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### **Legend**

***A Two digit following the section number indicates a Rule/Regulation***

***A 100 number following the section number indicates a Policy***

***A 200 number following the section number indicates an SOP***

Galveston Fire Department  
Rules & Regulation  
2014 Edition



## **PURPOSE**

The purpose of the Galveston Fire Department Operations manual is to provide guidance and a framework for the efficient and effective completion of our duties, functions and responsibilities necessary to carry our mission. These rules do not cover every contingency, and all members of Galveston Fire Department, when confronted with such a situation, are expected to act in a manner consistent with the mission of this organization and the City of Galveston, and in a manner that will further demonstrate capabilities and professionalism of these organizations.

All Galveston Fire Department personnel shall, in addition to the GFD Policies & Procedures, follow all provisions in the City of Galveston Personnel Policy Manual, Galveston Civil Service Rules, City Ordinances, State Statutes, the current collective bargaining agreement.



## Mission Statement

The Galveston Fire Department is committed to providing the highest level of public safety services for the community. We will protect lives and property through;

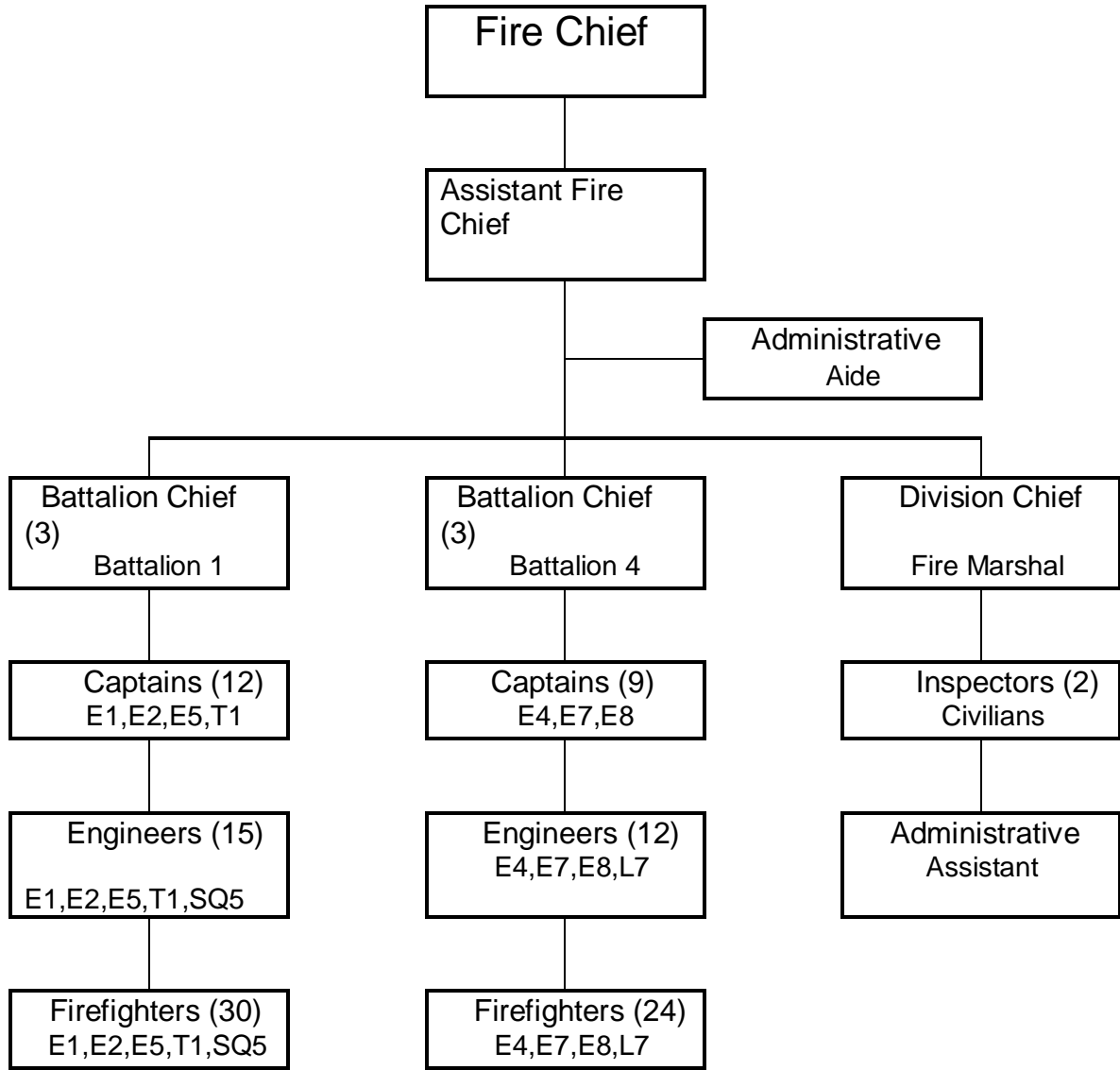
- Fire Prevention
- Public Education
- Firefighter Safety
- Fire & Rescue Operations
- Emergency Medical First Response
- Disaster Management





## Organizational Chart

Original Date: 10-10  
Revision Date: 02-13  
Review Date: 02-14  
Fire Chief:





## **Division Description**

Original Date: 10-98

Revision Date: 02-14

Review Date: 02-15

Fire Chief:

## **Administration**

### **Function**

- Direct, Coordinate and provide support for all Fire Department programs
- Direct payroll, budget preparation and control and maintenance of records.
- Prepare and present reports and summaries as required by city administration.
- Coordinate and direct operational plans and procedures for the department.
- Coordinate and direct the hiring and promotional procedures.
- Coordinate Fire Apparatus maintenance with the City Fleet Management.
- Coordinate and direct Bid Procedures and purchasing for the department.
- Ensure compliance with the Texas Commission on Fire Protection regulations and all state and federal laws.



## **Division Description**

Original Date: 02-07 Revision Date: 02-14 Review Date: 02-15 Fire Chief:
---

## **Operations**

### **Function**

- Respond to all calls for assistance
- Maintain facilities and equipment
- Perform hydrant maintenance
- Assist in conducting public education programs
- Participate in Training



## **Division Description**

Original Date: 10-98

Revision Date: 02-14

Review Date: 02-15

Fire Chief:

## **Fire Prevention/Investigation**

### **Function**

- Conduct fire safety inspections and test fire protection systems to ensure code compliance.
- Investigate and determine the origin and cause of fires that occur in buildings and vehicles within the city.
- Responsible for issuing fire permits and conducting plan reviews.
- Develop and maintain a public fire education program.
- Manage and maintain the departments reporting system, including reporting to the state.



### Shift Exchange Request

Original Date: 02-07 Revision Date: 02-14 Review Date: 02-15 Fire Chief:
---

Agreement Date: \_\_\_\_\_

\_\_\_\_\_  
Employee requesting Exchange

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Substitute's Name

\_\_\_\_\_  
Signature

Dates of Exchange: \_\_\_\_\_

Payback Date: \_\_\_\_\_

Hours exchanged: \_\_\_\_\_

Approved          Not Approved

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Requester's Captain

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Substitute's Captain

\_\_\_\_\_  
Battalion Chief

\_\_\_\_\_  
Battalion Chief



**T.A.D. Request**

Original Date: 10-97  
Revision Date: 02-14  
Review Date: 02-15  
Fire Chief:

Name: \_\_\_\_\_ Shift: \_\_\_\_\_

Reason: \_\_\_\_\_

Date(s): \_\_\_\_\_ Time \_\_\_\_\_

Date to Report Back to Shift: \_\_\_\_\_

Address of Assignment: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Contact Telephone # \_\_\_\_\_

Travel method: \_\_\_\_\_

Expenses of TAD to Be Paid By \_\_\_\_\_

Signature of Person Requesting TAD \_\_\_\_\_

Approved                  Denied

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Shift Captain

\_\_\_\_\_

Battalion Chief

\_\_\_\_\_

Assistant Fire Chief



## Change of Address Form

Original Date: 05-95
Revision Date: 02-14
Review Date: 02-15
Fire Chief:

Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Employee ID #: \_\_\_\_\_

New Address: \_\_\_\_\_

City/State/zip \_\_\_\_\_

Phone # \_\_\_\_\_

Alternate Phone # \_\_\_\_\_

\_\_\_\_\_  
Signature



### Position Request

Original Date: 02-07 Revision Date: 02-14 Review Date: 02-15 Fire Chief:
---

Date: \_\_\_\_\_

Position requested: \_\_\_\_\_

Name \_\_\_\_\_

Current Assignment \_\_\_\_\_

Rank \_\_\_\_\_

Date of last Promotion \_\_\_\_\_

Hire Date \_\_\_\_\_

Entrance Exam Score \_\_\_\_\_

\_\_\_\_\_  
Signature





## Oath of Office

I \_\_\_\_\_, do solemnly swear (or affirm), that I will faithfully execute the duties of \_\_\_\_\_ and adhere to all the Rules and Regulations of the Fire Department of the City of Galveston of the State of Texas, and will to the best of my ability, preserve, protect and defend the Constitution and Laws of the United States and of this State; and I furthermore solemnly swear (or affirm), that I have not directly nor indirectly paid, offered or promised to pay, contributed, nor promised to contribute any money, or valuable thing, or promised any public office or employment to serve my appointment, so help me God.

SWORN TO AND SUBSCRIBED before me this \_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_

Notary Public in and for Galveston County, Texas



## Code of Ethics

As a firefighter and member of the Galveston Fire Department, my fundamental duty is to serve mankind; to safeguard and preserve life and property against the elements of fire, disaster or other emergency; and maintain a proficiency in the art and science of fire engineering.

I will uphold the standards of my profession, continually search for new and improved methods and disseminate and share my knowledge and skills with my contemporaries and descendants.

I will never allow personal feeling, or danger to self to deter me from my responsibilities as a firefighter.

I will, at all times, respect the property and rights of all men, the laws of my community and my country, and the chosen way of life of my fellow citizens.

I recognize the badge of my office as a symbol of public faith, and I accept it, as public trust to be held so long as I am true to the ethics of the fire service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession – saving of life and property.



## Position Description

### 100.01 Fire Chief

**Dept. /Div.:** Fire  
**Reports to:** City Manager  
**Workweek:** Exempt

**SUMMARY:** Administration of the Fire Department including developing and managing the department budget, programs, personnel, policies and procedures. This administration must be accomplished in accordance with State Civil Service Law, local rules and regulations and contract agreement.

**ESSENTIAL DUTIES & RESPONSIBILITIES** include the following. Other duties may be assigned:

- 1) Budget preparation and control
- 2) Personnel management
- 3) Development and enforcement of policies and procedure
- 4) Establish and maintain working relationship with other department heads, public, firefighters and union officials
- 5) Controls, appoints, and disciplines all officers and members of the department in accordance with civil service rules and regulations and departmental rules and regulations, policies and procedures.

**SUPERVISORY RESPONSIBILITIES:** Directly responsible for the supervision of the Galveston Fire Dept. inclusive of all its divisions through the Chain of Command as per organizational chart.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



**EDUCATION, CERTIFICATION and/or EXPERIENCE:** The Law requires only a High School Diploma or GED, 5 years service as a full time paid firefighter and eligibility for certification by the Texas Commission on Fire Protection at the intermediate level or its equivalent. Recommended minimum requirements are an Associates Degree in Fire Technology or a graduate of the Texas Fire Chief's Academy, a minimum of 5 years service as an officer in a full time full paid fire department and eligibility for a firefighter certification by the Texas Commission on Fire Protection at the Master level.

**LANGUAGE SKILLS:** Ability to read and write the English language and communicate both in writing and orally are skills, which are mandatory.

**MATHEMATICAL SKILLS:** The Fire Department Budget is in excess of \$9 million dollars. Consequently a thorough working knowledge of basic math and or accounting skills is necessary.

**REASONING ABILITY:** Rules and regulations, policies and procedures, state law, union contract and city ordinance govern this job. City policies also play a part in personnel and equipment acquisition. The person in this position must be able to reason, logic and work within this system. Sufficient reasoning ability must exist to be able to perform each essential duty satisfactorily, establish and maintain effective working relationships with other personnel and the public.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The individual should be required to pass a complete physical exam and perform physical agility evolutions that are job specific to the fire service. It is understood that this is primarily an administrative and supervisory position. However, a minimum physical standard should be required of all personnel and this program must begin with administrative support and performance.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. It must be understood that the work environment, attitude and morale of the department is molded by the administration. Fire fighting is extremely stressful and volatile work. The department administrator must have thorough knowledge of the profession and its demands if He or She is to develop the relaxed yet professionally firm environment that is essential to the work place.



## Position Description

### 100.02 Assistant Fire Chief

**Department:** Fire Division: Administration

**Reports To:** Fire Chief

**FLSA Status:** 40 hour week

**SUMMARY:** This is a responsible supervisory and administrative position charged with assisting the Fire Chief with the administration of the Fire Department. This includes developing and managing the department budget, programs, personnel, policies and procedures. This administration must be accomplished in accordance with State Civil Service Law, local rules and regulations and contract agreement.

**ESSENTIAL DUTIES & RESPONSIBILITIES** include but are not limited to the following:

- 1) Assist the Fire Chief in the administration of the Fire Department
- 2) Manage and supervise Battalion Chiefs and all department operations
- 3) Manage Department Training Program
- 4) Manage Department Health and Safety Program
- 5) Department Quartermaster (oversees the purchasing and distribution of supplies and equipment; maintain an inventory of department equipment).
- 6) Department fleet management
- 7) Assist in the development, implementation and enforcement of policies, procedures, new programs and department Standard Operating Procedures & Policies.
- 8). Establish and maintain working relationship with other department heads, public, firefighters and union officials.
- 9). Assumes command of the Fire Department in the absence of/at the direction of the Fire Chief and other handle other duties as assigned.

**SUPERVISORY RESPONSIBILITIES:** Reports directly to the Fire Chief and is responsible for the supervision of all delegated responsibilities. This position shall have authority commensurate with the responsibilities delegated.



**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** Law requires only High School Diploma or GED and 5 years' service as a full time full paid firefighter and eligibility for certification by the Texas Commission on Fire Protection at the intermediate level or its equivalent. The contract between Firefighters Local 571 and the City requires 5 years' experience as an Officer in the Galveston Fire Department. An Associate's Degree in Fire Technology and a Master Firefighter certification through the Texas Commission on Fire Protection is preferred.

**LANGUAGE SKILLS:** Ability to read and write the English language and communicate both in writing and orally are skills, which are mandatory.

**MATHEMATICAL SKILLS:** The Fire Department Budget is in excess of \$9 million dollars. Consequently a thorough working knowledge of basic math and or accounting skills is necessary.

**REASONING ABILITY: rules and regulations, policies and procedures, state law, union contract and city ordinance govern this job.** City politics also play a part in personnel and equipment acquisition. The person in this position must be able to reason, logic and work within this system.

**CERTIFICATES, LICENSES, REGISTRATIONS:** State law requires Intermediate Certification. A Master Certification is preferred.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The individual should be required to pass a complete physical exam and perform physical agility evolutions that are job specific to the fire service. It is understood that this is primarily an administrative position. However, a minimum physical standard should be required of all personnel and this program must begin with administrative support and performance.



**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

It must be understood that the work environment, attitude and morale of the department is molded by the administration. Firefighting is extremely stressful and volatile work. The department administrator must have thorough knowledge of the profession and its demands if he/she is to develop the relaxed yet professionally firm environment that is essential to the work place.



## Position Description

### 100.03 Fire Marshal

**Dept. /Div.:** Fire Prevention

**Reports to:** Asst. Chief

**Workweek:** 40-hour week

**SUMMARY:** This is responsible supervisory and administrative work in the planning organizing and supervising a fire prevention inspection program and arson investigation.

**ESSENTIAL DUTIES & RESPONSIBILITIES** include the following, other duties may be assigned:

- 1) Plans, organizes, and directs all activities of the fire prevention program.
- 2) Supervises and participates in a variety of inspection of commercial and industrial buildings, hospitals, nursing homes and other high hazard areas to detect and correct fire hazards.
- 3) Enforces all laws, codes, and regulations covering fire protection.
- 4) Maintains fire prevention and suppression records and information.
- 5) Reviews inspection and arson reports, and approves resulting actions taken.
- 6) Review building plans to insure code compliance.
- 7) Issues all fire related permits.
- 8) Maintains a continuing knowledge of fire prevention operations & recommends revision of fire prevention codes.
- 9) Plans and conducts a public fire prevention and safety program; answers public inquires on fire prevention matters; speaks before clubs, societies, schools, and other organizations on fire prevention and safety.
- 10) Coordinates scheduling Fire Companies for Public relations, inspections and tours with Asst. Chief to prevent conflicts.

**SUPERVISORY RESPONSIBILITIES:** Supervision is exercised over the Deputy Fire Marshal and Inspector/Investigators and as per the chain of command in the organizational chart. Work is performed with considerable independence within established policies and procedures.





**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The Fire Chief appoints this position, which is equivalent to a Battalion Chief's rank.

**EDUCATION, CERTIFICATION and/or EXPERIENCE:** Graduation from High School and at least 60 College semester hours. Must possess an Advanced level of certification with the Texas Commission on Fire Protection in Fire Inspection and Arson Investigation and an advanced certification from T.E.C.L.O.S.E. The Texas Commission on Fire Protection, Chapter 427 states that all Instructors must as a minimum possess a basic fire service instructor certification. The Fire Marshal must have a combination of experience and training that would provide the following knowledge's, abilities and skills:

- 1) Thorough knowledge of modern principles and techniques of fire prevention, various types of fire hazards, and methods of eliminating hazardous conditions.
- 2) Thorough knowledge of fire investigation methods, techniques, rules of evidence and court procedures.
- 3) Thorough knowledge of the principles and techniques of building construction and maintenance.
- 4) Thorough knowledge of federal, state, and local fire prevention laws, codes and regulations.

**LANGUAGE SKILLS:** Ability to read and write the English language and communicate both in writing and orally are skills, which are mandatory.

**MATHEMATICAL SKILLS:** A thorough working knowledge of basic math and or accounting skills is necessary.

**REASONING ABILITY:** Rules and regulations, policies and procedures, state law, and city ordinances govern this job. The person in this position must be able to reason, logic and work within this system. Sufficient reasoning ability must exist to be able to perform each essential duty satisfactorily as well as establish and maintain effective working relationships with property owners, city officials, other personnel and the public.

- 1) Ability to plan, organizes, and supervises the work of assigned subordinate personnel engaged in fire prevention and investigation work.
- 2) Ability to enforce regulations firmly, tactfully and impartially.



**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. It must be understood that the work environment, attitude and morale of the department is molded by the administration. The Fire Marshal must have thorough knowledge of the profession and its demands if He or She/she is to develop the relaxed yet professionally firm environment that is essential to the work place.



## Position Description

### 100.04 Battalion Chief

**Dept. /Div.:** Fire Suppression  
**Reports to:** Asst. Chief  
**Workweek:** 56-hour week

**SUMMARY:** This is supervisory and administrative work in commanding and coordinating all firefighting and other emergency activities plus all fire station activities through Fire Captains on an assigned shift. He or She is subject to being relieved by the Fire Chief or Asst. Fire Chief at the scene of a major conflagration.

**ESSENTIAL DUTIES & RESPONSIBILITIES** include the following, other duties may be assigned:

- 1) Answers all first alarms and emergencies in the City on an assigned shift.
- 2) Directs activities at the scene of an emergency in accordance with the National Incident Management System.
- 3) Directs shift personnel activities through Fire Captains as per the Chain of Command.
- 4) When acting as the Incident Commander the Battalion Chief makes technical decisions as to the best methods of extinguishing fires or handling other emergencies and ascertains the need for and type of additional equipment necessary to handle the emergency.
- 5) Makes regular visits to all fire stations within assigned Battalion; inspects stations and all equipment for proper maintenance, confers with Fire Captains on matters relating to duties.
- 6) Insures that rules, regulations, policies and procedures are carried out in accordance with the Contract.
- 7) Assigns personnel to Fire Stations and Equipment in accordance with the Contract and Fire Dept. policies and procedures.
- 8) Has the authority to recommend disciplinary action of shift personnel to the Fire Chief.
- 9) Review Firehouse reports daily, all Injury/Accident reports, complete fire reports and other departmental reports as required.
- 10) Assists in performing departmental administrative tasks as assigned.



- 11) Investigation and documentation of accidents and injuries per the applicable Standard Operating Procedure.
- 12) Instruction of personnel, writing lesson plans and other Safety/Training related duties as assigned.

**SUPERVISORY RESPONSIBILITIES:** Supervision is exercised over Fire Captains and other subordinate personnel as per the chain of command in the organizational chart. Work is performed with considerable independence within established policies and procedures.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The position may only be obtained in accordance with Chapter 143 of the Texas Local Govt. code (Civil Service) as modified by the Contract between the City of Galveston and Firefighters local 571.

**EDUCATION, CERTIFICATION and/or EXPERIENCE:** The Contract requires a Firefighter certification by the Texas Commission on Fire Protection at the Advanced level and at least six semester hours in approved Fire Technology classes if hired into the Dept. before October 1, 1993. If hired after that date He or She must have at least an Associates degree in fire Technology. State law requires a minimum of 2 years service in the position of Fire Captain in the Galveston Fire Dept.

**LANGUAGE SKILLS:** Ability to read and write the English language and communicate both in writing and orally are skills, which are mandatory.

**MATHEMATICAL SKILLS:** The Fire Department Budget is in excess of \$9 million dollars. The Battalion Chief assists in the administration of this budget. Consequently a thorough working knowledge of basic math and or accounting skills is necessary.

