


ROWLETT CITIZEN CORPS COUNCIL ORGANIZATIONAL POLICY	
TITLE: Rowlett Fire Corps Program Policy	
APPROVAL SIGNATURE: 	DATE: January 13, 2023
	POLICY NO.: 23-145 (supersedes 15-134)
	PROGRAM: Fire Corps
NAME: Frank Seigler	SECTION: Operations
TITLE: Director, Fire Corps	PAGES: 3

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.

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. FC operations will closely follow NFPA 1584 guidelines and Rowlett Fire policy.

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. Complete a panel interview if not already an RCCC member.
 - 1.1.5. New Member Orientation within the first 30 day
- 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.,-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 in accordance with established RCCC policy.

2.5 Rulings by FC Leadership for dismissal or suspension of a member may be appealed to the RCCC Board of Directors in writing within 10 days of the ruling in accordance with RCCC Grievance procedures.

3. MEETINGS

3.1. The FC Director shall be affirmed by the RCCC Board of Directors.

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.

4.3. All drivers must successfully pass a Driver's Safety Class and comply with RCCC Vehicle Operations Policy.

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. ACTIVATION POLICIES AND PROCEDURES

5.1. City Requested Activation:

5.1.1. 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.

5.2. Self-Activation

5.2.1. 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:

5.2.1.1. The Incident must be an active (working) fire or other type of incident where on-scene time is reasonably expected to exceed one hour, or conditions necessitate prompt rehab support.

5.2.1.2. Fill in units from outside jurisdictions have been requested by incident command.

5.2.2. Any FC Leader or designated Dispatcher may make the determination for self-activation and initiate the call out process.

5.2.3. Self-deployment is authorized for the City of Rowlett only. Incidents in neighboring jurisdictions do not fall under this protocol.

5.3. Member Response

5.3.1. Members cannot self-activate to an incident without approval from FC leadership.

5.3.2. Members should respond to the area as specified in the activation message unless otherwise approved or directed.

5.3.3. Responding FC Members must have appropriate ID, vest, and clothing for the incident and working environment including closed toed shoes.

5.3.4. Members may attempt to contact other responding FC members by using a RCCC approved transceiver on CERT Ch 1, or by utilizing other approved technology applications.

5.3.5. Members shall **not** call 911 for information regarding a FC response.

5.3.6. All members should make every attempt to be at the specified location within 15 minutes after the call out.

5.4. FC leadership shall review activation, preparation and clean up procedures with all FC members at least once per year.

5.5. The FC responding apparatus should make every attempt to be on scene within 30 minutes on weekdays, and within 45 minutes on weekends and holidays after activation.

