs and reporting to appropriate chief officer violations of the aforementioned regulations or anything that happens contrary to the best interest of the department.
5. Instruction of Personnel: District Chiefs shall, as often as necessary, devote sufficient time to discussing with members of their company, the rules, regulations, policies, and operating procedures of the Northwest Volunteer Fire Department; instructing them on their duties; examining them on location of streets and hydrants; pointing out buildings within their respective districts, noting location, peculiarities of construction, and the best means of fire fighting in these buildings; reviewing their patient care skills; and any other matter which would make more efficient, better informed personnel.
6. Driver Training: Each District Chief shall be responsible for the safe operation of Fire Department vehicles and ensure that regular or acting Tanker and or Tower EO's are competent to operate the equipment to which they are assigned.
7. Record of Equipment – Sent and Received: District Chiefs shall maintain an accurate shift log and acknowledge accordingly any sent or received maintenance forms.
8. Daily Shift Reports- District Chiefs are responsible for completing a daily shift report to include any schedule changes, personnel issues, and completion of records.

9. Staffing- District Chiefs are responsible for receiving notifications from employees scheduled to work of their inability to report for duty. District Chiefs are also responsible for ensuring proper daily staffing of 3 personnel per station in addition to a District Chief on duty 24 hours a day. If manpower drops below minimum staffing the District Chief is responsible for holding employees until which time proper coverage can be found.
10. Any other duties as assigned

101.05- Captains

1. Fifth Level: Under direction of Fire Chief, Assistant Chiefs, Division Chiefs, and District Chiefs.
2. Supervision: A Captain, under the supervision of higher ranking personnel, may be assigned to duties as delegated by the Fire Chief.
3. Personnel Management: Captains, in their relationship with subordinates, shall not be unjust, show favoritism, shield incompetence, misconduct or neglect of duty but will at all times set a good example for the personnel under them. They shall see that their members are ready for duty at all times and that they perform with a high degree of efficiency.
4. Each station may be assigned a Captain. The Captain will be responsible for the conduct, personal appearance and duties of their personnel. Captains are responsible for the upkeep of their stations, apparatus, and all equipment thereof. They are further charged with enforcing current rules, regulations, and policies of the Northwest Volunteer Fire Department, the Administrative Policies, and SOPs and reporting to appropriate chief officer violations of the aforementioned regulations or anything that happens contrary to the best interest of the department.
5. Instruction of Personnel: Captains shall, as often as necessary, devote sufficient time to discussing with members of their company, the rules, regulations, policies, and operating procedures of the Northwest Volunteer Fire Department; instructing them on their duties; examining them on location of streets and hydrants; pointing out buildings within their respective districts, noting location, peculiarities of construction, and the best means of fire fighting in these buildings; reviewing their patient care skills; and any other matter which would make more efficient, better informed personnel.
6. Driver Training: Each Captain shall be responsible for the safe operation of Fire Department vehicles and ensure that regular or acting EO's are competent to operate the equipment to which they are assigned.
7. Record of Equipment – Sent and Received: Captains shall maintain an accurate shift log and acknowledge accordingly any sent or received maintenance forms.
8. Probationary Personnel Training and Reports: Captains shall be responsible for completion of training programs and monthly evaluation reports on all probationary personnel assigned to them.

9. Reports on Probationary Firefighters: At the end of every phase of a fire fighter's probation, the Captain shall be charged with supplying a copy of the Phase Evaluation Form, evaluating their work record, performance, and adjustment to the fire service, the Northwest Volunteer Fire Department, and their company.
10. Any other duties as assigned

101.06- Deleted

101.07 – Equipment Operators

1. Sixth Level: Below that of Captain and is under the direct supervision of the Captain.
2. Each EO, upon beginning a new shift or upon assuming driving responsibilities during a shift, shall immediately inspect their apparatus carefully and see that fuel is sufficient; check the batteries, water and oil levels, tire air pressures, and all working parts and equipment necessary to ensure readiness for service. EO's shall be responsible for checking their apparatus to ensure the presence and function of all assigned and carried equipment including operating all power tools daily. EO's shall complete the vehicle check form and ensure SCBA, medical equipment, RIT pack, and other check sheets are completed one hour after scheduled shift start time. Check sheets shall be reviewed by District Chiefs. EO's shall be responsible for ensuring that all SCBA are checked every day.
3. Valid Texas License: All EO's must at all times possess a valid Texas Class B (with emergency exemption) license or higher and be familiar with motor vehicle laws of the State of Texas and City of Houston.
4. Scene operations: EO's shall be knowledgeable and capable in all operations of their apparatus. It is their duty to operate the apparatus in all phases of pumping and aerial ladder operations. EO's are responsible for thorough and complete knowledge of streets and target hazards within their assigned districts. EO's of apparatus with pumps or aerial ladders that are in use must not leave their apparatus unattended, unless forced as a member of the RIT to take action. It is imperative that the EO pay strict attention to all pump and engine gauges.
5. Equipment Operator's should be aware of all equipment taken off and used at any incident and ensure equipment is cleaned and placed back on to its assigned apparatus prior to leaving the scene of any incident.
6. Any other duties as assigned

101.08 – Firefighters

1. Firefighters follow the chain of command from lowest to highest.
2. Responsibility: Firefighters shall maintain themselves, the equipment assigned to them, and their stations in such a manner that, at all times, they are ready to respond to an alarm. They shall attend classes in firefighting, fire prevention/inspection and emergency medical care, learn to make inspections and investigations into causes of fires, and note and report (or correct) hazardous conditions. Any such hazardous condition shall be reported to the station officer. Firefighters shall make any necessary reports to, and refer all official matters through, their respective immediate superior officer.
3. Other Duties: Firefighters shall perform any other such duties as may be prescribed by their superior officers and be able to perform these duties in the absence of a superior officer.
4. Probationary Firefighters: New members of the Northwest Volunteer Fire Department shall serve a probationary period as prescribed in the Administrative Policies. During this period, they shall also complete a prescribed course of training as provided by the Training Officer. Probationary firefighters shall complete their phase testing assigned by the Training Division within 365 days but should strive to complete it quicker. Those who have not completed the Phase 1A will not be allowed to ride as a 3rd on any apparatus until its completion.
5. Maintaining Certification:
 - a. Paid Staff: The State of Texas requires Firefighters to be certified by the Texas Commission on Fire Protection. All new members are required to complete the technical and practical classes provided for certification through an accredited institution prior to assignment to full time or part time suppression duties. All Firefighters shall attain and maintain certification with the Texas Department of State Health Services as at least a Basic Emergency Medical Technician (EMT). All training necessary to maintain their TCFP and TDSHS certifications is the responsibility of the individual. Failure to acquire and maintain certification is grounds for disciplinary action, up to and including termination.
 - b. Volunteers: Must report any outside training by December 1st for SFFMA and September 1st for TCFP.
 - c. All Personnel: Each individual is responsible for turning in all hours for TDSHS certification no later than 30 days from expiration. NREMT certification is optional and not required by Northwest Volunteer Fire

Department; if individuals wish to maintain their NREMT certification they must do so on their own accord.

6. Any other duties as assigned

101.09 – Support Staff

1. Support Staff follow the chain of command from lowest to highest.
2. Responsibility: Support Staff shall maintain themselves, the equipment assigned to them, and their stations in such a manner that, at all times, they are ready to respond to an alarm. They shall attend classes in fire fighting, fire prevention/inspection and emergency medical care.
3. Other Duties: Support Staff shall perform any other such duties as may be prescribed by their superior officers and be able to perform these duties in the absence of a superior officer.
4. Probationary Member: New members of the Northwest Volunteer Fire Department shall serve a probationary period as prescribed in the Administrative Policies. During this period, they shall also complete a prescribed course of training as provided by the Training Officer.
5. Maintaining Certification:
 - a. Must report any outside training by December 1st for SFFMA and September 1st for TCFP.
 - b. All Personnel: Each individual is responsible for turning in all hours for TDSHS certification no later than 30 days from expiration. NREMT certification is optional and not required by Northwest Volunteer Fire Department; if individuals wish to maintain their NREMT certification they must do so on their own accord.
6. Any other duties as assigned

101.10 – Intern Firefighters

1. Intern Firefighters follow the chain of command from lowest to highest.
2. Responsibility: Intern Firefighters shall maintain themselves, the equipment assigned to them, and their stations in such a manner that, at all times, they are ready to respond to an alarm. They shall attend classes in firefighting, fire prevention/inspection and emergency medical care, learn to make inspections and investigations into causes of fires, and note and report (or correct) hazardous conditions. Any such hazardous condition shall be reported to the station officer. Firefighters shall make any necessary reports to, and refer all official matters through, their respective immediate superior officer.
3. Other Duties: Intern Firefighters shall perform any other such duties as may be prescribed by their superior officers and be able to perform these duties in the absence of a superior officer.
4. Intern Firefighters: New members of the Northwest Volunteer Fire Department shall serve a probationary period as prescribed in the Administrative Policies. During this period, they shall also complete a prescribed course of training as provided by the Training Officer.
5. Maintaining Certification:

The State of Texas requires Firefighters to be certified by the Texas Commission on Fire Protection. All new members are required to complete the technical and practical classes provided for certification through an accredited institution prior to assignment to full time or part time suppression duties. All training necessary to maintain their TCFP certifications is the responsibility of the individual. Failure to acquire and maintain certification is grounds for disciplinary action, up to and including termination.

6. Any other duties as assigned

101.11- Educational Requirements

Fire Chief

- Courage To Be Safe
- Traffic Incident Management Safety
- NIMS 100, 200, 700, 800
- ICS 300, 400
- Master FF
- D/O-P
- Instructor 3
- Field Examiner
- Fire Officer 4
- Incident Safety Officer
- Fire Investigator
- Hazmat Technician
- Hazmat Incident Commander
- Incident Commander
- Fire Inspector
- EMT-Basic

Assistant Chief- Suppression

- Courage To Be Safe
- Traffic Incident Management Safety
- NIMS 100, 200, 700, 800
- ICS 300, 400
- Advanced FF
- D/O-P
- Instructor 2
- Field Examiner
- Fire Officer 3
- Incident Safety Officer
- Fire Investigator
- EMT-Basic

Division Chief of Operations

- Courage To Be Safe
- Traffic Incident Management Safety
- NIMS 100, 200, 700, 800
- ICS 300, 400
- Advanced FF
- D/O-P
- Instructor 2
- Field Examiner
- Fire Officer 3
- Incident Safety Officer
- Fire Investigator
- EMT-Basic

Division Chief of Training

- Courage To Be Safe
- Traffic Incident Management Safety
- NIMS 100, 200, 700, 800
- ICS 300, 400
- Advanced FF
- D/O-P
- Instructor 3
- Field Examiner
- Fire Officer 4
- Incident Safety Officer
- EMT-Basic

District Chief- Suppression

- Courage To Be Safe
- Traffic Incident Management Safety
- NIMS 100, 200, 700, 800
- ICS 300, 400
- Advanced FF
- D/O-P
- Instructor 2
- Field Examiner
- Fire Officer 2
- Incident Safety Officer
- Fire Investigator
- EMT-Basic

District Chief- Maintenance

- Courage To Be Safe
- Traffic Incident Management Safety
- NIMS 100, 200, 700, 800
- ICS 300, 400
- Advanced FF
- D/O-P
- Instructor 1
- Field Examiner
- Fire Officer 2
- Incident Safety Officer
- EMT-Basic

District Chief- Support/Admin

- Courage To Be Safe
- Traffic Incident Management Safety
- NIMS 100, 200, 700, 800
- ICS 300, 400

Captain- Suppression

- Courage To Be Safe
- Traffic Incident Management Safety
- NIMS 100, 200, 700, 800
- ICS 300
- Intermediate FF
- D/O-P
- Instructor 1
- Field Examiner
- Fire Officer 1
- EMT-Basic

Captain- Training

- Courage To Be Safe
- Traffic Incident Management Safety
- NIMS 100, 200, 700, 800
- ICS 300, 400
- Intermediate FF
- D/O-P
- Instructor 2
- Field Examiner
- Fire Officer 2
- EMT-Basic

Firefighter

- Courage To Be Safe
- Traffic Incident Management Safety
- NIMS 100, 200, 700, 800
- Basic FF
- EMT-Basic

Support

- Courage To Be Safe
- Traffic Incident Management Safety
- NIMS 100, 200, 700, 800

102.00—All Members – Responsibility

102.01 – Rules and Regulations

Members shall acquaint themselves with all matters contained in the Standard Operating Procedures, Standard Operating Guidelines, and bylaws for volunteers. Ignorance of any policy, procedure, rule, regulation, or personnel policies shall not be accepted as an excuse. Officers and members shall examine and keep themselves familiar with requirements of their position and classification concerning streets, condition and location of fire hydrants in their respective districts, sizes of water mains, and all other pertinent information in order that they can at all times determine the best and quickest manner in which apparatus can be used.

102.02 – Impart Knowledge

All members have the duty to impart knowledge gained through experience, study, or schooling to members under their command.

102.03 – Certification – Fire Suppression

All paid employees of the Northwest Volunteer Fire Department must obtain and maintain at least Fire Fighter-Basic certification from the Texas Commission on Fire Protection. Any and all continuing education training requirements shall be the ultimate responsibility of the member. Failure to obtain

and maintain this certification may result in disciplinary action, up to and including termination. Certain certifications and qualifications may be required for promotion as set forth in this policy manual. In order to promote to the next highest position it is the employee's/volunteers responsibility to attain that certification and or qualification on their own in order to promote. Once promoted that employee must maintain those certifications and qualifications. Volunteers who are assigned as fire suppression personnel, excluding support staff personnel, must complete the SFFMA Firefighter 1 curriculum either prior to joining as a volunteer or after joining but prior to assignment of full firefighting duties. Those who haven't completed the Firefighter 1 curriculum will be non-entry and will be considered a Cadet until completion of the Firefighter 1 curriculum.

102.04 – Certification – Emergency Medical

All career (paid) employees of the Northwest Volunteer Fire Department shall obtain and maintain at least Emergency Medical Technician-Basic certification from the Texas Department of State Health Services. Any and all continuing education training requirements shall be the ultimate responsibility of the member. Failure to obtain and maintain this certification may result in disciplinary action, up to and including termination.

102.05 – Acting in Higher Positions

Members otherwise qualified shall be required, through training and observation, to qualify them for the next higher position, so that in emergencies or shortages of manpower they may assume such duty and responsibility. Any member designated by the Fire Chief to temporarily act in a higher classification shall be directly responsible for all rules, regulations, and functions governing that classification. Any person unable to properly carry out the duties of the higher position may be temporarily or permanently barred from assuming that position. Inability to serve in an acting position may be grounds for pass-over for regular promotion to that rank.

102.06 – Responsibility for Current Address and Telephones

All members are responsible for informing their superior officer and the administrative office of any change in their address or telephone number within 24 hours of the change.

102.07 – Accidents

In case of an accident, the officer in charge of such vehicle shall immediately notify the dispatcher, giving the location of and information concerning such accident. In accidents with other moving vehicles or those involving any personal injury, the officer shall not allow the apparatus to be tampered with or moved until investigating officers arrive. Chief Officers and police department shall be requested promptly. Apparatus striking a fixed object while responding to an emergency may, if able, continue their response, immediately notifying the dispatcher of the incident. After the emergency situation is resolved, the unit shall return to the scene of the accident and request a chief officer and police department to investigate the accident. The District Chief shall be notified of all accidents. If the District Chief is unable to respond or is not needed at the scene of an accident they shall be notified by email and appropriate documentation shall be forwarded to them forthwith. Before the end of the shift, the involved EO and his or her supervisor must submit to the chief and safety officer a completed Risk/safety division accident report (**created at time of incident**). All members present on the apparatus

shall submit a written statement of their observations of the accident. EO must submit to a drug test immediately following the incident.

102.08 – Station, Apparatus, and Equipment

Station Officers shall have control over their respective stations when on duty. They shall see that all orders, rules, regulations, and procedures are obeyed and report, through channels in writing, any violations. They shall have all apparatus and equipment checked and ready to respond and see that buildings and lawns are kept clean and neat at all times. All trucks and equipment shall be checked at the beginning of the shift and completed within one hour of shift start.

102.09 – Station Supplies & Utilities

All members shall be held responsible for preventing the waste of utilities and station cleaning supplies. Thermostats should be set a reasonable temperature (70 degrees) when cooling and heating and steps shall be taken to reduce utility costs. Fifty Degrees is sufficient for engine bays in winter. Unnecessary lights, especially outside lighting during the day, should be turned off, when security and safety allow.

