



# MVFD Standard Operating Guidelines and Procedures

# 2019

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The By Laws and the  
Standard Operating  
Guidelines and Procedures  
(SOP) of the MVFD shall  
govern the members.

Adopted and Approved by  
Board of Directors Meeting  
June 05, 2019

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Fire Chief Shane Keese

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**MEDINA VOLUNTEER FIRE DEPARTMENT, Inc.**  
**Guidelines and Procedures**

Subject:	<b>A-1 PURPOSE</b>	Effective Date:
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**I. PURPOSE**

The MVFD is organized:

- A. To promote, establish support and maintain a Volunteer Fire Department to protect lives and property endangered by fires, medical emergencies and other disasters, and to support the safety and effectiveness of the Fire Chief and Firefighters.
- B. To provide informational and educational programs on fire prevention and protection; life safety; and to further the social and fraternal relations between persons interested in such fire prevention improvements.
- C. To encourage and advise communities and municipal governments within the Medina Fire Protection Area on ordinances and services that will assist in achieving the purposes of the MVFD.
- D. To erect, purchase, lease exchange, acquire by gift, or otherwise acquire, and to own, control and manage property, both real and personal, incidental or related to any of the purposes set forth herein.
- E. To carry on any other business and do any other acts in connection with the foregoing and to have and exercise all powers conferred by the laws of the state of Texas upon corporations formed under the Texas Non-Profit Corporation Act.
- F. To act as a forum for the exchange of information and scholarly materials among other organizations, institutions and members of the general public in connection with the foregoing purposes;
- G. To publish, conduct, sponsor, promote and support publications, periodicals, lectures, seminars, meetings and discussions on matters related to the foregoing purposes;
- H. To engage in educational and cultural activities, not inconsistent with its purposes, as set forth in these articles of incorporation;
- I. To acquire or receive from any individual, form, association, corporation, trust, foundation or any governmental subdivision, unit or agency, by deed, gift purchase, bequest, devise, appointment, or otherwise, cash, securities and other property, tangible or intangible, real or personal, and to hold administer, manage, invest, reinvest, and disburse the principal and

income therefore solely for the purposes hereof, but in no event involving distributable profits, realization of private gain through payment of compensation in excess of reasonable salary or other compensation, or any other form of private gain;

- J. To distribute property for such purposes in accordance with the terms of gifts, bequests, or devises to the corporation not inconsistent with its purpose, as set forth in these articles of incorporation, or in accordance with determinations made by the board of directors pursuant to these articles of incorporation, but in no event involving distributable profits, realization of private gain through payment of compensation in excess of reasonable salary or other compensation, or any other form of private gain;
- K. To receive and maintain a fund or funds, to invest or reinvest such fund or funds and to apply the income and principal of any funds received to promote the goals and purposes set out herein, but in no event involving distributable profits, realization of private gain through payment of compensation in excess of reasonable salary or other compensation, or any other form of private gain; and
- L. To perform all other acts necessary or incidental to the above and to do whatever is deemed necessary, useful, advisable, or conducive, directly or indirectly, to carry out the designated and legitimate purposes of the corporation.

	<b>MEDINA VOLUNTEER FIRE DEPARTMENT, INC.</b>  <b>Policy and Procedure</b>	
Subject:	<b>A-2 Code of Conduct</b>	Effective Date:

## I. PURPOSE

To outline the basic standards of general conduct expected of MVFD members.

## II. POLICY

- A. All MVFD members are expected to operate in a highly self-disciplined manner.
- B. Members shall abide by the standards of personal conduct outlined within the policy.

## III. RESPONSIBILITY

Every member of the MVFD is responsible to regulate his or her own conduct in a positive, productive, and mature way.

## IV. ALL MEMBERS SHALL

- A. Follow Standard Operating Procedures and written directives of the MVFD.
- B. Use their training and capabilities to protect the public at all times, both on and off duty.
- C. Work competently in their positions to cause all MVFD programs to operate effectively.
- D. Always conduct themselves to reflect credit on the MVFD.
- E. Be managed in an effective, considerate manner and follow instructions in a positive, cooperative manner.
- F. Always conduct themselves in a manner that relates good order inside the MVFD.
- G. Keep themselves informed to do their jobs effectively.
- H. Be concerned and protective of each member's welfare.
- I. Operate safely and use good judgment.
- J. Keep themselves physically fit.
- K. Obey the law.
- L. Respect MVFD equipment and property.
- M. Be civil and respectful to their officers, each other, and to the public.

## V. MEMBERS SHALL NOT

- A. Engage in any activity that is detrimental to the MVFD.
- B. Engage in a conflict of interest to the MVFD or use their position with the MVFD for personal gain.
- C. Use alcoholic beverages, debilitating drugs, or any substance, which could impair their physical or mental capabilities while on duty or in performance of any MVFD business.
- D. Engage in physical altercations.
- E. Engage in any sexual activity while on duty or in performance of any MVFD business.
- F. Steal – take the property of another or others without permission or right, especially secretly or by force.
- G. Rough and boisterous behavior that could be seen as offensive.
- H. Use profanity, improper conduct, or indecent language while on duty or in performance of any MVFD business.
- I. Be permitted to make derogatory remarks to anyone about any member or officer of the MVFD which might subject them or the MVFD to ridicule. Any such matter should be brought to the attention of the Fire Chief or President.
- J. Make a false official report or make a false statement or gossip about a member of the MVFD or the business of the MVFD to the discredit or the detriment of any such member of the MVFD or the MVFD as a whole.

	<b>MEDINA VOLUNTEER FIRE DEPARTMENT, Inc.</b>  <b>Policy and Procedure</b>	
Subject:	<b>A-3 Code of Ethics</b>	Effective Date:

## I. PURPOSE

- A. All members of the MVFD are expected to follow the policy statements as stated below.
- B. To declare and define the moral obligations of all members of the MVFD.

## II. POLICY

- A. Members will, at all times, conduct themselves in such a manner as to create respect for themselves as public servants and the jurisdiction they represent.
- B. Members will place public interest above individual, group, or special interests, and will consider their membership an opportunity to serve the citizens of Medina Texas and Bandera County.
- C. Members will not discriminate because of race, color, religion, age, sex, handicap, political affiliation, or national ancestry. Each member will work to prevent and eliminate such discrimination in providing services, assigning work schedules, and in executing all personal actions.
- D. Members will not accept any personal gift, favor, service, money, or anything of value from the public which might reasonably tend to influence or might reasonably be inferred to tend to influence the impartial discharge of duties.
- E. Members will at all times, when in contact with the public, be fair, courteous, respectful, and impartial.
- F. Members will refrain from using their position for personal gain and will keep confidential all information not available to all citizens that are required by virtue of their position in the MVFD.
- G. The same shall apply to interdepartmental information not available to all members of the MVFD.
- H. Use of MVFD telephones will be allowed for local calls as long as members are reasonable in their use. Use of MVFD telephones for unofficial long distance calls will not be permitted without prior approval.
- I. Members will not drink any alcoholic beverage, use any debilitating drugs, or use any illegal substance while on duty or in performance of any MVFD business.

- J. Members will, when in public, clearly distinguish/identify between all statements and actions made as an individual and as a representative of the MVFD.
- K. Members will respond to a request from another department not directly connected with the MVFD (i.e. Commissioners Court, County Judge, etc.) and handle these requests as quickly and accurately as practical. All requests made shall be brought to the attention of the Fire Chief or President.

	<b>MEDINA VOLUNTEER FIRE DEPARTMENT, INC.</b>  <b>Policy and Procedure</b>	
Subject:	<b>A-4 Complaints Against Fire Department Personnel</b>	Effective Date:

## I. PURPOSE

To provide policy, guidelines, and procedures relative to investigation and management of complaints against Fire Department personnel.

## II. POLICY

- A. All complaints lodged against MVFD personnel shall be received promptly and courteously.
- B. Non-supervisory members receiving complaints against MVFD members shall refer the complaint to their Captain.
- C. Complaints of a serious nature shall be referred to the Fire Chief or President.
- D. Information concerning all aspects of an investigation of a complaint against a MVFD member shall be considered confidential and due respect for the rights and dignity of all parties concerned shall be afforded by those involved in the investigation process.
- E. Any member who may be assigned by the Fire Chief or President to investigate allegations against another member of the MVFD shall endeavor to investigate said allegations fairly and impartially in an effort to determine the truth of the matter and arrive at just disposition of the case.

## III. AUTHORITY

- A. The Fire Chief or President shall have the authority to conduct an internal investigation relative to complaints, which may have been filed against any member of the MVFD.
- B. The Fire Chief or President shall have the authority to designate an investigator, who will be selected from among the membership of the department, to conduct an internal investigation relating to complaints against MVFD members.