**REASONING ABILITY:** Rules and regulations, policies and procedures, state law, union contract and city ordinance govern this job. The person in this position must be able to reason, logic and work within this system. Sufficient reasoning ability must exist to be able to perform each essential duty satisfactorily, establish and maintain effective working relationships with other personnel and the public.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The individual should be required to pass a complete physical exam and perform physical agility evolutions that are job specific to the fire service. It is understood that this is primarily an administrative and supervisory position. However, a minimum physical standard should be required which includes the physical and mental qualities, endurance and agility to perform the assigned tasks.



**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. It must be understood that the work environment, attitude and morale of the department is molded by the administration. Fire fighting is extremely stressful and volatile work. The Battalion Chief must have thorough knowledge of the profession and its demands if He or She is to develop the relaxed yet professionally firm environment that is essential to the work place



## Position Description

### 100.05 Fire Captain

**Dept. /Div.:** Fire Suppression

**Reports to:** Battalion Chief

**Workweek:** 56-hour week

**SUMMARY:** This is supervisory and technical fire fighting, rescue and other emergency related work on an assigned shift in directing the activities of a single or multiple company fire stations.

**ESSENTIAL DUTIES & RESPONSIBILITIES** include the following, other duties may be assigned:

- 1) Directs the activities of company personnel with due regard for their safety both in route to and at the scene of a fire or other emergency incident.
- 2) Responsible for the proper maintenance and operation of an assigned fire station and its fire fighting equipment.
- 3) Responds to fire alarms and insures that the company gets to an emergency scene as safely and quickly as possible.
- 4) Directs fire fighting and other emergency work until relieved of command by a superior officer as per the Incident Command System.
- 5) Participates in all aspects of fire fighting, and other emergency operations.
- 6) Inspects buildings in territory for pre-planning of firefighting techniques.
- 7) Holds daily-training sessions on all subjects related to job assignment.
- 8) Keeps a record of personnel, equipment, activities and incidents in a daily station log book and makes reports on emergency incidents.

**SUPERVISORY RESPONSIBILITIES:** Supervision is exercised directly over station/company personnel. Checks to see if personnel are on duty, makes work assignments, supervises daily inspection, cleaning, and repair of fire department equipment. Work is performed with considerable independence within established policies and procedures.



**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The position may only be obtained in accordance with Chapter 143 of the Texas Local Govt. code (Civil Service) as modified by the Contract between the City of Galveston and Firefighters local 571.

**EDUCATION, CERTIFICATION and/or EXPERIENCE:** The Contract requires a Firefighter certification by the Texas Commission on Fire Protection at the Intermediate level and at least six semester hours in approved Fire Technology classes if hired into the Dept. before October 1, 1993. If hired after that date He or She must have at least 40 hours toward a degree in fire Technology. State law requires a minimum of 2 years service in the position of Driver in the Galveston Fire Department. The Texas Commission on Fire Protection, Chapter 427, states that all Instructors must as a minimum possess a basic fire service instructor certification.

**LANGUAGE SKILLS:** Ability to read and write the English language and communicate both in writing and orally are skills, which are mandatory.

**MATHEMATICAL SKILLS:** Knowledge of basic math is necessary.

**REASONING ABILITY:** Rules and regulations, policies and procedures, state law, union contract and city ordinance govern this job. The person in this position must be able to reason, logic and work within this system. Sufficient reasoning ability must exist to be able to perform each essential duty satisfactorily, establish and maintain effective working relationships with other personnel and the public.

- 1) Ability to evaluate fires, recognize danger, and to take immediate action necessary for the protection of life and property.
- 2) Ability to inspect building, recognize, and determine fire or other hazardous conditions, to make written and oral reports for such conditions and recommendations for their correction. Ability to instruct fire personnel effectively, maintains discipline, and command the respect of subordinates.
- 3) Ability to understand and effectively carry out oral and written instructions and to react quickly and calmly under emergency conditions and to display judgment in making working decisions. Ability to prepare and effectively conduct fire-training classes.
- 4) Ability to express ideas clearly and precisely, orally, and in writing to groups and to individuals.



**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The individual should be required to pass a complete physical exam and perform physical agility evolutions that are job specific to the fire service. Though this is a supervisory position, it is also a participatory position and a minimum physical standard should be required which includes the physical and mental qualities, endurance and agility to perform the assigned tasks.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Fire fighting is extremely stressful and volatile work. The Fire Captain must have thorough knowledge of the profession and its demands if He or She is to develop the relaxed yet professionally firm environment that is essential to the work place.





## Position Description

### 100.06 Driver

**Dept. /Div.:** Fire Suppression

**Reports to:** Fire Captain

**Workweek:** 56-hour week

**SUMMARY:** This is skilled work in answering emergency calls as the driver of a vehicle, and in the operation and maintenance of fire department equipment, apparatus, and quarters on an assigned shift. Work also includes Firefighting, rescue and other emergency related work on an assigned fire company.

**ESSENTIAL DUTIES & RESPONSIBILITIES** include the following, other duties may be assigned:

- 1) Responds to emergency incidents with a company as the driver/operator of a fire vehicle, places equipment in the most efficient position, and operates equipment as required in a safe and efficient manner.
- 2) Performs fire fighting, rescue and other emergency work as required.
- 3) Makes out reports as required.
- 4) Performs daily check of assigned vehicle for oil, water, battery, tires, lights, radio and equipment to determine readiness of vehicle. Reports mechanical failures or difficulties to Fire Captain.
- 5) Performs general maintenance work in the upkeep of fire station buildings, grounds and equipment.
- 6) Participates in a continuing program of training and instruction as required.



**SUPERVISORY RESPONSIBILITIES:** May act as Fire Captain in the absence of the regularly assigned officer.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Although work is performed under close supervision it requires initiative and an understanding of the positions essential duties and responsibilities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The position may only be obtained in accordance with Chapter 143 of the Texas Local Govt. code (Civil Service) as modified by the Contract between the City of Galveston and Firefighters local 571.

**EDUCATION, CERTIFICATION and/or EXPERIENCE:** The Contract requires a Firefighter certification by the Texas Commission on Fire Protection at the Basic level and at least six semester hours in approved Fire Technology classes if hired into the Dept. before October 1, 1993. If hired after that date He or She must have at least 20 hours toward a degree in fire Technology. State law requires a minimum of 2 years service in the position of Firefighter in the Galveston Fire Department.

**LANGUAGE SKILLS:** Ability to read and write the English language and communicate both in writing and orally are skills, which are mandatory.

**MATHEMATICAL SKILLS:** An understanding of Fire department hydraulics makes a working knowledge of basic math a necessity.

**REASONING ABILITY:** Sufficient-reasoning ability must exist to be able to perform each essential duty satisfactorily, establish and maintain effective working relationships with other personnel and the public.

- 1) Ability to understand and follow oral and written instructions.
- 2) Ability to perform under pressure and under adverse conditions.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The individual should be required to pass a complete physical exam and perform physical agility evolutions that are job specific to the fire service. This is a participatory position and a minimum physical standard should be required which includes the physical and mental qualities, endurance and agility to perform the assigned tasks.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Fire fighting is extremely stressful and volatile work. The Driver must have thorough knowledge of the profession and its demands.



## Position Description

### 100.07 Firefighter

**Dept. /Div.:** Fire Suppression

**Reports to:** Fire Captain

**Workweek:** 56-hour week

**SUMMARY:** This is skilled fire fighting and rescue work in combating, extinguishing, and preventing fires as well as saving lives; and in the operation and routine custodial maintenance of fire department equipment, apparatus, and quarters on an assigned shift.

**ESSENTIAL DUTIES & RESPONSIBILITIES** include the following, other duties may be assigned:

- 1) Employees of this class are required to learn and participate in the operation of apparatus.
- 2) Responds to emergency incidents with a company; lays and connects hose, or hose nozzles and directs fog and water streams; rescues occupants of building, and searches for source of fire; raises and climbs ladders.
- 3) Responds to calls and performs rescue and emergency work in fire and non-fire situations where necessary to save life and property as specifically assigned.
- 4) Maintains equipment to make sure it is in correct working order and ready for an emergency.
- 5) Participates in a continuing program of training and instruction or an individual study of technical material and attendance at scheduled drills and classes.
- 6) Performs general maintenance work in the upkeep of fire station buildings and grounds.

**SUPERVISORY RESPONSIBILITIES:** None, work is usually performed in accordance with explicit instructions and well-defined procedures.



**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Although work is performed under close supervision it requires initiative and an understanding of the positions essential duties and responsibilities reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The position may only be obtained in accordance with Chapter 143 of the Texas Local Govt. code (Civil Service) as modified by the Contract between the City of Galveston and Firefighters local 571.

**EDUCATION, CERTIFICATION and/or EXPERIENCE:** The State of Texas requires a Firefighter certification at the Basic level by the Texas Commission on Fire Protection at the Basic level. The City requires Graduation from high school or a GED; new Fire fighters are also required to be at least Basic Emergency Medical Technicians.

**LANGUAGE SKILLS:** Ability to read and write the English language and communicate both in writing and orally are skills, which are mandatory.

**MATHEMATICAL SKILLS:** An understanding of basic math is required.

**REASONING ABILITY:** Sufficient-reasoning ability must exist to be able to perform each essential duty satisfactorily, establish and maintain effective working relationships with other personnel and the public. Other abilities are as follows:

- 1) Ability to learn a variety of duties including the operation of fire fighting apparatus within a reasonable length of time.
- 2) Ability to understand and follow oral and written instructions.
- 3) Ability to perform under pressure and under adverse conditions.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The individual should be required to pass a complete physical exam and perform physical agility evolutions that are job specific to the fire service. Employees of this class are required to perform hazardous tasks under emergency conditions, which may require strenuous exertion under such handicaps as fire, heat, smoke, and cramped surroundings. A minimum physical standard should be required which includes the physical and mental qualities, endurance and agility to perform the assigned tasks.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Fire fighting is extremely stressful and volatile work. The Firefighter must have thorough knowledge of the profession and its demands.



## Position Descriptions

### 100.08 Civilian Inspector/Investigator

**Dept. /Div.:** Fire Prevention  
**Reports to:** Fire Marshal  
**Workweek:** 40-hour week

**SUMMARY:** This is responsible work in inspection, investigation and promotion of fire safety; securing compliance with fire protection standards and laws; and Arson investigation.

**ESSENTIAL DUTIES & RESPONSIBILITIES** include the following, other duties may be assigned:

Conducts inspections and re-inspections of commercial, industrial, and public buildings, checking for compliance with municipal codes and ordinances as to fire hazards and protection equipment: secures compliance with the fire prevention code.

Investigates complaints of hazardous conditions: determines if hazards are present and initiates action to secure compliance if required.

Records violations of fire ordinances, hazardous situations, fire, and accidents; initiates corrective action.

Assists building owners in developing and maintaining plans for fire prevention.

Assists in arson and major fire investigations.

Review plans for new construction to determine compliance with the fire prevention code.

Gives talks and demonstrations to citizen groups on fire prevention.

**SUPERVISORY RESPONSIBILITIES:** Not a supervisory position. Work is performed with independent judgment within well-established rules and regulations.



**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The Fire Chief appoints this position.

**EDUCATION, CERTIFICATION and/or EXPERIENCE:** Graduation from High School or equivalent plus 15 college hours. A basic level of Certification in Fire Inspection and Arson Investigation from the Texas Commission on Fire Protection as well as a basic level of Certification from T.E.C.L.O.S.E. must be obtained within one year from the initial date of employment. The Texas Commission on Fire Protection, Chapter 427 states that all Instructors must as a minimum possess a basic fire service instructor certification. An Assistant Fire Marshal must have a combination of experience and training that would provide the following knowledge, abilities and skills:

- 1) Knowledge of fire prevention methods and of municipal ordinances and regulations relating to fire prevention.
- 2) Knowledge of construction methods, sources and types of fire hazards, and fire prevention devices and equipment.
- 3) Knowledge of available fire fighting equipment resources.

**LANGUAGE SKILLS:** Ability to read and write the English language and communicate both in writing and orally are skills, which are mandatory.

**MATHEMATICAL SKILLS:** A thorough working knowledge of basic math and or accounting skills is necessary.

**REASONING ABILITY:** Rules and regulations, policies and procedures, state law, and city ordinances govern this job. The person in this position must be able to reason, logic and work within this system. Sufficient reasoning ability must exist to be able to perform each essential duty satisfactorily as well as establish and maintain effective working relationships with other personnel and the public.

- 1) Ability to recognize hazardous conditions and to enforce codes and regulations firmly, tactfully and impartially.
- 2) Ability to establish and maintain effective working relationships with property owners, occupants, contractors, and the general public.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The individual should be required to pass a complete physical exam and perform physical agility evolutions that are job specific to the fire service. A minimum physical standard should be required which includes the physical and mental qualities, endurance and agility to perform the assigned tasks.



**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



## 101.00 Uniforms & Appearance

Original Date: 02-13

Revision Date: 02-14

Review Date: 02-15

Fire Chief:

### 101.01 Uniforms & Appearance

All personnel shall adhere to the following uniform specifications. **Command Staff and Fire Marshal personnel must dress appropriately for the environment and type of work they are performing. This includes non uniform attire as necessary.**

### CLASS A UNIFORM

- **Hat** – Fire Department Bell style hat with hat badge and other designation and color appropriate to rank. Black for Drivers and Firefighters. White for Captains and Chiefs.
- **Jacket** – (**All Ranks below Battalion Chief**) Navy Blue Single Breasted dress style jacket. Collar insignia according to rank and GFD Patches on both sleeves.
- **Jacket** – (**Battalion Chief and Higher**) Black Single Breasted dress style jacket. Collar insignia according to rank and GFD Patches on both sleeves.

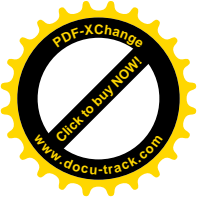
*For Officers, rank striping will consist of ½” metallic gold braid on both sleeves. Captains will wear two braids, Battalion Chiefs & Division Chiefs will wear three braids, Assistant Chief will wear four braids and Fire Chief will wear five braids. Drivers shall have a single Silver braid.*

- **Shirt** - White Long Sleeved button up dress shirt. Collar insignia and badge according to rank. Shirt will have military creases and epaulettes. Fire Department patch on left sleeve. Patches will be centered on sleeve and one inch below shoulder seam. Shirt shall remain tucked in at all times.





- **Undershirt** – If worn shall be white. No lettering or insignia that is visible through uniform shirt.
- **Tie** – Black Uniform tie, non-glossy.
- **Pants** – (**Battalion Chief and Higher**) Black 100% polyester style dress slacks.  
(**All Ranks below Battalion Chief**) Navy Blue 100% polyester style dress slacks.
- **Belt** – Black leather standard buckle belt. Buckle color appropriate to rank.
- **Socks** – Black plain.
- **Shoes** – Black Oxford high-gloss shoes. No Boots of any type.



## CLASS B UNIFORM

- **Shirt** – White Long Sleeved button up dress shirt. Shirt will have military creases and epaulettes. Collar insignia and badge according to rank. GFD patch on left sleeve. Patches will be centered on sleeve and one inch below shoulder seam. Shirt shall remain tucked in at all times.
- **Undershirt** – If worn shall be white. Undershirt shall have no lettering or insignia visible through uniform shirt.
- **Tie** – Black Uniform tie, non glossy.
- **Pants** – Same as Class A (Rank specific)
- **Belt** – Black Leather standard buckle belt. Buckle color according to rank.
- **Socks** – Black plain.
- **Shoes** – Black Oxford high gloss shoe. No boots of any type



## CLASS C UNIFORM

- **Shirt** – Short sleeved button up dress shirt. Color appropriate to rank. Navy blue for Drivers and Firefighters. White for Captains and Chiefs. Shirt will have military creases and epaulettes. Collar insignia and badge according to rank. Fire Department patch on left sleeve, EMT certification patch on right sleeve. Patches will be centered on sleeve and will be one inch below the shoulder seam. Shirt shall remain tucked in at all times.
- **Undershirt** – If worn Captains and Chiefs shall be white, Drivers and Firefighters shall be navy blue. Undershirt shall have no lettering or insignia that is visible through uniform shirt.
- **Pants** – Navy blue 5.11 tac-lite pro BDU style work pants.
- **Belt** – Black leather standard buckle belt. Buckle color appropriate to rank.
- **Socks** – White or black.
- **Shoes** – Black leather shoe, Black tennis shoe or boot highly polished. Boots with zippers shall be worn zipped up at all times.
- **Cold Weather Jacket** – Blauer 3 in 1 jacket. GFD patches on Left Sleeve, Medical on Right Sleeve. Badges only



## CLASS D UNIFORM

- **T-Shirt** – Navy blue t-shirt. Galveston patch logo will be on left breast. Name, rank, EMT certification will be embroidered on right breast. Galveston Fire – Rescue will be silk screened / heat pressed on back. T-shirt shall be worn at or around fire stations and on all calls for service while on duty. Shirt shall remain tucked in at all times. Faded shirts or shirts with holes will not be acceptable.
- **Polo** - Navy blue polo. Galveston patch logo will be embroidered on left breast. Name, rank, EMT certification will be embroidered on right breast. Galveston Fire – Rescue will be silk screened / heat pressed on back. Shirt shall remain tucked in at all times. Polo's shall be worn anytime personnel are involved in community events or at the discretion of the Company officer or any Chief Officer. Faded shirts or shirts with holes will not be acceptable. Undershirts for Polo's will be Class D T-shirts
- **Pants** – Navy blue 5.11 tac-lite pro BDU style work pants.
- **Shorts** – Navy blue 5.11 tac-lite pro BDU style work shorts.
- **Belt** – Black leather standard buckle / buckle less belt, or, tactical style rescue belt.
- **Socks** – White or black.
- **Boots** – Black leather highly polished boot. 8” or 6” side-zip or slip-on. Black leather tennis style highly polished shoes may be worn. Side-zipped boots shall be worn zipped up at all times. **No boots shall be worn with shorts. Only black tennis style shoes shall be worn with shorts.**
- **Job-Shirt** – Navy blue 5.11 quarter zip job-shirt with dark navy elbow patches. Galveston patch logo will be embroidered on left breast. Name, rank, EMT certification will be embroidered on right breast. Galveston Fire – Rescue will be silk screened / heat pressed on back.
- **Jacket** – Blauer 3 in 1 jacket. GFD patches on Left Sleeve, Medical on Right Sleeve. Badges only



- **Ball Cap/Boonies Style Hats/ Beanie** – Navy blue mesh flex fit style baseball cap or Navy Blue Boonies Hat Galveston Fire Rescue will be embroidered on front panel. Last name will be embroidered on back. Station numbers / logos may be embroidered on side panel. Black beanie style cap may be worn in cold weather
- **Month of October** – Beginning in 2014 during the month of October, to honor Breast Cancer Awareness, a pink T-shirt will replace the Class D T-shirt.
- **Station T-Shirts** – Personnel will be allowed to wear a station T-Shirt while on duty. These shirts may have a logo for the station that is agreed upon by all and approved by Fire Administration on the left chest in place of the GFD logo. The shirt will be the same as the Department approved Class D T-shirts and will have the name/Rank on the right chest and Galveston Fire Rescue on the back  
Personnel may wear the shirt when working at that Station

## Exercise Uniform

- **Shirt** – Exercise T-shirt will be the Class D T-shirt.
- **Shorts** – Navy blue workout shorts with Galveston Patch logo on left leg.
- **Sweatpants** – Navy blue workout sweatpants with Galveston Patch logo on left leg.
- **Shoes** – Black or white tennis style shoe.



## 101.02 Restricted Use of Uniforms

Uniforms are to be worn enroute directly to or from work, while on duty or while acting in an official capacity ONLY. Personnel wearing uniforms during off-duty, approved activities shall comply with all applicable regulations. Personnel wearing personally owned clothing articles that identifies them as members of Galveston Fire Department may be held accountable for actions that negatively impact the image of the department. Except as stated below, no part of the uniform shall be worn with non uniform apparel or while off duty unless approved by Administration. Unserviceable items that do not identify the wearer as a fire fighter may be utilized for personal wear. No Personnel shall loan any part of their uniform to any other persons, inside or outside Galveston Fire Department.

## 101.03 Hair Styling

The intent of this regulation is to establish standards of appearance related to the accomplishment of Fire Dept. objectives, and to insure compliance with maximum fire safety precautions and the proper wearing of breathing apparatus, helmet, and uniform.

- A. Hair --- shall be neat and clean and project the proper public image of our department. Hair shall not exceed past the collar or over the ears. Spikes, Mohawks. Dreadlocks and multicolored hairstyles are not permitted
- B. Sideburns --- must be neatly trimmed and not extend below the bottom of the ear lobe.
- C. Mustache --- shall be well groomed and neatly trimmed and the length shall not extend past the top of the seal of an SCBA Mask.
- D. Beards, goatees, and of any kind are not acceptable.
- E. Female firefighters in uniform will wear their hair in modest styles that Do not extend below the bottom of the shirt collar in the back. Spikes, Mohawks. Dreadlocks and multicolored hairstyles are not permitted. Uniformed female firefighters may have a single ponytail that does not extend below the bottom of the shirt collar in the back.
  
- F. Hair that extends below the bottom of the shirt collar must be worn pinned up in a neat manner. While worn pinned up, no part of the hair will extend below the bottom of the shirt collar. If it is worn up and begins to become disheveled, it must be put up again or worn down, meeting the length regulations. Hair accessories must be functional, not ornamental, and are restricted to the following:



- 1) Dark, Navy Blue, Black ribbons or terry-covered rubber bands.
- 2) Dark, Navy Blue, Black barrettes or clips.
- 3) Dark, Navy Blue, Black headbands.
- 4) All accessories are restricted to Dark, Navy Blue, Black in color.

H. In all cases, the bulk, length, or style in which the hair is worn will not interfere with the normal wear of the uniform hat or helmet.

I. All hairstyles, hair colors and accessories for all firefighters must be in keeping with the professional image of the Galveston Fire Rescue.