102.10 – Truck Checks

01. All truck checks are to be started at the beginning of each shift and completed within 60 minutes. If a station is unmanned for the day then it will be the District Chief's responsibility to see that another station completes the unmanned stations truck checks.

02. Truck checks are to include completing a daily checkoff form of all in-service apparatus.

03. Trucks are to be checked as appropriate in the records management system (RMS).

04. Any deficiencies are to be noted in the comment section of the online form as it will automatically generate a maintenance ticket in the system.

05. Any apparatus with fuel levels at or below $\frac{3}{4}$ (75%) must be filled. Diesel fuel is available at Station 42 and Station 43.

06. All water tanks on pumping apparatus must be kept full at all times. If it needs water, fill the tank!

07. In most cases the Maintenance Officer will check the fluids of every truck weekly and add fluids as needed. Should a vehicle be found to need fluids the Maintenance Officer shall be notified immediately of any critical needs and it will be his/her decision/discretion to add fluids outside of their direct supervision.

08. A Chief Officer must be notified IMMEDIATELY for any high dollar items that are found missing. Examples include thermal camera, AED, Lucas, hydrant valves etc. Other equipment missing must be documented on the truck checks and reported to the District Chief on duty immediately following truck checks.

09. Any serious mechanical issues causing the truck to be kept out of service require a Chief Officer being notified.

10. Unapproved drivers are not to pull apparatus on to driveway for truck checks!

11. **FALSE DOCUMENTATION IS GROUNDS FOR DISCIPLINARY ACTION UP TO AND/OR INCLUDING TERMINATION!**

12. All truck check forms must be submitted electronically following completion of truck checks. Forms are located at www.halligan.io.

102.11 – Cleaning

Fire stations and apparatus are to be kept clean at all times. Neither stiff brushes nor unapproved cleaning solutions shall be used on the painted surfaces of Fire Department vehicles. All apparatus owned or operated by the Northwest Volunteer Fire Department shall be waxed last month of every quarter, as assigned by standing order.

All shifts shall cooperate in keeping quarters as well as apparatus and equipment clean and orderly. Members who prepare their meals at the station will be held responsible for promptly cleaning utensils and appliances used. Members shall remove personal bed linens at the end of their shift.

Daily chores and cleaning responsibilities can be found in Appendix A

102.12– Repairs

The station officer shall promptly report any repairs necessary to the building, equipment, or apparatus through our RMS and or our electronic forms as necessary. No member shall make, purchase, or order repairs or work done of any description unless authorized by the Fire Chief or approved chief officers. Members will only communicate through District Chief, at no time will any member call approved maintenance personnel, chief officer, or Fire Chief unless District Chief deems repair crucial for operation. Station personnel, according to the respective stations' maintenance schedules, shall perform routine maintenance of stations and equipment.

102.13 – Reserve Equipment

Captain in charge of stations where reserve apparatus or equipment is stored shall see that the apparatus and equipment are properly cared for and ready for service. No equipment shall be removed from reserve equipment without permission from the approved chief officer and a written record in the shift log. Reserve apparatus shall be driven in the district for at least 30 minutes every Sunday.

102.14 – Following an Alarm

Equipment on apparatus will be thoroughly checked and trucks cleaned as needed after operations as time allows.

102.15 – Hose

Fire hose shall be in a neat roll and clean before storing in racks. Hose shall be neatly rolled with male couplings on the inside to protect the threads. Care should be exercised not to drop couplings. Hose should be protected from coming in contact with sharp object, acid, gasoline, and oils. Care should be used in all handling of couplings and nozzles, as a slight dent in either may render them useless. Hose shall not be left on outside drying racks longer than is necessary for drying.

All fire hose shall be tested annually in November. Apparatus pumps will be utilized for testing all hose including five inch. Fire Chief or approved chief officer will coordinate all hose testing activities.

Hose carried on apparatus shall be loaded according to the official hose load style and be securely coupled and orderly in arrangement.

102.17 - Station Telephones

Telephones will be answered with at least the fire station number and answering members' name (e.g., Fire Station 42, Williams.) Limited social calls will be permitted over the station telephones. The personal use of station telephones shall not interfere with station duties and/or operations or the privilege of making and receiving telephone calls shall be revoked. The call waiting feature shall not be ignored and all call waiting alerts shall be answered promptly. NO long distance calls shall be made by members except in cases of emergency. If this should occur the member calling is responsible for reporting to the Administration office the date, time of call, the number called and the purpose of the call. No calls outside of this country are allowed unless for extreme circumstances.

102.18 – Cell Phones

The personal use of Cell Phones shall not interfere with station duties and/or operations. Drivers of apparatus shall not make or receive cell phone calls while driving except drivers of staff vehicles but should be limited. Drivers shall not text, instant message; check Face book, tweet, record video, etc using their cell phones while driving. All personnel on apparatus should refrain from cell phone use while responding calls as this can be a distraction.

102.19 – Sleeping

Members are responsible for making their own beds and then removing linens before leaving stations. Linens should be stored by the individual whether in locker, under beds, or vehicles. At no time shall any bed be used without proper linen (mattress cover, sheets, and pillowcases). Sleeping is prohibited except when approved by the District Chief on duty between 0530 and 2100.

102.20 – Work of a Personal Nature

When all job duties and assignments are completed, and with the approval of the officer on duty, limited inside personal activates that do not disrupt station functions or project an unfavorable image on the department, such as studying or appropriate recreational reading, may be performed. No member of the Department shall be permitted to do any for-profit work unless authorized by the District Chief on duty or a higher ranking officer. Working on personal vehicles inside the buildings shall be limited to minor repairs and not require apparatus to be parked outside or away from their normal spot more than a few hours.

102.21– Firearms

No weapons shall be carried on board any Northwest Volunteer Fire

Department Apparatus. The only exceptions shall be chief officers who have a current License to Carry (LTC) permit by the Texas Department of Public Safety. Staff members who wish to carry a legal weapon must do so with the knowledge and permission of the Fire Chief by a written letter so it can be place in the member's personal file.

Northwest Volunteer Fire Department chief officers who carry a weapon must do so in accordance with local, state, and federal laws.

Failure to abide by the weapons policy of the Northwest Volunteer Fire Department will result in severe disciplinary action up to and including termination of membership.

102.22 – SOCIAL MEDIA INTERNET, E-MAIL, AND COMPUTER USE POLICY

Policy Statement

The use of Northwest Volunteer Fire Department automation systems, including computers, fax machines, and all forms of Internet/intranet access, is for department business and for authorized purposes only. Brief and occasional personal use of the electronic mail system or the Internet is acceptable as long as it is not excessive or inappropriate and does not result in expense or harm to the department or otherwise violate this policy.

Use is defined as "excessive" if it interferes with normal job functions, responsiveness, or the ability to perform daily job activities. Electronic communication should not be used for things that are unrelated to the department's business; distract, intimidate, or harass coworkers or third parties; or disrupt the workplace.

Use of department computers, networks, and Internet access is a privilege granted by management and may be revoked at any time for inappropriate conduct carried out on such systems, including, but not

limited to:

Sending chain letters or participating in any way in the creation or transmission of unsolicited commercial e-mail ("spam") that is unrelated to legitimate Company purposes;

Accessing networks, servers, drives, folders, or files to which the employee has not been granted access or authorization from someone with the right to make such a grant;

Making unauthorized copies of department files or other department data;

Destroying, deleting, erasing, or concealing Department files or other Department data, or otherwise making such files or data unavailable or inaccessible to the Department or to other authorized users of Department systems;

Misrepresenting oneself or the Department;

Violating the laws and regulations of the United States or any other nation or any state, city, province, or other local jurisdiction in any way;

Engaging in unlawful or malicious activities;

Deliberately propagating any virus, worm, Trojan horse, trap-door program code, or other code or file designed to disrupt, disable, impair, or otherwise harm either the Department's networks or systems or those of any other individual or entity;

Using abusive, profane, threatening, racist, sexist, or otherwise objectionable language in either public or private messages;

Sending, receiving, or accessing pornographic materials;

Becoming involved in partisan politics;

Causing congestion, disruption, disablement, alteration, or impairment of Company networks or systems;

Maintaining, organizing, or participating in non-work-related Web logs ("blogs"), Web journals, "chat rooms", or private/personal/instant messaging;

Failing to log off any secure, controlled-access computer or other form of electronic data system to which you are assigned, if you leave such computer or system unattended;

Using recreational games; and/or

Defeating or attempting to defeat security restrictions on department systems and applications.

Using Department automation systems to access, create, view, transmit, or receive racist, sexist, threatening, or otherwise objectionable or illegal material, defined as any visual, textual, or auditory entity, file, or data, is strictly prohibited. Such material violates the Department policies and subjects the

responsible employee to disciplinary action. The Department's electronic mail system, Internet access, and computer systems must not be used to harm others or to violate the laws and regulations of the United States or any other nation or any state, city, province, or other local jurisdiction in any way. Use of company resources for illegal activity can lead to disciplinary action, up to and including dismissal and criminal prosecution. The Department will comply with reasonable requests from law enforcement and regulatory agencies for logs, diaries, archives, or files on individual Internet activities, e-mail use, and/or computer use.

Unless specifically granted in this policy, any non-business use of the Department's automation systems is expressly forbidden.

If you violate these policies, you could be subject to disciplinary action, up to and including dismissal.

Ownership and Access of Electronic Mail, Internet Access, and Computer Files; No Expectation of Privacy

The Department owns the rights to all data and files on any computer, network, or other information system used in the Department and to all data and files sent or received using any company system or using the Department's access to any computer network, to the extent that such rights are not superseded by applicable laws relating to intellectual property. The Department also reserves the right to monitor electronic mail messages (including personal/private/instant messaging systems) and their content, as well as any and all use by employees of the Internet and of computer equipment used to create, view, or access e-mail and Internet content. Employees must be aware that the electronic mail messages sent and received using Department equipment or Department-provided Internet access, including web-based messaging systems used with such systems or access, are not private and are subject to viewing, downloading, inspection, release, and archiving by Department officials at all times. The Department has the right to inspect any and all files stored in private areas of the network or on individual computers or storage media in order to assure compliance with Department policies and state and federal laws. No employee may access another employee's computer, computer files, or electronic mail messages without prior authorization from either the employee or an appropriate Department officer.

The Department uses software in its electronic information systems that allows monitoring by authorized personnel and that creates and stores copies of any messages, files, or other information that is entered into, received by, sent, or viewed on such systems. There is no expectation of privacy in any information or activity conducted, sent, performed, or viewed on or with Department equipment or Internet access. Accordingly, employees should assume that whatever they do, type, enter, send, receive, and view on Department electronic information systems is electronically stored and subject to inspection, monitoring, evaluation, and Department use at any time. Further, employees who use Department systems and Internet access to send or receive files or other data that would otherwise be subject to any kind of confidentiality or disclosure privilege thereby waive whatever right they may have to assert such confidentiality or privilege from disclosure. Employees who wish to maintain their right to confidentiality or a disclosure privilege must send or receive such information using some means other

than Department systems or the Department-provided Internet access.

The Department has licensed the use of certain commercial software application programs for business purposes. Third parties retain the ownership and distribution rights to such software. No employee may create, use, or distribute copies of such software that are not in compliance with the license agreements for the software. Violation of this policy can lead to disciplinary action, up to and including dismissal.

Confidentiality of Electronic Mail

As noted above, electronic mail is subject at all times to monitoring, and the release of specific information is subject to applicable state and federal laws and Department rules, policies, and procedures on confidentiality. Existing rules, policies, and procedures governing the sharing of confidential information also apply to the sharing of information via commercial software. Since there is the possibility that any message could be shared with or without your permission or knowledge, the best rule to follow in the use of electronic mail for non-work-related information is to decide if you would post the information on the office bulletin board with your signature.

It is a violation of Department policy for any employee, including system administrators and supervisors, to access electronic mail and computer systems files to satisfy curiosity about the affairs of others, unless such access is directly related to that employee's job duties. Employees found to have engaged in such activities will be subject to disciplinary action.

Electronic Mail Tampering:

Electronic mail messages received should not be altered without the sender's permission; nor should electronic mail be altered and forwarded to another user and/or unauthorized attachments be placed on another's electronic mail message.

Policy Statement for Internet/Intranet Browser(s)

The Internet is to be used to further the Department's mission, to provide effective service of the highest quality to the Department's customers and staff, and to support other direct job-related purposes. Supervisors should work with employees to determine the appropriateness of using the Internet for professional activities and career development. The various modes of Internet/Intranet access are Department resources and are provided as business tools to employees who may use them for research, professional development, and work-related communications. Limited personal use of Internet resources is a special exception to the general prohibition against the personal use of computer equipment and software.

Employees are individually liable for any and all damages incurred as a result of violating Department's security policy, copyright, and licensing agreements.

All Department policies and procedures apply to employees' conduct on the Internet, especially, but not exclusively, relating to: intellectual property, confidentiality, company information dissemination, standards of conduct, misuse of company resources, anti-harassment, and information and data

security.

Personal Electronic Equipment

Any employee bringing a personal computing device, data storage device, or image-recording device onto Department premises thereby gives permission to the Department to inspect the personal computer, data storage device, or image-recording device at any time with personnel of the Department's choosing and to analyze any files, other data, or data storage devices or media that may be within or connectable to the personal computer or image-recording device in question. Employees who do not wish such inspections to be done on their personal computers, data storage devices, or imaging devices should not bring such items to work at all.

Violation of this policy, or failure to permit an inspection of any device covered by this policy, shall result in disciplinary action, up to and possibly including immediate termination of employment, depending upon the severity and repeat nature of the offense. In addition, the employee may face both civil and criminal liability from the Department, from law enforcement officials, or from individuals whose rights are harmed by the violation.

Social Media Policy

At Northwest Volunteer Fire Department, we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media.

This policy applies to all members who work for Northwest Volunteer Fire Department.

GUIDELINES

In the rapidly-expanding world of electronic communication, social media can mean many things. The term "social media" includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal, or diary, personal web site, social networking or affinity web site, web bulletin board, or a chat room, whether or not associated or affiliated with Northwest Volunteer Fire Department, as well as any other form of electronic communication.

The same principles and guidelines found in Northwest Volunteer Fire Department policies and three basic beliefs apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow associates or otherwise adversely affects members, customers, suppliers, people who work on behalf of Northwest Volunteer Fire Department or Northwest Volunteer Fire Department's legitimate business interests may result in disciplinary action up to and including termination.

Know and follow the rules

Carefully read these guidelines and the Northwest Volunteer Fire Department Code of Ethics Policy and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

Be respectful

Always be fair and courteous to fellow members, suppliers, the general public or people who work on behalf of Northwest Volunteer Fire Department. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or by utilizing an Open Door Policy than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video, or audio that reasonably could be viewed as malicious, obscene, threatening, or intimidating, that disparage customers, members, associates, or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion, or any other status protected by law or department policy.

Be honest and accurate

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about Northwest Volunteer Fire Department, members, general public, suppliers, people working on behalf of Northwest Volunteer Fire Department, or other Emergency Services Departments.

Post only appropriate and respectful content

Maintain the confidentiality of Northwest Volunteer Fire Department trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how, and technology. Do not post internal reports, policies, procedures, or other internal business-related confidential communications.

Respect financial disclosure laws. It is illegal to communicate or give a "tip" on inside information to others so that they may buy or sell stocks or securities. Such online conduct may also violate the Insider

Trading Policy.

Express only your personal opinions. Never represent yourself as a spokesperson for Northwest Volunteer Fire Department. If Northwest Volunteer Fire Department is a subject of the content you are creating, be clear and open about the fact that you are a member and make it clear that your views do not represent those of Northwest Volunteer Fire Department, fellow associates, members, customers, suppliers, or people working on behalf of Northwest Volunteer Fire Department. If you do publish a blog or post online related to the work you do or subjects associated with Northwest Volunteer Fire Department, make it clear that you are not speaking on behalf of Northwest Volunteer Fire Department. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of Northwest Volunteer Fire Department."

Members may during the normal course of their duties take pictures and or videos of incidents that we respond to. At no time should any member take a picture or video of any patients up to and including those deceased. With regard to investigations all pictures and videos of any incident shall not be posted to or shared electronically shared such as social media, websites, and or blogs. Those pictures that involve investigations also may not be shared in person or electronically with anyone not directly involved in the incident. Should you take pictures or video of any department operations that you would like to share, they must be approved by a chief officer prior to posting. It is not our intent to censor your activities but closely monitor and limit both the departments and your personal liability.