## IV. RESPONSIBILITY

- A. The Fire Chief or President is responsible for investigating complaints against MVFD members.
- B. Assistant Fire Chief and Captains are responsible for receiving complaints against MVFD members and initiating the investigation process.
- C. All MVFD members are responsible for receiving complaints promptly and courteously and insuring that all complaints are forwarded (through channels) expeditiously to the Fire Chief or President.

- D. Any member who has been designated, as an investigator for the purpose of conducting an internal investigation shall endeavor to conduct said investigation in a professional manner, seeking to fairly and impartially determine the facts involved.

## **V. COMPLAINT STATUS**

- A. Whenever a formal internal investigation is conducted, an investigative report (containing the particulars of the case) shall be prepared and forwarded directly to the Fire Chief or President.
- B. One or more of the following findings shall be included in each completed investigative report.
  - 1. Unfounded: The investigation indicates that the act or acts complained of did not occur or failed to involve MVFD personnel.
  - 2. Exonerated: Acts reported did occur but were justified, lawful, and proper.
  - 3. Not sustained: Investigation fails to discover sufficient evidence to clearly prove or disprove the allegations made in that complaint.
  - 4. Sustained: The investigation disclosed sufficient evidence to clearly prove the allegation(s) made in the complaint.
  - 5. Not involved: Investigation establishes that the individual named in the complaint was not involved in the alleged incident.

## **VI. ARRESTED MEMBER**

- A. Whenever it becomes known that a member of the MVFD has been arrested by a law enforcement agency, the Fire Chief and/or President shall be notified immediately.
- B. The Fire Chief or President shall make contact with the law enforcement agency involved and shall endeavor to obtain as much information as possible concerning the case.
- C. Whenever a member of the MVFD is arrested in connection with alleged, on-duty criminal activities, the Fire Chief and/or President shall be immediately notified and a formal investigation may be initiated.

## **VII. CRIMINAL ALLEGATIONS**

- A. Whenever a Police Report has been filed against a MVFD member, the Fire Chief or President shall be notified immediately and a formal internal investigation may be initiated.
- B. Whenever a complaint lodged against a MVFD member indicates a criminal act and there is sufficient corroborating evidence to the extent that an arrest of said member seems likely, the Fire Chief or President shall be notified immediately.

## **VIII. PROCEDURE**

Fortunately, complaints against MVFD personnel are not very frequent. However, complaints against MVFD members do occur and may originate from a variety of sources, including; local citizens, members of the general public who are not local residents, the Local Law Enforcement Agencies, etc. These

complaints may be received by any of the various components of the MVFD, but should be expeditiously routed to the Chief or President for prompt and efficient handling of the same. The following illustrates the system used for handling complaints against MVFD personnel.

- A. Non-supervisory members of the MVFD receiving complaints against MVFD personnel shall refer the complainant to the President, Fire Chief, Assistant Chief or Medical Officer.
- B. The Officer receiving the complaint shall determine as much information as possible and shall notify the Fire Chief or President as soon as possible.
- C. Fire Chief or President receiving complaints against MVFD members, either directly or via another source within the MVFD, shall initiate an informal investigation.
- D. The Fire Chief or President may initiate a formal investigation, if they deem it necessary.
- E. When the Fire Chief or President becomes involved, he/she may decide (based on the facts) to handle the investigation or to delegate the investigation to another member.
- F. The investigator (either the Fire Chief or President or his/her designee) shall conduct the investigation and shall contact the involved member(s) and question it as to the facts involved.
- G. At the conclusion of the investigation, the investigator will prepare a report and submit it directly to the Fire Chief or President. Said report will indicate the appropriate standard finding based on the conclusions drawn by the investigator.
- H. The Fire Chief and President will review the report. If they are not in agreement with the report, the investigator will be re-contacted and additional investigation may be warranted. If they are in agreement with the report, he/she shall initiate the appropriate actions to conclude the matter based on the findings within the report.
- I. If the report indicates a finding other than "sustained", the involved member and the complainant will be informed of the disposition of the matter; and a copy of the report will be placed in an administrative file for a period not to exceed one year.
- J. If the approved report indicates a finding, which sustains the allegations against the involved member, the Fire Chief or President shall make a decision as to whether or not immediate corrective action should be taken.
- K. If immediate action is indicated, the type of action shall be determined by the Grievance Board. Both the involved member(s) and the complainant will be informed of the disposition of the matter, and the formal disciplinary action process will be activated.



## MEDINA VOLUNTEER FIRE DEPARTMENT, INC.

# Policy and Procedure

Subject:

## A-5 Sexual Harassment Policy

Effective Date:

### I. Purpose

Inherent in the MVFD Values of Teamwork, Professionalism, Service Orientation and Equal Opportunity is the expectation of all MVFD members to experience a workplace environment free from unwelcome, offensive conduct. In support of our values, this policy prohibits all forms of sexual harassment, and specifies procedures for reporting incidents of sexual harassment, whether sexual or gender-based in nature.

### II. Background

Both the Courts and Equal Employment Opportunity Commission (EEOC) has long held that sexual harassment is prohibited by Title VII of the Civil Rights Act of 1964. The EEOC defines sexual harassment as **“unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or membership, (2) submission to or rejection of such conduct by an individual is used as a basis for employment or membership decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive work environment.”** (29 CFR §1604.11[a] [1992])

This definition encompasses the actions of supervisor and co-workers of an individual. The following are some defined examples of sexually harassing behavior:

- \* Unwelcome or unwanted sexual advances, including patting, pinching, brushing up against, hugging, cornering, kissing, fondling, or any other similar physical contact considered unacceptable by another individual;
- \* Requests or demands for sexual favors, including subtle or blatant expectations, pressures or requests for any type of sexual favor accompanied by an implied or stated promise of preferential treatment or negative consequence;
- \* Verbal abuse or verbal comments that are sexual in nature and considered unacceptable by another individual, including commenting about an individual’s body or appearance where such comments go beyond mere courtesy; telling “dirty jokes” that are clearly unwelcome and offensive to others, sexually-oriented comments innuendo's or actions;

- \* Engaging in any sexually oriented conduct that would unreasonably interfere with another work - performance, including extending unwanted sexual attention to someone that reduces personal productivity or time available to work at assigned tasks;
- \* Creating a work environment that is intimidating, hostile, or offensive because of unwelcome or unwanted sexually-oriented conversations, suggestions, requests, demands, physical contacts or attention, or display of sexually-oriented posters, photos or calendars.

The EEOC also has issued guidelines defining illegal harassment, which is based on an individual's gender, but is not sexual in nature. This type of harassment is verbal physical conduct that denigrates or shows hostility or aversion towards an individual because of his/her gender. Harassing conduct of this kind includes, but is not limited to, the following:

- \* Epithets<sup>1</sup>, slurs, negative stereotyping, or threatening, intimidating, or hostile acts, that relate to an individual's gender,
- \* Written or graphic material that denigrates or shows hostility or aversion toward an individual group because of gender, and that is placed on walls, bulletin boards, or elsewhere on the MVFD premises, or circulated.

### III. Policy

- A. It is a violation of the Rules and Regulations of the MVFD for any member, to engage in sex-based harassment of another within the course and scope of his/her employment/membership with the MVFD.
- B. Off-duty conduct, involving a member, that would constitute sexual harassment if it had occurred while on duty, is also a violation and is prohibited.
- C. Any form of sexual harassment is a very serious offense and all claims will be thoroughly investigated. Sustained complaints will result in disciplinary action against the responsible member(s) up to and including dismissal. Filing a clearly groundless complaint is an act contrary to the interests of the MVFD and seriously hinders its ability to pursue legitimate complaints, and may also constitute a rule violation.
- D. No person shall knowingly place, maintain, display, allow or cause to be placed, maintained or displayed in any MVFD work-site, office, or other MVFD property any material which exposes to the view of fellow members:
  1. Any explicit statement or words describing sexual conduct or organs, or excrement;
  2. Any sexually explicit picture, calendar, poster, illustration, magazine, book or video depicting nudity or sexual conduct;
  3. Any pornographic movies, or sexually explicit movies, slides, videotapes or other still or motion pictures.
- E. No member shall use gender-oriented language which they know causes an affront to another person. Nicknames, pet names, or gender slang shall be avoided.

