

Standard Operating Guidelines
West Lake Limestone Volunteer
Fire Department
June 2024

Table of Contents

Preface.....	
Page 1	
Mission Statement.....	Page
1	
Safety Statement.....	Page
1	
SOG 1 (Response Requirements)	Page 2
SOG 2 (Membership Obligations)	Page 3
SOG 3 (Membership).....	Page 4
SOG 4 (Organizational Structure).....	Page 5
SOG 5 (Responsible Designations).....	Page 6
SOG 6 (Communication).....	Page 7
SOG 7 (Fire Ground Operations).....	Page 8
SOG 8 (PPE Requirements).....	Page 9
SOG 9 (Mutual Aid).....	Page
10	
SOG 10 (Training).....	Page
11	
SOG 11 (Disciplinary Process).....	Page 12
SOG 12 (Information Management).....	Page 13

Preface

Standard Operating Guidelines (SOGs) are developed as a basic guide for members of the WLLVFD to follow in the performance of their duties both on and off duty. These guidelines are not a replacement of the departmental bylaws, use of common sense, or the justified decision-making requirements of the West Lake Limestone Volunteer Fire Department (WLLVFD) Officers during the execution of their duties. These SOGs are not rigid policies but general rules of conduct expected of our members. The SOGs are based on the commonsense practices and appropriate federal, state, and local regulations.

Mission Statement

The mission of the WLLVFD is to save lives and protect property of the citizens of the Limestone County Emergency Services District #2 (LCESD#2) through fire suppression/rescue services, first responder services, and mutual aid to other emergency services organizations.

This will be accomplished through funding, equipping, and training of our members. We as a department are committed to improving our effectiveness in serving the needs of the residents of LCESD#2, the County of Limestone, and the State of Texas.

Departmental Safety Policy

Safety during response activities is paramount to the successful execution of our duties and responsibilities. Safety is the responsibility of each department member and is expected at all times. The priorities of safety in order are: 1. Your own safety, 2. Safety of your team, 3. The safety of the public we serve.

Standard Operating Guide #1

Response Requirements

During the discharge of our duties as members of the WLLVFD it is imperative that the following basic response guidelines are followed. Failure to follow this response guide will decrease our departments effectiveness, create potential unsafe conditions for our members, and decrease the departments image with the public we serve.

Response Requirements:

1. Be dressed in the appropriate PPE for the type of response.
2. Do not respond if you are under the influence of alcohol or recreational drugs.
3. Wear appropriate Fire Department logo apparel identifying you as a WLLVFD member.
4. On fire calls respond to the nearest Station to pick up apparatus unless directed by WLLVFD Officer. Only the Chief, Asst. Chief and Captain can respond straight to the scene.
5. On EMS calls those responding in personal vehicles shall follow all state traffic requirements including posted speed limits, seat belt usage, stopping at all stop signs and traffic lights, passing vehicles, etc.
6. Only drive and operate apparatus you have been trained to operate unless directed by a WLLVD Officer.
7. Should respond with a minimum of two people per fire apparatus or ensure available responders are in route to the scene to achieve a minimum of two people per apparatus.

Standard Operating Guide #2

Membership Obligations

Every member's personal conduct and behavior reflects on the fire department whether the member is on duty or off duty. Members should always present a positive image of the WLLVFD to the public and fellow members of the department.

Membership Obligations:

1. Responding to calls.
2. Positive Promotion of the WLLVFD
3. Attend training
4. Ensure the safety of yourself and others
5. Identify and report safety and maintenance issues
6. Help recruit new members
7. Attend workdays and fundraising events
8. Volunteer to serve on fire department committees
9. Help in the efforts to solve department issues

Standard Operating Guide #3

Membership

We are always looking for volunteers to come join the WLLVFD. Membership is very simple and there is a real need across the United States for volunteer firefighters and EMS personnel. After a new member is confirmed by department member vote, new members will do the following:

1. Meet with the Fire Chief or his designee.
2. Receive an orientation on Department procedures.
3. Receive a copy of the WLLVFD Handbook which contains:
 - a. Organizational Chart
 - b. Bylaws
 - c. Standard Operating Guidelines
 - d. Strategic Plan
 - e. Responder Rewards Program
 - f. Map of WLLVFD response territory.
4. Be assigned a Mentor (usually one of the Lieutenants) for the 90 day probational period.
5. Meet with the WLLVFD Captain for issue of basic PPE and Equipment.
6. Mentor will provide training on:
 - a. Apparatus and equipment operation
 - b. Communications procedures
 - c. Medical protocols

Standard Operating Guide #4

Organizational Structure

As per the WLLVFD Bylaws, the Fire Chief maintains overall responsibility of the fire department. The Chief is the only position that is in both the operation and administrative structures. This position is designated as an adhoc member of all committees.

The Fire Chief has an open-door

policy to allow direct communication with all members. These communications may be in person or by telephone, text, or email at any time.