Using social media at work

Refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by your manager or consistent with the Company Equipment Policy. **DO NOT USE NORTHWEST VOLUNTEER FIRE DEPARTMENT E-MAIL ADDRESSES TO REGISTER ON SOCIAL NETWORKS, BLOGS, OR OTHER ONLINE TOOLS UTILIZED FOR PERSONAL USE.**

Retaliation is prohibited

Northwest Volunteer Fire Department prohibits taking negative action against any member for reporting a possible deviation from this policy or for cooperating in an investigation. Any member who retaliates against another member for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Media contacts

Members should not speak to the media on Northwest Volunteer Fire Department's behalf without contacting the Fire Chief and or a Chief Officer. All media inquiries should be directed to them.

102.23 – Physical Fitness

All personnel shall maintain themselves fit for strenuous physical activities required by their job. Northwest Volunteer Fire Department will maintain a small cache of fitness equipment to be used by **ONLY** NWVFD personnel to aid in the upkeep of ALL personnel's fitness. It is encouraged for everyone to utilize the gym, fitness equipment, and on duty time to work out whenever you have available and free time.

102.24- Smoke Detector Installation & Battery Check

In an effort to improve the safety of our community Northwest Volunteer Fire Department has implemented a smoke detector installation program and placed the necessary tools on each engine company to install new and replace old smoke detectors as well as replace batteries in existing smoke detectors. Due to budget and personnel constraints we can only conduct this program within the jurisdictional boundaries of Northwest Volunteer Fire Department and Harris County Emergency Services District #20. Whenever asked of us by means of in person, telephone, email, etc. we will install smoke detectors and replace batteries in smoke detectors in residential occupancies. The only exception is installing new smoke detectors in multi-family dwellings (apartments) as they are required by law and county code to provide detectors and it is their responsibility. We will however check and replace batteries as needed to ensure they work properly. In a case of missing or defective detectors, you should place a call or make a visit to the leasing office/owner to make them aware that new detectors need to be installed and ensure you talk to someone and not just leave a message. In a case that the owner/leasing agent cannot be made contact with and every effort is made to make contact then you should notify your supervisor in writing (email) so a follow up can be done. In a case where you feel there is neglect on the part of the owner/leasing agent then you should consider having dispatch notify the on call fire inspector from the fire marshal's office and file a complaint with them. If you feel neglect on the part of the occupant then the leasing office/owner should be notified of your findings. **BEFORE** you install new detectors and or batteries you **MUST** have the owner/occupant fill out and sign our

department waiver with as much information as possible and turned into the black records box at your station when you return to the station. You should make every effort to offer the service to the occupant/owner/resident whenever possible particularly whenever we are there in the home for a call if time permits for them.

103.00—All Members- Conduct

103.01 – General Conduct

It shall be the duty of each officer in charge of a company to require of, and see that, all members conduct themselves in and about the station in a manner that will not disturb the peace and quiet of the people living in the vicinity thereof, and in a manner that will not become a nuisance to any person working at the station. Members, whether on or off duty, shall be governed by the ordinary and reasonable rules of good conduct and behavior of law abiding citizens. Members shall be expected not to act in any way that could bring discredit either to themselves or the Northwest Volunteer Fire Department.

103.02 – Role Model

All personnel shall set a good example for other members of the Northwest Volunteer Fire Department. All members' discipline and attention to detail should reflect the highest standards of the Northwest Volunteer Fire Department while promoting discipline and efficiency.

103.03 – Respective Duties

Any member finding another member exhibiting public intoxication, willful disregard of orders or other misconduct shall notify a Chief Officer immediately.

103.04 – Supporting Fellow Members

Members shall treat other members with courtesy and respect them as fellow members of Northwest Volunteer Fire Department. It is expected that members shall cooperate and assist each other at every opportunity, and shall not publicly criticize the work or the manner of performance of duty of any other member.

103.05 – Respect for Officers

No member of Northwest Volunteer Fire Department shall publicly criticize the conduct or action of their superior officers, nor shall they publicly make derogatory comments to anyone about instructions or orders received from superior officers.

103.06 – Addressing Officers

Members should use best judgment when addressing officers formally. Understand that although they may not have been an employee or volunteer with NWVFD as long as you have; they may have considerably more experience than you.

103.07 – Obeying Orders

No member shall disobey or fail to comply with any order of the chief or any officer superior in rank (provided such order is within the scope of authority of such officer giving the order). If an order is in direct conflict with written orders, procedures or is a threat to life safety of any persons the recipient should request confirmation that the standing order is being disregarded. If an officer feels that a directive from dispatch jeopardizes the safety of the public or responders or degrades effectiveness of response, the officer should notify dispatch of alternate action being taken. Following the incident, the officer will prepare a written report detailing the reasons alternate action was taken. This report will be forwarded to the chief or approved chief officer by the end of the work shift on which it occurred.

103.08 – Conflicting Orders

Should any order conflict with any previous order or instruction issued by another superior officer, or conflict with any general order, the member to whom the order is given should respectfully call attention to the conflict. If the superior officer giving the second order does not change the conflicting order, then that order shall stand and the responsibility for it shall be theirs.

103.09 – Language

No member shall use disrespectful language or be guilty of insubordinate conduct toward officers, whether on or off duty. Officers shall avoid abusive or immoderate language in giving orders, directions or in conversation. All members shall refrain from using harsh, coarse, violent, profane, insolent or suggestive language in dealing with members or the public. Members must maintain a professional demeanor at all times when dealing with other agencies.

103.10 – Interference in Governing or Discipline

No member shall take any action or cause any action to be taken, which would interfere with the discipline and conduct of any member of the Northwest Volunteer Fire Department. Likewise, no member shall take any action or cause any action to be taken that would interfere with the general governing of the Northwest Volunteer Fire Department.

103.11 – Resolving Doubt

Should an employee have doubt as to the meaning of any adopted rule or regulation, or should they have doubt concerning an assignment, they should seek information from their immediate superior.

103.12 – Giving Information

No information regarding fires, losses, patient care information, or other information concerning fire department operations shall be given to anyone other than authorized persons, as designated by the Fire Chief. Neither shall any member divulge any information nor make statements to any person not a member of the Northwest Volunteer Fire Department concerning any alarm responded to without permission of the chief. If contacted concerning information regarding an incident, the member shall direct the inquiry to the Fire Chief's or appropriate assistance chief's office. This rule shall not apply to making statements required by law or those conducted as part of appropriate transfer of patient information and care, as defined by law, police, and protocol.

103.13 – Visiting – Administrative or Maintenance Offices

Members, on or off duty, shall not loiter at the administrative offices or maintenance shop but should conduct their business PROMPTLY and return to their districts. On-duty crews shall receive permission from their District Chief, or an Assistant Chief if their District Chief is unavailable, before bringing their apparatus to the maintenance shop for repairs.

103.14 – Visitors to Station

Station Officers shall be informed of visitors in the fire stations. The Station officers shall see all visitors are greeted courteously and that NO STRANGER IS PERMITTED TO GO ABOUT THE STATION UNESCORTED. No visitor will be allowed to loiter on the premises. No persons other than on-duty members of the Northwest Volunteer Fire Department shall sleep at any station unless by permission of the on-duty District Chief. Particular attention should be paid to juveniles visiting the station. NO MEMBER shall allow a child upon fire station premises or apparatus unless such child is at ALL TIMES PERSONALLY ATTENDED BY A PARENT OR CHAPERON and a FIRE DEPARTMENT MEMBER.

103.15 – Open House Concept

The Northwest Volunteer Fire Department operates under the “open house” concept the citizens may between dawn and dusk visit the fire station. The Northwest Volunteer Fire Department has also adopted policies and procedures prohibiting sexual harassment. Therefore, there will be no controversial or inappropriate literature, photos, or other media of a graphic sexual nature **anywhere** in the station. It is the responsibility of the Station officer to see that this order is followed. All guest of member must leave the fire station prior to 22:00 hours unless prior approval from the Duty Officer on duty.

103.16 – Representing the Department

It is the responsibility of all members of the Northwest Volunteer Fire Department to remember that, to most people, the individual fire fighter is representative of the entire Department and therefore each must act in a manner that creates favorable impressions of him or herself, the Northwest Volunteer Fire Department and ESD #20. Any and all members are responsible for avoiding the appearance of impropriety or incompetence.

103.17 – Soliciting Funds / Circulating Petitions

No member, while on duty or in uniform shall sell tickets or solicit funds for entertainment, balls, charities, or any other event without permission from the chief. Neither shall any member on duty or in uniform sign nor circulates any paper, questionnaire, survey, or petition without permission from the chief.

103.18 – Rewards / Donations

No member of the Northwest Volunteer Fire Department shall accept tender of any present, reward, money or other thing of value for services performed in the discharge of their duties, except upon permission of the chief. Members may advise persons interested in making cash rewards/donations that such a gift may be made to purchase equipment or provide training through the Fire Chief. Members are strictly prohibited from receiving anything from any vendor that Northwest Volunteer Fire Department or Harris County ESD #20 does business with as it could be considered improper or give the appearance of impropriety. This includes but is not limited to discounts, free merchandise, tickets, free or discounted food, etc.

103.19 – Trade Secrets

Fire Department employees who acquire information such as trade secrets, commercial or financial information deemed privileged or confidential, should not disclose such information or use such for their own (or others') benefit. Anyone found distributing such information is subject to fine and/or confinement under Texas Civil Statutes, Article 6252-17.

103.20 – Hazing

No member shall perform any willful act intended to haze, harass, demean, intimidate, embarrass or ridicule another member, nor shall they allow such activities to be conducted by others. Anyone with knowledge of such activities should report them to their immediate supervisor and the supervisor should address the issues through the chain of command in accordance with Northwest Volunteer Fire Department, state law and these rules and regulations.

103.21 – Tobacco Products

All Fire Department vehicles are totally non-smoking and buildings except in designated smoking areas. This includes ALL areas of buildings such as offices, break rooms, engine bays, shops and lobbies. Smoking at incident scenes shall be limited to rest or rehab breaks and will be done in an area outside and away from other employees and the public. The incident commander shall approve all such times and places. All Smokeless tobacco by product must be disposed of in a sealable container that contains an absorbent material. Failure to comply with the above rules subjects the individual to disciplinary action.

103.22 – Change of Policy

No member shall change current operating procedure or policy of the Northwest Volunteer Fire Department unless the Fire Chief has approved such change.

103.23- Criminal Offenses

All personnel should avoid any actions both on and off duty which could and or would cause a criminal offense as that reflects negatively upon yourself and the department. Any personnel who receive a citation (warning or not), detained or arrested for a suspected crime, and or convicted of **ANY** crime should report it **WITHIN 24 hours** to the Fire Chief. This is to include everything up to and including class C misdemeanors for traffic violations!

103.24- Accommodations for Multiple Genders

Northwest VFD has made every effort to ensure separate and proper arrangements for both the male and female genders in regards to sleeping, restrooms, and shower/dressing facilities. Males shall not use female areas and females shall not use male areas unless there are not any members of the opposite gender on site. If you are of the opposite gender and must enter those areas you must make every reasonable effort to ensure it is vacant before entering. During times of cleaning and you **KNOW** that nobody is in there or everyone is in there cleaning at the same time then you may enter those premises. Common sense should prevail and understand that this policy is to ensure the safety of all personnel and impropriety. If you are disrobing or changing clothes you should make every effort to go into a room with a lockable door to ensure your own privacy. Unless under dire or emergency circumstances should members of the opposite gender be allowed to sleep in the same common area with each other. In those dire or emergency cases the District Chief on duty **SHALL** be notified and made aware of the situation and give their clearance for it to be allowed.

104.00 – All Members – Personal Appearance & Uniforms

104.01 – Approved Duty Uniforms

All members, while meeting the public in non-emergency, official capacities such as business inspections, station tours or outside training classes, will be in black shoes, issued polo, issued compliant trousers, and black belt. Members shall at all times look clean, neat, and have their shoes shined. The issued polo shirts shall not be used for exercise, maintenance, or other dirty activities (other than emergencies).

Navy blue or red t-shirts issued by the Northwest Volunteer Fire Department may be worn while performing duties at the shop, around the stations, and on active work assignments such as fire fighting, hydrant cleaning, training evolutions, and apparatus cleaning.

Volunteers must wear public appropriate civilian clothes while meeting the public but are not required to be in uniform. On Monday night meetings, active members, including probationary members must

where neat shorts or pants, and approved fire department shirt or polo. While in bunker gear, all members must be in approved long pants and socks.

Every member on duty shall have a approved uniform shirt clean and ready to wear with correct nameplate, black tie, plus appropriate collar insignia furnished by Northwest Volunteer Fire Department in their locker for special occasions. Departmental and EMT shoulder patches will be worn on all shirts, coats, and jackets (except no medical patches are worn on Class A jackets). The individual member of the Department is responsible for the loss of badge, issued uniform or other insignia and shall assume the cost of replacement. Upon leaving the Fire Department, or being discharged, the member shall deliver these items to their superior officer or the chief of the Northwest Volunteer Fire Department.

104.02 – Uniforms – Restricted Use

Uniforms are to be worn solely while en route directly to or from work, while on duty, or while acting in an official capacity. Exceptions are for volunteer members acting in an appropriate manner. Members wearing uniforms during off-duty, approved activities shall comply with all applicable regulations. Members wearing personally owned clothing articles that identify them as members of the Northwest Volunteer Fire Department may be held accountable for actions that negatively impact the image of the department. T-shirts may be worn off duty as long as they are not worn into establishments of sexual nature, into bars, or any other establishment that will bring discredit to the organization. You may not wear or display any department identifying logo or uniform while in an intoxicated state.

104.03 – Uniform Disposal

Uniforms in unsuitable condition, such as shirts with noticeably frayed collars, noticeably faded pants or shirts, etc., should not be worn on duty. Before disposing of these garments shoulder patches and or logos shall be removed.

104.04 – Hair specifications for male personnel

Hair shall be conservative and evenly trimmed, present a business-like, professional appearance, and be combed in an orderly manner. It shall not extend below the top of the shirt collar; not extend over the ear more than one-quarter of the length of the ear. It may not be extreme (e.g. spike; dreadlocks; partially shaved or weaved to form a design or “new wave:” or colored an unnatural shade or sprayed with substances such as glitter, neon, or fluorescent colors). It shall not interfere with the member wearing standard issued/approved headgear. The hair will not protrude onto the forehead below the band of properly worn headgear. The Fire Chief will make the final determination as to appropriateness of hairstyles. In all cases, the bulk or length of the hair shall not interfere with the normal wearing of all standard-issued headgear. Hair must be neat and well-groomed at all times with and without department issued baseball caps.

104.05 – Hair specifications for female personnel

Hair shall be conservative and evenly trimmed, present a business-like, professional appearance. It may not be extreme (e.g. spike; dreadlocks; partially shaved or weaved to form a design or “new wave:” or

colored an unnatural shade or sprayed with substances such as glitter, neon, or fluorescent colors). It must be styled such that it will not contribute to injury or unnecessarily interfere with normal work duties. Hair may not be loose to the extent it becomes a hazard. The Fire Chief will make the final determination as to appropriateness of hairstyles. In all cases, the bulk or length of the hair shall not interfere with the normal wearing of all standard-issued headgear. Hair must be neat and well-groomed at all times with and without department issued baseball caps.

104.06 – Facial Hair

Sideburns shall be of uniform width from top to bottom, neatly trimmed, and will not extend below the bottom of the earlobe. They shall not be excessively heavy or bushy, and will not exceed one inch in width. Mustaches shall be neatly trimmed and not covering the upper lip or extending below the corners of the mouth and will not be waxed. Beards and goatees of any kind are not authorized

104.07 – Body Piercing

With the exception of pierced ears, body piercing of the face, head, and mouth detracts from a professional appearance and is not authorized for wear by any personnel when representing the Department. Any other body piercing which is not concealed by the authorized uniform or plainclothes is prohibited for wear by any personnel when representing the Department.

Authorized piercings are one small spherical, conservative, diamond, gold, white pearl or silver pierced, or clip earring per earlobe and the earring worn in each earlobe must match. Earring should fit tightly without extending below the earlobe and may only be worn by support personnel.