- F. Officers shall be held accountable for the enforcement of this policy and will be held to a higher standard of conduct. Courts typically hold that even a supervisor's isolated instance of sex-based conduct can corrode the entire employment/membership relationship and lead to a hostile environment. Supervisors shall report every incident, as required, at the earliest opportunity. It is, however, the responsibility of all members to ensure that all policies are observed, and to take appropriate action to prevent all forms of sexual harassment in the workplace.
- G. On those occasions where the programming offered on subscription television channels is patently demeaning or offensive to some viewers, members must be aware that such viewing may interfere with the rights of fellow members, and will be prohibited.
- H. No member will be harassed, intimidated, or suffer reprisal for filing a sex-based harassment claim in good faith, or for participating in the investigation of a complaint. Any such retaliation will be considered a major violation of the MVFD Policy and Procedures.
- I. Sexual harassment is an extremely serious and sensitive issue for all involved. For this reason, the identity of all claimants and alleged violators will be confidential except on a “need to know” basis.

#### IV. Procedure

- A. An individual who experiences sexual harassment shall make it clear to the offending person that their behavior is offensive.
- B. Upon the occurrence of an initial act of sexual harassment, or upon repetition of such acts, the incident should be reported to the Assistant Chief, and the Fire Chief. Anyone who is made aware of an incident of sexual harassment shall report it immediately.
- C. In reporting an incident, the member needs not follow the normal chain of command. Whoever is notified of a claim shall immediately notify the Assistant Chief, Fire Chief or the President
- D. Sexual harassment will not be tolerated in any form. All reported incidents will be promptly and thoroughly investigated, and the findings reported by the Fire Chief to the President for follow-up action. If the charge is found to be true, appropriate disciplinary action will be taken, up to and including, indefinite suspension. Such appropriate disciplinary action will be subject to the *MVFD By-laws, Article VII. Election of Officers (H) Recall of Elected MVFD Officers.*

1. Epithets definition an adjective or descriptive phrase expressing a quality characteristic of the person or thing mentioned.

	<b>MEDINA VOLUNTEER FIRE DEPARTMENT, INC.</b>  <b>Policy and Procedure</b>	
<b>Subject:</b>	<b>A-6 Disciplinary Guidelines</b>	<b>Effective Date:</b>

## I. PURPOSE

To provide disciplinary policies, guidelines and procedures for the Medina Volunteer Fire Department (MVFD).

## II. POLICY

- A. The establishment and maintenance of discipline is the responsibility of the Fire Chief and/or Board. Treatment of themselves shall be impartial and without prejudice. Favoritism or unjust discrimination of duties or orders will not be tolerated.
- B. No unfair advantage shall be taken of a subordinate because of their obligation to obedience. Spite orders, petty persecutions or nagging will not be tolerated.
- C. Board Members shall see that rules are enforced.
- D. Members shall strive to adjust differences or disputes between themselves.
- E. Disciplinary charges must be preferred for any offense of a serious nature. For minor or merely technical infractions, the rules should be enforced immediately and privately is advisable. These types of infractions, generally speaking, shall not be made the subject of charges unless repeated or persisted in.
- G. Alleged ignorance or misunderstanding of rules will not be accepted as an excuse. Previous conduct, good or bad, will be taken into account in determining any penalty. Whenever a Member's performance, attitude, work habits or personal conduct falls below a desirable level, officers shall inform the Board of Directors promptly and specifically of such lapses and request counsel and assistance in writing or verbal.
- H. When appropriate and justified, a reasonable period of time for improvement may be allowed before initiating disciplinary action.
- I. In some instances, a specific incident may justify severe disciplinary action in and of itself. However, the action to be taken, depends on the seriousness of the incident and the whole pattern of the past conduct and performance of the member.

## III. PROCEDURE

- A. All charges shall be made in writing and signed by the individual preferring the charges.
- B. Charges shall be brought for the following violations:
  - 1. Violation of any rule, regulation or lawful order of an officer.

2. Inefficiency or incapacity in the performance of duty.
  3. Neglect of duty.
  4. Reporting for duty while under the influence of drugs or alcohol.
  5. Drinking any alcoholic beverage or taking any illegal substance while on duty.
  6. Refusal to obey orders.
  7. Careless or reckless operation of a motor vehicle.
  8. Speaking disrespectfully to, or about, any officer or person connected with the MVFD.
  9. Making a false report or statement.
  10. Conduct prejudicial to good order or discipline such as:
    - a. gambling;
    - b. disorderly behavior;
    - c. provoking or harmful mischievous conduct;
    - d. physical or verbal altercations;
    - e. creating discrediting public spectacle;
    - f. meddling with property or belongings of others;
    - g. hazing or similar acts
  11. Thievery - The taking of property belonging to the MVFD or an individual.
- C. No charges shall be brought unless it is believed the charges can be proven.
- D. Charges and complaints brought against a person of higher rank by members of the MVFD shall be, in writing, to the next highest ranking officer above the person that the charges are being brought. The individual bringing them shall sign such charges and complaints.
- E. Any officer or member of the MVFD charged with an offense shall plead either "guilty" or "not guilty".
- F. Any officer or member charged with an infraction of MVFD rules shall have the right to answer the charges against him/her and face his/her accuser(s) if he/she so desires.

#### **IV. TYPES OF DISCIPLINARY ACTION**

- A. Oral Reprimand - Shall consist of an oral statement of reprimand made to the member. A pattern of oral reprimand shall constitute grounds for a written reprimand
- B. Written Reprimand - Shall consist of a written statement of reprimand delivered to the member, a copy of which shall be placed in the member's personnel file in the MVFD Records and shall become a permanent part of he/her records.

- C. Suspension From Duty - Shall consist of a written notice to the member to the effect that he/she is suspended from duty for a specified number of days upon grounds stated in the notice.
- D. Any member who is arrested and charged with a felony may be removed from membership during the period between arrest and the end of the trial. During this period he or she may be considered on an indefinite suspension.
- E. Demotion In Rank - Shall consist of written statement notifying the officer of a demotion in rank and the grounds for this action. A copy of this notice shall be placed in the members personnel file.
- F. Dismissal - Shall consist of dismissing the member from the MVFD after written notice to that effect is given to the member which shall state the grounds thereof.
- G. Appeal Process – The firefighter in violation may protest their suspension and/or dismissal by filing a written and signed request of appeal to the President of the MVFD. The President of the MVFD must post a notice of an Executive Board meeting, with the appeal as an agenda item no less than 30 days from receipt of the appeal protest. The appeal process will be conducted under the procedures as provided in the MVFD By-Laws; *Article 7 Par. H, The Recall Procedures*. The decision of the MVFD board of directors is final without further appeal.



**MEDINA VOLUNTEER FIRE DEPARTMENT, INC**

**Policy and Procedure**

Subject:

**A-10 ACKNOWLEDGEMENT FORM**

Effective Date:

I, AS A MEMBER OF THE Medina Volunteer Fire Department, Inc. have read completely and agree to abide by the Standard Operating Guidelines and Procedures accompany this statement.

I understand failure to comply may result in my receiving a reprimand, limitation in service or termination of Membership/Fire Fighter/Apprentice Fire Fighter/Jr. Fire Fighter status.

Signed \_\_\_\_\_

date \_\_\_\_\_

Signed \_\_\_\_\_

date \_\_\_\_\_

Fire Chief



**MEDINA VOLUNTEER FIRE DEPARTMENT, INC.**

**Policy and Procedure**

Subject:

**B-1 Alarm Response Procedures**

Effective Date:

**I. PURPOSE**

- A. To provide uniform response guidelines to various emergencies and non-emergencies.
- B. To provide a minimum response time to alarms in the city and County.
- C. To identify inherent safety hazards in emergency responses.

**II. POLICY**

- A. The MVFD apparatus responses to emergencies, non-emergencies, and operations shall endeavor to conform to those policies and procedures contained herein.
- B. It shall be the policy of this MVFD to answer all emergency alarms within the covered fire area within a reasonable amount of time.
- C. In non-emergency situations, the MVFD shall endeavor to handle these situations as quickly as time, equipment, and resources allow.

**III. CLASSIFICATION OF ALARMS**

A. Regular Alarms (multiple apparatus)

- 1. Any fire reported within a structure.
- 2. Any fire reported adjacent to a structure.
- 3. Any alarm device sounding for structure.
- 4. Any hazardous materials incident.
- 5. Building collapse.
- 6. Any gas leak.
- 7. Any odor of smoke inside a structure.
- 8. Anytime the Officer in Charge feels the alarm should be a full response.
  - a. Response shall be as follows:
    - 1) Coverage area:
      - 1. 3392, 3397, 3396 and other as necessary

B. Grass Alarms (single apparatus)

1. Brush or grass fires

- a. Response shall be as follows:

2) Coverage area:

- 1. 3396, 3392, 3397, 3391 (take into consideration location, weather and other information by dispatch)

D. Vehicle Incident

a. Response shall be as follows:

- 1) Coverage area
  1. 3396, 3392 and others as requested

E. Hurst Tool

a. Response shall be as follows:

- 1) Coverage area
  1. Current: Call for mutual aid
  2. Future: Dedicated unit to be determined

F. Hazardous Materials

a. Response shall be as follows:

- 1) Coverage area
  1. 3396, 3392 and other as requested

G. Assist EMS

a. Response shall be as follows:

- 1) Coverage area
  1. 3396 and others as requested

H. Other Types

1. Automobile accident - 3396
2. Investigations - 3396
3. Details (wash downs, water problems, etc.)
4. Utility - 3396
5. Lockout with children inside or with engine running - 3396.
6. Person trapped on an elevator.
  - a. Response will be at the OIC direction.

