


ROWLETT CITIZEN CORPS COUNCIL ORGANIZATIONAL POLICY	
TITLE: Fire Corps Program Policy	
APPROVAL SIGNATURE: 	DATE: November 19, 2015
	POLICY NO.: 15-134 (supersedes 13-127)
	PROGRAM: Fire Corps
NAME: Kim Clark	SECTION: Operations
TITLE: Director, Fire Corps	PAGES: 4

## OVERVIEW AND AUTHORITY

Rowlett Fire Corps (FC) is a volunteer organization within the City of Rowlett that supports public safety personnel with rehabilitation and support services during emergency incidents. FC is an affiliated program of the Rowlett Citizen Corps Council (RCCC). All bylaws, policies, and procedures of RCCC apply and are enforceable to all FC members to the fullest extent possible.



## MISSION

The mission of FC is to provide rehabilitation and support services to the extent possible to all first responders, public safety and city personnel for the City of Rowlett and other jurisdictions as requested.

## FIRE CORPS CODE OF CONDUCT

- Obey all traffic laws when responding to, from and during FC activations.
- Wear appropriate clothing to the scene including closed toe shoes; FC ID badge and safety vest while on an activation.
- Do not obstruct emergency personnel while they perform their duties, taking care not to interfere with operations.
- Obey all orders and directives while on an activation.
- Direct all media inquiries regarding emergency incidents to the Fire Chief or on scene commander. Media inquiries regarding FC operations should be directed to the RCCC President or PIO.
- You may have the opportunity to hear private and privileged information while at an incident. What you hear on an activation stays within the FC/RCCC family.

## REHAB DEFINITION

The fire service definition of rehab describes the process of providing rest, rehydration, nourishment, and evaluation to responders who are involved in extended and/or extreme incident scene operations.

## POLICY

### 1. MEMBERSHIP REQUIREMENTS

Minimum requirements specific to the FC program:

- 1.1.1. Be willing to commit one year to the program.
- 1.1.2. Attend 50% (1/2) of regular FC meetings per year.
- 1.1.3. IS-100 (or equivalent training) within 1 year of membership.
- 1.1.4. New Member Orientation within the first 30 days.

- 1.2. FC Leadership may limit the number of members to maintain span of control and efficient program operations.
- 1.3. New members shall serve a probationary period of not less than six (6) months. At the end of the probationary period, the FC Leadership Team shall recommend them for full membership if they have met all other requirements.
- 1.4. A new member that is already a full member of another RCCC program (e.g., VIPS, CERT, etc.) shall be deemed as having served the probationary period and have full membership status upon acceptance into the FC program.

## **2. FC LEADERSHIP AND RESPONSIBILITIES**

### **2.1. FC DIRECTOR**

The Director represents the program at all public functions and is charged with oversight responsibility for all matters pertaining to FC. The Director is a standing member of Rowlett Citizen Corps Council (RCCC) Board of Directors with voting rights on all matters before RCCC. The Director may appoint additional leadership, committees and delegate authority through designees as necessary for normal business operations. The Director shall have authority to carry out directives of Rowlett Emergency Management personnel and RCCC Board of Directors.

- 2.2. FC Leadership shall have authority to dismiss or suspend of a member if, after investigation by a committee of three members no more than 14 days after the incident in question, the member is found to be in violation of any one of the following:

- 2.4.1 FC General Operating Principles and Guidelines
- 2.4.2 RCCC Bylaws
- 2.4.3 Negligent or otherwise dangerous behavior that endangers others or property
- 2.4.4 Conduct contrary to the mission that adversely affects RCCC or FC.

- 2.5 Rulings by FC Leadership for dismissal or suspension of a member shall be announced at the next Regular Meeting and may be appealed to the RCCC Board of Directors in writing within 10 days of the ruling in accordance with RCCC Grievance procedures. Appealed rulings shall be held in abatement until a final ruling is determined by the RCCC Board unless there is a clear and present danger as deemed by the FC Director. The RCCC Board shall have authority to confirm or overturn a ruling by FC Leadership. Rulings by the RCCC Board of Directors are the final authority on grievances.

## **3. MEETINGS**

- 3.1. The FC Director shall be affirmed by the RCCC Board of Directors based on a recommendation from FC membership.
- 3.2. Regular meetings may be held for normal business as set by consensus of FC leadership.

## **4. TEAMS & DRIVERS**

- 4.1. FC Leadership shall determine the number, size and duty assignments of teams to best facilitate effective and efficient response for activations.
- 4.2. A pool of eligible drivers is approved by RCCC Leadership in conjunction with the City of Rowlett. All drivers must successfully pass a Driver's Safety Class.

- 4.3. Drivers shall be solely responsible for the safety and security of driven or towed vehicles during any response.
- 4.4. A responding FC Team should attempt to maintain a 1:5 ratio to personnel requiring rehab. This should allow sufficient personnel to perform rehydration, and manage food for the maximum number of personnel.

## 5. EXPLORER POST 1 MEMBERS

- 5.1. Rowlett Explorer Post One, and FC program have agreed to permit Explorer members to participate on FC activations.
- 5.2. The Explorer Advisor will recommend Explorers to the FC leadership for consideration.
- 5.3. An Explorer must maintain their eligibility status within the Post. The Explorer Advisor may rescind their endorsement at any time.
- 5.4. FC Explorers must abide by all laws governing minors. This includes Curfew, Number of Explorers' responding in a vehicle drive by a minor driver and obeying all traffic laws.
- 5.5. Any Explorer responding will be responsible for their own transportation to and from Station 1 or the incident location.
- 5.6. All Explorers must have appropriate ID, vest, and clothing just as their adult counterparts.

## 6. ACTIVATION POLICIES AND PROCEDURES

### 6.1. City Requested Activation:

- 6.1.1. Fire Communications will notify RCCC leadership that a response has been requested. FC leadership will then activate standby FC team members using authorized notification system.

### 6.2. Self-Activation

- 6.2.1. In cooperation with the Rowlett Fire Chief, a protocol has been established whereas the Fire Corps program may self-activate. The criteria for self-activation is:
  - 6.2.1.1. The Incident must be an active fire or other type of incident where on-scene time is reasonably expected to exceed one hour, or conditions necessitate prompt rehab support.
  - 6.2.1.2. Fill in units from outside jurisdictions have been requested by incident command.
- 6.2.2. Any FC Leader or designated Dispatcher may make the determination for self-activation and initiate the call out process.
- 6.2.3. Self-deployment is authorized for the City of Rowlett only. Incidents in neighboring jurisdictions do not fall under this protocol.

### 6.3. Member Response

- 6.3.1. Members cannot self-activate or respond on their own to an incident without approval from FC leadership.

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- 6.3.2. Members should respond to the staging area as specified in the activation message unless otherwise approved or directed.
  - 6.3.3. Responding FC Members must have appropriate ID, vest, and clothing for the incident and working environment including closed toed shoes.
  - 6.3.4. Members may attempt to contact other responding FC members by using a RCCC approved transceiver on CERT Ch 1, or by texting the FC Director's cell phone.
  - 6.3.5. Members should **not** call 911 for information regarding a FC response.
  - 6.3.6. All members should make every attempt to be at the staging location within 15 minutes after the call out.
- 6.4. FC leadership shall review activation, preparation and clean up procedures with all FC members at least once per year.
- 6.5. The FC responding team should make every attempt to be on scene within 30 to 45 minutes after call out.