104.08 – Tattoos/Body Art/Branding

Tattoos/body art/branding that display any offensive design, logo or wording are prohibited. All offensive tattoos/body art/branding shall be concealed by the authorized uniform while on duty or representing the Department. Any tattoo/body art/branding of the face, neck, head or hands is prohibited. The Fire Chief will have final determination if tattoos, body art, and or branding are offensive.

104.09 – Jewelry

The only jewelry permitted to be worn on duty shall be a watch and/or wrist bracelet, one symbolic ring, and an inconspicuous neck chain, not to be worn over the top of any uniform attire. The Fire Chief shall be the final authority on the appropriateness and safety of any jewelry.

104.10—Ballistic Tactical Vests & Helmets

In order to better protect the volunteers and paid employees of Northwest Volunteer Fire Department 4 tactical vests helmets are being deployed to every Engine and the Tower as well as one (1) per staff vehicle. Tactical vests are meant to be worn on the outside of the clothing to protect personnel from stab and ballistic penetrations in the areas protected and covered by the plates inside the vests. Because every person is different, the vests will fit each person differently and will have different effects based upon the surface area of the body in which the plates cover. Each person should become familiar with and make sure they know prior to an incident how to deploy and wear the vests. It is also important that

you know and become familiar with the areas of YOUR body in which it will protect. These vests and helmets are for the use of FD personnel only and must ONLY be worn when FD is asked to “move up” into a “WARM” area in which there may be an active shooter/stabber or vests only in an area where law enforcement is still ACTIVELY looking for a suspect or you are responding to an incident involving acts of violence such as shootings, stabbings, and assaults. These are not an alternative to staging for violent scenes or any time the dispatch center advises for units to stage for law enforcement. Also please understand that the wearing of these tactical vests and helmets will NOT 100% guarantee you will NOT be completely be protected against stab/gunshot wounds but is a means to limit that possibility. As such and with the potential for an attack on first responders you will NOT advertise to the public via any means (conversation or social media) that these vests and helmets are carried or stored on the apparatus or that we have them for potential use during an incident. These vests are equipped with Level IV plates in the back, front and sides of each black vest and Level III for each brown vest. Each vest has been deployed with the plates already in place as well as name identifiers on each vest that identifies us as “FIRE DEPT” OR “FIRE”. These vests are NOT to be modified in ANY way up to and including adding, removing, or modifying the vests. The vests should be accounted for each and every day during apparatus checks and in the event a vest cannot be accounted for it needs to be reported IMMEDIATELY to your immediate supervisor and reported to the highest ranking officer available. If the vest is deemed to have been stolen or lost we will immediately report it to law enforcement so that every effort can be made to retrieve the vest and to keep it from getting into the hands of our potential threats. Should you need help with this policy and or how to wear these vests please get with your Captain or District Chief and we will help you in every way possible. Should these vests be worn in a manner in which they were not meant for, modified in anyway, or violating this policy, any employee paid or volunteer is subject to ANY disciplinary action up to and including TERMINATION.

104.11- Logo, patch, insignia

Northwest Volunteer Fire Department restricts the usage of our patch, logos, and insignias for the sole use of the department. Should you wish to use any of the above it should be done with the express written permission of the Fire Chief.

105.00 – All Officers – Duties and Responsibilities

105.01 – Respect the Rank

All officers shall show themselves worthy of their respective ranks by being just, dignified, firm in their dealings with subordinates, and careful to abstain from violent or immoderate language, whether in conversation or in giving orders. All Department officers shall in turn demand proper respect due their respective ranks, all other ranks, and shall not allow any other member or visitor to speak disrespectful of the Department or its members. No members shall be allowed to publicly criticize the official action or order of a superior officer.

105.02 – Enforcement of Rules

All officers, on or off duty, are responsible for enforcing all rules of the Northwest Volunteer Fire Department. Should an officer fail to report a violation, he or she will be held equally responsible with the violator.

105.03 – Standing Orders

All officers are responsible for seeing that all standing orders are followed by their subordinates.

105.04 – Regular Officers and Acting Officers

Members otherwise qualified shall be required, through training and observation, to qualify them for the next higher position, so that in emergencies or shortages of manpower they may assume such duty and responsibility. Any member designated by the Fire Chief to temporarily act in a higher classification shall be directly responsible for all rules, regulations, and functions governing that classification. Any person unable to properly carry out the duties of the higher position may be temporarily or permanently barred from assuming that position. Inability to serve in an acting position may be grounds for pass-over for regular promotion to that rank.

105.05 – Shift Logs

All shift logs will be done through our RMS and must be completed by the end of each 24 hour cycle that ends every day 0600. Any delay in submission of shift log will be brought to the attention of oncoming duty officer. If on a late call after shift change, shift log must be completed immediately following call unless otherwise approved by the on duty District Chief. No overtime will be approved for late shift logs or reports unless specifically approved by a chief officer.

105.06- Records & Reports

All officers of the department are responsible for completing incident reports in our records management system to ensure proper documentation of all calls for service. To aid in the collection of information for each record a department information sheet (pad) is provided for every apparatus to collect information on scene from either the owner/occupant of the property and or calling party of the incident. These forms should be completed by the/a officer on scene and turned into the black lock boxes at every station. These are mostly for fire related calls but may be used for medical calls as well. Because of the sensitive nature of EMS related records, each lock box at the station will be locked and only certain people able to access them and then temporary records will be destroyed in accordance by all applicable laws, statutes, and rules regarding patient privacy (HIPAA).

106.00 – Staffing

106.01 – Identification Cards

All members shall carry the Northwest Volunteer Fire Department identification card as a means of identifying themselves while on duty or when responding to off-duty recalls.

106.02 – Scheduling

Full-time suppression employees are on a 48/96 rotating schedule and assigned to a designated shift. The Fire Chief or his designee will post the next month's schedule no later than the 5th day of the month prior. From the time of the schedule posting until 1700 on the 10th day of the month prior, part-time employees must submit or pickup shifts for the next month. No later than the 15th day of the month the Fire Chief or his designee will begin filling in the schedule up to an including approving overtime to ensure proper and minimum staffing.

106.03 – Overtime

Overtime staffing, other than required by illness or family emergencies, must be authorized by the chief or the appropriate Assistant Chief prior to assignment, except when a major incident necessitates additional manpower.

106.04 – Records and Orders

All members must acknowledge through e-mail, all standing, temporary orders and bulletins as requested. In subject box of e-mail write, “Acknowledge, Order

106.05 – Shift Relief

The oncoming officer shall meet face to face with off going officer at shift break and approve the station and equipment conditions before the previous shift is relieved from duty. All members on duty must be awake and ready for duty 30 minutes prior to the next day’s shift rotation start at 0600 (awake by 0530). Exceptions may be granted on case by case by a chief officer.

106.06 – Leaving the Station during Shift

The Fire Chief, Assistant Chief, or on duty District Chief may approve a short leave of absence for a legitimate reason during a tour of duty, provided the member requesting the leave furnishes adequate relief. The stand-by member MUST clock in and the member leaving MUST clock out.

106.07 – Drop Policy

Part-time and intern employees will be the only employees allowed to drop shifts after the schedule is posted. Part-time and intern employees who drop shifts past the 20th of the month prior will have it marked as a Leave Without Pay (LWOP). If the shift is dropped prior to the 20th of the month prior, then the shift will simply be dropped without any consequence. Each PT or intern employee will be authorized one LWOP per quarter of the year. Quarters are defined as January-March, April-June, July-September, and October-December. Any more than one LWOP per quarter will be subject to disciplinary action up to and including termination of employment.

106.08 – Trade Time

Trade time is a privilege, designed to allow employees time off when other means are unavailable. An employee’s trade time privilege may be suspended or revoked if any departmental procedures are violated. Employees trading time must only trade shifts within the SAME payroll week. The payroll week begins Monday morning at 0600 and ends the following Monday at 0600. Employees will trade the exact amount of hours therefore not causing any additional overtime than what is already scheduled for. Trades must be completed on the schedule at least 7 days prior to the first shift being traded.

106.10 – Call Offs

Part time employees are allowed one free call off per quarter unless illness or death of immediate family member not to exceed 24 hours. The proper procedure for reporting in sick or for other absences, such as emergency leave, is to notify the on duty District Chief as the absence is anticipated, but in no case later than one hour prior to shift on the duty day. You must make every effort to call and talk to the District Chief on the phone and not email or text message them except after a phone call and voicemail left. If the District Chief is unavailable, the reporting member should notify another chief officer in order of rank. Forty-hour-per-week administration personnel reporting sick or call off should notify their immediate supervisor per previously stated policy. Forty-hour-per-week administrative employees shall notify their respective supervisors no later than one hour prior to shift start. Any further exceptions will be the Fire Chiefs discretion. On-duty officers may call the member back at shift start if more information is needed and may also check on the progress of recovery to verify if the sick leave will encompass the entire 24 or 48 hour shift. The on-duty officer may require that a member using more than 24 hours of sick leave obtain the necessary doctor's certificate before returning to duty and see that it is forwarded to the chief's office. Members using sick time due to an illness or injury that may impair their functional abilities after they return may be required to consult the safety officer. Such determinations will be on an ad hoc basis as deemed necessary by the Fire Chief or safety officer.

106.11 – Tardiness

The proper procedure for a member reporting tardiness is to first contact the on duty Captain at assigned duty station giving the cause of the tardiness and an estimated time of arrival. The on duty Captain will notify the on duty District Chief immediately for coverage of shift. If the full time member so desires, and the off-coming Captain approves, he or she may inquire for a voluntary standby until arrival. If a voluntary standby is available and if the standby is acceptable to the off-coming Captain, the Captain shall report the arrangement to the on duty District Chief. If there is no one willing to standby and overtime be encountered the full time member will be docked for the amount of loss time. Any paid employee calling after shift starts are considered absent without official leave (AWOL) and will not have the opportunity to arrange a standby and will be docked for lost time. All tardiness for any reason and any standby is to be recorded in shift logs. Tardiness that results in lost time and/or overtime will result in a documented consultation and will be handled according to progressive discipline procedures in the Northwest Volunteer Fire Department Policy Manual. Excessive or disruptive tardiness, even if covered

by voluntary standby, may result in disciplinary action. A part time employee may hold over for a full time employee and receive pay so long as employee does not receive overtime for shift or succeeding shifts in that pay period unless approved by the chief. Part time employees are not required to hold over even if covering for full time employee. It will be the responsibility of the off-coming Captain to ensure appropriate coverage is made and that minimum staffing for each station is kept at three personnel.

106.12 – Late Policy

First Late within 90 Days: Documented, no further action

Second Late within 90 Days: Written warning

Third Late within 90 Days: 48 hour (two shift, one week) unpaid leave, not allowed to work for any members, suspension means suspension (Monday – Sunday)

Fourth Late within 90 Days: Termination

106.13 – Relief for School

A member wishing to attend an official class, school, or activity that is related and beneficial to the duties of the Northwest Volunteer Fire Department may be eligible for school/seminar leave if manning levels allow and the Training Officer and the Fire Chief or an Assistant Chief approves. Otherwise, the member is responsible for providing his or her own relief to cover the vacancy. Requests for school/seminar leave shall be in writing by filling out the electronic form found on the NWVFD website.

106.14 – Resignations

All Fire Department property (manuals, uniforms, protective clothing, identification cards, insignia, etc) must be turned in to the Fire Chief or his designee by any member resigning or leaving the service.

106.15 – Vacation

All requests for vacation must be made on or before 1700 of the 5th day of the month prior. Vacation will be accrued at the following rates:

Field personnel

0-4 years: 3.69 hours per pay period

5-9 years: 5.53 hours per pay period

10-14 years: 7.38 hours per pay period

15-19 years: 9.23 hours per pay period

20-24 years: 11.07 hours per pay period

25-29 years: 12.92 hours per pay period

30-34 years: 14.76 hours per pay period

35-39 years: 16.61 hours per pay period

Administrative staff:

0-4 years: 3.07 hours per pay period

5-9 years: 4.61 hours per pay period

10-14 years: 6.15 hours per pay period

15-19 years: 7.69 hours per pay period

20-24 years: 9.23 hours per pay period

25-29 years: 10.76 hours per pay period

30-34 years: 12.30 hours per pay period

35-39 years: 13.84 hours per pay period

Employees cannot roll over more than 40 hours of vacation for admin. staff and 48 hours for field staff from year to year.

106.16 – Holidays

Shift work employees are authorized holiday pay for the following holidays; New Year's Day, Good Friday, Memorial Day, July 4th, Labor Day, Thanksgiving Day and Christmas Day. Shift work employees will get paid time and half if the shift falls on a holiday. The holiday begins at 0600 of the given day and extends until 0600 the following day. Forty hour per week employees (non-essential) will be authorized the following holidays off with pay: New Years Day, Good Friday, Memorial Day, July 4th, Labor Day, Thanksgiving, the Friday following Thanksgiving, and Christmas Day.

106.17 – Sick Time

Purpose

The Department provides paid sick leave to eligible full-time employees as an employment benefit. Sick leave is intended to provide wage replacement when an employee is unable to work regularly scheduled hours because of a qualifying illness, injury, or health care appointment.

Sick leave is not earned or accrued based upon hours worked or length of service and is not intended to provide additional compensation beyond an employee's normally scheduled hours.

Annual Sick Leave Allotment

Eligible full-time employees are afforded paid sick leave during each calendar year as follows:

- **Full-Time Suppression Personnel:** Ninety-six (96) hours per calendar year.
- **Full-Time Administrative Personnel:** Eighty (80) hours per calendar year.

Sick leave is provided as an annual employment benefit and does not accrue from pay period to pay period or based upon hours worked.

An employee who becomes eligible for full-time benefits during a calendar year will be afforded the applicable sick leave allotment upon becoming eligible for full-time benefits.

Unused sick leave expires at the end of the calendar year and does not carry forward into the following calendar year. Sick leave has no cash value and will not be paid out upon separation from employment.

Personnel temporarily reassigned between suppression and administrative duties will retain the sick leave allotment applicable to their permanent assignment. A permanent reassignment will result in the employee becoming subject to the sick leave provisions applicable to the new permanent assignment.

Authorized Use

Sick leave may be used when an employee is unable to work regularly scheduled hours because of:

1. Personal illness;
2. Personal injury; or
3. A health care appointment that cannot reasonably be scheduled outside the employee's normal working hours.

Sick leave may be used in increments of one (1) hour.

Sick leave may only be applied to hours the employee was regularly scheduled to work and did not work because of an authorized use of sick leave.

Limitation on Sick Leave Compensation

Sick leave is a wage-replacement benefit and shall not be used to increase an employee's total compensated hours beyond the number of hours the employee was normally scheduled to work during the applicable workweek.

When an employee works additional, overtime, callback, or other voluntarily accepted hours during a workweek and subsequently misses regularly scheduled work because of an authorized use of sick leave, paid sick leave shall only be applied to the extent necessary to bring the employee's total compensated hours up to the employee's normally scheduled hours for that workweek.

Hours actually worked shall be applied before paid sick leave when determining the amount of sick leave payable.

If an employee's actual hours worked during the workweek equal or exceed the employee's normally scheduled hours for that workweek, no paid sick leave will be applied for the absence. Sick leave that is not applied because of this limitation will remain available to the employee for authorized use during the remainder of the calendar year.

Example: An employee normally scheduled to work forty-eight (48) hours during a workweek voluntarily works an additional twenty-four (24)-hour shift and subsequently misses a regularly scheduled twenty-four (24)-hour shift because of illness. If the employee has actually worked forty-eight (48) hours during the workweek, no additional sick leave will be paid because the employee has already worked the number of hours normally scheduled for that workweek.

If the employee has actually worked thirty-six (36) hours during a workweek in which the employee was normally scheduled for forty-eight (48) hours and misses additional regularly scheduled hours for an authorized sick leave reason, no more than twelve (12) hours of paid sick leave will be applied, bringing the employee's total compensated hours to forty-eight (48).

Overtime

Paid sick leave is not considered hours worked for purposes of calculating overtime under the Fair Labor Standards Act.

Employees will be compensated for all hours actually worked, including overtime compensation required by applicable law. Nothing in this policy shall be interpreted to reduce, offset, or eliminate overtime compensation otherwise due for hours actually worked.

Separation from Employment

Sick leave is an employment benefit provided for use during the applicable calendar year and is not earned wages or an accrued leave benefit.

Unused sick leave has no cash value and will not be paid to an employee upon resignation, retirement, termination, or any other separation from employment.

Protected Leave

Nothing in this policy is intended to interfere with or limit an employee's rights under the Family and Medical Leave Act (FMLA), Americans with Disabilities Act (ADA), Pregnant Workers Fairness Act (PWFA), workers' compensation laws, or any other applicable federal or state law.