## IV. PROCEDURES

A. Alarm Responses

1. It shall be the policy of this MVFD that sounded alarms, within the coverage area, shall be answered as per the above instruction for responses.

B. Safety

1. All apparatus shall proceed to emergency alarms with all available emergency warning devices operating (sirens, lights, horns).
  - a. All apparatus shall stop at all traffic lights and signs.
2. All apparatus drivers shall operate emergency vehicles in a safe manner taking into account traffic conditions and weather conditions.

3. Under no conditions shall apparatus exceed the maximum of ten (10) miles per hour over the posted speed limit. In school zone or downtown Medina apparatus shall not exceed the posted speed limits.
  - a. As determined by the traffic and weather conditions
  - b. All emergency lights shall be operating only when responding to an incident, at the Incident Grounds (IG) and when backing into the station. Headlights shall be used whenever the apparatus is operating on the road (day or night), whether and emergency or routine service returns.
  - c. The audible warning signals shall be used on emergency responses only.
4. All personnel shall wear seat belts while apparatus is in motion.
5. Multiple responding apparatus shall communicate when approaching common intersections.

	<b>MEDINA VOLUNTEER FIRE DEPARTMENT, INC.</b>  <b>Policy and Procedure</b>	
Subject:	<b>B-2 Driver's License Policy</b>	Effective Date:

## I. Purpose

To establish the Medina Volunteer Fire Department Policy regarding driver license requirements.

## II. Background

In June 1990, the Federal Commercial Driver's License (CDL) began. The new law exempted firefighters operating emergency vehicles; however, DPS has informed us that MVFD must still maintain our old Class A or B licenses for vehicles over 26,000 pounds GVW to comply with state law requirements.

## III. Policy

- A. All members and firefighters should remember at all times that any negligent action in the operation of a motor vehicle may place the Department in a position of high risk of liability.
- B. All firefighters must maintain an appropriate and valid Texas Driver's License (TDL) for the class of vehicle that they operate on Department business. Loss of TDL by any Fire Department firefighter, for any reason, must be reported to the Fire Chief within 72 hours of invalidation.
- C. Any firefighter whose license becomes invalid, for any reason, may not operate any Department vehicle, or present him/herself to operate a Department vehicle, or their personal vehicle on Department business, until his/her license is restored.
- D. Firefighters, whose assignment requires that they operate a vehicle and have lost their license, must obtain a valid Occupational Driver's License. Firefighters not eligible for the Occupational License whose duties require driving may be subject to disciplinary action up to and including indefinite suspension.
- E. All firefighters must present their TDL, and provide a copy to remain in their personnel file.

## IV. Procedure

- A. The MVFD will verify the TDL status for all firefighters. Firefighters' licenses will be checked at any time for validity and driving history.
- B. Firefighters who operate vehicles over 26,000 GVW must upgrade their license to at least a Class B and provide documentation according to policy.

- C. Exemption forms (CDL-2) are available from the DPS testing center. These forms require notarization. It is not necessary to file a CDL exemption form until it is time to renew your present TDL. A firefighter must, however, possess an appropriate class of TDL any time a Department vehicle is operated.
- D. If a firefighter's TDL becomes invalid for any reason, he/she shall report that fact to their Fire Chief, who shall ensure that the firefighter does not drive any Department vehicle until their driving privilege is restored. The firefighter losing his/her driving privilege shall prepare a memorandum to the Chief detailing the circumstances of the invalidation of his/her TDL. The Chief shall evaluate the information, and make recommendation to the discipline committee for disciplinary action, if indicated.



## MEDINA VOLUNTEER FIRE DEPARTMENT, INC.

# Policy and Procedure

Subject:

**B-3 Emergency Medical Response Equipment**

Effective Date:

### I. Purpose

The MVFD units will carry a standard inventory of medical response equipment on the apparatus, and maintain a surplus medical equipment inventory at the station. The purpose of this policy is to provide the resources to verify and maintain those inventories as detailed below.

### II. Background

The goal of standardizing medical equipment is to make the various bags carried by MVFD units more “user friendly”. MVFD members can immediately identify and retrieve medical equipment from any apparatus. Due to anticipated call volume or call types, there are instances where the inventory will not meet the requirements of a particular apparatus. Use the inventory lists as a guide and make adjustments as necessary. However, overfilling a bag may make locating and retrieving equipment difficult, and abnormally large equipment supply requests are subject to review.

### III. Policy

- A. Company officers will make certain that, at a minimum, the medical response equipment carried on the unit and stored in the station conforms to the inventory lists.
- B. Medical equipment is to be inventoried each time apparatus is checked out and supplies ordered when necessary.

### IV. Procedure

- A. Medical response equipment carried on the unit is to be inventoried after each use, and re-stocked if needed.
- B. Contact EMS during normal business hours for replacement of the following:
  - 1. Airway/Trauma bag (bag only)
  - 2. Spinal immobilization bag (bag only)
  - 3. Littman Stethoscope
  - 4. Personal Protective Equipment Response Pack (PPERP) (bag only)
- C. Oxygen may be obtained from Bandera EMS stations.
- D. During normal business hours, oxygen regulator repair/replacement may be requested through Administrator of Bandera County EMS.
- E. If possible, disposable medical supplies used at an incident should be replaced from the on-scene EMS unit.

F. Replacement of lost or damaged equipment (hard goods such as glucometers and stethoscopes) shall require that the responsible member(s) write a report per MVFD Policy (*Reporting Lost or Stolen Equipment*).

	<b>MEDINA VOLUNTEER FIRE DEPARTMENT, INC</b>  <b>Policy and Procedure</b>	
<b>Subject:</b>	<b>B-4 Equipment Out of Service</b>	<b>Effective Date:</b>

## I. PURPOSE

To maintain an orderly system of placing equipment out of service.

## II. POLICY

- A. Fire Department equipment may be placed out of service for replacement, repairs, safety or routine service reasons.
- B. Officers and/or the Department Equipment Officer may, at their discretion, place equipment out of service as the immediate need may arise.
- C. When any piece of equipment, which is critical to emergency operations, is placed out of service, notification to the Chief Officers shall be made.
- D. Whenever equipment must be out of service for extensive repairs or safety reasons or when any piece of equipment will be out of service for more than one day (twenty-four hours), the Chief Officers shall be notified and information pertinent to the situation shall be forwarded to the Fire Department Equipment Officer.
- E. Members shall communicate and coordinate with their counterparts concerning out of service equipment and a notice be placed on the bulletin board.
- F. Members shall notify Officers and/or the Department Equipment Officer whenever they detect problems with equipment that may indicate the need to remove such equipment from service.

## III. SCOPE

The focus of this policy concerns Fire Department equipment but does not deal with fire apparatus.

## IV. RESPONSIBILITY

- A. The Fire Department Equipment Officer is responsible for the overall maintenance of out of service equipment problems. He/She shall manage said problems in such a manner so as to facilitate the timely return of said equipment to service or provide adequate replacement equipment.

- B. Officers are responsible to place any equipment out of service which, in their opinion may be unsafe. They shall also forward notification of any unsafe equipment or any equipment requiring extensive repairs to the Fire Department Equipment Officer.
- C. Officers are responsible to remove from service any equipment, which, in their opinion, may be considered unsafe.
- D. Members are responsible for notifying the Equipment Officer prior to taking any piece of equipment out of service for routine maintenance.
- E. All members are responsible for notifying their immediate Equipment Officers of safety conditions, which may warrant placing equipment out of service.

## **V. PROCEDURE**

- A. Members shall notify the Equipment Officer of conditions, which may warrant equipment being removed from service.
- B. The Equipment Officer may take equipment out of service in accordance with Departmental policy.
- C. The Equipment Officer shall make all appropriate notifications and shall coordinate with their counter parts concerning out of service equipment.
- D. The Equipment Officer shall make notification and coordinate with the Fire Department Board of Directors.
- E. The Fire Department Equipment Officer shall coordinate and/or schedule the repair and/or replacement of out of service equipment.
- F. The Equipment Officer upon placing equipment out of service, must tag said equipment and notify all members regarding status of equipment.
- G. Only the Equipment Officer may remove the tag placed on out of service equipment.
- H. The Equipment Officer is required to test all repairs prior to placing equipment back in service and removing out of service tags.