J. Accessories and Make up:

A. Female firefighters may wear make up in moderation and in such a manner that does not create an extreme appearance. Additionally, female firefighters will adhere to the following guidelines;

1. Eyeliner will not extend beyond the outline of the eye.
2. Lipstick will not extend beyond the lip line or corners of the mouth.

B. Female firefighters may wear only clear nail polish while in uniform.

#### **101.04 Jewelry and Body Piercing**

The only jewelry permitted to be worn on duty shall be a watch and/or wrist bracelet, a reasonable number of rings and an inconspicuous neck chain. The Fire Chief shall be the final authority on the appropriateness and safety of any jewelry. No visible body piercing are allowed while on duty and/or while wearing a Galveston Fire Dept. Uniform.

#### **101.05 Tattoos or Brands:**

Can not be vulgar, indecent, sexist, and racist or incite libidinous thought. Tattoos and brands are prohibited on the head, face or neck, lower arm half sleeves, full sleeves, wrist and hands. Those personnel who have the mentioned tattoos will be required to wear long sleeve shirts at all times while on duty. Personnel who do not understand this policy shall use the chain of command to get clarification.

#### **101.06 Body Mutilation:**

Defined as intentional radical alteration of the body, head, face or skin for the purpose of and/or resulting in abnormal appearance. The Galveston Fire Department prohibits intentional mutilation of the body. This includes; a split or fork tongue, foreign objects inserted under the skin to create a design pattern, enlarged or stretched out holes in the ear (other than normal ear piercings) intentional scarring on the neck, face or scalp or intentional burns creating a design or pattern



## **101.101 Uniform Distribution**

Original Date: 02-13

Revision Date: 02-14

Review Date: 02-15

Fire Chief:

With the creation of the Uniform voucher system per the CBA between the City & Local 571, it has been determined that Uniforms will be ordered on line and delivered to a drop off location in Galveston. This drop off location will be a GFD Station. This requires a Policy identifying the process for the uniform distribution from the drop off station to the Firefighter.

A uniform representative will deliver orders to the designated station on a day designated by the Lone Star Uniform Company. The Captain on duty at that station will confirm the receipt of each order and retain a copy of each order. The Captain will then need to send an e-mail to all GFD Stations and Divisions notifying all of the delivery and listing who has uniforms to pick up.

When a Firefighter arrives to pick up their uniform order, they will need to get with the Captain, review the order for verification and sign the receipt. The signed receipt will be placed in the Station Uniform folder. On Monday of each week, all signed receipts will be sent to Fire Administration for submission to Finance for payment.

Orders not picked up after one week, will be returned to Lone Star on the following weeks delivery day when the uniform rep drops off the next order. It will then be the responsibility of the affected Firefighter to pick up the order from Lone Star Uniforms.





## **102.00 Conduct**

Original Date: 02-05 Revision Date:02-14 Review Date:02-15 Fire Chief:
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### **102.01 General Conduct**

It shall be the duty of each officer in charge of a company to require of, and see that, all personnel 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. All Personnel, on duty or off, shall be governed by the ordinary and reasonable rules of good conduct and behavior of law abiding citizens. Personnel shall be expected not to act in any way that could bring discredit either to themselves or Galveston Fire Dept.

### **102.02 Rules and Regulations**

Members shall acquaint themselves with all matters contained in the Policies & Procedures Manual. This includes Rules & Regulations, Collective bargaining contract, Standard Operating Procedures, Policies, Galveston Civil Service Rules and the City Personnel Policy Manual and Administrative Rules. They shall read and become familiar with the Fire Codes and Ordinances, Galveston Civil Service Rules, Fire Department bulletins and orders. All City ordinances, policies, procedures and regulations shall apply to Fire personnel as though they were Fire Department regulations. Ignorance of any policy, procedure, Rules and Regulations 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, size 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.



### **102.03 Language**

No Personnel 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 or directions. All personnel shall refrain from using harsh, coarse, violent, profane, insolent or suggestive language in dealing with members or the public.

### **102.04 Respect for Co-Workers**

No Galveston Fire Dept. personnel shall publicly criticize the conduct or action of their co-workers regardless of rank.

### **102.05 Harassment/Tolerance**

The City is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, sexual orientation including unsolicited or unwelcome sexual overtures, either physical or verbal, or any other legally protected characteristic will not be tolerated and will result in disciplinary action up to an including termination of employment. Employees subjected to any such harassment may bypass the Department chain of command to make a complaint to Fire Administration or Human Resources.

### **102.06 Hazing**

No member shall perform any willful act intended to haze, harass, demean, intimidate, threaten, embarrass or ridicule another member, nor shall they allow such activities to be conducted by others. Anyone with knowledge such activities should report them to their immediate supervisor. If the activities do not cease, the situation should be reported directly to the Fire Administration.

### **102.07 Work Hours**

Personnel assigned to work 40 hours per week schedules will work as designated by the Fire Chief. Personnel assigned to Suppression will work their assigned shift. Shift change is at 0630hrs.



## **102.08 Absence:**

The proper procedure for reporting off sick, or for other absences such as emergency leave, is to notify the Captain of the station you are due to report to as soon as the absence is anticipated, but in no case later than 0615 hours on the duty day and each duty day after until you return to work. (The exception to this would be a long term injury/illness and must be approved by the Fire Administration.).

The on duty Station Captain should call the Battalion Chief responsible for staffing prior to 0615hrs anytime personnel report off. If an expected member is not at work at 0630 hours or if there are insufficient number of personnel at the station by 0630hrs, the Captain must notify the Battalion Chief responsible for staffing. Should the Battalion Chief be unavailable, the member should leave a message on the Battalion Chief's voice mail and then notify the Captain at the Battalion Station. The Station Captain will then relay the message to Battalion Chief. In order to return to duty at 1830 following an absence, you shall follow the same procedure before 1730hrs.

In the event personnel know before 0630hrs that they will not be able to report on time, they may arrange for someone on duty at their assigned station to "hold over" for them up to 1 hour. Such arrangements will only be allowed 3 times in any one year period and must be reported to the Captain. In addition, this arrangement must be reported to the Battalion Chief for that Station and documented in both Log Books.

## **102.09 Absent without Leave (AWOL)**

Personnel who do not report for work at the beginning of the shift and have not reported off on an approved leave will be classified as absent without Leave (AWOL). This will result in a loss of pay for the period of time the person is not at work and they are subject to disciplinary action. The person who is AWOL will remain off for a minimum of 12 hours. Three or more AWOL's in a career will result in additional disciplinary action. It is the responsibility of the Captain to document the AWOL in the Station log book and the Battalion Chief to document the AWOL in the Battalion Chief's log book as well as in KRONOS and report the AWOL to Fire Administration. Failure to properly record and report any tardiness shall be considered neglect of officer's duty, and may be cause for disciplinary action.

## **102.10 Interference in Governing or Discipline**

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



### **102.11 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.

### **102.12 Off-Duty Employment**

No member shall engage in off-duty employment while off work from the City on Worker's Compensation, sick time or while losing time seeking medical treatment.

### **102.13 Rewards/Donations**

No member of Galveston Fire Dept. shall be permitted to 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 Administration.

### **102.14 Giving Information**

No information regarding fires, losses or other information concerning Fire Dept. operations shall be given to 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 Galveston Fire Dept. 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 Administration. This rule shall not apply to making statements required by law.

### **102.15 Violation of Any Rule**

Violators of any of these Rules and Regulations will be subject to appropriate disciplinary actions. All written warnings will be documented, signed by the employee, supervisor and the Fire Chief and made a part of the employee's file. Documentation will include:

- Identification of the problem area in specific terms.
- Factors that may have contributed to the problem.
- What the employee and supervisor can do to correct the situation.
- If follow-up counseling is required.
- Actions that can be taken if there is no improvement in the employee's behavior or the infraction are repeated.

The document is signed as acknowledgement that a discussion occurred, not necessarily as an admission of guilt. The employee shall be allowed to document his or her/her own version of the incident



## **102.16 Disciplinary Procedure**

**Violators of any of these Rules and Regulations may be subject to any of the following disciplinary action depending on the seriousness of the offense committed:**

**Counseling** – This is a method used to improve performance or to correct unsatisfactory behavior. A thorough explanation of the employee’s unsatisfactory performance or behavior will be discussed in addition to suggesting ideas for improving job performance or behavior.

**Written Reprimand** – This is a written disciplinary action taken for unsatisfactory behavior and infractions of the rules and policies. After a period of six (6) months, the employee may request a review of this reprimand for possible removal from his/her personnel file.

**Suspension** - This is the removal from duty for a specified time, without pay, for unsatisfactory behavior or infraction of the department rules and policies.

**Demotion** – An employee may be reduced in rank for unsatisfactory behavior and/or infraction of the department rules and policies

**Termination** – An employee may be dismissed from service for unsatisfactory behavior and/or an infraction of the department rules and policies.

## **102.17 Call for off Duty Personnel**

Off duty members shall be required to report promptly for duty when called and to remain until dismissed by the Chief or the officer in charge.

## **102.18 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). Any order issued from the Fire Department Administration shall be considered as an order from the Fire Chief. If such an order is in direct conflict with written orders or procedures, the recipient should request confirmation that the standing order is being disregarded.

## **102.19 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.



### **102.20 Right to Make Suggestions**

In order to promote and encourage zealous interest in the welfare of the Department, the right and privilege is extended to each member to offer any suggestion or respectful criticism, along with suggested resolutions or remedies, concerning the operation of Galveston Fire Dept., provided the same is reduced to writing and forwarded to the Fire Administration via the Chain of Command.

### **102.21 Finding/Reporting Deficiencies Pertaining to Fire Protection/Public Safety**

All personnel shall promptly report all defects in fire hydrants; obstruction or poor condition of streets, sidewalks, or alleys; any violations of Fire Protection Ordinances such as theft of City water from fire hydrants; and generally, any existing problem for which the City of Galveston (any department) is responsible for correcting and poses a risk to the safety and welfare of our citizens.

### **102.22 Resignations**

All City and Fire Dept. property (manuals, uniforms, protective clothing, I.D. Card, Insignia, etc.) must be turned in to the Fire Administration by any member resigning or leaving the service.

### **102.23 Identification Cards**

All personnel shall carry the Galveston Fire Dept. I. D. Card as a means of identifying themselves while on duty or when responding to off-duty recalls.

### **102.24 Representing the Department**

It is the responsibility of all Galveston Fire Dept. personnel to remember that, to most people, the individual Fire Fighter is representative of the entire Department and therefore they are to act in such manner that shall create favorable impressions of themselves, the department and the City of Galveston.

### **102.25 Department Business**

Members shall not speak to the city manager, mayor, council members, city attorney or the human resources department concerning matters relating to the business of Galveston Fire Dept., without going through the chain of command. This rule is waived if a member is called upon by any of the above listed individuals to give information. The union president or his/her designee may forego the chain of command when representing the union.



## **102.26 KRONOS**

Personnel shall use the Kronos payroll system to clock in when they report for regular duty or overtime. Personnel shall not clock in when working swap time. Battalion Chiefs will review and update the payroll system daily.

## **102.27 Smoking of Tobacco Products**

All Galveston Fire Dept. buildings, as well as all City of Galveston buildings are totally non-smoking facilities. This includes ALL areas of City buildings such as private offices, break rooms, engine rooms, shops and lobbies. Any employee wishing to smoke at work will be required to go outside. In addition, smoking is banned in all fire department vehicles. Smoking at incident scenes shall be limited to "rest" or "rehab" breaks and will be done in an outside area away from other personnel and the public. The Incident Commander shall approve such times and places.

## **102.28 Driver's License**

All personnel will be required to maintain a valid Texas Driver's License and submit a copy of their Driver's License to the Fire Administration annually.

## **102.29 Complaints**

Personnel wishing to make a complaint against another city or county department or agency must follow the Galveston Fire Dept.'s chain of command. Such complaints shall be reduced to writing.

## **102.30 Citizen Complaints**

When personnel are contacted by a citizen, in person or via telephone regarding a complaint, the citizen will be referred to the Station/Company Officer

## **102.31 Subject to Call**

All personnel employed by the Galveston Fire Dept. are subject to call at all times and must respond promptly when notified that their services are required.

## **102.32 Setting Example**

All officers should set a good example for the persons in their command. Their command should reflect the high standards of Galveston Fire Dept. while promoting discipline and efficiency.



### **102.33 Personnel Management**

An officer shall see that each member of their command attends to their respective duties. An officer shall have the power in emergencies situations to address personnel's behavior such as willful disregard of orders or other misconduct requiring action, to relieve (with pay) members of their command from duty and order them to immediately report to the Fire Chief or home pending a meeting with the Fire Chief.

### **102.34 Respect of Rank**

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

### **102.35 Enforcement of Rules**

Every officer, on or off duty, will be held responsible for enforcing all rules of Galveston Fire Dept. Should an officer fail to report a violation, they will be held equally responsible with the violator.

### **102.36 Reports**

All officers are to promptly submit any routine or special reports from subordinates, whether written or oral, in the manner prescribed by the Fire Chief. All Incident Reports will be completed and submitted during the shift in which the incident occurred. Incidents occurring near or lasting beyond shift change will have the report completed as soon as possible and no later than the morning of their following shift. It will be the responsibility of the Battalion Chief to insure that these reports are completed.

### **102.37 Duties and Responsibilities**

Acting officers, as designated by the Fire Chief, shall have the authority and be required to enforce the regulations and orders of the position. They will be charged with the knowledge of, and be accountable for, the proper execution of the duties of such rank. Acting officers shall be accorded all the privileges pertaining to the rank in which they are acting, and shall be respected and obeyed accordingly.

### **102.38 Standing Orders**

Acting officers shall not alter or annul the standing orders of the regular officer without specific authority from the regular officer or a superior officer.





## **103.00 Benefits**

Original Date: 02-05
Revision Date: 02-14
Review Date: 02-15
Fire Chief:

### **103.01 Vacation accrual for non-civil service employees**

Vacation time accrues from anniversary date and is accrued as follows:

Completed years of service	Working days of vacation
1	10
10	15
20	20

Maximum accrual allowed is 2 years vacation time (hours). I.e. 10 days x 8hrs. =80hrs. X 2yrs. = 160hrs. Allowed accrual.

Time earned above the 2 yr. allowed accrual would be lost.

Effective Jan. 1, 1999 all-time accrued (as of that date) will be put into a frozen account.

All frozen time must be used within a 3 yr. period or it will be lost.

### **103.02 Sick time accrual for non-civil service employees**

Non-civil service employees shall accrue sick time at the rate of 8 hrs. Per month. (12 working days per yr.).

A maximum of 120 days (960) hours may be accrued. Time earned over the 960 hr. limit will be lost.

A maximum of 90 days (720) hrs.) Will be paid for as sick leave termination

### **103.03 Vacation accrual for civil service employee**

Refer to current CBA Article 8.

### **103.04 Scheduled vacation**

Vacation that is scheduled in October by the Battalion Chief on the shift's vacation schedule, which is completed in November of each year.



### **103.05 Unscheduled Vacation**

Vacation that is not listed in October or slots that become vacant on the shift's vacation schedule, may be granted if sufficient manpower allows.

### **103.06 Canceling Vacation**

Members may cancel vacation by contacting the Battalion Chief. Vacation can be cancelled the morning of the scheduled vacation day only if no overtime hiring has occurred.

### **103.07 Sick time accrual for civil service personnel**

Civil service employees shall not abuse their sick leave. Employees who abuse their sick leave, fail to accumulate it, or are absent in excess of four (4) consecutive twelve (12) hour days may be required to submit a doctor's statement in support of illness. Members who use over ninety hours sick time in any six month period will be required to submit a doctor's statement as to the nature of the illness. Failure to present same, if required, shall be cause for disciplinary action. The chief shall require a doctor's statement signed by a physician.

### **103.08 Sick Leave on Holidays**

Personnel who chose to use sick leave on city recognized holidays will be required to submit a Doctor's statement to their Battalion Chief prior to returning to duty.

### **103.09 Doctor appointments**

Members shall not schedule doctor/dentist appointments on their assigned duty day. These appointments should be scheduled for the member's days off. Battalion Chiefs may make exceptions when manpower allows.

### **103.10 Required Doctor's statements**

Personnel who are required to submit doctor statements following sick leave shall submit these statements to the Fire Administration. The statements will be stamped "received" with the date and then be placed in the members file.

### **103.11 Doctor statements**

A doctor's statement being submitted by a member will only be accepted the on their first shift reporting back to duty and must include; 1) Date of the doctor's appointment, 2) Dates that the member was unable to work, 3) Date that the member may return to duty without restriction. Members who suffer with extended illnesses/injuries may be required to submit an updated doctor statement following each appointment.



### **103.12 Separation Pay**

Firefighters shall be compensated for unused sick pay upon leaving the city based on a twelve (12) hour day up to 90 days or 1,080 hours. Asst. Fire Chief, Training Chief, Fire Marshal and Deputy Fire Marshal shall be compensated for unused sick pay upon leaving the city based on an eight (8) hour day up to 90 days or 720 hours.

### **103.13 Higher Education**

Members seeking educational degrees needs to be aware that the City of Galveston requires that you comply with Section 61.302, Texas Education Code.

### **103.14 Shift exchange**

Shift exchange (Swap time) is allowed between two employees. Shift exchange forms are to be completed and signed by all necessary personnel prior to shift exchanges taking place. It will be the obligation of the two individuals to ensure that the shift exchange is completed to one another. There may be extenuating circumstances that arise and these situations will be addressed by a Battalion Chief at his/her discretion.

### **103.15 Temporary Assigned Duty (T.A.D.)**

Temporary assigned duty may be granted by Fire Administration for the following reasons:

- A. To attend a Job related training class/seminar.  
Training classes/Seminars may be attended and should have a direct relation to the employee's assigned duty.
- B. To attend a department related meeting/conference.  
Meetings related to Pension, Emergency management, Texas Commission on Fire Protection and others as they relate to the employee's assigned duties
- C. To work on a special department project.

All temporary duty assignments are based on the needs of the Galveston Fire Department. Employees will request TAD through the chain of command, using the TAD request form. Whenever possible, employees will secure vacation time prior to submitting the TAD request. Employees granted TAD will not be eligible for overtime/fire watch while assigned TAD. Employees will not be marked on the overtime/fire watch hiring lists. An employee will retain their original assigned duty upon completion of the TAD assignment.



### 103.16 Maternity Leaves

Employees requesting maternity leave will need to contact City of Galveston Human Resources through the department's chain of command, for current city policy.

### 103.17 Light Duty

Personnel assigned to light duty will work Monday through Friday 0103 – 1109hrs unless otherwise directed by the Fire Administration.

### 103.18 Employee Assistance Program (EAP)

City of Galveston employees are provided EAP services. This program is available through the city's Human Resources. Employees may contact Human Resources directly for the program.

### 103.19 Hiring procedures

A witness shall be present when hiring is in progress. They are to assist the Battalion Chief with this process. The Battalion Chief has the final authority on hiring issues.

Hiring shall be rank for rank, unless that rank's list has been exhausted. Then the Battalion shall elevate from that shift and the next lower rank shall be called for overtime. Overtime Board shall be used anytime fire dept. personnel are hired for minimum staffing.

Off duty Battalion Chiefs shall leave a copy of their last shift roster in the Battalion Chief's Red Book.

Fire Watch Board shall be used anytime fire dept. personnel are hired for anything other than minimum staffing.

If a person accepts a Fire Watch detail, then later cancels for any reason other than a medical emergency requiring a doctor's note, he or she **shall** be removed from the Fire Watch Board for a period of **one year**.

If a Doctor's note has been presented to the Chief's Office stating a person will be off for a period of time, the slot would be a known sick slot and pre-assignment shall be made.

A person that has called in sick is not eligible for any call out type overtime until that person has reported back to their assigned shift, and O/S shall be placed by their name.



If an employee that has been called or paged and calls back before the position has been filled, he or she shall be hired and all others called after him or her shall not receive a mark.

Personnel hired shall report to assigned overtime station within 1 hour of accepting overtime.

The following codes shall be used when marking the overtime and fire watch boards.

W-Work	L/D-Light Duty
S-Suspended	R-Refusal to work overtime
O/H-Off Hurt	N/C-No Contact
O/S-Off Sick	A/L- Administrative Leave

A person that is off on Jury Duty, Funeral Leave, or TAD (short term assignments only, not to exceed 10 shifts) shall not be called for any type of overtime until he or she has reported back to their assigned duty shift.

Persons with APPROVED swap time shall not be called for any type of overtime on the day of the swap only. This includes both parties.

When hiring is required for emergency calls NO marks will be placed on the Overtime Board for the individuals who reported to the scene. When a crew is required for standby after a major incident, the on-scene commander or designee will hire from those individuals that reported for the alarm, hiring according to rank and seniority. No marks will be placed by the names of those hired at the incident.

If a person is on vacation, and is called for overtime by their shift, they have the option of either accepting or refusing the overtime. No mark will be put by their name if they refuse.

For all city holidays, a list from each shift should be turned over to the on duty Battalion Chief for that holiday with names of personnel that want to be called for overtime. These personnel should be the only persons called and marked. This will aid the B/C in only making a limited number of calls.

All pre-assignments shall be made the prior shift. If minimum staffing is not met on the on-duty shift, then hiring shall be rank for rank.



### **103.20 Fire Watch Hiring**

A message will be sent via the Everbridge Notification system for Fire watch positions including; hot roof jobs, explosive details, fire watch for a specific business (i.e.... night clubs, hotels).

An on duty Officer or civilian Fire Admin. or FMO representative will be responsible for sending these messages. The message will be sent in the following manner;

- a. The shift that just got off
- b. The shift that has been off for 1 day
- c. All shifts

**Five minutes will be allowed for call backs before calling the next shift in the order listed. This will only apply when no one fills the position based on the initial message.**

The message will include job type, location, start time and a call back number. Persons interested in working will call the callback number and either speaks to the person hiring or leave a message. If after ten minutes, the job has not been filled, the person hiring, with a witness present when possible, will fill the position based on the order of call back messages. 1<sup>st</sup> caller gets the position. For jobs requiring more than one person, the positions will be filled based on the order of call backs and rank if necessary.