An absence may qualify as protected leave even when the employee is not eligible to receive paid sick leave under the compensation limitations of this policy.

106.18 – Recovery from Injury or Illness

Members off duty because of injury or illness, job-related or otherwise, shall concern themselves with recovery. They shall not absent themselves from their places of confinement except for medical treatment, shall not work at any other job, and shall keep in touch with their chain of command and safety officers, informing them of progress and expected dates of return to duty. Members on long-term absence that have a light-duty release from their physician may attend training classes approved by the Training Officer or apply for other light-duty work to reduce their use of sick, lost, or worker's compensation time. All changes in work status must be reported to an on-duty chief officer or chain of command within 24 hours of the change. No

member shall engage in off-duty employment while off work from Northwest Volunteer Fire Department on workers compensation, sick time or losing time seeking medical treatment.

106.19 – Light Duty

Employees who are released for light duty will only perform such tasks as are approved by their doctors in keeping with a program that will not aggravate the injury or illness and which permit the individuals to work no more than a 40-hour week. Members must be released to light duty before they are able to take vacation.

106.20 – Call in for Full Time Off-Duty Personnel

All Full Time Off-duty members shall be required to report promptly for duty when called in and remain until dismissed by the chief or the officer in charge.

106.21 – Off-duty Employment

The Fire Chief reserves the right to approve or disapprove, for the purposes of compliance with conflict-of-interest laws and full disclosure, any work, job, or business venture engaged in by off-duty members. For Full Time employee part time employment outside of Northwest Volunteer Fire Department requires an authorization for outside employment form to the Fire Chief. The Fire Chief will approve or disapprove the request, sign the form, and return to the employee BEFORE the employee applies for the outside employment.

106.22—Family and Medical Leave

This policy applies to all full-time eligible employees of NWVFD and is to comply with all federal, state, and local laws regarding family and medical leave.

Employees become eligible for benefits under the federal Family and Medical Leave Act (FMLA) after twelve (12) months of service and having worked at least 1,250 hours during the preceding twelve (12) month period. Eligible employees may be granted up to twelve (12) weeks of unpaid leave per year for:

- A. Newborn or newly-adopted children. Eligible employees may request a leave of absence to provide care for a child following the child's birth, adoption, or foster placement in the employee's home. This leave must be taken within a year after the child is born, adopted or placed in the employee's home.
- B. Illness of a family member. Employees may request a leave of absence to provide care for a child, parent or spouse who has a serious health condition.
- C. Illness of an employee. Employees may also request a leave of absence if they are unable to work due to their own serious health conditions.

Earned vacation and sick leave benefits may be used prior to commencement of the unpaid family and medical leave of absence.

DEFINITIONS

- A. Child. Anyone under 18 years who is the employee's biological, adopted, or foster child, stepchild legal ward, or an adult legally dependent child. This may also include a child for whom the employee has day-to-day responsibility.

- B. Parent. Biological, foster or adoptive parents, step-parents, legal guardians, or someone who plays or has played the role of parent, but does not include parents-in-law.
- C. Spouse. A legal marital relationship.
- D. Serious Health Condition. An illness, injury, impairment, or physical or mental condition serious enough to involve hospitalization, in-patient care in a residential health care facility, continuing treatment or supervision by a health care provider. NWVFD may require appropriate medical certification before a leave is granted. In some instances, a second or third medical opinion may also be required.

PROCEDURE

A. Application and Commencement

1. A Family and Medical Leave of Absence Form must be completed requesting family and medical leave of absence and submitted to the Fire Chief thirty (30) days prior to commencement date, except where medical conditions make such a requirement impossible.
2. When the leave is to care for a sick child, parent or spouse, the requesting employee must submit a letter signed by a physician that states: (a) the date the illness or condition began; (b) the probable duration of the condition; (c) the estimated time the employee will need to care for the family member; and (d) a statement that the illness or condition requires the participation of a family member.
3. When the leave is for the employee, the employee must submit appropriate medical certification.

B. Reinstatement

1. Upon return from a family and medical leave of absence, the employee will be reinstated in the following priority of position reassignment:
 - i. First: prior position if available.
 - ii. Next: a comparable position for which the employee is qualified.
2. Employees on leave must notify the Fire Chief at least two weeks prior to end of leave to inform NWVFD of availability to return to work. NWVFD may require appropriate medical certification before an employee returns to work. In addition the employee may be subject to re-training or re-qualification.
3. An employee's failure to return from leave, or failure to contact the Fire Chief on the scheduled date of return, will be considered a voluntary resignation.

Baby Bonding/Adoption Leave

The purpose of this policy is to provide eligible employees with up to eight (8) consecutive weeks of paid leave following the birth or adoption of a child for the purpose of bonding with the new child and providing financial stability during this significant life event.

Baby Bonding/Adoption Leave is a bonding benefit and is separate from Short-Term Disability (STD) benefits that may be available for an employee's medical recovery following childbirth.

Eligibility

To ensure consistency, eligibility for Baby Bonding/Adoption Leave follows the eligibility requirements of the federal Family and Medical Leave Act (FMLA). To be eligible, an employee must:

1. Have been employed by Northwest Volunteer Fire Department for at least twelve (12) months;
2. Have worked at least 1,250 hours during the twelve (12) months immediately preceding the start of the leave;
3. Be a benefits-eligible full-time employee; and
4. Not have previously received eight (8) weeks of Baby Bonding/Adoption Leave during the applicable twelve-month period.

Leave Benefits

Eligible employees are entitled to the following:

A. Duration: Up to eight (8) consecutive weeks of Baby Bonding/Adoption Leave.

B. Compensation: Northwest Volunteer Fire Department will pay eligible employees for their regularly scheduled hours, up to a maximum of forty (40) hours per week, at their regular hourly rate.

C. Concurrent FMLA Leave: Baby Bonding/Adoption Leave runs concurrently with any applicable leave available under the Family and Medical Leave Act (FMLA). Use of paid Baby Bonding/Adoption Leave does not extend or provide additional FMLA leave beyond the employee's available FMLA entitlement.

Scope of Use

Baby Bonding/Adoption Leave must be used within the first twelve (12) months following the birth or adoption of a child.

The leave is specifically intended for:

1. Bonding with a newborn child; or
2. Bonding with a newly adopted child.

Baby Bonding/Adoption Leave must be taken in a single continuous block unless otherwise approved by the Fire Chief or Board of Directors.

Notification and Documentation

Employees requesting Baby Bonding/Adoption Leave shall comply with the following:

A. Advance Notice: Employees should provide at least thirty (30) days' written notice before the leave is expected to begin. If the birth or adoption is unforeseeable, notice must be provided as soon as practicable.

B. Leave Request: Employees shall submit a formal Leave of Absence request by email to the Fire Chief.

C. Documentation: The Department may request appropriate documentation of the birth or adoption, including a birth certificate, adoption decree, or other appropriate documentation.

Benefits and Job Protection

A. Health Benefits: The Department will continue to provide health insurance coverage under the same terms as if the employee had continued to work. Employees remain responsible for their applicable portion of insurance premiums.

B. Job Protection: Upon return from protected leave, an eligible employee will be restored to their original position or an equivalent position with equivalent pay, benefits, and other employment terms, consistent with applicable law.

Coordination with Short-Term Disability Benefits

Short-Term Disability (STD) and Baby Bonding/Adoption Leave are separate benefits and may not be used concurrently.

STD benefits are intended to provide income replacement during an employee's qualifying period of medical disability. For an employee who gives birth, this may include the period of medical recovery following childbirth. Eligibility for STD, the duration of the disability period, and the amount of benefits payable are determined solely by the Department's STD insurance carrier in accordance with the applicable STD plan.

An employee who gives birth may submit any applicable STD claim directly through the Department's STD carrier. Under the current plan, approved STD benefits generally provide sixty percent (60%) of eligible weekly earnings, up to the plan's maximum weekly benefit, following the applicable waiting period. The terms of the applicable STD plan control and may be amended by the insurance carrier or plan administrator.

An employee who gives birth and is approved for STD benefits may use the approved STD benefit during the qualifying medical recovery period. After the STD benefit period ends, the employee may begin their available Baby Bonding/Adoption Leave, provided the employee otherwise meets the eligibility requirements of this policy.

Baby Bonding/Adoption Leave may not be used first and then followed by STD benefits for the same birth event. STD applies to the qualifying medical disability and recovery period, while Baby Bonding/Adoption Leave is intended for bonding with the child.

At no time may the coordination of Department-paid leave and STD benefits result in an employee receiving more than one hundred percent (100%) of their regular weekly pay.

Family and Medical Leave Act Coordination

Baby Bonding/Adoption Leave and qualifying STD-related medical leave may also qualify as FMLA leave. When applicable, such leave will run concurrently with the employee's available FMLA entitlement.

Nothing in this policy provides an employee with FMLA leave beyond the amount available under federal law.

Outside Employment During Leave

An employee may not engage in paid outside employment while using Baby Bonding/Adoption Leave or while on FMLA leave associated with the birth or adoption covered by this policy.

An employee may not simultaneously collect paid leave from another employer during the Baby Bonding/Adoption Leave period.

106.23—Meals

On duty fire crews, in Class B uniforms or issued golf shirts, may eat meals at restaurants or may purchase supplies from businesses in the NWVFD district. Visits to establishments outside

of the NWVFD district require prior approval from the District Chief. Crews should limit their time at the restaurant to the amount required to order, receive, and finish their meals.

106.24- Military Leave

As per federal, state, and local laws active and reserve military personnel must be allowed time off for deployments, training, and any other recall to duty. As such Northwest Volunteer Fire Department will follow all applicable laws in regards to such and military personnel both active and reservists will be granted leave without pay to serve those obligations for the armed forces of both the United States of America and the State of Texas. No personnel while deployed will lose time of service or longevity and their employment will continue to be active so there will be no loss of service time. Those who receive orders to deploy for active duty or training must submit their orders from the government within 24 hours of receipt of such orders.

107.00 – Safety Practices

107.01 – Responsibility for Safety

All members are responsible for complying with safety rules and regulations. Captain's and officers are specifically responsible for ensuring their companies operate in compliance with these rules and regulations. Any member incurring an injury on an emergency scene, drill or other departmental activity, shall immediately report the injury to the departmental safety officer or senior officer in charge if the safety officer is not on scene, so appropriate action can be taken. If the safety officer is not on scene and the injury requires immediate care from a hospital facility the safety officer is to be notified immediately. If the injury does not require immediate hospital care, the safety officer must be notified within 24 hours of the injury.

107.02—Blood Pathogens / Exposure Control

Universal Precautions:

Universal precautions are recommended by the Center for Disease Control as a means of protection for Health care providers. Universal precautions are intended to supplement rather than replace recommendations for routine infection control, such as hand washing and use of gloves to prevent gross microbial contamination of hands.

Hand washing facilities may not always be readily available. In such cases, an appropriate antiseptic hand cleaner in conjunction with clean towels or antiseptic towelettes may be used and hand washing should be done as soon as possible. Universal precautions apply to blood and other body fluid containing visible blood.

Blood is the single most important source of HIV, hepatitis B virus and other blood pathogens.

Universal precautions also apply to tissues, semen, vaginal secretions and the following fluids:

1. cerebral spinal
2. synovial spinal
3. synovial
4. Pleural
5. Peritoneal (abdominal)
6. Pericardial (heart)
7. Amniotic (fluid around an unborn infant).

Universal precautions do not apply to feces, nasal secretions, sputum, saliva, sweat, tears, urine, and vomitus, unless they contain visible blood.

Universal precautions should be the minimum precautions for all procedures in an emergency or major traumatic injury. Routine use of appropriate barrier precautions such as gloves and surgical mask should be worn as needed and protective eyewear with face shield should be worn if splashing/spraying of blood or body fluid is likely. Appropriate protective barriers shall be used to prevent exposure to blood, body fluids containing visible blood and other fluid to which universal precautions apply. From the exposure determination, the appropriate protective equipment such as, but not limited to gloves; gowns; face shields or mask and eye protection; mouthpieces; resuscitation bag masks; pocket masks or other devices should be used.

UNIVERSAL PRECAUTIONS PROCEDURES PERSONAL PROTECTIVE EQUIPMENT:

Gloves

Will be worn when contact with blood and/or body fluids, mucous membranes, or non-intact skin of any patient is anticipated.

Will be worn when handling items or surfaces soaked with blood or body fluids.

Will be worn when cleaning equipment used in-patient handling.

Should be changed between patients.

Should be changed as promptly as possible, if tearing or puncture occurs.

Hand washing should be done after removal of gloves.

Should be discarded in a red Biohazard container.

Masks & Protective Eyewear

Should be worn when the possibility of splashes or sprays of blood or body fluids are likely to occur.

Cover Gowns or Aprons

Should be worn when the possibility of a splash or spray of blood or body fluid may occur.

Hand Washing shall be done:

After removing gloves.

Between patients.

After accidental contact with skin contaminated with blood or body fluids.

After each call that an employee had contact with a patient.

After cleaning equipment that was used in patient care.

Needles, Syringes, or other "Sharps"

Needles and sharps should never be recapped, manipulated, bent, or broken.

Should be disposed into a puncture resistant container.

Resuscitation Equipment (includes ventilation as well as suction devices)

These devices should be cleaned and disinfected with an Environmental Protection Agency

Approved disinfectant.

EXPOSURE CONTROL TRAINING

The Northwest Volunteer Fire Department shall ensure that training on Exposure Control is provided to the personnel of their department where occupational exposure may occur. This training shall be required within twelve (12) months of the previous training. Training shall be tailored to the education and language level of the employees. The training shall cover the following:

A copy of the standard and an explanation of its content;

A general explanation of the epidemiology and symptoms of blood borne diseases;

An explanation of the mode of transmission of blood borne pathogens;

An explanation of the Department exposure control plan and the means by which employee can obtain a copy;

An explanation of the appropriate method for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious material;

Significant Exposure Definition

"Significant exposure" means sustained a contact, which carries a potential for transmission of HIV for transmission of HIV or other communicable disease/illness other communicable disease/illness, by one or more of the following:

Transmission of blood, semen or other body fluid into a body orifice.

Exchange of blood during the accidental or intentional infliction of a penetrating wound, including a needle puncture.

Blood or other body fluid exchange into an eye, an open wound, an oozing lesion, or where a significant breakdown in the epidermal barrier has occurred.

Exposure to saliva as the result of a bite during the course of which the skin is broken.

The provision of cardiopulmonary resuscitation (CPR).

Other routes of exposure as defined by the Texas Department of Health Services and the National Center for Disease Control.

HEPATITIS B VACCINATION/POST-EXPOSURE EVALUATION

The Northwest Volunteer Fire Department shall make available the Hepatitis B vaccine to all employees that anticipate skin, eye, mucous membrane, or contact with blood or other potentially infectious materials that may result from the performance of an employee's duties. This vaccine is to be made available to all employees who have the potential for exposure at no cost to the employee within 10 days of employment with such duties or when the vaccine becomes available. Prescreening is not required. Employees MUST sign a declination form if they choose not to be vaccinated, but may later opt to receive the vaccine at no cost to the employee. Post Exposure Evaluation and follow up for all exposed employees shall be provided at no cost to employee. This should be done by a licensed health care professional. This should be done as soon as possible after an exposure. Any cost associated with post-exposure prophylaxis, counseling, and evaluation of reported illnesses must be paid by the Northwest Volunteer Fire Department.

AIRBORNE BACTERIA

In the case of possible exposure to AIRBORNE BACTERIA, local hospitals have mechanism in place to initiate an appropriate tracking of all exposed personnel both in the hospital and pre-hospital care providers. The Infection Control Nurse from the hospital will initiate this tracking mechanism upon receipt of any positive bacteriology or serology reports received from the laboratory, as deemed necessary and where applicable by law.

The Infection Control Nurse shall contact the Department of the possible exposure, who shall notify the affected employee(s). The nurse shall advise the appropriate treatment, so medical care can then be initiated at the hospital or by the personnel of their Captain.

Exposure Reporting

In the case of a significant exposure to BLOOD or BODY FLUIDS, the employee shall upon recognizing the hazard, follow one of the below procedures:

A significant exposure should be reported immediately after it occurred, or as soon as possible within 24 hours of the incident.

An officer or senior firefighter in charge of the incident shall be notified, who in turn shall notify the Chief Officer of the situation.