	<b>MEDINA VOLUNTEER FIRE DEPARTMENT, INC.</b>  <b>Policy and Procedure</b>	
<b>Subject:</b>	<b>B-5 First to Arrive Duties</b>	<b>Effective Date:</b>

## I. PURPOSE

To provide a uniform guideline for determining strategic and tactical goals when evaluating an emergency incident for first arriving apparatus.

## II. POLICY

It shall be the policy of this MVFD to have first in companies to utilize the "SLICE-RS" method for evaluating an emergency incident and establishing strategic and tactical goals.

## III. PROCEDURES

### A. UPON ARRIVAL

1. Transmit a brief and concise initial radio report to include:
  - a. Unit number and "on the scene".
  - b. Type of incident
  - c. Conditions on arrival.
2. Evaluate resource needs and request additional resources if needed.
3. Assume command of the situation and remain in command until formally relieved by a superior Officer.
4. Size up the emergency situation utilizing the "SLICE-RS" method.
5. Determine the primary objective(s) based on priorities.
6. Determine strategy based on objective(s).
7. Develop plan of action based on objective(s) and strategy.
8. Assign other arriving companies and units until relieved of command.
9. Communicate to the next in command the current situation and plan of action.
10. Whenever the incident is obviously beyond the capabilities of the first arriving company it is optimal for the first in officer to initially set up a command post rather than become involved directly in operations.

## IV. LIFE SAFETY

- A. If there is a life hazard or potential life hazard, then life safety will become the number one priority. All actions on the scene, by fire personnel, will be directed toward minimizing the life hazard.
- B. Sometimes, an aggressive, quick attack on the problem will alleviate the life hazard.

- C. Life safety includes the life safety of the public and of fire personnel.
- D. Fire personnel should not be placed in precarious positions or take unnecessary risks.

## V. CONFINEMENT

- A. Every effort should be made to contain the problem to the smallest area possible.
- B. Confinement also involves preventing an emergency problem from becoming more complex.
- C. Confinement of an emergency problem is second only to life safety as a priority consideration.

## VI. CONTROL

- A. The term "control" is used in place of the term "extinguishment" since fire fighting is not the only type of emergency problem that the fire M/VFD personnel must handle.
- B. Control relates to those activities engaged in by fire personnel, which directly reduce or abate an emergency problem.
- C. Many times control efforts such as a direct attack on a fire can accomplish life safety, confinement, and control simultaneously.
- D. Control operations are utilized with an offensive strategy.

### **SLICE-RS – ISFSI/Eddie Buchanan**

*S – Size-Up*

*L – Locate the Fire (360 every time with TIC)*

*I – Isolate the flow patch*

*C – Cool from a safe distance*

*E – Extinguish*

### **ACTIONS OF OPPORTUNITY**

*R – Rescue*

*S – Salvage*

<p><b><i>DICERS – VO – Lt. Ray McCormack</i></b></p> <p><i>D – Detect</i></p> <p><i>I – Isolate</i></p> <p><i>C – Confine</i></p> <p><i>E – Extinguish</i></p> <p><i>R – Rescue</i></p> <p><i>S – Salvage</i></p> <p><i>V – Ventilation</i></p> <p><i>O – Overhaul</i></p>	<p><b><i>RECEO-VS – Lloyd Layman</i></b></p> <p><i>R – Rescue</i></p> <p><i>E – Exposures</i></p> <p><i>C – Confinement</i></p> <p><i>E – Extinguish</i></p> <p><i>O – Overhaul</i></p> <p><i>V – Ventilation</i></p> <p><i>S – Salvage</i></p>
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## MEDINA VOLUNTEER FIRE DEPARTMENT, INC.

# Policy and Procedure

Subject:

**B-6 Hose Maintenance**

Effective Date:

### I. PURPOSE

To establish a policy and guidelines relating to care, maintenance and testing of fire hose.

### II. POLICY

- A. Fire hose shall be maintained according to manufacturer's recommendations and MVFD guidelines.
- B. All jacketed rubber-lined hose shall be tested annually.
- C. Records shall be kept on each piece of fire hose used by the MVFD.

### III. RESPONSIBILITY

- A. It shall be the overall responsibility of the MVFD Equipment Officer to provide management of the testing and maintenance of fire hose.
- B. The Equipment Officer shall insure that proper care and procedures are utilized during the maintenance, testing and use of fire hose.
- C. All members shall utilize the proper procedures and provide the proper care when maintaining, testing and utilizing fire hose.

### IV. PROCEDURE

- A. Testing
  1. Fire Department hose shall be tested annually.
  2. Hose should be tested in spring (April, May and June).
  3. Hose on the racks will be tested first.
  4. Once hose is tested it should be noted in the Fire House computer software.
  5. 1-1/2", 1- 3/4", 2-1/2" and 3" double-jacketed hose shall be tested at 250 p.s.i. for five (5) minutes.
  6. 5" and any single jacket hose shall be tested at 150 p.s.i. for five (5) minutes.
  7. Lay out hose and connect lengths into lines not more than three hundred (300) feet long.
  8. Connect nozzles or blind caps to open ends and tighten all couplings.
  9. Connect lines to hose engine or test manifold.
  10. Fill lines with water from engine and bleed off all trapped air.
  11. With all the air evacuated from the lines and all nozzles shut, set engine to desired testing pressure.
  12. Hold the pump pressure at desired pressure for five (5) minutes.
  13. Check for leaks and/or sweating around couplings.

14. Tag defective hose (refer to tag out procedures), indicating the problem and take appropriate action after the test is complete. If the hose was a new section contact the Fire Chief, Equipment Officer or President.
15. Make appropriate entries in hose records.

## **V. CARE OF FIRE HOSE**

### **A. Cleaning Hose**

1. Use plain water.
2. A mild soap solution may be used if necessary.
3. A stiff brush may be used to scrub hose.
4. Avoid using oil products or harsh cleansers.

### **B. Drying Hose**

1. Hang hose in hose tower/hose rack after cleaning.
2. Hose should remain in the tower/hose rack two (2) calendar days.
3. Hose shall be fully dried to avoid mildew.
4. Avoid loading wet hose on fire apparatus whenever possible.
5. Do not overload the hose racks or hose tower.

### **C. Storing Hose**

1. Hose shall be stored using the street roll.
2. Hose shall be fully dry before storing.
3. Hose shall be stored in the fire stations in the racks in the area designed for that purpose.

## **VI. NEW HOSE**

- A. New hose received shall be visually checked for defects and damage.
- B. New hose shall be tested.
- C. Each length of new hose, which passes its test shall be stamped and recorded prior to being placed in service.

## **VII. DAMAGED HOSE**

### **A. Repairable Damaged Hose**

1. Place out of service.
2. Tag hose at male coupling indicating type and location of damage.
3. Store damaged hose in rolls with male coupling exposed.
4. If hose is to be re-coupled, coordinate with the Fire Department Equipment Officer.
5. Hose to be re-coupled shall have the coupling closest to the damage cut off prior to being sent out for re-coupling.
6. Lengths of repaired hose shall not be less than forty (40) feet. Exception: Hose used as "short sticks" in monitor operations and as fill hose.

7. Hose, which has been repaired, shall be tested and all appropriate information recorded prior to placing it back in service.

B. Un-repairable Damaged Hose

1. Remove from service.
2. Tag hose as "un-repairable".
3. Cut both couplings off hose and save them.
4. Make notation in hose records.

	<b>MEDINA VOLUNTEER FIRE DEPARTMENT, INC.</b>  <b>Policy and Procedure</b>	
<b>Subject:</b>	<b>B-10 JR FIREFIGHTER PARTICIPATION</b>	<b>Effective Date:</b>

**I. PURPOSE**

To outline the basic standards of general conduct expected of MVFD Junior Firefighter members.

**II. POLICY**

- A. All MVFD members are expected to operate in a highly self-disciplined manner.
- B. Members shall abide by the standards of personal conduct outlined within the policy.

**III. RESPONSIBILITY**

Every member of the MVFD is responsible to regulate his or her own conduct in a positive, productive, and mature way.

1. **RELEASE FORM:**

All Jr. Firefighters, age 14-18, must provide an executed Release Form (attached) to the Fire Chief before any participation as a Jr. Firefighter.

2. **FIRE STATION ACCESS:**

A Jr. Firefighter shall not have access to the fire station and/or equipment except in the company of and under the supervision of a training Officer.

3. **TRAINING**

The Jr. Firefighter shall attend regular training sessions and special meetings that are appropriate.