### **103.21 Reporting for Fire watch duty**

Members reporting for fire watch duty shall report to the assigned location in the appropriate uniform no less than 30 minutes prior to the start time. Battalion Chiefs may make exceptions when short notice is given.

### **103.22 Lap over time**

Members who are held over due to an insufficient staffing level, shall ask their respective Captain to notify the appropriate Battalion Chief if they wish to receive lap over pay.

### **103.23 Special Event Hiring**

(Special events include; Mardi Gras, Bike Rally and Dickens.) When special event hiring takes place, all interested personnel shall submit their name to their respective Battalion Chief. When the hiring is done, the Battalion Chief will call those interested in working to verify that they want a specific assignment. The individual must accept or refuse the assignment. Personnel not wishing to work will not be called.



## 103.24 TIFMAS Assignments

GFD participates in the Texas Intrastate Fire Mutual Aid system (TIFMAS). Upon request through the Texas Forest Service, we must organize a crew and deploy within four hours. This requires that slightly different rules apply for TIFMAS hiring. All TIFMAS hiring will be at the direction of fire administration.

All the shifts will be on a rotation schedule to cover TIFMAS deployments. Each shift will be first up for two week periods beginning on the first & fifteenth of each month. Personnel interested in deploying must be on the list for their respective shift. This list will be maintained by fire administration. This list is available for review upon request. Personnel selected for each deployment will be in accordance with the schedule unless there is an overriding department need. Individuals will only be marked on this list if they accept the deployment.

For overtime hiring during the deployment period, if an individual on deployment is the next person eligible for overtime on shift, they will receive a (D) mark next to their name indicating that they are deployed for that day.

Pre-assignments will not occur for vacant positions as a result of a deployment. State reimbursement requires rank for rank backfill. Since the deployment time can vary, it will not be possible to pre-assign the shift prior for vacancies due to deployment. In the event that overtime is needed to meet minimum staffing as a result of a deployment vacancy, that position will be filled with an overtime person of equal rank.



## **104.00 Collective Bargaining Agreement**

### Collective Bargaining Agreement

Between

City of Galveston

and

International Association of Fire Fighters  
Local 571

Effective October 1, 2013 through September 30, 2014





## **105.00 Administrative**

Original Date: 02-14
Revision Date:
Review Date: 02-15
Fire Chief:

### **105.01 Certification – Firefighter & EMT**

All Galveston Fire Dept. personnel must obtain and maintain basic firefighter certification from the Texas Commission on Fire Protection. Personnel hired after January 1, 2005 shall also obtain and maintain Emergency Medical Technician certification from the Texas Dept. of Health. Any and all continuing education training requirements shall be the ultimate responsibility of the member. Failure to obtain sufficient continuing education training may result in loss of certification and disciplinary action, up to and including termination.

### **105.02 Nepotism/Marriage**

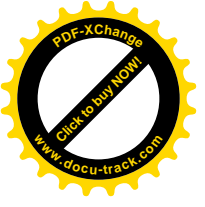
All personnel shall refer to the current City of Galveston policy.



### 105.03 Stores/Restaurants

On-duty personnel may eat meals at restaurants in their primary district. Crews wishing to prepare meals at the station may purchase supplies from businesses in their primary district. Visits to establishments outside of the primary district require prior approval of the Battalion Chief. Trips to the store should be limited to one per 24-hour shift. The apparatus shall be parked in a location that does not create a traffic hazard, block any fire lanes or inconvenience other patrons. Whenever possible, while dining in a restaurant, the apparatus should be in view of the crew while dining. The vehicle shall also be positioned for rapid exit in the event of a call. Crews should limit their time at the restaurant to the amount required to order, receive and finish their meals. When visiting Grocery Stores, at least **ONE** member of the crew shall remain with the apparatus and crew members away from the apparatus must be in radio contact at all times. Personnel shall conduct themselves in a manner to portray a positive image at all times.

Personnel may be permitted by their station Captain, to travel to an approved establishment, **within a one block radius** of their station to pick up supplies for their shift. (Approved establishments include restaurants for take-out orders only, grocery stores and convenience stores). Such trips shall not delay a response by the crew of that station. The personnel leaving the station must have the permission of the Captain, carry a portable radio that is turned on and have a pre-determined pick up location that does not delay the response of the Company. Trips should be limited to one a day per person. Abuse of this privilege, as determined by Fire Administration may constitute a loss of privilege for all involved personnel. A loss of privilege does not constitute or prevent disciplinary action for inappropriate conduct.



## 105.101 School attendance

Original Date: 02-07

Revision Date: 02-14

Review Date: 02-15

Fire Chief:

All personnel are encouraged to seek and attain higher education through community colleges and universities. Class attendance while on duty will be permitted based on the following criteria.

1. Classes required for a *fire service based degree*, will be the only college classes you may attend while on duty. A degree plan must be on file with the Training Chief and your Shift Battalion Chief.
2. EMT, EMT-I and Paramedic classes will be allowed.

It will be the policy to allow on duty personnel off for the above mentioned classes only when manpower permits. Exchange time will be the other option in these situations.



## 105.102 SOP Review

Original Date: 03-09

Revision Date: 02-14

Review Date: 02-15

Fire Chief:

It will be the policy of this department to review standard operating procedures every 18 months or as needed. The process will include;

1. A department comment period
2. Administrative Review
3. Revision of document

Once an SOP has been revised or a new SOP is developed, it will be forwarded to all Divisions and stations. The signed SOP shall be placed in the appropriate section of the policy & procedure manual, replacing the original document (if applicable). Place the Memo explaining the revisions or New Policies on the Bulletin board and note receipt of these documents in the Station Log Book.

The Captain on duty at the station, the day the revised SOP and/or a new SOP arrives will sign the SOP sign off sheet. This will serve as verification that each station has received their copies and that these copies are distributed according to this policy. It will be the responsibility of the Captains on each shift to review the SOP with their crew and document such in a Firehouse training report. The class roster needs to be printed and each member in attendance must sign the roster. The roster will then be submitted to the Assistant Fire Chief for verification of training.



## **105.103 Promotional Tie Breaker**

Original Date: 07-09

Revision Date: 02-14

Review Date: 02-15

Fire Chief:

On July 20, 2009 the City of Galveston Civil Service Commission approved the below stated amendment to Section 143.033 “Promotional Examination Grades”.

**Fire department criteria for breaking a tie on promotional exams, once promotional exams are posted with seniority in the department added. The categories listed below shall be considered in the following order and the process stops with the first criterion that breaks the tie.**

- 1. Written exam score**
- 2. Seniority in Rank**
- 3. Certification – Texas Commission on Fire Protection  
Highest Level only**
  - a. Intermediate SFC**
  - b. Advance SFC**
  - c. Master SFC**
- 4. Education from an accredited institution:**
  - a. Associate Degree in Fire Science**
  - b. Bachelor’s Degree**



## **105.104 Supply Ordering**

Original Date: 02-07

Revision Date: 02-14

Review Date: 02-15

Fire Chief:

In an effort to maintain tracking of supplies and a balanced budget, the attached supply request form has been created. The Engine 1 Captain on each shift has a key to the Supply locker and can assist with supply needs. Please submit the attached form and the request will be filled at the earliest convenience of the Station #1 crew.



## **105.105 Street Lights**

Original Date: 02-13

Revision Date: 02-14

Review Date: 02-15

Fire Chief:

In an effort to improve public safety, GFD will begin reporting nonfunctioning street lights to the City Manager's office on a weekly basis. These street lights provide for safe lighting and assist crews in locating addresses at night. GFD crews are out on the streets at all hours of the day/night and should be aware of street lights that are not functioning.

The process for reporting non-functioning street lights will be as follows. When crews are traveling city streets at night in a non-emergency situation and they observe a street light that is not functioning properly (i.e.... Lights not working), they should stop, record the pole number and street location of the light pole. Upon returning to the station, submit an e-mail to the Assistant Fire Chief with the above information. A list will be compiled and once a week, a single list will be forwarded to the City Manager's office.

This action is not to interrupt emergency responses and special trips to check these street lights are not being required. Traffic signals are not considered street lights however, non-functioning traffic signals should be reported to Dispatch immediately when observed. When you are on the street after dark, driving to/from the station and you notice street lights not working, you need to report it. The Causeway and all other bridges/overpasses are excluded from this policy based on the unsafe situation this would create.



## 105.106 Purchasing Card Policy

Original Date: 01-14
Revision Date:
Review Date: 02-15
Fire Chief:

The City of Galveston has adopted a procedure to simplify the purchasing process for obtaining supplies, materials, services, travel and equipment by making available to certain employees the authority to make purchases directly through a purchasing card program (P-Card). These cards may be used to purchase non restricted commodities in person, at the vendor site, over the telephone, via fax, by mail and over the internet.

GFD will follow the City Policy and each employee that is issued a card will also receive a copy of the City Policy. In addition, GFD will enact some checks & balances to ensure compliance and prevent misuse of the purchasing card program. The Administrative Aide will serve as the P-Card administrator.

### Purchasing Limits

Fire Chief - \$10,000.00 per purchase, \$10,000.00 per day, \$50,000.00 per month.  
Asst. Chief - \$1,000.00 per purchase, \$5,000.00 per day, \$25,000.00 per month.  
Admin. Aide - \$1,000.00 per purchase, \$2,000.00 per day, \$10,000.00 per month.  
Fire Marshal - \$1,000.00 per purchase, \$2,000.00 per month, \$10,000.00 per month  
Battalion Chief - \$250.00 per purchase, \$500.00 per day, \$1,000.00 per month

### Documentation

1. There must be a Receipt for all purchases.
2. Receipts must be submitted to Fire Administration by the end of your shift/workday.
3. Copies of all receipts will be maintained in Fire Administration for the fiscal year.

### Audits

The cut-off date for Monthly purchases will be the 4<sup>th</sup> of each month. Fire Administration will conduct an audit on or near the 6<sup>th</sup> of each month for all GFD Purchase cards. This audit along with statements will be submitted to Finance prior to the 10<sup>th</sup> of each month.





## **106.00 Special Orders**

Original Date: 02-14
Revision Date:
Review Date: 02-15
Fire Chief:



## 106.01 Drug Testing Facility

Original Date: 03-14

Revision Date:

Review Date: 02-15

Fire Chief:

When GFD personnel are to be taken for their random, for cause or post-accident/injury drug test, they will need to be taken to the Affinity Immediate Care. They are located at:

2808 61<sup>st</sup> Street, Suite 200

Galveston TX, 77551

281-886-8964

We will still use both West Isle for Post-accidents and Island Health Care for a **backup if needed.**



## **107.00 Fire Marshal's Office**

Original Date: 02-12

Revision Date: 02-14

Review Date: 02-15

Fire Chief:

### **107.01 Determining Cause**

The Incident Commander is responsible for determining the cause of fires occurring during their command and to substantiate such determination with facts. If unable to determine definitive cause, the Fire Marshal's Office shall be consulted before leaving the incident scene. Where evidence of arson is found or suspected, the commanding officer shall allow nothing to be disturbed, except that which is absolutely necessary to extinguish the fire. They shall immediately contact the Dispatcher and ask for an Investigator. The commanding officer shall remain or leave a member on the fire ground until the Arson Investigator arrives. If conditions permit, the commanding officer will return to "in-service" status and remain available for any emergency call. Should the commanding officer be called to leave, they shall leave a member in charge to prevent any disturbance of conditions or evidence.



## 107.101 Report Quality Assurance

Original Date: 10-10

Revision Date: 02-14

Review Date: 02-15

Fire Chief:

In an effort to improve the quality and professionalism of our reports, Battalion Chiefs and Acting Battalion Chiefs shall perform a review and insure corrections are made for Quality assurance, on all incident response (Firehouse) reports and Injury/Accident reports generated during their assigned 24 hour shift.

As a government entity, we are subject to the Federal Open Records Act. Our reports are required to be available to the public within 10 days of receipt of an open records request.

The Battalion Chief and those identified as Acting Battalion Chiefs will have access to the report review capabilities within Firehouse. All incident reports generated between 0630 - 1830hrs will be reviewed prior to the end of the shift. Incident reports generated after 1830hrs may be left for review on the following shift, prior to 12 noon. If a Battalion Chief is aware that he/she will not be on duty the following shift, then all reports occurring within the assigned 24 hour period shall be reviewed prior to being relieved.

In accordance with Galveston Fire Department Rules & Regulations section 330.06 Reports, ***Captains are responsible for completing all reports during and before the completion of their assigned shift. The only exception is for fires occurring near or lasting beyond shift change. These reports are to be completed at the beginning of the next regular shift.*** The Battalion Chiefs are responsible for ensuring these reports are completed correctly.

Please reference SOP # 1600.02 Report Review for an explanation of how to perform a quality assurance check of reports.



## 107.102 UTMB Incident Reports

Original Date: 10-10

Revision Date: 02-14

Review Date: 02-15

Fire Chief:

In order to improve our reporting system and tracking responses to the UTMB complex, it will be necessary to provide specific information on the Firehouse reports.

For all responses to a building/facility within the UTMB complex, please use the physical address of 301 University. On the second address line, type in the Building name that the incident occurred in.

An example would be a fire alarm at Levin Hall. The physical address for Levin Hall will be 301 University – Levin Hall.



## **107.103 On Shift Fire Investigator**

Original Date: 02-11
Revision Date: 02-14
Review Date: 02-15
Fire Chief:

It is the responsibility of the Galveston Fire Department to determine cause and origin of fires and explosions within the City Limits of Galveston. In an effort to enhance or abilities and to formalize fire investigator duties, Suppression personnel, certified as Fire Investigators, may be assigned On Shift Investigator Duties for their respective shifts. These assigned individuals shall meet one of the following requirements to be assigned as an On Shift Fire Investigator;

1. Fire Investigator Certification (TCFP); or
2. Basic Arson Investigator Certification (TCFP)

The responsibilities of the On Shift Investigator include determining the Origin and Cause of fires and explosions within the Jurisdiction of the City of Galveston. This may include assisting the Company Officer in the final determination or determining the need to call in additional Investigators from the Fire Marshal's Office.

Personnel who meet the above requirements must meet with the Fire Marshal and be approved as an On Shift Fire Investigator before being assigned these duties.



## **107.104 Open Burning**

Original Date: 02-11

Revision Date: 02-14

Review Date: 02-15

Fire Chief:

By City Ordinance, opening burning is not permitted within the city limits without approval by the Fire Marshal. Any time a complaint is received regarding an open fire, we respond and must extinguish the fire unless the fire has been permitted by the Fire Marshal and does not violate any guidelines set forth by the Fire Marshal.

The Fire Marshal has developed an Open Burning application. This application is available in the Fire Marshal's Office. You will find the application attached to this policy for your review.

Citizens, who request information about open burning within the city limits, shall be referred to the Fire Marshal's Office. When a permit is issued for an open burn, the applicant will be required to contact the Fire Marshal's Office, the On Duty Battalion Chief and Dispatch prior to burning. In the event that you respond to an open fire and are presented an opening burning permit, the Company Officer will need to determine whether the fire is in accordance with the permit. If it is not, the fire shall be extinguished. If there is any question as to the need to extinguish, contact the on call Fire Marshal for guidance.



## **107.105 FMO Leave**

Original Date: 02-13
Revision Date: 02-14
Review Date: 02-15
Fire Chief:

### **COMP TIME**

- a. Comp Time shall be calculated at a rate of 1-1/2 times.
- b. An employee may accumulate up to 40 hours of comp time. Any amount in excess of the 40 hours shall be used prior to the end of the pay period, which it was accumulated.
- c. The Fire Marshal and the Fire Chief shall approve all comp time requests.
- d. The Fire Marshal shall maintain an accurate record of all comp time earned and used by the employees of the FMO.

### **VACATION**

- a. FMO staff shall submit a minimum one (1) week vacation to the Fire Marshal by December 1<sup>st</sup>.
- b. Vacation request will be approved on a seniority basis.
- c. All special request vacation shall be submitted to the Fire Marshal. Approval is based on availability and staffing needs.
- d. No vacation will be allowed before anniversary date; exceptions will be subject to the Fire Marshal or the Fire Chief's approval.
- e. In the event of an emergency, the Fire Marshal or the Fire Chief may cancel vacation leave. The term "**EMERGENCY**" shall include: a threat of a potential hurricane or a state of emergency or local disaster as declared by the Mayor, City Manager, or other City, State or Federal official as required by applicable law.

### **SICK TIME**

- a. Sick time policy shall be according to the City of Galveston Rules and Regulations for civilian employees.
- b. Sick time policy shall be according to the City of Galveston Firefighters Local 571 Contract for Civil Service employees.





## 107.201 FMO Operations

Original Date: 02-07

Revision Date: 02-14

Review Date: 02-15

Fire Chief:

### OFFICE HOURS

- a. Duty hours for the FMO are from 8:00 am to 5:00 pm Monday thru Friday except holidays. This schedule may be altered by the Fire Marshal when deemed necessary.
- b. A one-hour lunch break will be permitted at an agreeable time set by the Fire Marshal.
- c. If an employee of the FMO is to be late for work, sick, or need emergency leave, the Fire Marshal or Fire Chief shall be contacted at least one hour prior to their reporting time of duty.
- d. Each employee shall remain in the office to answer phone calls and file records during the following time frames:
  - (a) 8:00 am to 9:00 am
  - (b) 1:00 pm to 2:00 pm
  - (c) 4:00 pm to 5:00 pm

At all other times each employee shall remain in the field performing his/her assigned duties.

### CONDUCT

- a. Appointments with the business community shall be kept. Should an occasion arise where an appointment cannot be kept, the employee shall call the concerned party and establish another appointment schedule.
- b. Parking of personal vehicles on the front ramp of any fire station is prohibited.
- c. The Fire Marshal shall be informed of any person who may file a grievance as a result of your inspection.
- d. The chain of command established by the departmental rules and regulations shall be followed.
- e. When an employee works an extra fire-watch job or security job, it must be approved by the Fire Marshal.
- f. Telephones in the FMO shall be answered in the following manner: “Fire Marshal’s Office, (name) speaking.”
- g. Employees of the FMO shall be courteous at all times when addressing the public, fellow employees, and supervisors.



## 107.202 FMO Inspections

Original Date: 01-12

Revision Date: 02-14

Review Date: 02-15

Fire Chief:

- a. Upon re-inspection of a business, only those violations noted on previous inspections shall be located. However, should an additional violation be found during the course of the inspection it shall be noted, however please remember the purpose of the inspection.
- b. Restaurant inspections shall only be conducted between 9:00 am and 11:00 am and 2:00 pm and 4:00 pm.
- c. There shall be two (2) FMO staff employees to conduct nighttime inspection.
- d. Correction time limits:
  - i. Initial inspection – an employee may grant up to 90 days
  - ii. 2<sup>nd</sup> re-inspection – an employee may grant up to 30 days
  - iii. 3<sup>rd</sup> re-inspection – a ten (10) day notice shall be given informing that charges may be forthcoming.
- e. Variances to the time limits found in above item (c) shall only be granted by the Fire Marshal.
- f. Municipal Court charges may be filed after 3<sup>rd</sup> re-inspection after conferring with the Fire Marshal.
- g. Each employee shall conduct a minimum of **eighty fire inspections** per month.
- h. Inspection definitions:
  - iv. Buildings over four (4) stories: each series of four floors in high-rise buildings shall count as one building inspection. (Example: (20) stories are the same as (5) building inspections.
  - v. Single story buildings: Each portion of a building subdivided by a firewall shall count as one building inspection.
- i. All inspection records shall be properly recorded and filed prior to 9:00 am of the following workday.
- j. It is the responsibility of each employee to insure that inspection records are filed in each appropriate file. Files are set up by street address and shall be maintained in such a manner.



- k. Variances to the fire code shall be approved by the Fire Marshal, where permitted, or the building board of appeals. The responsible employee shall file a memo in the inspection file concerning the approval or denial of such request.



## 107.203 FMO Investigations

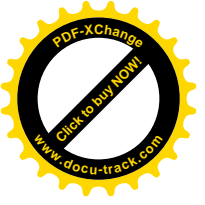
Original Date: 01-12

Revision Date: 02-14

Review Date: 02-15

Fire Chief:

- a. Fire department vehicles shall be parked in a manner that may not obstruct fire apparatus from leaving or entering the fire scene.
- b. The investigator on call shall have his/her arson kit readily available. All equipment in the kit shall be ready for service.
- c. If and when special services are needed from the Police Department, the investigator shall inform the Fire Marshal when such services are necessary or provided.
- d. Juvenile fire setters, where an arrest or questioning is required, the juvenile division of the Police Department shall be contacted for assistance.
- e. When an investigator is requested to report to a fire scene, he/she shall notify the dispatcher that you are in-service, your arrival and out of service.
- f. All fire investigations shall be completed to the satisfaction of the Fire Marshal.
- g. All fire investigation reports shall be completed and filed by the end of the next working day.
- h. When an investigator is on call he/she shall notify the fire dispatcher when he/she is not available by fire department pager and how he/she may be contacted for a fire investigation.
- i. Release of fire investigation records shall be approved by the Fire Marshal, except when a court ordered subpoena demands such records.
- j. A fire investigator shall be on call at all times. The investigator shall go on call at 8:00 am on Monday and continue until the following Monday at 8:00 am.
- k. The fire investigator shall have a response time of no more than 45 minutes upon notification.
- l. Any changes in the call out schedule shall be approved by the Fire Marshal. The Fire Marshal shall immediately notify the Battalion Chief and Fire Chief.
- m. A call out schedule shall be posted with the Fire Chief, Asst. Chief, Battalion Chiefs, Fire Dispatcher and the On Call Investigator on a weekly basis.