A Significant Exposure Report Form should be filled out as soon as possible so medical care can be initiated immediately.

If at the scene, the employee(s) shall initiate action by notifying the ambulance staff to notify the receiving physician at the hospital to initiate blood testing procedures of the patient for a significant exposure. The employee(s) shall consider themselves and equipment out of service until decontamination is completed.

If at the station the employee(s) should notify the officer in charge of the situation, they along with the equipment shall be out of service until decontamination of both is completed.

If at the hospital, the employee(s) should notify the emergency room staff as soon as possible to initiate blood testing procedures of the patient for a significant exposure and notify the officer in charge, so that employee(s) are logged as "out of service" until decontamination is completed.

In all cases of suspected exposure the affected member, with the help of the Safety officer will fill out:

The Workman's Compensation Employers First Report of Injury or Disease.

The Northwest Volunteer Fire Department Significant Exposure Report shall be filled out.

A total of four (4) copies of the Exposure Report Form will then be generated with copies going to the following:

The Workman's Compensation Form.

Employee Confidential Medical Record- Northwest Volunteer Fire Department.

Treatment Facility Medical Records.

The Employee(s).

107.03 -- Horseplay and Housekeeping

Members shall refrain from horseplay and shall maintain stations and equipment in neat and orderly conditions.

107.04 – Running

Members shall refrain from running on scene, unless compelled to do so by immediate threats to safety.

107.05 – Rehab

During any incident firefighter rehabilitation and fitness for duty should be constantly and closely be evaluated, monitored, and documented. An MICU unit from the appropriate EMS agency where an incident occurs should be requested and have on standby at ALL times until released by the incident commander for the following types of incidents:

- ALL reported structure fires
- ANY hazardous materials incident in which any fire or HAZMAT personnel must be in Level B or higher PPE AND three levels of zones established (hot, warm, & cold)
- ANY fires besides structure incidents with work periods greater than 30 minutes
- ANY other incident at the Incident Commanders discretion

Any time that an EMS unit will be transporting a patient from a scene where they are on standby, another EMS unit should be dispatched immediately following the decision to transport someone from the scene. This should be done to minimize the amount of time that an EMS unit is away from the scene in the event of further injury or illness for rapid transport if needed. Transport of patients should not be delayed if it is deemed that immediate transport is needed. However consideration should be given to waiting on the next EMS unit to arrive before transporting if the patient being transported is stable and the care of the patient will not be adversely affected by delaying transport.

Any personnel who don and wear full PPE for longer than 15 minutes **MUST** be rehabilitated after their work period is over and a minimum of vital signs (B/P, HR, RR) and intake of fluid (minimum 1 bottle of water or Gatorade). If a rehab area is designated personnel **MUST** report

to that designated area and try to find a shaded area at a minimum or inside Rehab 42 if that apparatus is on scene. Whenever possible EMS will be staged inside the rear walk-in area of Rehab 42 where vital signs and an assessment will be done to the level and discretion of the rehab officer and or In-Charge Paramedic from EMS. The rehab officer and EMS will follow HCEC Clinical Guideline PR32 and work together with that guideline to release fire personnel back to full duty at their discretion. Should there be any discrepancy of fitness for duty it should be the final decision of the designated Incident Safety Officer (ISO) or Incident Commander (IC) if an ISO has not been designated.

The following should be considered when setting up a rehab area:

- Utilizing a climate controlled area such as the rear walk in area of Rehab 42 or the inside of a EMS unit
- Covered or shaded area such as the awning of Rehab 42 and or tents from Rehab 42 and Rehab 44
- Electric fans from any apparatus including the fans from Rehab 42; gas powered fans should be avoided due to products of combustion which could contaminate a rehab area

Any personnel who have been working in an IDLH atmosphere will have a full set of vital signs obtained and documented before being released to duty up to and including B/P, HR, RR, SpO2, SpCO, and temperature. All the diagnostic tools used to measure the previous mentioned vitals can be found on EVERY NWVFD Engine Company and Rehab 42. Any NWVFD personnel who fail to or refuse to have vitals taken and or rehabilitated by NWVFD guidelines will be immediately released from the scene of any incident, placed out of service, and disciplinary action taken at a later time after the incident. ANY personnel outside NWVFD (mutual or auto aid) who refuse to have vitals taken and or rehabilitated as per NWVFD guidelines will be removed from duty at the scene, an ISO and or IC notified and that entire unit be returned to service and released from the scene by the IC until further arrangements can be made between NWVFD and that agencies command staff.

If sufficient manpower is available AND the safety of the personnel on scene will not be affected the general rule of rehab should be that any person in PPE greater than 15 minutes or after EVERY SCBA bottle is expended should be rehabilitated and have vital signs checked and documented. Although if an emergency situations exist this rule may be suspended by the IC and or ISO. When a person reports to rehab they should have vitals taken and they should intake a minimum of 12 ounces of fluid PER TRIP to rehab. Fluid should be water or Gatorade (or equivalent to replace electrolytes) and minimum intake should be 12 ounces per trip. Although not required nutritional intake (food) should be considered and is available on both Rehab 42 and Rehab 44. Also it is not required nor should it be in lieu of rehabilitation in a controlled environment, personnel may take bottled fluids with them to store in their gear or

belongings to stay hydrated on scene and is STRONGLY ENCOURAGED!!! Northwest Volunteer Fire Department not only encourages and provides for proper hydration on scene but also encourages and provides for proper hydration before any incident and during your normal shift by providing in the coolers and or refrigerators at each station bottles water and Gatorade. We encourage you to maintain hydration and usage of these resources at the station before and after incidents to try to prevent dehydration related incidents.

Although any person who is alert and oriented and of sound judgement has the right to make the decision for treatment and transport by EMS and also has the right to refuse treatment, it should be noted that any person who refuses, may at the discretion of the ISO and or IC be removed from service and no longer allowed to actively function at a fire scene and may be released from the scene. If any personnel from NWVFD are being transported to the hospital for further evaluation an Assistant Chief or the Fire Chief should be notified immediately. If personnel from another agency are being transported to the hospital for further evaluation and or treatment from ANY scene within NWVFD jurisdiction and a Chief Officer from their agency are NOT on scene, an Assistant Chief or the Fire Chief of NWVFD should be notified so they can notify a Chief Officer from that agency.

Should another department request records of their personnel's information it is available by request and can simply be done by contacting the Fire Chief.

Please see attached HCEC Clinical Guideline PR31- Rehab for further guide for further information.

107.06- Energy drinks, supplements, enhancements

No personnel of Northwest Volunteer Fire Department shall take, consume, drink or otherwise consume of any energy drinks, supplements, or enhancing products on duty or within 8 hours before duty time. As we are responsible for the health, well-being, and welfare of our personnel while on duty, we take very seriously the fact that such products could cause an increased workload of your vascular system in your body and the strenuous work performed on duty we must treat this behavior with extreme caution.

107.07- Post Exposure Decontamination

Personnel who make fires that require PPE should use extreme caution to decontaminate their PPE, as well as themselves after any exposure. Decontamination supplies have been added to all department vehicles with water tanks and pumps to assist in decontamination of PPE on scene before getting into the apparatus and returning to the station. All personnel who are exposed and have remnants of the fire on their gear or person should decontaminate their PPE on scene before doffing and storing their gear whether for rehab or returning to quarters. In each kit shall be large trash bags to store PPE in until you can reach the station and either wash your gear, further decontaminate, or be able to obtain another set of gear. That trash bag should be tied up to eliminate as much as possible the spread of contaminants to the inside of

the vehicle and the crew. Although we try to ensure that we do our best to prevent contamination there may come a time that you must don that gear before reaching the station for another call. That is understandable but care must be taken to then clean the inside of the cab of the apparatus after that call to ensure we reduce the risk of exposure both short and long term. Once returning to the station each crew member who was contaminated at the scene should immediately take a hot shower to open remove the contaminants on their body. It should be a hot shower so as to open the pores of the body allowing the toxins to be released and washed away. After your shower and putting on a fresh and clean uniform, documentation of your shower should be done through our records management system. Extreme care should be taken to reduce the chance of cancer and other diseases that can precipitated from exposures from fire or hazards encountered on duty.

108.00 – Vehicle Operation

108.01 – Approved Drivers

Only those members specifically approved by the Fire Chief may drive a departmental apparatus.

- Any driving experience from another Fire Department on specialty equipment must be approved by the Fire Chief.
- Anybody with less than six months driving experience can only operate Engines and below.
- Primary drivers must be between 18 and 65 years of age with no more than two non-critical moving violations in the previous three calendar years and no class A violations within the previous three year period.

108.02 – Licensing/Training

Following successful completion of the Texas DPS driving exam, driver trainees must complete the following training prior to becoming apparatus operators.

- a. Four hours of classroom training in emergency driving procedures.
- b. Behind the wheel and training hours must be logged in monthly evaluation reports during probation.
- c. Completion of and successfully passing a NFPA 1002 Driver/Operator training program AND certification by SFFMA (volunteer) or TCFP (career).

Minimum of 4 hours behind the wheel per month must be logged during probation.

108.03 – Permit Drivers

Employees or volunteers who possess a Texas Class B driver's license permit may drive the apparatus for non-emergency calls and general conditions under the supervision of an officer who meets the State of Texas requirements of being a licensed operator in the front seat 21 or over.

108.04 – Physicals

Drivers over the age of 65 and medical impairments must undergo an annual physical by the departmental physician who must certify that the individual is capable of operating under an "emergency driving" condition.

108.05 – Annual Requirements

All drivers must undergo 5 hours of classroom training annually as well as ten hours of hands on driving annually. At the discretion of the Chief normal responses may be considered hands on training.

108.06 – Pre-Drive Inspection

The driver is responsible for inspecting the apparatus to ensure that all doors are closed and all equipment is secured before moving the vehicle at all times.

108.07 – Violations

Any violation of the driving policies could result in disciplinary action up to and including termination.

108.08 – Riding Positions

All persons riding on fire apparatus shall be seated and secured to the vehicle by seat belt / shoulder harness any time the vehicle is in motion. Riding on tailboards, outside the vehicle, or other exposed riding positions is specifically prohibited. Standing up at any time while the vehicle is in motion is specifically prohibited. EO's shall not move fire apparatus until all persons on the vehicle are seated and secured with seat belts in approved riding positions.

The driver will be primarily concerned with safely driving the apparatus. He/she is to continually monitor driving conditions and listen for instructions. The driver will be the initial pump operator if the apparatus is so equipped and pumping is required.

The front seat passenger will operate all emergency equipment and radio communications as well as continuous monitoring of traffic conditions and communication with the driver.

108.09 – Stopping

EO's shall come to complete stops at all stop signals, stop signs, railroad crossing that are activated, and other negative rights-of-way. No apparatus may proceed past a school bus that is displaying its red flashing lights. Obey all school zones according to law.

108.10 – Speed

Apparatus shall not exceed the speed limit except when responding emergency traffic. When responding emergency traffic, apparatus may exceed the speed limit by no more than 10 miles per hour. Apparatus shall not exceed the speed limit at any time when proceeding through an intersection, regardless of traffic control devices. Apparatus shall not travel at speeds that are unsafe in given weather and visibility situations.

108.11 – Backing

Apparatus operators shall not back a vehicle without a ground guide unless a ground guide is not available. If a ground guide is not available the driver shall dismount from the vehicle and walk around the vehicle prior to backing.

108.12 – Apparatus out of service

If an apparatus shall be placed out of service, the Captain must immediately notify the on-duty District Chief, or approved chief officer. Upon return to service of an apparatus that has been out of service for over one shift, a mechanical and equipment check must be made and a check-in report completed.

108.13- Responding to calls; emergency vs. non-emergency

Although most of the calls that we respond to are of an emergency nature there will be times that we are sent to calls that are of a non-emergent nature. Any time we drive the fire apparatus to a call there is a certain amount of liability that we assume particularly when responding emergency traffic with lights and sirens activated. Because of that liability, it is the discretion of the officer of the truck to decide if an emergency or non-emergency response is appropriate. Either decision that is made it should be understood that the officer should be willing and able to justify their decision either way. If the decision is made to respond non-emergency a note in the call notes of the MDT should be input by the officer or dispatch stating that you are responding non-emergency. You should also notate that in your official record of the call where it asks if you responded emergency or non-emergency.

108.14- Intersections

Use extreme care when approaching any intersection as they are the locations responsible for a large percentage of major accidents involving emergency vehicles. Drivers are required to practice the organization's intersection operating guidelines during all emergency responses.

Uncontrolled intersections

For any intersection that does not offer a control device (stop sign, yield sign, yellow or red traffic signal) in the direction of travel of the emergency vehicle, complete the following:

- Scan the intersection for possible hazards (right turns on red, pedestrians, vehicles traveling fast, etc.). Observe traffic in all four directions (left, right, front, rear).
- Slow down if any potential hazards are detected and cover the brake pedal with the driver's foot.
- Change the siren cadence not less than 200' from the intersection.
- Avoid using the opposing lane of traffic if at all possible.

Controlled intersections

Any intersection controlled by a stop sign, yield sign, yellow or red traffic signal requires Prudent Action by the emergency vehicle driver. Consider the following steps:

- Do not rely on warning devices to clear traffic.

- Scan the intersection for possible hazards (right turns on red, pedestrians, vehicles traveling fast, etc.) and driver options.
- Begin to slow down well before reaching the intersection and cover the brake pedal with the drivers' foot. Continue to scan in four directions (left, right, front, back).
- When approaching a traffic signal be aware of "stale" green or yellow caution signals, begin to slow and prepare to stop as these will be turning red.
- Change the siren cadence not less than 200' from intersection.
- Scan intersection for possible passing options (pass on right, left, wait, etc.) avoid using the opposing lane of traffic if at all possible. Consider using the lane of least resistance that is consistent with your intended direction of travel.

During emergency response, bring the vehicle to a complete stop for the following:

- When directed by a law enforcement officer
- Red traffic signals
- Stop signs
- Negative right-of-way intersection
- When the driver cannot account for visible traffic in the lanes of traffic in an intersection
- When other intersection hazards are present
- When encountering a stopped school bus with flashing warning lights
- Establish eye contact with other vehicle drivers, have partner communicate all is clear, and reconfirm all other vehicles are stopped.
- Account for traffic one lane at a time, treating each lane of traffic as a separate intersection.
- Railroad intersections

When approaching an unguarded rail crossing, bring the vehicle to a complete stop before entering the grade crossing. In addition, perform the following prior to proceeding:

- Turn off all sirens and air horns.
- Operate the motor at idle speed.
- Turn off any other sound producing equipment or accessories.
- Open the windows and listen for a train's horn.

108.15- Accident Investigation and Root Cause Analysis

I. Purpose

The purpose of this policy is to ensure that every accident involving Northwest Volunteer Fire Department personnel, apparatus, vehicles, equipment, or property is thoroughly investigated regardless of severity. The objective of every investigation is to identify the root cause(s), contributing factors, and opportunities for improvement in order to prevent future occurrences.

The Department recognizes that accidents rarely occur because of a single mistake. Most incidents are the result of multiple contributing factors, system failures, environmental conditions, or human performance issues. Therefore, the focus of every investigation shall be on learning, improving, and reducing future risk rather than assigning blame.

II. Policy

Every accident, incident, collision, equipment damage, injury, or near miss involving department operations shall be investigated.

There shall be no minimum dollar amount or severity threshold that determines whether an investigation is conducted. Every event, regardless of how minor, provides an opportunity to identify hazards, improve procedures, and strengthen operational safety.

III. Scope

This policy applies to, but is not limited to:

- Emergency vehicle collisions
- Non-emergency vehicle collisions
- Apparatus damage
- Damage to privately owned vehicles while operating for the department
- Equipment failures or damage
- Station or facility damage
- Property damage
- Civilian injuries involving department operations
- Employee injuries
- Volunteer injuries
- Lost or damaged equipment
- Near misses that had the potential to cause injury or damage
- Any incident directed by the Fire Chief or designee

IV. Objectives

Each investigation shall seek to:

- Determine exactly what occurred.
- Determine why it occurred.
- Identify all contributing factors.
- Determine the true root cause(s).
- Identify deficiencies in training, supervision, policy, equipment, communications, or organizational systems.
- Recommend corrective actions.

- Prevent recurrence.
- Improve the overall safety and effectiveness of department operations.

The purpose of the investigation is organizational improvement—not fault finding.

V. Investigation Process

As soon as practical following an accident, the appropriate supervisor shall initiate an investigation.