4. **SUPERVISION**

The Jr. Firefighter shall be under supervision and explicit instruction or task assignment at all times at the station. The training Officer(s) shall review and assist the Jr. Firefighter.

5. **RESPONSE**

No Jr. Firefighter (under the age of 18) shall be permitted to ride in an Apparatus in an emergency situation. A Jr. Firefighter shall be transported by POV to the Incident Ground only when so instructed by the OIC.

6. **DUTIES**

The Jr. Firefighter shall assist in support operations of the fire department including maintenance of the apparatus physical condition, equipment cleaning, maintenance and storage, fire station maintenance, cleaning and supply replacement, as well as other tasks assigned by the appropriate firefighters on duty at that time.

7. **INCIDENT GROUND PARTICIPATION**

- a. The Jr. Firefighter participation at an incident shall be limited to Supervised Ground Support; ie. hose roll up, lighting, crowd control, salvage and overhaul assist, advancement of equipment, assist firefighters in donning gear, support of rest and recreations (R&R).

- b. Under no circumstance shall a Jr. Firefighter participate in interior attack or entry of a structure involved in a hazardous condition.
- c. A Jr. Firefighter shall not respond to Motor Vehicle Accidents.
- d. A Jr. Firefighter shall report to the OIC at an Incident Ground for assignment and return to the OIC when task is accomplished, and shall be supervised by a designated Firefighter at all times.

8. STATUS

A Jr. Firefighter's status shall automatically become an AFF after reaching 18 years of age.

	<b>MEDINA VOLUNTEER FIRE DEPARTMENT, INC.</b>  <b>Policy and Procedure</b>	
Subject:	<b>B-12 Probationary Periods</b>	Effective Date:

## I. PURPOSE

- A. To establish MVFD policy in accordance with MVFD policy relative to probationary periods.
- B. To provide the MVFD with an opportunity to observe the work of new members.
- C. To provide the MVFD with an opportunity to aid and/or, if necessary, reject any members whose work performance fails to meet required standards.

## II. POLICY

- A. The MVFD shall operate in accordance with all Department policies concerning probationary periods contained within the MVFD Rules and Regulations.
- B. All initial granted membership within the MVFD shall be subject to a probationary period of not less than three (3) months and not more than six (6) months.
- C. Extended probation may be granted in cases where the current members believes the new member shows promise of fulfilling requirements of permanent status, but needs more time and/or training.
- D. At any time during the probationary period, members may be removed from the Department whose performance does not meet the standards provided that the member has been afforded adequate training.
- E. A new member on probation who is rejected does not have the right to appeal that rejection through the grievance procedure.
- F. Members on probation will be issued a blue helmet.
- G. Exceptions to this policy will be granted at the discretion of the Board of Directors (Board).

## III. APPRENTICE FIGHTER (A.F.F.)

### A. FIRESTATION ACCESS:

- 1. An AFF shall not have access to the fire station and/or equipment except in the company of and under the supervision of an FGO/Firefighter, unless the AFF has been instructed to do so by the Fire Chief.

### B. RESPONSE:

1. An AFF shall report to the fire station by personal owned vehicle (POV) operated under the legal Texas Highway Regulations, and may not display warning lights or use audible emergency signal devices. Request for service shall be by telephone, radio alert, or third party notification (Authorized).
2. An AFF shall wait at the fire station for assignment by the Fire Ground Officer (FGO) or as requested by the Officer in Charge (OIC) or designated OIC at the incident site/fire ground.

#### C. DUTIES

1. The AFF shall assist in support operations of the MVFD including maintenance of the apparatus physical condition, equipment cleaning, maintenance and storage, station maintenance, cleaning and supply replacement.
2. The AFF shall assist in all other tasks assigned by the appropriate persons on duty at that time.

#### D. INCIDENT GROUND PARTICIPATION:

1. AFF participation at an incident shall be limited to Supervised Ground Support; i.e.; hose roll up, lighting, crowd control, salvage and overall assistance, advancement of equipment, assist firefighters in donning gear, support of rest and rehydration (R&R) services. Under no circumstances shall an AFF participate in interior attack or entry of a structure involved in a hazardous condition.
2. An AFF shall respond to Motor Vehicle Accidents only when instructed to do so by the Fire Chief or in his absence, the OIC.
3. An AFF shall report to the OIC at an Incident Ground for assignment and return to the OIC when task is accomplished.
4. An AFF shall be supervised by a firefighter or designated FGO at all times when carrying out an assignment.

#### E. EQUIPMENT ISSUE:

1. An AFF may be issued alerting units and protective equipment, upon the decision of the Fire Chief or FGO/OIC, and to be determined for each incident requirements and each AFF at the fire station.
2. Bunker Gear will not be issued to AFF; this is at the discretion of the Fire Chief.

#### F. TRAINING:

1. An AFF shall attend regular training sessions and special meetings that are appropriate, and be assisted by the Training Officer.

#### G. STATUS:

1. An AFF shall be under supervision and under explicit instruction or task assignment at all times at the

fire station and Incident Ground.

2. Fire Fighter status may be attained at the discretion of the Fire Chief.

#### IV. JR FIREFIGHTER PARTICIPATION

##### A. RELEASE FORM:

1. All Jr. Firefighters, age 16 to 18, must provide an executed Release Form (attached) to the Fire Chief before any participation as a Jr. Firefighter.

##### B. FIRE STATION ACCESS:

1. A Jr. Firefighter shall not have access to the fire station and/or equipment except in the company of and under the supervision of a Training Officer or a fully trained Firefighter..

##### C. TRAINING:

1. A Jr. Firefighter shall attend regular training sessions and special meetings that are appropriate.

##### D. SUPERVISION:

1. A Jr. Firefighter shall be under the supervision and explicit instruction or task assignment at all times at the station. The Training Officer(s) shall review and assist the Jr. Firefighter during training.

##### E. RESPONSE:

1. No Jr. Firefighter under the age of 18 years shall be permitted to ride in an Apparatus in an emergent status. A Jr. Firefighter shall be transported in a POV to the Incident Ground in accordance with the procedures or the direction of the OIC.

##### F. DUTIES:

1. A Jr. Firefighter shall assist in support operations of the MVFD including maintenance of the apparatus physical condition, equipment cleaning, maintenance and storage, fire station maintenance, cleaning and supply replacement, as well as other tasks assigned by the appropriate firefighters on duty at the time.

##### G. INCIDENT GROUND PARTICIPATION:

1. A Jr. Firefighter participation at an incident shall be limited to Supervised Ground Support; i.e.; hose roll up, lighting, crowd control, salvage and overall assistance, advancement of equipment, assist firefighters in donning gear, support of rest and recreation (R&R) services.
2. Under no circumstances shall a Jr. Firefighter participate in interior attack or entry of a structure involved in a hazardous condition.
3. A Jr. Firefighter shall not respond to Motor Vehicle Accidents.

4. A Jr. Firefighter shall report to the OIC at an Incident Ground for assignment and return to the OIC when task is accomplished, and shall be supervised by a designated firefighter at all time.

H. STATUS:

1. A Jr. Firefighter's status shall automatically become an AFF after reaching 18 years of age.



## MEDINA VOLUNTEER FIRE DEPARTMENT, INC.

# Policy and Procedure

Subject:

**B-15 Protective Clothing**

Effective Date:

### I. Purpose

To establish a policy addressing the appropriate use of protective clothing.

### II. Policy

- A. Appropriate protective clothing shall be worn by all members on the fire ground for any reason.
- B. Appropriate protective clothing is considered to be: helmet, turnout coat, turnout pants with suspenders or belt, boots, gloves, and Nomex hood.
- C. For wild land fires, the following may be worn at the discretion of the IC:
  1. Head/Neck - Nomex or PBI hood **WITH** standard firefighting helmet, OR hood with wild land helmet and goggles.
  2. Upper Body
    - a. Turnout coat, or,
    - b. Wild land coat.
  3. Lower Body
    - a. Turnout pants, or
    - b. Wild land pants or jump suit.
  4. Feet
    - a. Rubberized firefighting boots, or,
    - b. Leather lace-up boots (to be provided by the firefighter; after approval by the Safety Officer per NFPA 295 - Specifications for Wild land Firefighting).
  5. Hands - Leather firefighting gloves.

### III. Procedure

- A. Protective clothing and equipment will be worn in a manner that will fully utilize the protection afforded by all components. (Helmet chin strap secure, face shield and/or earflaps down; coat sealed with Velcro flap, all snaps secure, collar up with throat strap secure.)
- B. If at all feasible, personnel will don their protective clothing prior to responding on alarms. (Optional for drivers and command personnel).