- n. The minimum call out time is 4 hours.
- o. The on call schedule shall not eliminate any obligation for an investigator to be called out when not on call. A call out **CANNOT** be refused.



## 107.204 Report Q & A

Original Date: 10-10
Revision Date: 02-14
Review Date: 02-15
Fire Chief:

In order to ensure accurate and professional reports, Battalion Chiefs and Acting Battalion Chiefs will review and ensure corrections are made to all Firehouse incident reports and Injury/Accident reports for their Battalion prior to these reports being cleared for public access. Such reviews shall occur in accordance with Policy #107.01 Quality Assurance of Reports.

### Q & A Process

#### *Firehouse Reports*

1. Login to Firehouse using your personal access.
2. Click on the Incident Tab
3. Go to the Date of the Alarm
4. Locate the Incident #
5. Open the incident report
6. Verify proper coding
7. Click on Narrative Tab and review narrative
8. Click on Other Tab
9. Click ADD under the Report Authorization window
10. Open the Look up box
11. Add QC
12. Save and Close report **(only after any needed corrections are made).**

#### *Injury/Accident Reports*

1. Receive report from Station Captain
2. Ensure all required information is on the report
3. Ensure that all necessary statements are attached
4. Review all statements for appearance and accuracy
5. Ensure all documents are submitted to Fire Administration  
**(Only after any needed corrections are made).**



## **108.00 Safety**

Original Date: 02-05
Revision Date: 02-14
Review Date: 02-15
Fire Chief:

### **108.01 Seatbelts**

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

### **108.02 Equipment storage in apparatus cabs**

Only personal protective equipment, map books, clipboards and portable department radios are allowed to be kept unsecured in the cab of any apparatus. All other equipment on an apparatus shall have a secured place on the apparatus or inside of a compartment.

### **108.03 Injuries/Accidents**

All Injuries and accidents involving equipment shall be reported to a Battalion Chief as soon as possible. The First report of Injury report must be filled out and submitted anytime an injury occurs, no matter how minor it is. Fleet accidents involving apparatus will require the apparatus to stop at the scene, report the accident to Dispatch, request additional resources as needed and assist any injured persons.

### **108.04 Emergency Response**

Legal speed limits shall be adhered to unless weather and/or weather conditions make speed unsafe. Officers and Drivers shall be held responsible for adherence to this rule. When responding to alarms, Drivers shall get the apparatus to the scene quickly and safely maintaining control of the apparatus at all times. Traveling against traffic on a one-way street is prohibited unless directed by the Company Officer and only after exercising due caution.

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### **108.05 Safety Training Program**

Personnel may be required to attend an 80 hour safety training program based on their history of job related injuries. The Fire Administration will determine which employees shall attend. The course would be held Monday – Friday 0800-1700hrs, the purpose of this course is to assist personnel in become safety conscious and to reduce the number of injuries occurring.

### **108.06 Fire Department Ladders**

Members operating on the scene of an emergency shall only use Fire Department ladders to access above/below ground areas when ladders are needed. The use of privately owned ladders to perform operations is discouraged unless there is no other option.





## **108.101 First Responder**

Original Date: 02-07

Revision Date: 02-14

Review Date: 02-15

Fire Chief:

In an effort to provide rapid, qualified and professional emergency medical care to the citizens and visitors of Galveston, the Galveston Fire Dept. developed an emergency medical first responder program. This program has been in place since 1997 and has successfully supplemented Galveston Emergency Medical Services in the responses to medical emergencies throughout the community.

The following criteria, has been the basis for determining the need for an emergency response by Galveston Fire Dept. units. Whenever the Communications Division receives a call for assistance, and the request meets one or more of the following criteria, a Galveston Fire Dept. unit is dispatched in conjunction with a Galveston EMS unit.

### **Criteria:**

1. Chest Pains
2. Stroke
3. Difficulty Breathing/Not Breathing
4. Head Injury
5. Shooting/Stabbing
6. Elevated Fall
7. Unconscious
8. Drowning
9. Serious Burns
10. Motor Vehicle Accidents with Injuries
11. Multiple Patients
12. Medical Calls on Ships, boat, barge, vessels or any floating rig
13. All Medical Calls west of Jamaica Beach
14. When requested by EMS

Anytime a request for emergency medical response is received by Communications, the closest Fire unit will be dispatched without delay. Exceptions to this are calls to medical facilities as identified by EMS.

Once the Fire unit advises they are responding, Communications will advise them of any pertinent information received and identify which Medic unit is responding with them.



## 108.102 Medical Helicopter LZ

Original Date: 03-09  
Revision Date: 02-14  
Review Date: 02-15  
Fire Chief:

When requesting the assistance of a medical helicopter, it will be necessary to ask dispatch to check availability of an **“Air Medical Helicopter”**. As a public safety entity, we **cannot** request a specific air medical helicopter service by name. Dispatch has contact numbers for both providers and can contact each of these companies to determine their availability and response time.

Each air medical company has specific capabilities. Hermann Life Flight is capable of carrying two patients in many cases. They have a helicopter stationed in Pearland. PHI has a helicopter in La Porte and when they receive a request for stand-by, they will launch the La Porte Helicopter if it is available. Dispatch should let you know which company has the quickest ETA and that should be the one used if needed.

When it becomes necessary to establish a Landing Zone (LZ), personnel shall determine the best location for the LZ to allow for safety, time and practicality. Listed below are several pre-determined LZ sites for our use. It may not always be practical to use one of these sites and the LZ may need to be established close to the scene. An LZ should be 100ft. x 100ft., solid surface if possible, clear of any overhead obstructions and free of any vehicular and/or pedestrian traffic. Any deviations must be reported to the Pilot once radio contact has been established.

***When Scholes Field is determined to be the LZ, E-4 should be dispatched.***

When establishing radio communications, the channel designated for LZ operations should be Countywide Fire. The person handling the LZ ground contact role needs to be inside the cab of their apparatus, with an unobstructed view of the LZ and monitoring the appropriate channel. The ground contact should have LZ info, special info and the patient info ready for the crew when they contact you via radio.

### **Pre-determined LZ Locations**

UTMB – ER helipad	Scholes Field near Terminal Bldg.
27 <sup>TH</sup> Street @ Ave M – Practice Field	Station #7
43 <sup>rd</sup> @ Ave P – Practice field	Jamaica Beach next to Church
56 <sup>TH</sup> street @ Ave S – Burnett School Field	

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## **108.103 Ladder Belts**

Original Date: 03-09

Revision Date: 02-14

Review Date: 02-15

Fire Chief:

In an effort to ensure the safety of all GFD personnel when operating on an elevated aerial device, or inside an elevated aerial platform, each person operating on/in the Ladder/Tower platform shall wear a ladder belt. There are a variety of belts on the apparatus. It will be the responsibility of the individual, the Company Officer, the apparatus operator and the on scene incident commander to ensure that these ladder belts are in use whenever the aerial device is in operation.

Personnel shall secure the ladder belt to the structure of the aerial device at the point they will be operating. The operator will need to ensure that the aerial device is not moved unless the personnel on/in the device are secured and fully aware of such movement.

All manufacturer's safety recommendations shall be followed anytime an aerial apparatus is in use.



## **108.201 SCBA**

Original Date: 02-07
Revision Date: 02-14
Review Date: 02-15
Fire Chief:

The purpose of this Standard Operating Procedure is to ensure that all personnel understand and conform to Self-Contained Breathing Apparatus (SCBA) requirements as prescribed by the Texas Commission on Fire Protection. These requirements are in place to ensure firefighter safety. The Texas Commission on Fire Protection, as authorized by the Texas Government Code 417.021, created Section 435.3 in the “Standard’s Manual” which specifically addresses SCBA and Section 435.9 in the “Standard’s Manual” which specifically addresses PASS devices. These articles are available at the Commission web site for review.

### Use of SCBA

It will be the responsibility of each Company Officer to determine and ensure that all apparatus within their scope of authority are equipped with an appropriate number of SCBA. All personnel operating in an IDLH environment or in an environment that could become an IDLH environment shall wear and use an SCBA provided by the Galveston Fire Department. Once the Incident Commander has determined the area of operation free of IDLH conditions, members may discontinue using the SCBA.

### Daily Inspection/Cleaning

Personnel are responsible for inspecting their assigned SCBA at the beginning of each shift. This includes any SCBA unit assigned to an apparatus but not being used by a member on that day. The inspection shall be in compliance with the daily inspection document that each member must sign daily. An inspection shall take place after each use and after an SCBA returns from being repaired. SCBA should be kept clean. SCBA should be cleaned in accordance with the manufacturer’s recommendations after each use. Reserve SCBA units shall be inspected weekly. The department’s SCBA maintenance person will complete these inspections.

### PASS Device

The Pass device is integrated into the SCBA units currently in use. It is required that these devices be inspected daily and after every use along with the SCBA unit. This inspection should be done to determine operability, and loudness. It is recommended that you follow the manufacturer’s recommendations on testing these devices.



## 108.202 Protective Clothing

Original Date: 02-07
Revision Date: 02-14
Review Date: 02-15
Fire Chief:

The purpose of this Standard Operating Procedure is to ensure that all personnel understand and conform to Personal protective Equipment (PPE) requirements as prescribed by the Texas Commission on Fire Protection. These requirements are in place to ensure firefighter safety. The Texas Commission on Fire Protection, as authorized by the Texas Government Code 417.021, created Section 435.1 in the “Standards Manual” which specifically addresses PPE in accordance with NFPA 1851 (2008). This article is available at the Commission web site for review.

### Use of P.P.E.

All Personnel will be issued Helmets, Hoods, Coats, Gloves, Pants and Boots **Personnel will not be allowed to use any PPE that is not issued by GFD.** Personnel working within an IDLH environment must have full PPE including SCBA on and in use. When working in areas where there are risks of injury, personnel shall wear the appropriate PPE (i.e... Vehicle accidents, grass fires, electrical emergencies, hazardous material incidents, medical calls, confined space incidents, training evolutions, operating in or near roadways etc.). Once the IDLH and other associated risks are eliminated, the Incident Commander may adjust the PPE requirements.

While responding and operating on emergency scenes, the Incident Commander will determine the appropriate level of PPE for all personnel on scene. Personnel responding from the station shall don the appropriate level of PPE prior to the vehicle leaving the station. If dispatched to an alarm while in a moving vehicle, the Company officer shall determine if that vehicle will stop while personnel are donning their PPE or if this will be done upon arrival on scene.

### Care, Inspection & Cleaning

Personnel shall maintain their assigned PPE. Each article is assigned a GFD tracking # and personnel shall not put their name on any PPE except their hoods and gloves. They may write their name inside their hoods and gloves. The only stickers allowed on helmets will be the users *last name*, which may be placed on the left rear of the helmet under the reflective tetrahedron and they may place a *stick on #* for their assigned station on the right rear tetrahedron. At the beginning of each shift and after each use, personnel will be



responsible for inspecting his or her own PPE for any damage that may have occurred. If damage is found or personnel have a question regarding their PPE they should immediately notify their Company Officer. The Company Officer shall inspect the PPE and notify their Battalion Chief if replacement PPE is needed.

At the beginning of each month, a Battalion Chief shall inspect all members' PPE. Any damaged PPE or PPE in need of repair, will be replaced and repaired (if possible) as soon as possible.

The PPE will be cleaned according to NFPA 1851 and TCFP regulations.



## 108.203 Accountability System

Original Date: 10-06

Revision Date: 02-14

Review Date: 02-15

Fire Chief:

The system being implemented in the Galveston Fire Department (GFD) is a conventional dog tag system. This system has been developed to comply with NFPA 1561 and Texas Commission on Fire Protection regulations pertaining to firefighter accountability. At all multi-company incidents, it will be the responsibility of the company officer or driver in charge of an apparatus to see that the Unit ID ring is taken to the appropriate location.

### SYSTEM COMPONENTS

#### Personal ID Tags

The personal ID tag is to be stored on each individual's helmet. At the beginning of each shift, all personnel shall place one of their ID tags on the Unit Collector for the truck they are assigned to that shift. Captains and Drivers are responsible for ensuring that each member assigned to their truck has an ID tag on the Unit Collector. At the end of each shift, members are to retrieve their ID tag from the unit collector after they have been relieved.

#### Unit ID Ring

The Unit ID Ring will be placed on each apparatus near the officer. These rings should remain on the apparatus until arrival at the scene of an incident. Once a Company is assigned to a task, the Captain of that apparatus will be responsible to get the Unit ID Ring to the Accountability board located on the "**primary**" Engine (**Primary means the truck that is pumping the 1<sup>st</sup> lines**). Only **On Duty** personnel ID Tags should be on these rings. These rings will assist the Incident Commander and Accountability Officer when conducting Personnel Accountability Reports (**P.A.R.**)

#### ***Accountability Board***

There are two types of Accountability boards. The small clipboard style will be carried/used by all apparatus. The large, fold out board will be used at the command post during large-scale incidents (2<sup>nd</sup> alarm or greater).



### **How it works**

At all multi-company incidents (working fires, Haz-Mat, Rescue operations) the accountability system shall be used.

Upon arrival and assignment at an incident, the Captain of each apparatus shall ensure that the Unit ID Ring is placed on the accountability board located on the Primary Engine. The Driver of the second arriving Engine, once a supply line is secured, shall become the Accountability Officer (A.O). He shall go to the Primary Engine, obtain the Accountability board and confirm that all on scene units are identified, and notify Command that Accountability is in place. **The Incident Commander may designate anyone to this position as they deem necessary.**

### **Major Incidents**

When an incident requires off duty personnel to respond to the scene, the Incident Commander shall assign someone to act as the Staging Officer and designate a location for off duty personnel to report to. The off duty personnel shall report to the designated check in point. They will then be given an assignment from that point through the Staging officer.

Personnel shall not be permitted to freelance on the Incident Scene. Personnel shall be assigned in groups of at least two and directed to a specific officer. The A.O. will notify the Sector officer who he has directed to their sector.

When an Incident is coming to a close, all on scene company officers shall report to the A.O. to recover their Unit collector. This will help ensure the last P.A.R. for that company.

### **P.A.R.'S**

A Personnel accountability report (PAR) shall be required during multi-company incidents. Ideally every 10 minutes or when a sudden change in the situation occurs (Collapse, Flashover, Strategy change) a PAR should be conducted. This can be accomplished by having the Accountability Officer contact each Company officer or Division Officer and request a PAR. The officer should know if his crew is accounted for and give the I.C. an answer. (Engine 1 has a PAR!)





## 108.205 Accident/Injury Investigation

Original Date: 02-07

Revision Date: 02-14

Review Date: 02-15

Fire Chief:

The purpose of this standard operating procedure is to provide personnel direction in reporting and investigating accidents involving city equipment, property and/or injuries occurring while on duty. All injuries and accidents shall be reported and reports completed prior to the end of your shift.

### **Reports to be completed:**

*Injuries:* First Report of Injury & Statements

*Accidents:* Statements from all involved personnel

*First report of Injury forms are available via (My computer>sharedfolders>Fire>Injuries)*

### **All Personnel Responsibilities:**

1. Notify your Company Officer immediately
2. Provide information for all reports

### **Company Officer's Responsibilities:**

1. Ensure the injured personnel receive any needed medical attention immediately.
2. Notify the Safety Officer
3. Complete the first report of Injury
4. Complete a typed statement of the incident as you know it.
5. Have all involved members complete typed statements.
6. **For Injuries occurring during an incident:** Complete the injury report section of The Firehouse incident report.

### **Battalion Chief's Responsibilities:**

1. Have Dispatch create an incident number for you using the address that the Injury or accident occurred at.
2. Notify the Assistant Chief.
3. Investigate the event and complete a typed statement detailing your investigation
4. If injury involves PPE, secure the PPE for TCFP investigation take photographs of injury and involved PPE.
5. Collect all completed forms and statements from the Company Officer  
Submit a copy of all documents to Fire Administration.



## 108.206 Safety Vests

Original Date: 06-09

Revision Date: 02-14

Review Date: 02-15

Fire Chief:

The purpose of this Standard Operating Procedure is to provide an added level of protections for members operating on/near roadways. It also brings the department into compliance with a federal law, which requires workers to wear safety vests when exposed to traffic or construction equipment within the right of way.

The vest specifications have been custom designed for Galveston Fire Dept. as follows:

***ANSI-107 Highway Safety Vests for Emergency Responders that meet the following specifications.***

*Class 2, Level 2 ANSI Red mesh with contrasting silver/lime-yellow material and silver reflective stripes using 3M Scotchlite reflective;*

*One Pen and Paper utility pocket on left chest integrated into vest design with contrasting color microphone tabs on each lapel area.*

*Tear away Velcro feature at both shoulders, both sides and front chest,*

*One size fits all design (L – 3XL) \*\*\* Special order Size 4XL – 5 XL at additional cost*

*The word “FIRE” (All upper case letters) in black ink, printed on right vertical stripe*

*“GALVESTON FIRE” (all upper case letters) in black ink, printed on silver reflective patch on back of vest.*

All personnel will be issued their personal vest and will be required to maintain and use said vest. These vests will be subject to monthly inspections along with their other PPE garments. These vests will have a department tracking number assigned to each garment.

These vests shall be worn by any on duty personnel who may be required to operate in/near a roadway in the course of performing job related tasks. The exception to this will be personnel who must wear their full P.P.E. during the course of operations at the scene.



## 108.207 Physical Fitness

Original Date: 01-07

Revision Date: 02-14

Review Date: 02-15

Fire Chief:

The purpose of this standard Operating Procedure is to provide guidance on how fire department personnel can maintain a level of fitness conducive to providing quality service in the performance of their duties.

**All personnel are encouraged and allowed to exercise while on duty.** Such activity must be approved by your direct supervisor.

Emergency operations, training and other essential fire department functions take priority over physical fitness activities.

Approved locations for conducting physical fitness while on duty shall be limited to all fire stations equipped with approved exercise equipment.

Personnel will be permitted to change into uniform exercise attire however, for responses while exercising, either uniform pants/shorts and shoes or bunker pants are required. Once personnel have completed their fitness routine, they are required to return to the approved Class D uniform as soon as possible.

The process used to determine the wellness and fitness of our members is through pre-employment and promotional physicals. In addition, members who are off for an extended injury/illness will be required to pass a physical prior to returning to full duty. The City of Galveston healthcare insurance offers a free physical up to \$500.00 annually.

All personnel are encouraged to submit to a full medical evaluation by a qualified physician before beginning a physical fitness program.

All personnel may be required to participate in the Galveston Fire Department's Physical Agility Testing biannually.



## 108.208 Safety Officer Duties

Original Date: 04-11

Revision Date: 02-14

Review Date: 02-15

Fire Chief:

The purpose of this Standard Operating Procedure is to establish a set of responsibilities for the Safety Officers to perform while operating on an incident scene. Incident Commanders may add to, delete or alter these duties as dictated by the situation.

Upon arrival on an incident Scene, any officer or acting officer is subject to being assigned as the incident safety officer. After receiving this assignment, they will don the proper level of PPE for the specific incident and begin performing the following duties;

1. Continue to walk/survey the incident perimeter as best as possible. Avoid making entry into IDLH environments alone.
2. Monitor all crews operating on the scene for proper PPE, SCBA, Communication devices and Thermal Imaging Cameras.
3. Monitor crew integrity. Personnel not in groups of two or more will be asked their assignment and the reason for being separated from their assigned crew.
4. Monitor crews for their ability to continue working and/or their need for REHAB. Report crews in need of REHAB to Command.
5. In the event of a MAYDAY on an incident scene, the Safety Officer will be the officer in charge of the RIT crew performing the rescue operation while maintaining radio communications with the crew/person declaring the MAYDAY on the original radio channel. This will require the Safety Officer to immediately report to the Command Post and remain with the IC until the MAYDAY is completed.



## **109.00 Operations**

Original Date: 02-08
Revision Date: 02-14
Review Date: 02-15
Fire Chief:

### **109.01 Last Unit Leaving Scene**

The officer in charge of the last company leaving any fire scene shall see that no equipment is left in the vicinity of the fire by his, or any other, company. They shall see that any equipment found is returned to the company to which it belongs.

### **109.02 Fire Watch Duty at a fire scene**

Any member of the Department ordered to remain at a fire incident to perform watch or security duty shall permit no one other than Fire Dept. personnel to enter the incident area; any Department personnel entering should be on official business only. They shall also be responsible for any other orders issued by a superior officer.

### **109.03 Burn Victims**

Anytime a burn victim is discovered on a scene, medical care shall be provided immediately. Ensure that EMS is requested to the scene and notify the Battalion Chief and On Call Fire Investigator of the situation.

### **109.04 Finding a Corpse:**

Any member finding an “obviously” deceased person at a fire shall under no circumstances disturb the body or the surroundings, except to prevent further damage or destruction to the body. The member shall immediately notify their commanding officer that should then notify the Dispatcher.



### **109.05 Finding Valuables**

Money, jewelry, or other valuables found at a fire scene shall be turned over to the commanding officer to give to the owner (after proper identification has been made), a police officer or an investigator for safekeeping until the owner can be verified.

### **109.06 Apparatus Placement**

Members driving personal vehicles or Department vehicles not on the first line running schedule shall not park where they will interfere in any way with first line priority equipment. Drivers of priority apparatus shall whenever possible, park close to and parallel with the curb; they shall not block streets, driveways, etc., except when necessary.

### **109.07 Utilization of Civilian Personnel**

Fire Department members shall not use any civilian not normally authorized to operate in conjunction with the City of Galveston in ANY CAPACITY at a fire, rescue, or other emergency unless an immediate life or death situation exists; the name, address, and other pertinent information regarding this person must be recorded on the incident report.