The investigation should include, when applicable:

- Interviews with involved personnel
- Witness statements
- Photographs
- Scene documentation
- Vehicle or apparatus inspections
- Equipment inspections
- Video recordings
- Radio traffic
- CAD reports
- Maintenance records
- Training records
- Applicable policies or SOP/SOG review
- Environmental and weather conditions

The investigating officer shall ensure that sufficient information is gathered to accurately determine all contributing factors.

VI. Root Cause Analysis

Investigations shall go beyond identifying the immediate cause of an accident.

The investigation should ask "Why?" repeatedly until the underlying cause is identified.

Examples include:

Immediate Cause:

- Engine struck a parked vehicle.

Possible Contributing Factors:

- Limited visibility
- Spotter not utilized
- Driver fatigue
- Poor scene lighting
- Congested roadway
- Inadequate backing procedure
- Mechanical issue
- Insufficient driver training

Root Cause:

- Failure to consistently follow established backing procedures.
- Inadequate training.
- Lack of supervision.
- Policy deficiencies.
- Organizational process failure.

Whenever practical, investigators should continue asking "Why?" until no further systemic causes can reasonably be identified.

VII. Corrective Actions

Recommendations may include one or more of the following:

- Individual retraining
- Company training
- Department-wide training
- Policy revisions
- Procedure modifications
- Equipment replacement
- Engineering controls
- Apparatus modifications
- Additional supervision
- Maintenance improvements
- Risk reduction measures

- Administrative changes

Corrective actions shall focus on preventing recurrence rather than punishment whenever appropriate.

VIII. Trend Analysis

The Fire Chief or designee shall maintain records of all accident investigations.

Investigations shall be periodically reviewed to identify:

- Recurring accident types
- Repeat contributing factors
- Training deficiencies
- Equipment reliability issues
- Apparatus trends
- Driver performance trends
- Facility hazards
- Organizational risks

When trends are identified, the Department shall take reasonable action to reduce or eliminate the hazard.

IX. Responsibility

All department personnel shall:

- Immediately report any accident, damage, injury, or near miss.
- Cooperate fully with investigators.
- Provide truthful and complete statements.
- Preserve evidence whenever practical.

Supervisors shall:

- Ensure the accident scene is documented.

- Initiate the investigation promptly.
- Complete required reports.
- Recommend corrective actions.
- Forward findings through the chain of command.

The Fire Chief or designee shall review all investigations, determine whether additional review is necessary, and ensure corrective actions are implemented when appropriate.

X. Just Culture

Northwest Volunteer Fire Department is committed to maintaining a Just Culture.

Personnel will not be discouraged from reporting accidents, mistakes, or near misses. Honest reporting provides valuable opportunities to improve safety and organizational performance.

While reckless behavior, intentional misconduct, criminal acts, or willful violations of policy may result in disciplinary action, the primary purpose of accident investigations is organizational learning and continuous improvement.

Employees are expected to report mistakes promptly so the Department can identify hazards before they result in more serious consequences.

XI. Continuous Improvement

Every accident investigation shall be viewed as an opportunity to strengthen the Department.

The success of this policy will not be measured by the number of accidents investigated, but by the lessons learned, improvements implemented, and accidents prevented in the future.

109.00 – Personal Vehicles

109.01 – Responding

All Members, including probationary Members, responding to the Station or driving their personal car to the scene of an emergency shall obey all Texas State Laws and Statutes as outlined in the Digest of Texas Motor Vehicle Laws and particularly as they apply to speed limits and the regard of traffic control and flow signs. Any member making a response to a scene in a personally owned vehicle, either emergency or non-emergency, whether it is a fire or an EMS response, without being authorized to do so will be cause for immediate suspension by any officer.

109.02 – Decals

Members of the Northwest volunteer Fire Department may have attached to the front and rear glass of their personally owned vehicle; a Northwest Volunteer Fire Department issued vehicle identification decal. This provides for rapid identification. This decal may be obtained from the Fire Chief provided that the member is active status and has a copy of their vehicle insurance on file. After separation of employment with Northwest Volunteer Fire Department the employee will remove all decals issued to them by Northwest Volunteer Fire Department.

109.03 – Emergency Lighting

Only active in district interior Firefighters, Officers, and apparatus operators may install approved audible and visual warning devices on their personal vehicles if they so desire. All costs involved will be the responsibility of the Member. Visual devices must be full light bar producing alternately flashing “red” lights at the highest and widest points of the vehicle. The light bar must be readily visible 500 feet to the front and rear of the vehicle in normal sunlight. Light bars must be permanently affixed to the top of the vehicle. Dash lights, grill lights, and other auxiliary lighting may be used in conjunction with the light bar but may not be used independently of the light bar. Visual equipment must be used with

an electronic siren audible 500 feet from the vehicle. Members must have equipment approved from the Fire Chief or Assistant Chief prior to installation on their personal vehicles and after the installation is complete as well. Any Member that caught with un-approved visual warning devices will be subject to suspension or terminations by any chief officer.

109.04 – Driving Emergency

Those Firefighters having properly approved audible and visual devices on their personal vehicle shall drive said vehicle in a safe and prudent manner when making a response to their respective station and/or to a scene if authorized to respond direct, this includes due diligence in regards to all facets of the emergency response.

Only those vehicles meeting the requirements of SECTION 109.03 shall run emergency traffic under any circumstances. (“EMERGENCY” meaning using lights and siren). Any Firefighter running “EMERGENCY” without approved equipment is subject to full punishment under the civil law as well as immediate suspension for a minimum of thirty days.

109.05 – Unauthorized Response

Any member making a response to a scene in a personally owned vehicle, either emergency or non-emergency, whether it is a Fire or an EMS response, without being authorized to do so will be cause for immediate suspension by an officer.

109.06 – Non Sanctioned Use

The use of audible and visual warning devices for other than sanctioned departmental emergencies will result in disciplinary action.

109.07 – Out of District Responses

Members will not respond POV to fires or EMS calls outside the Northwest district unless directed to do so by the Northwest Volunteer Fire Department Chief or Senior Officer present.

110.00 – Self Contained Breathing Apparatus (SCBA)

110.01-- SELF CONTAINED BREATHING APPARATUS (SCBA)

The dept. will purchase, provide, and maintain a complete S.C.B.A for each on duty fire protection personnel who engage in operations where IDLH atmospheres may be encountered, where the atmosphere is unknown, or would be exposed to hazardous atmospheres from fire and/or other emergencies. The dept. will ensure that all S.C.B.A provided complies with the minimum standards of NFPA identified in NFPA 1981, standard on S.C.B.A at the time the unit is placed in service.

110.02--CHECK AND MAINTENANCE

All in-service S.C.B.A.'s will be checked daily! (This will be strongly enforced):

- a. Air cylinder and harness assembly operation
 - i. Bell functioning properly
 - ii. Any air leaks
- b. Air cylinder reading
- c. Visual inspection for any torn or frayed straps
- d. P.A.S.S. device working properly. (Change batteries as needed.)
- e. Facemask shall be checked for proper operation while checking the S.C.B.A

f. Air supply shall be pressurized between 4,000 P.S.I and 4,500 P.S.I. the minimum air supply shall be 4,000 P.S.I. Any Bottle to be found below 4,000 P.S.I. will be changed out and refilled.

All department S.C.B.A. s and mask shall be flow tested once a year.

On duty personnel will ensure that an S.C.B.A that is not assigned to an apparatus will be inspected once a week. All members will be required to become proficient with the use and maintenance of SCBA. Resist the tendency to prematurely remove breathing apparatus during routine fire situations. It is generally true that carbon monoxide levels increase during overhaul, due to the incomplete combustion of smoldering materials. Never remove the facemask or regulator to talk when in hazardous atmospheres.

110.03—Classifications for SELF CONTAINED BREATHING APPARATUS (SCBA)

SCBA will be worn at the following types of incidents, in any hazardous atmosphere, and whenever the officer in charge deems it necessary:

1. Structure Fires
2. Vehicle Fires
3. Hazardous Materials Incidents (HAZMAT)
4. Fires of Unknown Type
5. Gas Leaks
6. Smoke Investigations in a building
7. Carbon Monoxide Alarms
8. Confined Space Rescues in IDLH atmospheres
9. Dumpster Fires

When in doubt wear your SCBA

110.04--FIREFIGHTER RESPONSIBILITY

The Fire Chief has the overall responsibility for providing a proper respiratory protection system within the Department.

The Training division is responsible for ensuring that Fire Department minimum training standards are met by all personnel relating to the use of S.C.B.A.'s, and that there is adequate, regular and standardized S.C.B.A. training provided to each Fire Department member.

Those trained in the proper maintenance of S.C.B.A. are responsible for ensuring that S.C.B.A.s are properly maintained and repaired to the extent of their training.

S.C.B.A.s that cannot be repaired by on site personnel shall be sent to a reputable repair facility.

Each Fire Department member shall be responsible for his or her facemask once assigned by the Fire Department as part of membership's issued PPE.

All Fire Department members are **directly** responsible for their personal safety and shall utilize and maintain self-contained breathing apparatus in accordance with this policy.

110.05--Officers/ Incident Commanders

Ensuring that the personnel under their command carry out the proper use, maintenance, and training relative to S.C.B.A.

Ensuring that proper respiratory protection is both provided to and utilized by Fire Department personnel during emergency incidents.

110.06--CLEANING AND RETURNING TO SERVICE

S.C.B.A. and the facemask shall be cleaned after each use, except when impractical under tactical conditions.

The facemask assembly shall be washed with mild soap and water and thoroughly rinsed with clean warm water. They shall be allowed to air dry. The air cylinder shall be properly recharged or replaced as well as cleaned and inspected for damages when returning the S.C.B.A. to service.

110.07 – Personal Alert Safety System (P.A.S.S.)

The PASS device shall be operational whenever you are exposed or potentially exposed to any **IDLH** atmosphere or operation.

When the air circuit is opened, the system acknowledges activation with three quick audible chirps. A green LED flashes continuously while the system is in its operating mode.

If the distress alarm fails to detect motion for approximately 20 seconds, it will go into a pre- alarm mode, signaled by a two-tone audible chirp and a Flashing RED LED if no movement is detected for approximately seven seconds after the first chirp. Once the pre-alarm is triggered, the system goes into full alarm. A three tone, almost continuous audible alarm is generated and a red LED flashes.

Once in full alarm, the system can only be reset by twice depressing the yellow push button on the control console. The system's dual audible and visual alarms will continue to signal an incapacitated

SCBA user for minimum of up to five hours at full sound level. These alarms will continue even after the cylinder's air is spent.

The PASS device can be turned off by taking the following actions:

1. Close the cylinder valve.
2. Bleed the air pressure from the regulator with the bypass valve.
3. Twice depress the yellow push button on the control console.

Manual operation of the system is important in the event the SCBA user becomes lost or disoriented, or otherwise requires emergency assistance, by simply depressing the control console's red push button; the system will go into full alarm. An audible deactivation two-tone beep alerts users to the system being turned off.

A Grace PASS device is attached to every in-service SCBA as well as the integrated PASS supplied by the SCBA manufacturer. The Grace should be tested daily during normal checks and documented as well. During the normal check of the unit, the "key" should be removed and all functions of the device tested including operating the software. During the check of the software, it should be checked that each device registers with the system and that the systems feedback with each other including PAR check, roll call, and evacuate. During the feedback check the software will also check to ensure the batteries are not low. If during the software check the device registers "batteries low" then they should be immediately changed.

Maintenance

The PASS device should be tested at the beginning of each shift.

The PASS device should be cleaned after each use with a damp cloth and checked for physical damage and retested.

Do not wait for a low battery indicator to alert you to needed maintenance.

Batteries:

Batteries should be replaced in PASS devices every three months.

There is a battery-life-check indicator built into the reset button that allows a user to also visually check the condition of the battery's life. Press and hold the reset button till a green light or a red light shows up. Green light shows good batteries. Red light shows bad batteries.

111.00 – Personal Protective Equipment

111.01 -- Care of Structural Gear

Bunker Coats and Pants:

1. Examine bunker coat and pants and reflective trim after every use for tears, rips, burns, and other damage.

2. DO NOT remove the manufacturer's care recommendations from Department issued protective clothing.
3. Follow the manufacturer's recommendations whenever possible. If the manufacturer's recommendations are not available:
 - a. Machine washes all turnout gear at least once per year OR whenever there is visible or suspected contamination.
 - b. Remove inner liner(s), turn gear inside out before washing.
 - c. Wash inner liner(s) & outer liner(s) separate from each other
 - d. Wash with **CITRO – SQUEEZE** detergent on gentle cycles in warm water in a machine not used for domestic purposes to reduce the risk of contaminants released from the turnout gear.
 - e. Hang turnout gear to air dry on gear dryers at each station in a well-ventilated area and out of direct sunlight.
4. Store gear in a well-ventilated area and out of direct sunlight. If gear is wet, hang out to air dry in a well-ventilated area and out of direct sunlight. Do not store wet or in the sun.

Gloves:

1. Examine gloves after every use for tears, rips, burns, and other damage.
2. Follow the manufacturer's care and storage recommendations. In addition to such recommendations, gloves should be cleaned upon return to the station after every fire, by the following method:
 - a. Brush all residues from the glove with a soft bristle brush & rinse off.
 - b. Air dry in a well-ventilated area and out of direct sunlight.

Helmet:

1. Examine outer shell and inner impact cap after every use for deformities, blisters, gouges, cracks, and other damage. Examine earflaps, chinstrap, and harness for tears, rips, burns, and other damage.
2. Clean face shields and outer shell with mild soap and water, wipe with a soft sponge or cloth. Use ethyl alcohol to remove tar. DO NOT use abrasives, solvents, paint or lacquer thinners, acetone, or any other chlorinated organic solvents. Remove light scratches and smoke stains with manufacturer's scratch remover and polish.

PROTECTIVE HOODS:

1. Check hood before every shift for any tears, rips, holes, or any other defect that can cause the hood not to perform to the manufacturer's standards
2. Hoods should be turned inside out and washed with the inside liners or by itself. Use CITRO – SQUEEZE, warm-cool water, gentle spin, soil level depending on how dirty it is, and air dried out of direct sun light.

BOOTS:

1. Examine the outer surface after every use for blisters, tears, cracks, worn out soles, and other damage.
2. Clean outer surface with mild soap and water, wipe with a soft sponge or cloth. Use ethyl alcohol to remove tar.

DO NOT use abrasives, solvents, paint or lacquer thinners, acetone, or any other chlorinated organic solvents.

ALTERATIONS OF GEAR:

1. Members shall not alter Department-issued gear without prior written approval of the Fire Chief.
2. Members should not alter any gear without approval from the manufacturer. Alterations may reduce the protective effectiveness of the gear and may void any warranty or claims of liability.
3. Members shall not remove any manufacture tags from any of the PPE gear issued to the member. If a member finds a tag not on their gear it needs to be reported to any Chief Officer and wrote up on the online gear maintenance form

Members using non-approved altered gear are subject to being relieved from duty and other disciplinary action.

111.02 -- Personal Protective Equipment

Use of Personal Protective equipment

Procedure:

1. Members of the Department shall use the proper personal protective equipment when operating in an identified critical area, such as major accident scenes, during vehicle extrication, and working fires. A critical area is defined as:

- a. Any area within 100 feet, or greater if conditions surrounding an incident indicate.
- b. Any area where a physical hazard has been identified -- such as the area between a fire building and the fire apparatus.
- c. Any specified area designated by the incident commander as necessary and appropriate.
- d. All gear will be worn in the proper use as dictated by the manufacturer (all belts and designed devices should be hooked, belted or clipped) as the manufacturer design for proper use. No exceptions.

2. Company and chief officers shall see that these procedures are adhered to at all times. Where discretion is allowed, officers will make a full assessment of each emergency to ensure that protective attire being worn is consistent with safety and prevailing conditions.

3. Personnel shall be dressed in BUNKER GEAR while responding to any fire or hazardous material emergency, with the following exceptions:

- A. Chief Officers may use discretion regarding their attire while enroute to emergencies.
- b. Chauffeurs will be exempt from wearing bunker gear while enroute to emergencies.
- c. All personnel may refrain from wearing bunker gear while responding to EMS emergencies.
- d. During non-emergency field operations, except live fire training exercises.

4. FULL BUNKER GEAR shall be worn during the following emergency operations:

- a. Interior operations at all structure fires;
- b. Hazardous materials incidents;
- c. Vehicle fires;
- d. Any exposures of personnel to respiratory contaminants.