- C. Drivers who are operating pumps on the fire ground shall don full protective clothing as soon as their initial line is charged.
- D. All supplementary and support personnel will maintain the same level of protective clothing and equipment as the firefighters who are on the fire ground. Personnel not wearing appropriate protective clothing or equipment shall remain outside the fire ground.
- E. Personnel operating at the Command Post will not be required to wear protective clothing. Personnel who leave the Command Post and enter the fire ground shall wear full protective clothing.
- F. In some instances the fire will be extinguished and/or the situation will evolve to a point where it is safe to work in only part of the full protective clothing. Only The IC or the Safety Officer can authorize such a reduction in protection. Firefighters may be allowed to remove part of the full protective clothing only after the risks have been carefully assessed. The potential for injury from the fire ground hazards should be weighed against the potential for heat stress injuries, excessive fatigue, etc.
- G. At incidents where heat is a factor, firefighters should remove as much of the protective clothing as possible while on breaks or in rehab.
- H. When responding on medical-related incidents (including Rescue Alarms), latex gloves must be worn. Additional protection may be required depending on the situation.
- I. At Rescue Alarms when working with tools to free victims, leather gloves should be worn over the latex gloves.
- J. When operating at an incident on or near a public roadway (i.e. providing medical care at a traffic collision, absorbing and picking up fluid spills, etc.) reflective traffic vests should be worn when turnout clothing is not being utilized.



**MEDINA VOLUNTEER FIRE DEPARTMENT, INC.**

**Policy and Procedure**

Subject:

**B-16 Reduction from Code 3 to Code 1 Response**

Effective Date:

**I. Purpose**

To establish a standard policy for reducing alarm response to Code 1 to attempt to reduce the accident potential of Code 3 driving.

**II. Policy**

Whenever possible, units responding Code 3 should be reduced to Code 1 by the first MVFD unit on the scene of an alarm where nothing is visible upon arrival.

**III. Procedure**

- A. All apparatus will reduce their response to Code 1 when the first company reports out with nothing showing at any incident. Apparatus will continue toward the fire but will obey all traffic laws.
- B. In the event the OIC arrives at the incident scene and determines there is a developing incident, the officer will issue the statement “resume Code 3 to (address)”.
- C. Multi-story structure or large commercial complexes can have a significant fire with nothing visible from the outside. For this reason, units responding to incidents at these types of structures shall not be reduced to Code 1 until the OIC has investigated and found that the reduction to Code 1 is warranted.



**MEDINA VOLUNTEER FIRE DEPARTMENT, INC.**

**Policy and Procedure**

Subject:

**B-17 Suspected Drug Overdose**

Effective Date:

**I. PURPOSE**

Provide guidelines for the care of a patient with a drug overdose and the handling of the medical incident until the law enforcement arrives.

**II. POLICY**

It shall be the policy of the MVFD to provide appropriate care to the patient of a drug overdose. To gather information and preserve the scene until the police department arrives.

**III. PROCEDURE**

**A. Upon Arrival**

1. Evaluate patient needs.
2. Initiate Basic Life Support, if required.
3. Request Police Department response.

**B. OPERATIONS**

1. Attempt to identify drug(s) involved.
2. Provide emergency medical care as is appropriate.



## MEDINA VOLUNTEER FIRE DEPARTMENT, INC.

# Policy and Procedure

Subject:

**B-18 Testing Apparatus Pumps**

Effective Date:

### I. PURPOSE

- A. To provide policy and guidelines relative to testing MVFD apparatus.
- B. To establish a standard procedure for the annual testing of fire apparatus pumps.

### II. POLICY

All MVFD apparatus pumps shall be tested once each year and after any major repairs. This testing of pumps shall be the "Annual Service Test."

### III. RESPONSIBILITY

- A. It shall be the responsibility of the MVFD Equipment Officer to insure that the Annual Service Tests are performed on all pumping apparatus. The MVFD mechanic shall schedule the testing of pumping apparatus and coordinate with members if help is needed.
- B. It shall be the responsibility of the MVFD Equipment Officer to observe the Annual Service Test and insure that all figures and facts are correct.
- C. It shall be the responsibility of the MVFD Equipment Officer to perform the Annual Service Test in accordance with the procedures and standards.
- D. It shall be the responsibility of the Fire Chief to provide personnel to assist the MVFD Equipment Officer during the annual service test.

### III. PROCEDURES

- A. All tests shall be performed at a suitable drafting pit and tests performed at draft.
- B. All tests shall be performed in accordance to specifications and procedures set forth in N.F.P.A. Pamphlet #1901.
- C. All main pumps on fire apparatus shall be tested.
- D. Minimum annual service test shall consist of:
  - 1) A drafting test.
  - 2) A capacity test at 150 p.s.i. net pump pressure for twenty (20) minutes.
  - 3) A 70% capacity test at 200 p.s.i. net pump pressure for ten (10) minutes.
  - 4) A 50% capacity test at 250 p.s.i. net pump pressure for ten (10) minutes.
  - 5) A spurt test at capacity at a maximum of 165 p.s.i. net pump pressure for five (5) minutes.
  - 6) Relief valves shall be tested during each test period.

- D. The entire annual service test shall be re-instituted should a failure occur on any one test resulting in repairs to the apparatus.
- F. A written record shall be maintained of all annual service tests on all pumping apparatus.



**MEDINA VOLUNTEER FIRE DEPARTMENT, INC**

**Policy and Procedure**

Subject:

**B-19 Vehicle Accident Debris Removal**

Effective Date:

**I. Purpose**

To provide guidelines for managing debris at vehicle accident scenes, and in part to assist Law Enforcement with on-scene investigations.

**II. Background**

Only if requested by Law Enforcement or wrecker operator shall MVFD assist in clearing the roadway of accident debris once the Priorities of Life Safety (scene & Firefighter safety; patient care) and Incident Stabilization have been met. MVFD will assist Law Enforcement and the towing companies by helping to sweep debris into a manageable pile.

**III. Policy**

MVFD will continue to assist with debris clean up at accident scenes.



## MEDINA VOLUNTEER FIRE DEPARTMENT, INC

# Policy and Procedure

Subject:

**B-20 Vehicle Fires**

Effective Date:

### I. PURPOSE

- A. To provide a means of extinguishing fires in vehicles.
- B. To protect suppression personnel when fighting vehicle fires.

### II. POLICY

- A. These guidelines shall be followed whenever a fire occurs in a vehicle.

### III. PROCEDURE

- A. Park apparatus uphill, upwind.
- B. Transmit report on conditions.
- C. Continue size up.
- D. Determine if additional assistance is needed.
- E. Obtain Law Enforcement assistance for traffic control.
- F. If involved vehicle is a common carrier, determine type of cargo.

### IV. SAFETY

- A. Wear protective clothing as per Protective Clothing Policy SOP.
- B. Consider traffic conditions and be conscious of traffic hazardous to personnel.
- C. Consider the flow of spilled fuel (burning or non-burning).
- D. Use adequate size hose lines, appropriate portable extinguishers, and/or appropriate type foam, as needed.
- E. Be alert for possible explosion of fuel system.
- F. Be on guard for explosion of pressurized "energy absorbing" bumpers and shock absorbers.
- G. Be mindful that batteries may serve as an ignition source, produce electrical shock or explode.
- H. Remember that the suspension systems on many buses may collapse to within four (4) inches of ground level when exposed to fire.
- I. Remember that most motor homes, campers and mobile canteens have built-in LPG tanks on board.
- J. Vehicles that have air bags and the air bag has not deployed should be approached with caution.  
Personnel should not position themselves between the bags and seat while the air bag system is armed.
- K. Vehicles with armed, un-deployed air bags should not have any tools or other objects placed in their vicinity due to those objects becoming flying objects.

## **V. OPERATIONS**

- A. Consider life safety.
- B. Consider water supply availability.
- C. Consider slope of terrain.
- D. Determine type of fuel, which may be involved:
  - 1. Gasoline.
  - 2. Diesel.
  - 3. Propane.
  - 4. Other.
- E. Consider fuel system -- newer vehicles have pressurized fuel systems.
- F. Coordinate with law enforcement personnel at the scene.
- G. Breathing apparatus shall be utilized on all vehicle fires, inside and outside the vehicle.
- H. Be prepared for tire fires to re-ignite.

## **VI. POST EMERGENCY**

- A. Investigate the cause of fire.
- B. Cooperate with Law Enforcement investigation.
- C. Insure that vehicle is in a fire safe condition prior to towing service removal of it.



## MEDINA VOLUNTEER FIRE DEPARTMENT, INC

# Policy and Procedure

Subject:

**B-21 Vehicle Rescue and Extrication**

Effective Date:

### I. PURPOSE

To establish guidelines for handling vehicle rescue and extrication safely and effectively.