### **109.08 Off-Duty Personnel**

A paid firefighter who voluntarily goes to a fire scene while not on regular duty may not assist in operations and will be considered off duty unless called by name to assist -- by the Incident Commander. This does not apply to command staff personnel.

### **109.09 Discovery of an Incident While Responding**

A company answering an alarm and discovering another incident that requires immediate attention may stop, give account of incident to Dispatcher, and begin emergency activities, leaving the back-up or a subsequently dispatched company to answer the first alarm.



## **109.101 Staffing Policy**

Original Date: 04-11
Revision Date: 02-14
Review Date: 02-15
Fire Chief:

Minimum staffing for all shifts is set at 30 personnel daily. All GFD Suppression shifts are made up of 36 personnel. 30 of these 36 are assigned to a position listed below in accordance with GFD Rules & Regulations Section 500.20 Station Assignment Bid System & Article 13 Placement of Personnel in the Collective Bargaining agreement, unless there are overriding department needs.

### **Apparatus Staffing**

***Battalion – (1) BC***

***Safety – (1) Captain per Policy #1000.08***

***Engine 1, 2, 4, 5 & 8 – (1)***

***Captain, (1) Driver, (2) Firefighters***

***Engine 7 – (1) Captain, (1) Driver, (1) Firefighter***

***Tower 1 – (1) Captain, (1) Driver***

***Squad 5 – (1) Driver, (1) Firefighter***

***Ladder 7 – (1) Driver***

Overtime hiring for minimum staffing will follow Article 22 of the current CBA.

### **ARFF**

We have 26 ARFF trained Suppression personnel. While the Airport is not currently indexed, we need to understand airport operations and how to handle aircraft emergencies when they do occur. For that reason, it will be required that personnel assigned to Station #4 through the bid system will be ARFF certified. It will be the Captain and 1 other position that must be filled by an **ARFF certified person at all times**. Non ARFF firefighters may be assigned as Firefighters.

### **Additional Staffing Assignments**

The remaining 6 personnel consist of 2 Drivers and 4 Firefighters. Historically, these personnel have not been assigned to any station on their respective shifts. In a meeting of the Command Staff in March 2011, it was determined that the 6 “Floaters” would be assigned in the following order;

#### **2 Drivers – Tower 1**

Galveston Fire Department  
Rules & Regulation  
2014 Edition



**1 Firefighter – Engine 1**

**1 Firefighter – Engine 2**

**1 Firefighter – Engine 5**

**1 Firefighter – Engine 7**

The process for determining where the firefighters will be assigned will be based on preference by seniority. The only exception to that will be that the least senior Firefighter will be assigned to the Captain at Station #5. This is to ensure the fullest exposure to all aspects of our department. These positions will remain as “Non-Bid positions”. The Battalion Chiefs will manage these assignments on their respective shifts.





## 109.201 Incident Management

Original Date: 09-08
Revision Date: 02-14
Review Date: 02-15
Fire Chief:

The purpose of this standard operating procedure is to create a uniformed approach to managing all incidents.

### **Size Up Model**

Upon arrival of the first arriving fire unit at **any Multi-Unit incident**, a radio size up report will be performed and **Command will be established**. The size up should include the following;

*Number of levels (1, 2, 3 story)*

*Type occupancy (Residential/Commercial)*

*Any signs of smoke or fire*

*Division from which the smoke/fire is visible (A, B, C, D/I<sup>st</sup> floor, 2<sup>nd</sup> floor)*

*Actions to be taken immediately (Fast attack/Investigation)*

*Designation/Location of Command (Engine 1 is Church St. command)*

*(Ex. Engine 1 on location, 2 story residential, smoke showing from the 1st floor Division C “Charlie”, Engine 1 will be deploying a pre-connect for primary search and fire control. Engine 1 will be Church street command.)*

For incidents other than fires, the size up should include pertinent information that will best describe the incident scene.

*(Ex. Engine 4 on location, 3-vehicle accident with apparent entrapment, multiple patients, and a significant fluid spill. Engine 4 will be Stewart Road Command.)*

### **Incident Management Model**

When the initial Incident commander (IC) is an Engine or Ladder Company officer, he/she will have the option of establishing command and taking a stationary position inside a vehicle or establishing command and being involved in the initial operation until the next arriving unit is on scene and the officer can establish a stationary command post.

When a Battalion Chief arrives after Command has been established, he/she shall have the option of taking Command in the BC vehicle or allowing the existing **(stationary)**



Incident Commander to continue, in which case the Battalion Chief will report to the established Command Post and function as an advisor to the Incident Commander. (*This is only recommended for incidents that are under control upon the arrival of the Battalion Chief.*)

For structure fires, it will be a standard practice to divide the structure into 4 divisions. The primary street side of the structure will be designated as Division “Alpha”. Working clockwise from Division Alpha, each of the remaining sides will be designated Division Bravo, Charlie and Delta. **For structures behind structures or accessible via alleys, the A Side will be the address side of the structure.**

Units arriving after the initial unit shall stage until given an assignment by Command. Chief Officers will be allowed to report directly to the scene in order to reinforce the command structure. The arrival of an officer, who is of a higher rank than the initial incident commander, does not automatically assume command. A transfer of command needs to take place between the IC and the ranking officer. The new IC shall announce the command transfer and identify themselves as command.

As an incident escalates so should the command structure. A standard incident will have an incident commander, Safety Officer and all the necessary Division officers. It will be up to the IC to establish additional command staff based on the incident. Positions that should be filled as an incident escalates include but not limited to;

**Senior Advisor** – *Usually a member of the Administration* may assist (in an advisor role), IC and Safety with overall incident management. May also serve as PIO for the incident.

**Operations** – *Could be another Battalion Chief or Capt.* will become the person in charge of the tactical part of the operation while the IC manages the overall incident.

**Logistics** – *Should be a Captain if possible.* Will be responsible for staging of resources, determination of additional resources needed, and will coordinate the rotation of companies through rehab and staging before they return to operations or are released from the scene.

Additional positions may be needed based on the magnitude of the incident; these positions will be at the discretion of the incident commander.



## **109.202 Two in/Two out**

Original Date: 10-01
Revision Date: 02-14
Review Date: 02-15
Fire Chief:

The purpose of this Standard Operating Procedure is to ensure that all personnel understand and conform to Two In/Two Out requirements as prescribed by the Texas Commission on Fire Protection. These requirements are in place to ensure firefighter safety. This guideline shall be followed whenever members are operating within an IDLH Environment or in an area that may become an IDLH Environment.

The Texas Commission on Fire Protection, as authorized by the Texas Government Code 417.021, created Section 435.17 in the “Standards Manual” which specifically addresses Procedures for Interior Firefighting. This article is available at the Commission web site for review.

### **Guideline**

When it becomes necessary for personnel to enter and operate in an IDLH atmosphere, a team of at least four fire protection personnel must be assembled prior to initiating an interior fire attack, when the fire has progressed beyond the incipient stage.

At least two members are required to enter an IDLH atmosphere and remain in visual or voice (not radio) contact with each other. The remaining two members shall remain outside of the IDLH atmosphere to perform rescue of the crew inside. One of these two members must actively monitor the status of the interior crew without being assigned any other duties. The second member of this team may be assigned an additional role but must be able to abandon that role in the event of the interior crew needing to be rescued.

Full protective clothing including SCBA is required for all personnel working in an IDLH atmosphere. Personnel outside of the IDLH atmosphere shall have full protective clothing including SCBA immediately available to them.

In the event that this guideline is not followed due to an imminent life-threatening situation (as mentioned in the purpose section), the incident commander and involved members shall submit written statements to their Battalion Chief prior to the end of their shift.



It will be the responsibility of the incident commander to assign a crew to RIT duties as soon as additional personnel arrive on scene.



## 109.203 Safe Baby Site

Original Date: 01-07

Revision Date: 02-14

Review Date: 02-15

Fire Chief:

The purpose of this SOP is to ensure that all GFD station personnel will properly accept, care for, and secure the transfer of any unharmed child under the age of 60 days to UTMB Emergency Room for further evaluation.

### Procedures:

1. Accept any infant into the fire station (or your possession) that has been left unattended or is being abandoned.
2. Provide an immediate medical assessment and perform any necessary care until EMS arrives.
3. Notify dispatch to create a run number for this call for service.
4. Request EMS to respond to your location.
5. Transfer care of the infant to EMS for treatment and/or transport to the appropriate medical facility.
6. A Battalion Chief shall be notified in a timely manner.
7. The Battalion Chief shall notify the Asst. Chief in a timely manner.
8. A fire report will be completed with comprehensive narrative containing known and accurate details surrounding the call.

### Considerations:

1. The police should not be called when a healthy infant is hand delivered.
2. The police can be called if the baby is found unattended or the infant, in your best judgment, appears injured or neglected.
3. It is encouraged that the mother remains with the child until EMS arrives so that infant medical history may be obtained and the mother's medical needs cared for.
4. A firefighter has no legal duty to detain or pursue the parent and may not do so unless the child appears to have been abused or neglected.
5. Any abandoned infant will be accepted if age is unknown.
6. Please refer the mother to either JSER or the County Health District for counseling and medical evaluation. The decision to abandon a child is an extreme emotion and the mother may need emotional guidance or post-delivery medical care.
7. Please attempt to give mother "Safe Baby Site" questionnaire for UTMB.



## 109.204 Fire Attack Nozzles

Original Date: 10-11
Revision Date: 02-14
Review Date: 02-15
Fire Chief:

The purpose of this Standard Operating Procedure is to ensure that all personnel understand the GFD philosophy on fire attack using the nozzle inventory model currently in place. Some situations may dictate alternate actions. Those decisions will remain at the discretion of the officer in charge and should be noted in the fire report.

### Nozzles

The current nozzle inventory places the Task Force Tip (TFT) 1 ¾' 2 in 1 Mid Force nozzle on both speed lays and the skid load pack on all front line Engines. Tower 1 has these nozzles available on the 1 ¾ line in the basket, the high rise pack and on one pre-connect. All bumper lines, back up high rise packs and Ladder 7 have the TFT mid-matic nozzles. Reserve apparatus have Elkhart SM20 pistol grip nozzles on all hand lines.

The TFT Mid Force nozzles allow companies the option of an automatic select stream nozzle or a smooth bore nozzle. In addition, they have the option of high pressure/Low pressure setting depending upon the water flow situation.

### Fire Attack

For all structure fires and large vehicle fires (cargo trucks, 18 wheelers, RV's and Buses), the hose lines equipped with Mid Force nozzles will be the attack line of choice unless the situation requires a 2 ½ line for initial attack. For fires inside a High Rise, or aboard a vessel, the skid load pack will be the first high rise pack deployed. *(It remains imperative that you maintain specific knowledge of the facilities within your assigned district. There are some isolated cases where standpipe configurations will not provide the flows necessary to meet the recommended pump pressure.)* For all other fires, the bumper lines will be an acceptable option.

### Pump Pressures

During fire attack using hose lines equipped with Mid Force nozzles, the initial pump pressure **will be set at 150psi**. If after initial fire attack, it is determined that a pressure change is needed, the Company officer will determine the pressure desired.



It will be essential that all personnel, subject to using these nozzles, train regularly with them so they will understand how they work and any limitations that may present themselves.



## 109.205 Tropical weather

Original Date: 06-07

Revision Date: 02-14

Review Date: 02-15

Fire Chief:

This Standard Operating Procedure is intended to guide the department through preparation, response and recovery in the event of a Tropical Storm or Hurricane making landfall on or near Galveston. Depending on the category storm, forecasted storm surge and rainfall amounts there may be some deviation from this SOP. This plan recognizes critical work assignments before, during, and immediately after a tropical storm or hurricane and embodies the "four conditions" of readiness described in the City's Basic Emergency Plan as parameters for this operating procedure.

These weather systems may require several days to develop and move across the Gulf of Mexico and their probable effects upon landfall remain far more predictable than other emergencies. Therefore, adequate time is provided to prepare for the storm. At the time a "Tropical Storm or Hurricane Watch" is announced, city government enters into an Emergency Condition status. During this condition, unscheduled absences may be considered only for sickness and/or other unforeseen emergencies. **The department will determine and direct all staffing patterns as necessary.**

### **Line of Succession**

Continuity of organizational structure is essential to the effective delivery of services and resource management. Line of succession to the Fire Chief shall be the Command staff which includes the Assistant Chief, Fire Marshal followed by the Battalion Chiefs in order of their attained seniority in the classification of Battalion Chief. Those individuals who may be required to assume the position of Fire Chief within the line of succession established herein will assume full authority and responsibility as vested by applicable law for the department.





## Storm Categories

Category	Pressure		Wind
	Inches	Millibars	MPH
One	28.94+	>980	74 – 95
Two	28.50 – 28.91	965 – 979	96 – 110
Three	27.91 – 28.47	945 – 964	111 – 130
Four	27.17 – 27.88	920 – 944	131 – 155
Five	>27.17	>920	>155

## Preparation

1. At the beginning of hurricane season, all GFD personnel will review the Tropical Storm/Hurricane SOP.
2. The Fire Department may conduct an annual exercise or tabletop drill to review and update the Hurricane Disaster Plan

## Fire Dept. Hurricane Command Plan

Once a Hurricane watch is issued, the Fire Chief may activate the Hurricane Command Plan. The Department will be divided into four Divisions with all Personnel being assigned to one of these four divisions. The Chain of command will be according to assignments within each Division. The department will operate according to this plan until the emergency situation has been terminated. The four Divisions are as follows;

*Administration – Chief Wisko*

*Documentation – Fire Marshal Robinson*

*Logistics – B or C shift Battalion*

*Operations – Chief Winn*

## Readiness Conditions

### Condition 4

**(At the beginning of each Hurricane season and 72 hrs. prior to landfall)**

1. Command staff meeting to review Tropical Storm/Hurricane SOP and discuss necessary issues related to fire dept. operations prior to, during and post landfall.
2. Battalion Chiefs shall meet with their respective station personnel to review Tropical Storm/Hurricane SOP and update contact information for all personnel.
3. Company Officers shall survey stations regularly to determine the condition of emergency equipment, i.e., generators, station communication systems, storm shutters and antennas. Appropriate measures to correct discrepancies shall be taken without



delay.

- 4 All officers will update and keep current contact information for all personnel assigned to their command.

***Battalion Chiefs contact Captains***

***Captains contact their assigned Drivers and Firefighters.***

All shifts shall submit a contact list to the Fire Administration at the beginning of June. Any personnel changes need to be submitted as they occur during Hurricane season.

### Condition 3

#### **(72-60 hours before 39 mph winds impact Galveston)**

1. Command Staff meeting to discuss updated weather forecast, the potential for activation of Hurricane Command plan, assignments and planning for upgrade to Condition 2.
2. Once activated, each Hurricane Command Division will conduct meetings with officers assigned to each respective division as necessary.
3. Facility and fleet preparation
4. Review of US&R Marking system
5. Personnel shall take home all personal effects and PPE in the event that their respective station is evacuated prior to their return for duty.

### Condition 2

#### **(59-24 hours prior to 39 mph winds affecting Galveston)**

1. Command staff meeting. At this point, the Fire Chief may activate Hurricane Command Plan. Assigned personnel will be contacted by their shift Battalion Chief for their assignment.
2. All Company officers shall ensure that actions listed in Condition 4 and 3 have been accomplished. Once completed, Company Officers shall report station status via E-mail to the appropriate Battalion Chief.
3. Battalion Chiefs shall coordinate a reasonable amount of leave time for on duty personnel to prepare families/personal property if applicable.



4. Conduct test of all emergency power systems and communication equipment. Ensure that all apparatus/equipment are fully fueled.

#### Condition 1

#### **(24-12 hours prior to 39 mph winds affecting Galveston)**

1. Command staff meeting every 4 hours or as needed.
2. Personnel ordered to duty, shall report with clothing, personal items, food, and provisions to sustain their readiness in duty status for a minimum of 3 days.
3. As needed, Stations may be evacuated and all personnel and equipment relocated as deemed appropriate by GFD Command.
3. Total relocation of personnel and assets may be directed by the Fire Chief.
4. When the decision to cease responses is implemented, Dispatch will tone out all stations advising them so and will re-tone once the conditions allow responses to resume.

#### Communications

GFD Communications will continue as normal. Units may be assigned to specific channels based upon their assignment. In the event of a radio system failure, the following options are available and may be employed;

**Smart Zone Failure** – All radios will switch to Zone C.

**Galveston Tower Failure** – Radios may be switched to another Zone/Tower to be determined at that time.

**Complete system Failure** – All radios will switch to Zone A Channel 14 or 15.

#### Disaster Operations

Once landfall of a Hurricane is determined to be imminent, fire dept. operations will be based on the situation. Personnel safety and the preservation of the fleet will take priority. Personnel and equipment could be re-located to storm resistive facilities on the Island and off the Island at the direction of GFD Command Staff as part of the City's Emergency Operations Plan.

State and Federal assistance may be requested at the discretion of City Emergency management officials and/or GFD Command Staff. All activities will be coordinated through City Emergency Management and GFD Command.



## **Fire Department Hurricane Plan Activation Personnel Assignments**

### **Administration**

*Personnel required: 4*

Once it has been determined that the department is operating under the Hurricane Command Plan, the Fire Chief will be responsible for the Administration Division and all department personnel assigned. The Documentation, Logistics and Operations Division Chiefs will report directly to the Fire Chief. In addition, four additional personnel will be assigned to the Administration division and will report to the Fire Chief.

City E.O.C. – 2 –  
County E.O.C. – 2 –

These personnel will work 12hr. shifts and will remain at their assigned EOC until released by the Fire Chief or Asst. Chief.

### **Documentation Division**

*Personnel Required: 3*

Once it has been determined that the department is operating under the Hurricane Command Plan, the Fire Marshal will be responsible for all documentation and personnel assigned to this division. FMO personnel will be assigned to work in this division. The areas of responsibility include but are not limited to;

Purchasing/Procurement  
Equipment/Station inventory  
Fire Investigations

The work schedule for these personnel will be dictated by the situation and department needs.

### **Logistics Division**

*Personnel Required: 6-8*

Once it has been determined that the department is operating under the Hurricane Command Plan, a Battalion Chief will be responsible for all Logistics and personnel assigned to this division. Six to eight suppression personnel will be assigned to this division. The areas of responsibility include but are not limited to;



Fleet Preservation  
Station prep/Evacuation  
Equipment/Fleet assignments  
Communications  
Food/Water supply distribution

The work schedule will be dictated by the situation and department needs.

### **Operations Division**

*Personnel Required: 98*

Once it has been determined that the department is operating under the Hurricane Command Plan, the Assistant Fire Chief will be responsible for all operations and personnel assigned to this division. The areas of responsibility include but are not limited to;

Fire Suppression  
Rescue  
Hazardous Materials  
G.M.R. Personnel  
Rehab  
Shelter Management

A large portion of the department's personnel will be assigned to this division. The standard Chain of command will exist within this division. Shift schedules will be 12hr on/12hr. off schedule. During that 12hr. off period, personnel will remain available for emergencies based on the situation and department needs.

#### **Fire/Rescue (2-12hr shift)**

66 - Personnel

1- Command Team = Battalion Chief, Driver  
6- Squads = Captain, Driver, FF, FF

#### **Shelter Management (2-12hr. shift)**

12 Personnel assigned to Tower 1 (All Shifts)

Once it is determined that shelters of last resort will be opened, it will be the responsibility of the FD to manage these shelters. Personnel from operations will be re-assigned as Shelter teams. These assignments will be made by Command Staff.



### **GMR (2-12hr. shift)**

(# assigned depends on # of qualified personnel available/needed)

Personnel assigned to GMR operations, will be functioning under the direction of Emergency Management. GFD personnel will be compensated at the GFD rate of pay. If possible, there will be a GFD officer assigned as part of the GMR Command team. Once the GMR mission is completed, all GFD personnel will return to operations for assignment based upon needs.

### **Operations with Outside Assistance Agencies**

When it becomes necessary to bring in outside assistance such as US&R teams, State Fire Mutual Aid assistance, Incident Management Teams and the like, GFD will coordinate the actions of these agencies. A Fire Officer will be assigned to function as the Liaison between the specific group and GFD. When practical and as available, GFD personnel will be merged into these groups to assist them with their assigned operations.



## 109.206 Seawall Rescues

Original Date: 01-07

Revision Date: 02-14

Review Date: 02-15

Fire Chief:

The purpose of this Standard Operating Procedure is to ensure safe, consistent operations when victim(s) are rescued and lifted up onto the Seawall. All Fire Dept. personnel on scene need to wear a helmet and the appropriate gloves. Nothing within this procedure shall limit or prevent the Incident commander from altering the operations to fit the situation.

For any incident involving a person and/or vehicles going over the seawall, Galveston Fire Dept. shall respond the following apparatus.

- (1) Engine Co.
- (1) Squad Co.
- (1) Tower Co.
- (1) Battalion Chief

It will be the responsibility of the responding Engine Co. Officer to request that the appropriate units be dispatched if they are not assigned on the initial dispatch. The first fire dept. unit to arrive shall establish Command, assess the situation and give a radio size up as soon as possible. It will be the Incident commander's responsibility to direct the Ladder crew on where to set up. The first arriving Engine Co. is responsible for accessing the patient, establishing patient contact and working with EMS in packaging the patient for rescue. If the incident occurs at night, the Driver of the first Engine Co. should establish scene lighting as soon as possible.

The Tower crew shall place the apparatus and begin the set up procedure. All eastbound lanes of the Seawall shall be blocked to ensure a safe working area. The Squad crew shall assist the Tower crew in setting up the rigging and preparing for the lift. The lightest, medically certified fire department member on scene should put on the Class III rescue harness. The stokes basket needs to be sent down to the crew with the patient so that the patient can be secured in the basket for the rescue. The patient needs to be secured into the basket using webbing.

Once the Tower is ready to be raised, all Tower operations shall take place from the turntable. There will not be anyone in the basket during the operation. One member, preferably the Tower Captain, needs to be responsible for directing the Tower operator.