The Incident Commander and Safety Officer shall determine when SCBA is no longer necessary.

5. The following restrictions shall be placed on personnel with facial hair:

a. Beards, sideburns, and mustaches shall be restricted to a length that does not interfere with the sealing area of the air mask, causing a potential for leakage between the seal and member's face. Strict enforcement of OSHA standards will be observed.

6. Members shall wear protective clothing or safety vests with reflective trim whenever performing duties where vehicular traffic or other visibility hazard exists.

7. Members shall not wear protective clothing issued by or displaying identification of another department while operating as a member of Northwest Volunteer Fire Department unless approved by Fire Chief or Assistant Chief.

112.00- TRAINING

Scope and Purpose:

- To define the training program of the Northwest Volunteer Fire Department.
- To establish guidelines and requirements for expenditure of training and overtime funding and to insure consistency in the selection process for those attending training programs.
- To standardize the process for scheduling outside training for department members.
- This program applies to both career (full-time and part-time employees) and volunteer members.

Fair Labor Standards Act (FLSA) Guidelines:

- Lectures, Meeting and Training Programs (29 CFR 785.27)
 - General – Attendance at lectures, meetings, training programs and similar activities need not be counted as working time if the following criteria are met:
 - Attendance is outside of the employee's regular working hours;
 - Attendance is in fact voluntary.
 - The course, lecture, or meeting is not directly related to maintaining the employee's job; and the employee does not perform any productive work during such attendance.
- Involuntary or Mandatory Attendance (29 CFR 785.28)

- It is not voluntary if the employee is given to understand or led to believe that his present working conditions or continuance of his employment would be adversely affected by “nonattendance.”
- Training Directly Related to the Job (29 CFR 785.29)
 - Training is directly related to an employee’s job if it is designed to make the employee handle the job more effectively as distinguished from training him for another job, or to acquire a new or additional skill.
 - Where a training course is instituted for the bona fide purpose of preparing for advancement though upgrading the employee to a higher skill, and is not intended to make the employee more efficient in his present job, the training is not considered directly related to the employee’s job even though the course incidentally improves his skills in doing his regular work, as such, the time would not be counted as working time.
- Independent Training (29 CFR 785.30)
 - If an employee on his own initiative attends an independent school, college or trade school after hours, the time is not hours worked for his employer even if the courses are related to his job.

Department Overtime Guidelines as It Relates to Training:

- **Mandatory Attendance**
 - Overtime will be paid when the department mandates attendance.
 - Personnel attending mandatory training may be placed on a modified work schedule, in lieu of payment of overtime, at the discretion of the department.
 - Only time spent in actual training constitutes compensable hours of work.
- **Voluntary Attendance**
 - Voluntary attendance at non-required training courses for the purpose of individual career advancement and which is not intended to make the employee more efficient in his/her present job is non-compensable.
 - Overtime will not be approved solely for skill level or promotion requirement training.

Department Training Priorities:

- Each October, training priorities will be established for the following calendar year
- The following criteria (with examples) is to be considered in order when establishing priorities:
 1. Certification Continuing Education
 - Required fire, EMS, ARFF, EVOC, Hazardous Materials, and IMS, ICS for Hazardous Materials response.
 2. Department Mandated Training Programs (*Based on applicable Job Description*)
 - AHA Basic Life Support (BLS) certification
 - New Employee Orientation Program (NEOP)
 - Phase Testing Program (PTP)
 - Emergency Vehicle Training Program (EVTP)
 - Aerial Operations for individuals required to operate any aerial apparatus
 - Pump Operations Course for those individuals required to drive and/or pump fire engines
 - Courses required to bring personnel in line with nationally accepted standards,
 - Hazardous Materials Operations level for all personnel
 - Engine Company Operations

- Truck Company Operations and Rescue
 - Vehicle Extrication training
 - RIC and lost and down firefighter
 - Live Fire Training
3. Company Officer Training:
 - Fire Officer Development courses that are required for National Standards certification, Tactical Operations Courses, and Emergency Management courses.
 4. Other requested courses

Position Training Requirements and Succession Plan:

Northwest Volunteer Fire Department has mandated that the following department positions are required to be certified in the following by the Texas Commission on Fire Protection (TCFP) and Texas Department of State Health Services (TDSHS) for career personnel and/or State Firefighter's and Fire Marshals' Association of Texas (SFFMA) for volunteer personnel.

Rank Classification	Certification Requirements
Cadet / Probationary	TCFP Basic Structural Firefighter and TDSHS Emergency Medical Technician (Career only), AHA BLS Certification (All), Courage to be Safe (CTBS) course (All), Traffic Incident Management (TIMs) course (All), and NIMS 100, 200, 700, and 800 (All)
Interior Firefighter	TCFP Basic Structural Firefighter and TDSHS Emergency Medical Technician (Career), or SFFMA Firefighter I (Volunteer)
Driver/Operator	Texas Class B Driver's License, Completion of the department's Driver Training Program, TCFP/SFFMA Driver/Operator – Pumper (Career and Volunteer), and/or TCFP Driver/Operator – Aerial (Career)
Captain	TCFP Fire Officer I (Career), TCFP Fire Instructor I (Career), and NIMS 300 (All)
Training Captain	SFFMA Master Firefighter, TCFP Master Firefighter, SFFMA Instructor III, TCFP Fire Instructor III, TCFP Fire Officer II, and NIMS 400

District Chief	TCFP Fire Officer II, TCFP Fire Instructor II, and NIMS 400
Assistant Chief	TCFP Fire Officer III, TCFP Fire Instructor II, and NIMS 400
Fire Chief	TCFP Fire Officer IV, TCFP Fire Instructor II, and NIMS 400

Each position must obtain and maintain the certification requirements at their certification rank and below (i.e. All rank positions must obtain and maintain a valid AHA BLS certification). Each position within the department must meet the base requirements of the higher rank classification in order to be considered for promotion.

Training Documentation:

A training roster will be completed for any class that is conducted on-duty and lasts for one (1) hour or more. The training roster must be turned into the Training Division.

Personnel attending a class outside of the fire department must turn in the course completion certificate, along with applicable supplemental documentation, to the training division upon return from the training for inclusion in the employee's file.

Training Request Form(s):

- Training request forms will be filled out and submitted through the chain of command.
- Training request forms shall briefly explain how this training ties in to department training priorities.
- To insure consistency, training request forms will be reviewed and evaluated by the Training Captain monthly. Personnel will be notified via e-mail as to the status of their training request.
- Training requests will be reviewed and approved/disapproved on an as needed basis. The Fire Chief and/or the Assistant Chief may review training requests after approved by the Training Captain.
- The Fire Chief will be the final authority should disputes arise.

Online Training Courses:

The department provides an online training platform for the further development of knowledge, the obtainment of continuing education requirements for the recertification of EMS certifications and fire service-oriented certifications. Some of the mandatory training courses can be obtained via an online training platform by a third-party vendor.

- All efforts should be made by the career (full-time and part-time) employee to complete the course work while on duty as overtime is not approved for online courses.
- Volunteer personnel have the flexibility of complete the online course work at their convenience, however they must complete the course work as issued by the department or paid for by the department.

Tuition:

- Based on the above criteria the Training Captain, Assistant Fire Chief of HR/Safety/Training, and Fire Chief, will determine if the department will pay for the training costs, on a case by case basis.
- College level course (EMS and/or Associate Degree Courses) tuition will also be determined on a case by case basis if the department will pay the associated costs in part or in full.

Travel To and From Training:

- A department vehicle (when available) will be used for travel outside of the district.
- Use of personal vehicle must be approved by the Fire Chief.

Travel Time:

- Travel time to and from training sessions is normally non-compensable, unless authorized by the Fire Chief or his designee.

Department Leave:

- Department leave may be approved for individual non-mandatory training if it falls within the context of Northwest Volunteer Fire Department training priorities.
- Department leave for classes not mandated by the department shall not create the need for overtime back filling of position situation.
- No more than two department leaves per shift will be allowed unless there are extenuating circumstances that are approved by the Fire Chief and/or Assistant Fire Chief(s).
- Once training is approved, classes shall not be cancelled due to staffing shortages.

Hotel and Meals:

- The department will pay for hotel and meal related cost associated with mandated training or classes.
- The department may, in certain circumstances and upon the recommendation of the Assistant Fire Chief of HR/Safety/Training, and the Training Captain, pay for hotel and meal cost associated with non-mandatory training or classes. (Example: The department sends an individual to a class that will be taught to all personnel.)

Certification Fees:

The department will pay for the following as it relates to certification fees:

- The department will pay for all TCFP testing fees for certification
- The department will pay for all TCFP certification application fees
- The department will pay for all SFFMA certification application fees
- The department will pay for all Recertification fees for TDSHS EMS Certification(s)
- The department will NOT pay for:
 - IFSAC certification application fees

Attendance:

All members shall attend department training whenever you are on duty and or on department premises. The only exception to this policy should be when you are only on premises for a brief period or your attendance at training would be a hindrance to department/training operations. Any personnel on department premises

APPENDIX A

WEEKLY & MONTHLY RESPONSIBILITIES

1ST OF THE MONTH- Replace air filters at every station, check and top off diesel tank on generator at 42, bleed the moisture chamber on air compressor @42, check expiration dates on medical supplies, do detailed check of medical bags including Cyano-Kits, check gear on the first shift at the first of every month, lubricate TW40 aerial.

15th OF THE MONTH- Run all small engines on hydraulic pumps, saws, trench trailer generator, boat motor, and Booster 43 water pump for 15 minutes

January, April, July, October- change batteries in TPASS and SCBA

Daily- Truck checks, station cleaning, supply check, training, pre-plans, study. This includes taking out the trash from every trash can or dumping it into a big bag so we don't waste small trash bags, refilling toilet paper in cabinets and on the rolls. Each station has a master inventory list of supplies and if any supplies are needed contact D40 early in your shift to ensure they can bring while doing their rounds. Make sure all spare SCBA bottles are full.

Monday-(Truck day) Detailed cleaning of all apparatus including pulling out all equipment and wiping down trays, compartment flooring & walls, clean all the equipment as its being put back in.

Tuesday-(Station day) Detailed cleaning of the stations including wiping down the walls, changing burned out light bulbs, organizing all the rooms, dusting including the tops of cabinets, door frames, picture frames, etc. This is the best day to wash out the bays or mop with very hot water to get the previous weeks' worth of pine-sol or other chemicals off of the floor. Drive Engines 41, 42, 43, & Rehab 42 to Tomball.

Wednesday- (Outside) Walk around and pick up trash on the properties, organize the inside and outsides of the sheds in preparation for the landscaping crew on Thursday.

Thursday- (Training) Training over the monthly or weekly objective set by the Training Officer. This is also a good day to do independent study AFTER company level training is complete.

Friday- (SCBA) Do a detailed cleaning of SCBA's and masks and check PASS battery levels. Drive Engines 41, 42, 43, & Rehab 42 to Tomball.

Saturday- (Pre-plans) In addition to the daily pre-plans you should do an additional 3-5 pre-plans. Inventory supply cabinet. (D40)

Sunday- (Radios) Do a detailed check of all radios including swapping batteries on radios that are not on a reconditioning charger, clean and maintenance flashlights.

1st of the month

January 1st- Replace air filters at every station, check and top off diesel tank on generator at 42, bleed the moisture chamber on air compressor @42, check expiration dates on medical supplies, do detailed check of medical bags including Cyano-Kits, check gear on the first shift at the first of every month, lubricate TW40 aerial. Change batteries in TPASS and SCBA.

February 1st- Replace air filters at every station, check and top off diesel tank on generator at 42, bleed the moisture chamber on air compressor @42, check expiration dates on medical supplies, do detailed check of medical bags including Cyano-Kits, check gear on the first shift at the first of every month, lubricate TW40 aerial.

March 1st- Replace air filters at every station, check and top off diesel tank on generator at 42, bleed the moisture chamber on air compressor @42, check expiration dates on medical supplies, do detailed check of medical bags including Cyano-Kits, check gear on the first shift at the first of every month, lubricate TW40 aerial.

April 1st- Replace air filters at every station, check and top off diesel tank on generator at 42, bleed the moisture chamber on air compressor @42, check expiration dates on medical supplies, do detailed check of medical bags including Cyano-Kits, check gear on the first shift at the first of every month, lubricate TW40 aerial. Change batteries in TPASS and SCBA.

May 1st- Replace air filters at every station, check and top off diesel tank on generator at 42, bleed the moisture chamber on air compressor @42, check expiration dates on medical supplies, do detailed check of medical bags including Cyano-Kits, check gear on the first shift at the first of every month, lubricate TW40 aerial.

June 1st- Replace air filters at every station, check and top off diesel tank on generator at 42, bleed the moisture chamber on air compressor @42, check expiration dates on medical supplies, do detailed check of medical bags including Cyano-Kits, check gear on the first shift at the first of every month, lubricate TW40 aerial.

July 1st- Replace air filters at every station, check and top off diesel tank on generator at 42, bleed the moisture chamber on air compressor @42, check expiration dates on medical supplies, do detailed check of medical bags including Cyano-Kits, check gear on the first shift at the first of every month, lubricate TW40 aerial. Change batteries in TPASS and SCBA.

August 1st- Replace air filters at every station, check and top off diesel tank on generator at 42, bleed the moisture chamber on air compressor @42, check expiration dates on medical supplies, do detailed check of medical bags including Cyano-Kits, check gear on the first shift at the first of every month, lubricate TW40 aerial.

September 1st- Replace air filters at every station, check and top off diesel tank on generator at 42, bleed the moisture chamber on air compressor @42, check expiration dates on medical supplies, do detailed check of medical bags including Cyano-Kits, check gear on the first shift at the first of every month, lubricate TW40 aerial.

October 1st- Replace air filters at every station, check and top off diesel tank on generator at 42, bleed the moisture chamber on air compressor @42, check expiration dates on medical supplies, do detailed check of medical bags including Cyano-Kits, check gear on the first shift at the first of every month, lubricate TW40 aerial. Change batteries in TPASS and SCBA.

November 1st- Replace air filters at every station, check and top off diesel tank on generator at 42, bleed the moisture chamber on air compressor @42, check expiration dates on medical supplies, do detailed check of medical bags including Cyano-Kits, check gear on the first shift at the first of every month, lubricate TW40 aerial.

December 1st- Replace air filters at every station, check and top off diesel tank on generator at 42, bleed the moisture chamber on air compressor @42, check expiration dates on medical supplies, do detailed check of medical bags including Cyano-Kits, check gear on the first shift at the first of every month, lubricate TW40 aerial.

APPENDIX B

Rehab

CRITERIA:

This procedure applies to all emergency operations and training exercises where strenuous physical activity or exposure to heat or cold exists. Members will be sent to the rehab area for:

- Any complaint, including the following signs and symptoms:
 - Weakness, dizziness, or syncope
 - Chest pain or shortness of breath
 - Altered mental status
 - Nausea/Vomiting
 - Muscle cramps
- At the discretion of the incident commander

PROCEDURE:

1. Initial evaluation of individual, including all [Diagnostic Tools and Procedures \(PR04\)](#). Transportation should not be delayed in patients with urgent signs/symptoms.
2. Individuals shall be reassessed during and after rest periods (≤ 20 min. each).
3. Apply the [Adult Universal Guideline \(AM01\)](#).
4. Consider cooling measures:
 - A. Remove from the environment and place in a shaded area or an area with air conditioning.
 - B. Remove the majority of the protective gear.
 - C. Submerge patient's forearms in cool water.
 - D. Rinse and fan the patient with cool water.
 - E. Refer to the [Environmental Emergency – Hyperthermia \(AM21\)](#) as needed.
5. Consider oral rehydration:
 - A. Water.
 - B. Electrolyte solution (Gatorade or PowerAde).
 - C. 50/50 mixture of water and electrolyte solution.
 - D. NO alcohol, caffeine, or carbonated beverages.
6. Refer to a more specific guideline as indicated.
7. If the minimum return criteria are not met after 40 min. of rest, the patient should be transported to the closest appropriate facility.

MINIMUM RETURN CRITERIA:

- GCS = 15, alert, and fully oriented
- Temperature $< 38^{\circ}\text{C}$ (100.4°F)
- Heart rate < 120 bpm
- $\text{SpO}_2 \geq 94\%$ without oxygen supplementation
- $\text{SpCO} < 5\%$ for non-smokers, $< 10\%$ for smokers (if available)
- SBP 100-160 mmHg
- No medical complaints or signs/symptoms