### II. POLICY

In the event of a vehicle rescue or extrication, the following guidelines have been established.

### III. PROCEDURES

- A. Request dispatcher to respond additional or special equipment, if necessary.
- B. If commercial trucks are involved, check placards and take necessary precautions.
- C. Give actual location of incident to dispatcher if other than original reported location.
- D. Request Law Enforcement units to respond to the scene if they are not already there. If Law Enforcement units are at the scene, coordinate with them.

### IV. SAFETY

- A. All Firefighters should be in protective clothing as per Protective Clothing Policy SOP.
- B. Spot apparatus uphill and upwind from accident scene if possible. Apparatus should be parked between rescuers and oncoming traffic with parking brake set and wheels turned toward curb.
- C. Stop all fuel leaks, if possible, and prevent use of flares if fire hazard exists. Hose lines should be positioned and charged.
- D. Prior to rescue Firefighter entering vehicle, stabilize the vehicles using cribbing, chock blocks, ropes, vehicle emergency brake, etc.
- E. While awaiting arrival of Law Enforcement units, you may want to post a guard to watch oncoming traffic on busy highways.
- F. Overturned vehicles should not be "righted" until patients have been removed.
- G. Do not disconnect battery cables if flammable vapors are present.

### V. FUEL SPILLS

- A. Stop leak, if possible, and prevent ignition utilizing hose lines to safeguard patients as well as rescue Firefighter.
- B. If unable to stop leak by crimping fuel lines, you may be able to fill fuel tank with water to level of leak so only water runs out.
- C. With large fuel spill, a light water or other type foam may be needed to prevent ignition.

## **VI. EXTRICATION**

- A. Make sure vehicle is stabilized before rescue Firefighter enters.
- B. Officer in charge should supervise the extrication operation.
- C. All Firefighter should wear protective clothing.

## **VII. OPERATIONAL CONSIDERATIONS**

- A. Officer in charge shall coordinate with rescue squad Firefighter concerning patient care.
- B. Officer in charge should coordinate with Law Enforcement personnel concerning traffic control and any other Law Enforcement function required.
- C. Safety should be foremost in the mind of the Officer concerning emergency operations.

	<b>MEDINA VOLUNTEER FIRE DEPARTMENT, Inc.</b>  <b>Policy and Procedure</b>	
Subject:	<b>C-1 Major Medical Incidents</b>	Effective Date:

## I. PURPOSE

Establish guidelines for the handling of emergency medical care by MVFD personnel at a major medical incident.

## II. POLICY

- A. MVFD personnel shall provide CPR and required medical care per the level of the training life support services in accordance with the requirements of the medical emergency situation in the absence of EMS personnel, or in conjunction with them if requested by the EMS officer in charge.
- B. The MVFD officer shall retain control of emergency scenes under their jurisdiction, coordinating the operations of MVFD units, ambulances, and law enforcement officers.

## III. PROCEDURE

- A. Evaluate patient needs.
- B. Initiate Basic Life Support if required.
- C. Call for additional assistance if necessary.

## IV. RESPONSES

- A. The MVFD, as possible, shall respond to all medical aid emergencies when requested by EMS or Law Enforcement, or when a direct report from a civilian indicates that MVFD personnel could arrive on the scene before EMS personnel.
- B. Fire apparatus responding to a medical aid emergency may be cancelled by the EMS or an on-scene First Responder fire unit only.
- C. An OIC may cancel any first responder unit responding to a vehicle accident once the Chief Officer has determined that no injuries have occurred.



## MEDINA VOLUNTEER FIRE DEPARTMENT, INC.

# Policy and Procedure

Subject:

### **C-2 Operational Guidelines for Medical Aid Responses**

Effective Date:

## **I. PURPOSE**

To provide a MVFD based First Responding, non-transporting, emergency medical service which operates within the current parameters of accepted practice with the Bandera County EMS and its' Medical Director.

## **II. POLICY**

- A. The MVFD shall operate the First Responder Program in accordance with those criteria established by Bandera County EMS and its Medical Director.
- B. MVFD First Responders shall operate in accordance with Bandera County EMS and its' Medical Directors guide lines and Fire Department policy.

## **III. RESPONSIBILITY**

- A. The Fire Chief shall have the overall responsibility for the proper operation of the MVFD First Responder Program.
- B. The Medical Officer shall oversee the MVFD First Responder operations and shall be the coordinator between MVFD operations and area rescue agencies.

## **IV. RESPONSES**

- A. The primary response areas are the same as our standard area of coverage.
- B. MVFD apparatus and/or personnel shall respond, as requested, to any type of emergency medical call within the Emergency Response Area. These calls could include, but are not limited to, the following:
  - 1. Medical calls where there is not an ambulance response within 15 minutes of the location.
  - 2. Motor vehicle accidents.
  - 3. Mass casualty incidents.
  - 4. Manpower or special equipment requests.
  - 5. Any call where an ambulance is not immediately available.
- C. The MVFD shall endeavor to keep the most qualified personnel on all responding apparatus.
  - 1. Only those personnel so trained shall participate in providing medical attention unless the situation is of such magnitude as to require first aid to be given by all personnel involved in the incident.

2. Personnel not trained as First Responders or greater shall assist those individuals so trained as directed.

	<b>MEDINA VOLUNTEER FIRE DEPARTMENT, INC.</b>  <b>Policy and Procedure</b>	
Subject:	<b>C-4 Operations with Ambulance Personnel</b>	Effective Date:

## I. PURPOSE

To insure that the highest caliber of pre-hospital emergency medical care is provided to all patients served by the MVFD.

## II. POLICY

- A. All MVFD personnel operating at alarms involving emergency medical care shall endeavor to provide such care to the best of their ability, skill and knowledge.
- B. All MVFD personnel working at alarms involving emergency medical care shall endeavor to provide the necessary assistance to the EMS Crew operating at the scene, in such a manner as to be consistent with good teamwork and efficient operation.

## III. SCOPE

To provide a brief explanation and clarification of MVFD roles in order to insure that teamwork, standardization and professionalism will exist in the administration of emergency medical care.

## IV. FIRE DEPARTMENT DUTIES

- A. MVFD operations on medical aid responses relating to patient care shall be governed by the protocols and guidelines established by the Texas Department of State Health Services, Bandera County EMS and the Bandera County EMS Medical Director. Those operations may include:
  1. Basic life support (C.P.R.).
  2. Vital signs.
  3. Splinting.
  4. Bandaging.
  5. Oxygen therapy (resuscitation/inhalation).
  6. Providing assistance to EMS Crews.

## V. FIRE DEPARTMENT FIRST RESPONDERS

MVFD First Responders who have been certified by the Texas Department of State Health Services may provide care at a level equal to their training and in accordance with the protocols established by the Bandera County Emergency Medical Services.



## MEDINA VOLUNTEER FIRE DEPARTMENT, Inc.

# Policy and Procedure

Subject:

**D-11 Mutual Aid**

Effective Date:

### I. PURPOSE

To facilitate the understanding and utilization of the mutual aid agreements.

### II. POLICY

- A. It shall be the policy of this MVFD to provide aid to those jurisdictions that need assistance when the local emergency fire service resources are not available or inadequate to handle an emergency incident.
- B. It shall be the policy of this MVFD to provide mutual aid to outside jurisdictions as long as the Medina Response Area coverage is not jeopardized.

### III. PROCEDURES

- A. Inner Bandera County (i.e. Bandera, Pipe Creek, Castle Lake, Lake Hills, Medina Lake, Utopia and Vanderpool)
  - 1. Reference written contract in the MVFD file.
- B. Outside the county
  - 1. Request for assistance shall be honored to surrounding jurisdictions as long as standard coverage is maintained.
  - 2. On any emergency incident call in the Medina Fire Protection area, (if determined by the FGO/OIC) a request for a mutual aid unit may be requested, specifying type and number of units needed.
  - 3. All units can be canceled while in route if not needed as per the decision of the FGO.



**MEDINA VOLUNTEER FIRE DEPARTMENT, INC**

**Policy and Procedure**

Subject:

**E-1 ACKNOWLEDGEMENT FORM**

Effective Date:

I, AS A MEMBER OF THE Medina Volunteer Fire Department, Inc. have read completely and agree to abide by the Standard Operating Guidelines and Procedures accompany this statement.

I understand failure to comply may result in my receiving a reprimand, limitation in service or termination of Membership/Fire Fighter/Apprentice Fire Fighter/Jr. Fire Fighter status.

Signed \_\_\_\_\_ date \_\_\_\_\_

Signed \_\_\_\_\_ date \_\_\_\_\_

Fire Chief