This member needs to be positioned near the edge of the Seawall as to be in visual contact with the crew over the wall and the Tower operator.

### **Lifting set up**

Prior to setting the outriggers and raising the Tower ladder, attach the main hauling system and back up anchor strap to the truck.

1. Attach the two carabineers on the blue strap to the lifting eyes under the basket.
2. Pull the rest of the system out of the bag.
3. Attach carabineer from 2<sup>nd</sup> yellow strap to the front of the rescue harness

Backup system: When tying knots in the back up lines, try to keep the line tight between knots. This is so you don't add more shock to the system if the main line fails.

4. Back up anchor- run strap around the waterway, between the two monitors.
5. Attach the rescue rope to the backup anchor with the carabineer on the end of the rope
6. Attach the second carabineer to the back of the rescuers harness.
7. Attach the third carabineer to the head of the stokes basket.
8. Use the remaining rope for the tag line on the stokes basket.

This procedure has been determined to be the safest way to use the Tower truck for Over the Seawall rescues.

### **The following information is according to the E-One training manual for the HP105 (publication #54378B June 2001)**

Use the lifting eyes on the platform for rope rescue operations.

The lifting eyes on the basket are rated to carry 250 lbs apiece.

**Do not lift more than 500lbs when using both lifting eyes together.**

**Do not use the safety belt attachment eyes for rescue operations.**

Always subtract the combined rescue weight hanging from the platform, from the tip load allowance on the platform load chart.

Do not retract or extend the platform when rescue loaded.





## **109.207 Hydrant Testing**

Original Date: 10-07

Revision Date: 02-14

Review Date: 02-15

Fire Chief:

The purpose of this standard operating guideline is to assist the members of the Galveston Fire Department in performing flow testing in the safest, most efficient and consistent manner available.

The Galveston Fire Department does hydrant flow testing so that we know what the system output is in an area during normal operating periods. This is done to ensure that we are able to provide the water needed for firefighting operations to protect the lives and property of the citizens of Galveston.

### ***Definitions***

Static pressure – is the normal pressure in the system, for that area, with no hydrants flowing.

Residual pressure - is the pressure that exists in the system, at the time the flow readings are taken at the flow hydrants. It is taken at the residual hydrant.

Residual hydrant – is the actual hydrant being tested. The static and residual pressures are taken from this hydrant.

Flow hydrant – is the hydrant that you take the flow pressure reading from.

Feeder lines – larger water lines that supply the smaller grid lines.

### **Safety – water system and personnel**

- You should never let the residual pressure drop below 20 psi, when you are flow testing hydrants. The water mains can collapse if there is not sufficient pressure in the system to maintain the weight of its surroundings. Pollutants can also be allowed to back-siphon into the water system.
- Do not lean over the top of an operating hydrant.
- Do not stand in front of capped discharges on a charged hydrant.
- Always open and close hydrants slowly, so that you do not damage the water system.



- Always take proper precautions to ensure that the water flow(s) do not flood, cause traffic problems and/or damage to any property (both public and private). To avoid causing any damage you can use either a diffuser or a 2 1/2" discharge elbow from the truck.

SP	75%	SP	75%	SP	75%	SP	75%	SP	75%	SP	75%	SP	75%	SP	75%
70	53	65	49	60	45	55	41	50	38	45	34	40	30	35	26
69	52	64	48	59	44	54	41	49	37	44	33	39	29	34	26
68	51	63	47	58	44	53	40	48	36	43	32	38	29	33	25
67	50	62	47	57	43	52	39	47	35	42	32	37	28	32	24
66	50	61	46	56	42	51	38	46	35	41	31	36	27	31	23

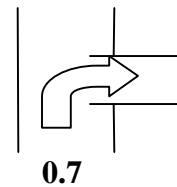
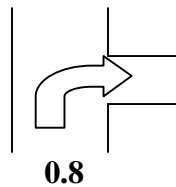
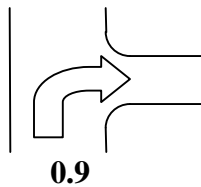
SP - Static Pressure

75% - 75% of SP

### Procedure

- We will be following NFPA 291 (2007 edition) for flow testing hydrants.
- Always notify the water department prior to flow testing.
- Always flow test when the system is under normal demand.
- Flow testing is just measuring the amount of water it takes to have a measurable reduction of the pressure in the system.
- The measurable reduction in pressure between the static and residual pressures should be at least 25% to have an accurate reading of the flow.
- Normal conditions require opening 1 or 2 hydrants to reach the 25%, but sometimes you need to open as many as 8.
- Select the hydrants that will be used for testing. The flow hydrants should be between the residual hydrant and the feeder lines.
- Place the pressure gauge on a 2 1/2" discharge on the residual hydrant and open the hydrant.
- Record the pressure gauge reading onto the hydrant worksheet as the static pressure (SP).
- Find the corresponding % (75% of the SP) from the chart on the worksheet.
- The coefficients should be checked and documented, from the discharge orifices of the flow hydrants.

### Hydrant discharge coefficients





- Open the first flow hydrant and record the new reading on the pressure gauge as residual pressure1 (RP1).
- Compare RP1 with the %, continue opening the flow hydrants until the % is greater than the RP.
- Record the flow pressure(s) (FP(s)) once the RP is less than the %.
- If it took 3 flow hydrants to get the 25+% drop required, then record those 3 flow pressures.
- It is not necessary to record any FP's until the 25+% drop is reached.
- Close all hydrants slowly

### **Pitot tube operation**

- Always try to use the 2 ½“ discharge to take flow pressures. These readings will be more accurate, because it is less likely to have any air in the discharging water stream. It might be difficult to take hand held pitot readings from the 2 ½ discharge on hydrants with higher flow pressures. For these cases you should use the steamer discharge.
- When using a pitot tube to measure flow pressure you should
  - Place the pitot tube orifice in the center of the stream ½ the diameter of the discharge opening away from the opening. Example: for a 2 ½ inch discharge the pitot tube orifice should be 1 ¼ inches away from the discharge.
  - The air chamber should be keep higher, so that the air can be evacuated from the device.
  - Keep the pitot tube at a right angle to the flow of the discharge stream.
  - Evacuate the air and take a reading from the gauge.
  - Document the flow pressure, size of the outlet and the coefficient of the outlet.

### **Hydrant testing fill able form**

- This form is in the hydrant testing folder in the fire folder in the shared folders. Address is shared/fire/hydrant testing.
- Enter the information from your hydrant worksheet and the fill able form will calculate the results needed.
- Print this form and attach with worksheet.
- Turn paperwork into Battalion Chief.

### **The formulas that are used in the fill able form are:**

- For discharge volume
$$GPM = 29.84 * C * D^2 * P^{1/2} = Q$$
Where:
  - C = coefficient of discharge
  - D<sup>2</sup> = the diameter squared
  - P<sup>1/2</sup> = the square root of the discharge pressure



- For discharge volume available at 20 psi

$$\text{GPM} = \text{Total} * (\text{H1}/\text{H2}) ^{.54}$$

Where:

Total = total GPM flowing at test time

H1 = Pressure drop to the residual pressure = SP - 20

H2 = Pressure drop during test = SP - RP



## 109.208 Aircraft Emergencies

Original Date: 03-10

Revision Date: 02-14

Review Date: 02-15

Fire Chief:

The purpose of this Standard Operating Procedure is to ensure safe, consistent operations when handling an aircraft emergency. These emergencies may occur at the Airport or at any location across the Island. This SOP is intended to provide all responding personnel some guidelines to handle these incidents consistently. Scholes International Airport is not an FAA indexed airport and the GFD is not designated as an ARFF equipped fire department.

**Alert I** – This shall be used for an in-flight emergency as declared by the pilot, when it involves mechanical issues or other unforeseen issues that could affect a safe landing.

**Alert II** – This shall be used for an in-flight emergency as declared by the pilot, when it involves smoke and/or fire in the aircraft, the aircraft is forced to land without landing gear or there is a medical emergency involving the pilot.

**Alert III** - This shall be used when an aircraft has crashed at the airport.

### At the Airport

#### **All Radio communications for Aircraft emergencies will be on Public Safety Channel.**

In the event of an aircraft emergency at the Airport during the scheduled hours of operation for the Air Control Tower, GFD will be notified by the Tower controller. The Tower will first attempt to contact Station #4 via the direct ring down line at Station #4. When possible, the on-duty Captain shall answer the phone and obtain the report from the Tower. It will be the responsibility of the Captain to notify Dispatch of an aircraft emergency, specify the level of Alert required, type aircraft, nature of emergency and number of passengers on board. Have responding units switch to “Public Safety Channel”

In the event that Engine 4 is out of the Station or the Tower phone is not answered in 3 rings, the Tower controller will call 911 to report the aircraft emergency.

An Alert I will be handled by a single Engine Co. and additional units/agencies as requested by the Captain of that Engine Company.



An Alert II or III will require a One Alarm response for an airport alert. This response will require 2 Engine Companies, Squad 5, and a Battalion Chief. In addition, GEMS shall be dispatched. This response may be cancelled or altered by the Captain of the first arriving fire company.

In the event of an aircraft emergency at the Airport outside of the scheduled hours of operation for the Air Control Tower, Dispatch should be contacted and they will dispatch the closest Engine Company. It will be the responsibility of that Captain to determine the Alert level based on the information provided and request additional units based on the alert level.

### **Staging Areas**

All responding units will stage at Station #4 and use the gate at Station #4 to access the airfield when directed. One member of the 2<sup>nd</sup> arriving GFD unit will function as the staging officer until relieved or the incident is terminated. The staging officer will control the gate and only allow units onto the airfield as directed by Command.

All media personnel shall be directed to the Terminal building where they will be contacted by the PIO.

### **Triage Areas**

For patients involved in the aircraft incident, a triage area will be established, by the first arriving unit. This triage area shall be established outside of the immediate hazard area, to provide a safe environment for the later arriving responders. One member of the first arriving unit will be the Triage officer until relieved by EMS or the incident is terminated.

### **Unified Command**

GFD SOP #109.201 shall be followed. Incidents that require additional units will require a unified command be established. This command post should be at Station 4. The responding Battalion Chief shall report to Station 4 and if necessary, assume command from the first arriving unit. A face to face transfer of command will not be possible when a Unified Command post is established.

### **Away from the Airport**

Incidents that occur away from the airport will be handled in accordance with normal operation SOP's.

***All aircraft emergencies shall be reported to the Texas Department of Public Safety as soon as possible. The incident commander shall remain on scene until the DPS arrives and relieves the IC.***



## 109.209 GMR Incidents

Original Date: 06-11
Revision Date: 02-14
Review Date: 02-15
Fire Chief:

The purpose of this Standard Operating Procedure is to ensure a safe and efficient operation while providing support to the Galveston Island Beach Patrol on incidents involving water rescues or searches for missing persons in the water.

GFD will respond and operate on Public Safety per Policy #1000.09

GFD will respond with no less than 4 personnel when possible.

GFD personnel will wear their Safety vest to be easily identifiable from a distance.

The Command Post will be either the nearest Lifeguard Tower or a Beach Patrol Vehicle if they are on scene. A Beach Patrol supervisor will serve as Command. GFD personnel will support the Incident Commander in the following manner unless directed otherwise by Command.

**Captain** – *In the event GFD arrives before a Beach Patrol unit, assume Command until relieved by Beach Patrol.* Otherwise, report to Command to assist as a GFD Liaison. If they need any additional resources from us, this Captain will coordinate that.

**Driver** – Will function as the Accountability Officer at the Command Post. All that needs to be tracked is the number of guards in the water and where they are and the number of Firefighters on scene and where they are.

**Firefighters** – Both Firefighters will be assigned as Spotters. The Commander will direct them to the respective spotter locations and they will watch for the victim to surface and keep an awareness of the rescuers in the water.

In the event that the missing victim is located in the water, beyond a reasonable distance, and no Beach Patrol or GMR equipped personnel are on scene, GFD personnel shall not enter the water. Maintain visual contact with the victim and provide direction to Beach Patrol once they arrive.

GFD personnel, who are “GMR qualified”, may be requested to assist in the water. That request will come from the Beach Patrol Incident Commander.



## 109.210 Offshore Rescues

Original Date: 08-11

Revision Date: 02-14

Review Date: 02-15

Fire Chief:

The GFD has a memorandum of understanding (MOU) with USCG station Galveston. This MOU includes fire response, medical first response and offshore rescue response. The USCG is responsible for the upper Texas Coastal waters spanning a region from High Island, Texas southwest to San Luis Pass and 30 miles offshore which includes the Houston Ship Channel north to the entrance of Clear Lake. On occasion, they are requested to provide medical assistance to persons on vessels. Many times these incidents require that the patient be removed from the vessel and transport to shore to allow for treatment & transport by EMS to a medical facility. The USCG does not have the training or equipment to perform these patient removals and have asked GFD to assist when needed.

### Responses

Once the USCG determines that they need GFD assistance, they will contact Dispatch via 911 and request GFD for a rescue assist. The closest available GFD unit will be dispatched to the Coast Guard station at Fort Point. Three GFD personnel (EMT has priority) with one GFD portable radio, will board the rescue boat with USCG crewmembers to proceed to the scene and perform the patient removal. The remaining GFD member will report to the Radio room on the second floor of the USCG building to monitor and possibly coordinate all communications between GFD personnel and Dispatch.

At the USCG station, there will be a locker inside the building next to the pier. In this locker you will find a rope rescue bag. It will be the responsibility of the Officer in charge to ensure the bag is taken with the crew on the USCG boat. Anything used from the bag needs to be replaced once the incident is completed. Once a month, Engine 2 will inventory the bag to ensure it is complete and accessible.

Once the response crew arrives at the vessel of the incident, GFD personnel will determine the need for medical care and rescue. All GFD personnel are limited to Basic Life Support level care. GFD personnel will work with USCG personnel to determine the best method to employ in moving the patient from the vessel to the USCG boat. If a USCG helicopter is used to airlift a patient from a vessel and patient care has been initiated by GFD personnel, it will be necessary for a GFD EMT to rely patient info to the





rescue swimmer/EMT on the flight crew. If requested, the GFD Medic can fly with the patient to the medical facility.

It will be necessary for the GFD personnel to transmit a radio report of patient conditions and an estimated ETA back to the USCG Galveston Station once that information becomes available. In the event that the GFD radio is not functional, the information can be transmitted via the USCG radio back to their communications room. The GFD person assigned to communications will ensure that all necessary information is relayed to the appropriate person or facility.

GFD will be assisting the USCG in these rescue operations. The USCG Officer in charge will rely on GFD personnel to manage and coordinate the care and removal of the patient. The USCG OIC will be responsible for all operations during any mission. After each response, the GFD officer will need to submit an e-mail to their Battalion Chief describing the actions taken, any concerns that the crew may have or any other matters related to that response that need to be reported. This will enable us to learn from each of these events and become better prepared for future responses.



## 109.211 Public Assistance

Original Date: 01-07

Revision Date: 02-14

Review Date: 02-15

Fire Chief:

The purpose of this Standard Operating Procedure is to assist personnel in handling calls for assistance from the community. Many times the fire department is called when people don't know who to call. It is important that we provide some type of assistance whether in correcting the situation or providing the information needed to enable the citizen to resolve their issue. While it is not possible to address every situation that may present itself, this SOP provides guidelines for handling situations that we have experienced in the past. Personnel of the department shall be professional and courteous when answering these calls for assistance and should handle the situation as best as possible with the safety of firefighters and the public as the priority consideration. Our public image is important to our success as a public safety entity and each of us shares that responsibility.

### **Vehicle Unlocks:**

Respond to the scene

Determine the presence/potential of a life hazard (human/animal)

Take appropriate action

### **Animals in distress:**

Respond to the scene

Attempt to contact the caller and assess the situation

Assist the animal without endangering firefighters and/or civilians

Notify the Battalion Chief of situation when possible or as needed

### **Bees:**

Respond to the scene

Attempt to contact the caller and assess the situation

For hives established outside of a structure, that poses a threat to the public, firefighters should don full PPE and use a pre-connect and foam to eradicate the threat.

For hives established inside a structure or inside the wall of a structure advise the property owner/occupant that they need to contact an exterminator or beekeeper. The fire department will not attempt to eradicate bees that are inside a structure.

When a request for assistance regarding flag poles, filling water tanks or pools and similar requests are received the caller shall be directed to contact the Fire Administration for direction. No action should be taken in these instances without direction from Administration.



## 110.00 Communications

Original Date: 02-05
Revision Date: 02-14
Review Date: 02-15
Fire Chief:

### 110.01 Telephones

Telephones will be answered with at least the following information: Fire station number and answering member's name. EXAMPLE: Fire Station Four, "Doe". 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. 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 notifying the station captain of the call details, the date and time of call, the number called, and the purpose of the call.

### 110.02 Cell Phones and Pagers

Members shall be permitted to carry personal cell phones and/or pagers while on duty. These devices are not to be in use (except for department business and/or extreme personal emergencies) while crews are actively operating on scenes, during department training, public relation events or while operating a department vehicle. During the above listed events these devices shall be left in the vehicle or at a minimum placed on vibrate alert as not to disrupt said activity. Personnel assigned to assist a Driver while backing an apparatus shall not be on the phone while performing such task. These devices shall not be used as recording devices while on duty or in attendance at any Department function unless authorized by a member of the Command Staff. Chief Officers may need to conduct department business while driving but they must keep the conversation brief.

### 110.03 Computers/I-Pads

Department computers/I-Pads are for department use. Members may have access to the Internet so long as visited sites are legal, appropriate and of good moral nature. Personal use of the station computers shall be determined and monitored by the station captain. Any illegal or sexually explicit sites are forbidden.

Galveston Fire Department  
Rules & Regulation  
2014 Edition



## 110.04 Radio # Assignments

**Fire Chief** – Chief 1

**Asst. Chief** – Chief 2

**Battalion Chief** – Battalion 1 & Battalion 4

**Battalion Chiefs** (*When not on duty*)

>A Shift Battalion Chiefs– Battalion 1 A & Battalion 4 A

>B Shift Battalion Chiefs- Battalion 1 B & Battalion 4 B

>C Shift Battalion Chiefs – Battalion 1 C & Battalion 4 C

Fire Marshal Office Personnel will use 21 – 29 as assigned by the Fire Marshal

## 110.05 Terminology

When using department radios or representing Galveston Fire Dept. while communicating over a radio channel, personnel shall use clear text to communicate. Galveston Fire Dept. personnel will not use 10 Codes.

Responding: To be used when a unit/apparatus is responding emergency traffic to an incident.

Enroute: To be used when a unit/apparatus is proceeding non-emergency to an incident

On Location: To be used when a unit/apparatus arrives on scene

Staging: To be used when a unit/apparatus is on scene but the crew is waiting in the apparatus for an assignment or for a scene to be secured by law enforcement.

Back in Service: To be used when a unit/apparatus has completed an assignment and is available for response.

Returning: To be used when a unit/apparatus is returning to their assigned station.

Back on the floor: To be used when a unit/apparatus is back at their station

Mobile in District: To be used when a unit/apparatus will be out of the station and available for call.

Delayed Response: to be used when a unit/apparatus is available for call with a brief delay in responding.

Out of Service: To be used when a unit/apparatus is unable to respond. The Battalion Chief shall be notified when this is related to a mechanical issue and/or personnel issue.



### **110.06 City E-mail**

Station captains will be required to check station e-mail at the beginning of each shift and continue to check regularly during the shift and as directed to stay informed of department communications, policies and training.

### **110.07 Dispatch Problems**

Personnel who experience problems with dispatch shall report these issues in writing through the chain of command to Fire Administration.

### **110.08 Transmitting Confidential information**

When the need arises that a member must transmit confidential information to another unit or dispatch, they shall have the other unit or dispatch switch over to a backup channel. Personal information including telephone numbers shall not be transmitted across the primary radio channel.



## 110.101 Communications

Original Date: 10-10

Revision Date: 02-14

Review Date: 02-15

Fire Chief:

In an effort to streamline our radio communications by minimizing non-essential radio traffic and ensuring the receipt of incident specific information by first due companies, the following models shall be used for daily radio communications and emergency responses.

### Routine Communications

In our everyday routine operations, there is little need for a lot of radio communications. Companies are regularly moving throughout their districts and across the Island for training, fuel and other department business. For routine operations, a Company leaving their station to complete an in-service task shall simply announce that they are ***Mobile in district***. If an Engine Company is leaving their district and will need another company to cover their assignments, they shall notify Dispatch of their destination and that their calls should be given to a specific station. Squad 5, Tower 1 and Ladder 7 can simply state that they are mobile. Safety and Battalion will no longer need to advise when out of the station except when responding to incidents.

### Emergency Response Communications

Once a 1 alarm or any other incident requiring multiple units to respond has been dispatched, the First due Engine Company responding units shall announce their response. Dispatch will then repeat the address and give any additional information for that incident. Following the dispatch information, all other responding units will announce their response and the Battalion Chiefs shall be the last to announce Responding.

### First Responder Calls

Once a Company receives a first responder call (***not including major accidents, rescues and GMR incidents***), they shall advise they are responding on Fire 1. Dispatch will repeat the address and give them all available patient information. After receiving this information, the responding Unit shall switch to the EMS channel A7 and advise dispatch that they are on EMS. At all times, it will be necessary for at least one radio to remain on Fire 1 to monitor GFD calls. It will be at the discretion of the Incident Commander of multi-unit incidents to determine if units need to switch to another channel. After the call is complete, return to Fire 1 to return to service and for all other communications.



## 110.102 GMR Communications

Original Date: 09-10

Revision Date: 02-14

Review Date: 02-15

Fire Chief:

The Galveston Fire Department is part of the Galveston Marine Response (GMR). The other partners affiliated with GMR are; GPD, Beach Patrol, EMS and Jamaica Beach VFD. Based on this affiliation, effective immediately, whenever a “water related emergency” (See Definition below) occurs, Dispatch will direct all responding units to switch to Public Safety. This is **Channel A9** in our Truck and Portable radios.

All agencies responding to this particular incident shall be directed to this channel for direct communications between all responding units. Dispatch will (when possible) monitor this channel. In the event that Dispatch does not answer you when you call them, it will be necessary for you to switch back to our Primary Channel A1 to contact dispatch. This should improve communications between agencies during these incidents.

The definition of a water related emergency that prompts a GMR response and Channel assignment will be as follows;

Drowning

Missing Swimmer

Overtaken boats or water crafts

Vehicles in the water

Swimmer in distress

Boat/water craft accidents

Any request for open water rescue related to Galveston Island.



## 110.201 Portable Radio Placement

Original Date: 06-08

Revision Date: 02-14

Review Date: 02-15

Fire Chief:

The purpose of this SOP is to ensure that all GFD station personnel are working with the properly assigned portable radio and that each firefighter will have a radio for use whenever possible in order to enhance their safety and to assist with on scene communications and personnel accountability.

### Definitions:

*Portable Radio* – The handheld radio assigned to apparatus, fire watch, specific personnel, and spare use.

*Serial Number* – The serial number is a specific identification number located on the back panel of the portable radio, not the battery. It has an S/N identifier. An example of a serial number is 466AZE3180.

*EID* – This is a unique radio electronic identifier that logs onto the Galveston County Emergency Communications District every time the radio is keyed. An example of a Radio EID that records at the district is I722001.

*Location* – The unit or staff that the portable radio is assigned.

*Radio ID* – This is the specific location and assignment of each portable radio. This designation indicates the seated position of the individual on department apparatus.

*Radio Straps* – These straps will be used to carry radios when not wearing PPE. The lapel mics shall remain on all radios used by personnel assigned to an apparatus. Command staff and Fire Marshals will have the option of using the straps and lapel mics.

### **Radio Placement Identification**

The Captain is the “A” radio.

The Driver is the “B” radio.

The Firefighter behind the Captain is the “C” radio.

The Firefighter behind the Driver is the “D” radio.





An example of this would be “**Engine 1 A,**” this radio ID indicates that the Captain of Engine 1 is assigned that duty radio. In the event that there is not a permanent officer assigned to a piece of apparatus, then the Driver is still the “B” portable radio designee. An example of this is “**Squad 5 B,**” this radio is assigned to the Driver of Rescue 5. The firefighter assigned to Squad 5 would be **Squad 5 C. Personnel may use their assigned radio number on air.** Example, “**Engine 1A to Command**” This tells everybody that the Engine 1 Captain is calling the Incident Commander.

### **Reserve Apparatus**

When reserve apparatus is in use as front line response, the portable radios will be carried over to the reserve and the same radio designation will be in use. An example would be if Engine 10 is rolling in place of Engine 1, the radios would still be “**Engine 1 A,**” not “**Engine 10 A.**”

When reserve apparatus is being used for a supplemental detail, then the actual unit number is used and the seated positions apply. An example of this is if Engine 10 is being used for an explosive detail, with a crew of 4, “**Engine 10 A**” would tell the Battalion Chiefs that they have a staffed reserve apparatus on that specific detail. Fire Watch radios will be used for this type of detail.

### Fire Watch Radios

Three Fire Watch radios will be located in the Battalion Chief’s offices. Fire Watch radios are identified on the screen by **F/W # 1-10.** These are to be issued out for all extra duty assignments. When an individual is assigned to a single firefighter detail, special event, or other non-apparatus assigned activity, they will use the radio designation as their identifier. An example of this would be, a firefighter is working a hot roof job they would be “**Fire Watch 1**” on the air.

Tower 1 has two assigned personnel at this time. When staffing permits, additional personnel may be assigned to the Tower. They will use Tower 1 C or an F/W radio. The C and D designation will be used in accordance with this SOP. This will assist the Battalion Chiefs with on scene accountability.

In the event of a multiple alarm incident, the Fire Watch radios will be brought to the scene by a person designated by a Chief Officer. Radios will be issued at the discretion of the Incident Commander. Radio will be assigned at that time by the Incident Commander.

### Spare Radios

Spare Radios are used as a replacement while a radio is being repaired and have an **SP** engraving. The spare radio will assume the replaced radio’s seated position. An example of that is **SP 1** is temporarily being used as **E1 C,** **E1 C** will continue to be used as the radio ID.



## **Responsibilities**

Radios will be checked by the assigned personnel daily for location, damage, and battery charge. The officer in charge of the apparatus will report any deficiencies to the appropriate Battalion Chief immediately. A radio inventory spreadsheet will be kept in the Fire Department shared folder for reference. Batteries, straps, and antennas will be kept readily available through Fire Administration.



## **111.00 Fleet & Facilities**

Original Date: 02-14
Revision Date:
Review Date: 02-15
Fire Chief:

### **111.01 Responsibility**

Captains 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 such as power generators, etc., checked and ready to respond and see that building and lawn are kept clean and neat at all times.

### **111.02 Open House Concept**

Galveston Fire Dept. operates under the "open house" concept that citizens may at any reasonable time, visit fire stations. The City of Galveston has also adopted policies and procedures prohibiting sexual harassment. Therefore, there will be no controversial or inappropriate literature, photos, etc., such as of a graphic sexual nature **anywhere** in the stations. It is the responsibility of the Captains to see that this order is followed.

### **111.03 Visitors**

Captains shall be informed of visitors in the fire stations. The Captain shall see that visitors are greeted courteously and that No visitor is to wander the station unattended. No visitor will be allowed to loiter on the premises. Particular attention should be paid to juveniles visiting the station. No personnel 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 fighter. Visitors must leave the station at 2200hrs unless given special permission by the Fire Administration No persons other than on-duty Galveston Fire Dept. personnel shall sleep at any station unless by permission of the Fire Administration.



## **111.04 Records and Orders**

All Officers/Acting Officers will be held responsible for the safe and permanent filing of all SOP's, Policies and bulletins in accordance with the current policy. They shall be responsible for any other necessary records and reports for their stations.

## **111.05 Stations/Assigned Apparatus**

**Station #1** - Engine 1, Tower 1, Squad 1, Battalion 1

**Station #2** - Engine 2

**Station #4** - Engine 4, Battalion 4

**Station #5** - Engine 5, Squad 5, Brush 5

**Station #7** - Engine 7, Ladder 7, Squad 7

**Station #8** - Engine 8, Brush 8

## **111.06 Station Staffing**

Except as authorized by the Fire Administration, the MINIMUM daily staffing shall be Thirty (30) personnel.

## **111.07 Station Assignment Bid system**

All transfers within the department will be implemented by the Fire Chief on the basis of seniority in rank unless there are overriding department needs or individual qualifications. Transfers given or denied for reasons other than seniority shall be reduced to writing. The Fire Chief shall cause to be posted and maintain a list of vacated positions for a period of at least ten (10) days. Vacated positions may be temporarily filled for such periods. Vacant Position Bid requests shall be submitted to Administration. These bids shall be stamped as received and the requesting member will receive a copy of the stamped request. This will serve as confirmation that said bid request was received. These requests must include the following information:

1. The shift and assignment you are requesting
2. Your hire date
3. Your GFD final exam and/or entrance exam scores
4. Your promotion date for positions of Driver and above.

## **111.08 Station Dues**

Upon a majority vote by ballot, of all shifts, all members shall pay equal shares of all expenses and items purchased at their duty station. Every member shall pay his/her Captain in accordance with the payment system approved by the personnel assigned to that station. Members temporarily assigned to other stations or off duty for any reason shall be held responsible for station dues at their assigned station only.



## **111.09 Station Duties**

Fire stations and apparatus are to be kept clean at all times. All apparatus owned or operated by Galveston Fire Dept. shall be waxed every four months. The following schedule shall be followed by all personnel at all stations.

### **Monday**

Clean Primary Apparatus: Engines, Ladders, Squad

Empty and clean all compartments, clean all equipment, clean the cabs, complete apparatus inventory

All standard Daily Duties

### **Tuesday**

Training – 4 hours of training as determined by Captain or Battalion Chief

All standard Daily Duties

### **Wednesday**

Interior of Station- Clean windows, dust all surfaces, kitchen appliances, under furniture

Wash Bed spreads

All standard Daily Duties

### **Thursday**

Training – 4 hours of training as determined by Captain or Battalion Chief

All standard Daily Duties

### **Friday**

Clean Secondary apparatus: Battalion trucks, Brush trucks, Reserve Apparatus

Empty and clean all compartments, clean all equipment, clean the cabs, complete apparatus inventory

Clean station generators – All areas inside & out

All standard Daily Duties

### **Standard Daily Duties**

Clean Station apparatus floor, pick up trash and debris around perimeter of station, clean trucks as needed, sweep, mop and vacuum all living areas

This schedule does not eliminate daily cleaning of stations such as sweeping, mopping, vacuuming and cleaning bathrooms and kitchens as directed by Station Captains. Bed Linens shall be removed from beds and stored prior to completing your shift. Station Captains are responsible for working together to maintaining adequate station supplies



### **111.10 Lawns**

Station lawns will be mowed and maintained by the City Parks Dept. Personnel are responsible for keeping the outside area of each their assigned stations clear of trash and other debris.

### **111.11 Repairs**

The Captain shall promptly report any repairs necessary to the building, equipment or apparatus. No member shall make, purchase or order repairs or work of any description performed unless authorized by a Chief Officer.

### **111.12 Apparatus Readiness**

Station Captains are ultimately responsible for the readiness of all apparatus assigned to their respective stations. This shall include any reserve equipment that is stored in the station. All equipment shall be checked daily for operational readiness including all fluid levels. Fluid replacement needs (excluding fuel & water) shall be reported to the Service Writer at the City Garage during normal business hours and a Garage representative will handle the fluid replacement.

### **111.13 Apparatus Out of Service**

Any Captain or Chief Officer may remove apparatus from service if it is unable to perform its tasks properly or safely. A Captain taking apparatus out-of-service shall immediately notify the Battalion Chief, seeking a replacement vehicle.

### **111.14 Apparatus Limits**

Apparatus will be taken off of a hard surface without due-caution exercised and instructions received from the officer in charge of the apparatus. Trucks may be turned around on narrow roads after the exercise of due-caution and instructions of the officer in charge of the apparatus. Fire apparatus shall not be used for towing or pushing purposes.

### **111.15 Hose**

Fire hose shall be in a neat roll and clean before storing in racks. Care should be exercised not to drop couplings. Hose should be protected from coming in contact with acid, gasoline, and oils, sharp objects, etc. Care should be used in all handling of couplings and nozzles, as a slight dent in either renders them useless.

All 1" through 5" fire hose shall be tested annually in March, according to the latest edition of NFPA standard 1962. Battalion Chiefs will coordinate and evenly distribute these tasks among all three shifts in their respective Battalions.



### **111.16 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 activities that do not disrupt station functions or project an unfavorable image on the department, such as studying or recreational reading may be performed. No member of the Department shall be permitted to do any "for profit" work in or about any fire station, except by permission from the Fire Administration.

### **111.17 Firearms**

Firearms, ammunition, or portions of firearms or ammunition supplies are strictly prohibited at Galveston Fire Dept. facilities. This includes pistols, rifles, shotguns, black powder weapons, BB guns, pellet guns, reloading supplies, etc. Licensed Peace Officers, while in the line of duty, will be exempt from this order.

### **111.18 Personnel Vehicles at stations**

At no time, are personal vehicles to be parked inside or on the front apron of a station unless given specific permission by the Fire Administration. Motorcycles will be allowed to be parked inside the station but must be parked as not to interfere with apparatus or safe walking of personnel.



## 111.201 Apparatus Deployment

Original Date: 02-07

Revision Date: 02-14

Review Date: 02-15

Fire Chief:

The purpose of this standard operating procedure is to ensure that a standardized, orderly and practical response to structure fires and other significant incidents is followed. It is designed to deploy an adequate number of apparatus and personnel to begin operations while complying with state laws and NFPA recommendations

### *District boundaries for multi- company responses*

**East Beach area west to 33<sup>rd</sup> street, Bay to Beach (excluding the port area west of the Cruise Ship terminal)**

*1<sup>st</sup> alarm: E-1, E-2, E-5, T-1, SQ-5, Battalion 1 & 4,*

*2<sup>nd</sup> alarm: E-4, E-7, L-7*

*3<sup>rd</sup> alarm: E-8*

**West of 33<sup>rd</sup> street to 53<sup>rd</sup> street Bay to Beach (including the port area west of the Cruise Ship Terminal and Pelican Island) and area west of 53<sup>rd</sup> street, North of Ave P 1/2 to 61<sup>st</sup> and North of Offatt's Bayou west of 61<sup>st</sup> to the Causeway**

*1<sup>st</sup> alarm: E-1, E-5, E-2, T-1, SQ-5, Battalion 1 & 4*

*2<sup>nd</sup> alarm: E-4, E-7, L-7*

*3<sup>rd</sup> alarm: E-8*

**West of 53<sup>rd</sup> street, South of Ave P 1/2 to 61<sup>st</sup> street and West of 61<sup>st</sup> street, South of Offatt's Bayou to 83<sup>rd</sup> street (including the Airport complex)**

*1<sup>st</sup> alarm: E-4, E-5, E-1, T-1, SQ-5, Battalion 4 & 1*

*2<sup>nd</sup> alarm: E-2, E-7, L-7*

*3<sup>rd</sup> alarm: E-8*

**West of 83<sup>rd</sup> street to 103<sup>rd</sup> street (excluding Cove View Blvd.)**

*1<sup>st</sup> alarm: E-4, E-5, E-7, L-7, SQ-5, Battalion 4 & 1*

*2<sup>nd</sup> alarm: E-1, T-1*

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*3<sup>rd</sup> alarm: E-2, E-8*

**Cove View Blvd. West to Pabst road**

*1<sup>st</sup> alarm: E-4, E-7, E-5, L-7, Battalion 4 & 1 and Jamaica Beach VFD*

*2<sup>nd</sup> alarm: SQ-5, E-8, T-1*

*3<sup>rd</sup> alarm: E-1*

**West of Pabst road to San Luis Pass Bridge**

*1<sup>st</sup> alarm: E-7, E-8, E-4, L-7, Battalion 4 & 1 and Jamaica Beach VFD*

*2<sup>nd</sup> alarm: E-5, SQ-5*

*3<sup>rd</sup> alarm: E-1, T-1*

**Once an incident escalates past the 3<sup>rd</sup> alarm:**

*4<sup>th</sup> alarm: One or both off duty shifts and mutual aid departments to fill in Stations 1 & 5.*

**When a neighboring department requests mutual aid the following units will be sent:**

*Jamaica Beach: E-7, E-8, L-7, Battalion 4 & 1*

*Tiki Island: E-5, T-1, and Battalion 1*

*Other Dept.'s: Unit(s) requested and Battalion 1*

**\*\*\*\* Move up assignments\*\*\*\***

**Once a Working Fire has been declared, all other companies shall move one station closer to the fire. For 2<sup>nd</sup> alarm fires, the remaining companies shall move one station closer to the fire.**

**\*\*\*\* Special Considerations\*\*\*\***

**Once a Working Fire has been declared in a High Rise building, or Assisted living facility, the Incident Commander shall request a 2<sup>nd</sup> alarm.**



*District boundaries for single company responses*

**Station #1** – 16<sup>th</sup> street (both sides) west to 39<sup>th</sup> street, bay to beach. This includes all water front piers from 19<sup>th</sup> street west and those accessible only from 41<sup>st</sup>. entrance.

**Station #2** – East end of island west to 16<sup>th</sup> Street (not including 16<sup>th</sup>). And the water front piers west to 18 including those accessible only from the 14<sup>th</sup> street entrance.

**Station #4** – 65<sup>th</sup> St. – 8 Mile Rd. (South of Bayou – Stewart Rd.) including all of 65<sup>th</sup> street, 61<sup>st</sup> St. (South of Stewart Rd) not including 61<sup>st</sup> St. west to 8 Mile Rd., (but not including 8 Mile Rd.), bay to beach

**Station #5** – 39<sup>th</sup> – Causeway (North of Bayou) including Pelican Island. 39<sup>th</sup> St. – 65<sup>th</sup> St (South of the Bayou – Stewart Rd.) 39<sup>th</sup> St. – 61<sup>st</sup> St. (South of Stewart Rd.) includes all 61<sup>st</sup> St. addresses.

**Station #7** – 8 Mile Rd. west to Jamaica Beach city limits, bay to beach.

**Station #8** – West of Jamaica Beach to west end of island, bay to beach.



## 111.202 Apparatus Backing

Original Date: 07-08

Revision Date: 02-14

Review Date: 02-15

Fire Chief:

The purpose of this Standard Operating Procedure is to ensure that all personnel understand the importance of having spotters when backing apparatus and the proper method to perform this assignment.

Anytime that it is necessary to operate a vehicle/apparatus in reverse, it will be required that no less than two personnel, acting as spotters, assist the Driver while the vehicle is being backed. There will be occasions where it is not possible to have spotters. In these situations, it will be the responsibility of the driver, to use mirrors and the backup camera (on the vehicles equipped with such), to safely back these vehicles.

When it is determined that a vehicle is to be backed up, all personnel on/in the apparatus shall exit the apparatus, with their assigned portable radio, after the apparatus has come to a complete stop. For apparatus with only 1 passenger, that spotter will move to the right rear of the apparatus, establish visual contact with the driver via the mirror and direct the apparatus back. For apparatus with 2 passengers, both spotters will move to the rear of the apparatus, one left and one right, establishing visual contact with the driver via both mirrors and direct the apparatus back. If an apparatus has more than two passengers, a third spotter shall be positioned at the front right, establishing visual contact with the driver through a window and direct the apparatus back. All spotters need to be aware of the other spotters and communicate as best as possible. All spotters shall remain in place until the need to back the apparatus is completed and the apparatus has come to a complete stop.

In the event that a spotter wants to stop the apparatus quickly, and they do not have visual contact with the driver, they shall state STOP! over the radio. Any driver who hears STOP! over the radio, while operating with spotters, shall immediately stop the apparatus until the reason for stopping can be identified.

It is important to understand that a fire department apparatus may have to operate on a street or roadway that is less than adequate for the size apparatus in use. It will be the responsibility of the entire crew to ensure that the operation is performed as safely as



possible and that spotters are used whenever the driver and/or Officer feel that there is a need.



## **111.203 Brush Trucks**

Original Date: 06-10
Revision Date: 02-14
Review Date: 02-15
Fire Chief:

The purpose of this SOP is to address the use and staffing of the Brush Trucks. The trucks will be unmanned and maintained at Station #5 & #8. The radio ID for these units will be Brush 5 & Brush 8.

### **Capabilities**

Brush 5 is equipped with a Hale HPX 200B Pump, 400 Gallon Tank, Class A FOAM, 9,000lbs wench and a variety of tools and portable equipment. Personnel staffing the truck will need to take their assigned Portable radio.

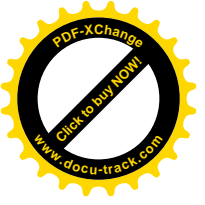
Brush 8 is equipped with a 150 GPM pump, 300 gallon water tank, 5 gallons of Class A foam, 150ft or booster hose, 9000lb wench and capabilities to carry a stokes basket. Personnel staffing the truck will need to take their assigned Portable radio.

### **Staffing for Responses**

These Brush truck may be requested and deployed for grass fires, vehicle fires inside parking garages, off road rescue situations, beach related emergencies where travel by vehicle is necessary and mutual aid to other county departments upon request. Brush 5 is subject to State Mutual aid deployments.

Brush 5 shall be staffed by the crew of Squad 5 for local responses. In the event Squad 5 personnel are not available, one member of any other company may drive the vehicle to a scene. In this situation, Squad 5 should meet Brush 5 at that scene when possible and assume responsibility for that apparatus. Staffing for State responses will be as directed by Fire Administration.

Brush 8 should be manned with one member of Engine 8. For responses in Station 7 or 8's district, Engine 8 will respond with Brush 8. For responses east of Station 7's district, one member of Brush 8 will respond and Engine 8 will remain in district as a three person company.



### **Care & Maintenance**

Brush 5 will be maintained by the Squad crew. Brush 8 will be maintained by Engine 8's crew. Both trucks need to be inspected each morning in the same manner as all other units are. When the truck is used, it needs to be cleaned, all hose and equipment cleaned and reloaded, refueled and the water tank re-filled before being placed in reserve again.



## **111.204 Aerial maintenance**

Original Date: 10-11

Revision Date: 02-14

Review Date: 02-15

Fire Chief:

The purpose of this Standard Operating Procedure is to ensure that all personnel understand the importance of the manufacturer's recommended maintenance schedule and the proper method of conducting said maintenance. This will insure that the ladders will operate in a safe manner when used and that all warranties on the vehicles are valid.

There is a power point instruction procedure, which is located on the Fire Dept. shared folder under Ladder Truck maintenance showing what has to be done and how to do it. This was compiled per the manufacturer's maintenance book. This procedure is to be followed for all GFD aerial apparatus.

This maintenance will be performed the first week of every month on a continuing rotation basis starting with A- shift, then B & C. In the event that the ladder is used and is exposed to heat or smoke, the maintenance will be performed by the shift on duty the next day, per the manufacturer's recommendations. If the fire occurs within a few days (less than a week) of the normal schedule then it can wait for the normal rotation.

The personnel assigned to Station #1 and Station #7 will perform the Aerial Ladder maintenance. This is a team effort and not an individual assignment, the captain's responsible for these apparatus will be responsible for insuring that it is done according to schedule.

Each station shall maintain a supply of the materials required by obtaining them from the parts counter at the city lot using the appropriate apparatus four digit unit number.