Fire Chief

Operations

Assistant Fire Chief

Captain(s)

Lieutenants(s)

Firefighters/First Responders

Administration

President

Vice President

Secretary

Treasurer

Associates

Qualifications for holding office are as follows:

Firefighters/First Responders should be trained to the level of NIMS 100, 200, and 700

Lieutenants should be trained to the level of NIMS 100, 200, 700, and 800

Captains should be trained to the level of NIMS 100, 200, 300, 700, and 800

Asst. Fire Chief should be trained to the level of NIMS 100, 200, 300, 400, 700, 800

Fire Chief should be trained to the level of NIMS 100, 200, 300, 400, 700, 800

Standard Operating Guide #5

Responsible Designations

Responsibility designations are designed to help the fire department meet its mission. It is the responsibility of the Fire Chief to determine which designations are needed at a particular time. All designations may not be always filled. Responsible designations will report to the Fire Chief.

Responsible Designations

1. Training Officer- Should be well versed in the Training needs of the Fire Department. Should develop or bring in outside expertise to deliver training.
2. Fleet Manager- Should be able to identify and solve apparatus and equipment maintenance issues and repair. Should track repairs and maintenance of apparatus and equipment.
3. Public Information Officer- Should attend PIO training
4. Quartermaster- Issues/replaces PPE, radios, and other gear. Should be familiar with and responsible for inventory control of department assets.
5. Purchasing Officer- Should be familiar with vendors and department operations. Make necessary purchases for the department when required. Works closely with the Fire Chief and Administrative Board.
6. Mentors- Should be familiar with fire department operations. Will assume responsibility for leading new members during their probationary period.

Standard Operating Guide #6

Communication

Communication is an area that can be a fire officer's best friend or worst enemy depending on the amount of traffic on the radio. Always use proper radio etiquette when communicating. Only communicate information that is important to the scene and limit communication as much as possible.

Good Communication etiquette

1. Think about what you are going to say, key the radio, count silently to two, then say what you need to say.
2. When toned out, only one responder should acknowledge the Page was received.
3. After gaining dispatch attention, responders to the scene should say "West Lake Unit # is":
 - a. 'In route to the station', 'In route to the scene', or 'standing by'.
 - b. 'On Scene'
 - c. 'Returning to station' or 'clear of the call'
4. IC should direct use of fire ground communications channel (V-fire 21) for on scene operations.
5. For Trapped/Lost personnel, the IC should call 'Mayday, Mayday, Mayday' on the operations channel and repeat the message. Radio silence except for traffic directed at search and rescue efforts should follow. IC will direct efforts to locate/rescue personnel. Normal operations may resume only after notification by the IOC of completion of locate/rescue operations on the operations channel.

Standard Operating Guide #7

Fire Ground Operations

Good fire ground operations is the key to a successful response. Key components to fire ground operations are size-up, strategy, and tactics used. Size-up starts while in route to the scene. Once on location complete size-up, develop strategy and implement tactics.

On Scene (Wildland and Structure)

1. The first responder on the scene assumes the role of IC and establishes Command.
2. Complete size-up by attaining a 360-degree view of the scene and report what you see on the radio.
3. The first arriving officer and subsequent ranking officer(s) have the option to assume command.
4. Structure Fire- Units 2502 and 2500 will respond to all structure fires. All other units will respond as needed

Wildland Fire- Units 2507 and 2504 will respond to all wildland fires. All other units will respond as needed.

Rehab Unit 2509 will respond to all fires.

5. Develop strategy or plan.
 - a. What needs to be done.
 - b. What resources are required? Request additional resources.
 - c. Evaluate the plan as the incident develops.
6. Depending on the size of the scene determine if task or sectors need to be established.
7. Assign units upon arrival.
8. Release resources when no longer needed and notify dispatch.
9. IC should call for a PAR approximately every 15 minutes and notify dispatch.
10. All tasks should be accomplished in a minimum of teams of 2 responders. IC will assign Tasks as needed.

Standard Operating Guide #8

PPE Requirements

1. Structure Fire
 - a. Full complement of structural firefighting gear (coat, pants, helmet, gloves, boots, and hood) with SCBA if trained.
 - b. Full complement of structural firefighting gear or wildland/combination for exterior operations.
2. Wildland, Brush, Grass Fire
 - a. Full complement of wildland/combination or structural gear in the operations zone.
3. Rescue/extrication
 - a. Full complement of wildland/combination or structural gear in the operations zone.
4. Medical calls
 - a. Universal precautions with a minimum of medical gloves and optional mask for any patient contact.
5. PPE and gear requirements can be adjusted by the IC based on weather, fire conditions and/or job duties.

Standard Operating Guide #9

Mutual Aid

The ability to give and receive Mutual Aid is a great benefit to the departments of Limestone County. When a mutual aid alarm is activated, we must be cognizant of the number of apparatus and personnel being sent out of the district. We must not strip the district of response capabilities.

1. Requests for equipment and manpower to assist other jurisdictions will be fulfilled whenever possible.
2. The Fire Chief or his designated representative should determine which apparatus/equipment/manpower should respond to requesting agency.
3. The Fire Chief, or other officers and firefighters should consider in-district protection needs. Consider leaving some at home.

Standard Operating Guide #10

Training

The department will set up training periodically for its members. Training will be delivered on the second or last Tuesday of each month or occasionally on a Saturday. All department members should attend departmental training each month.

1. Strive to attend a minimum of 2 hours per month
2. Strive to attend a minimum of 50% of all department training opportunities.

Members also have the opportunity to attend training provided by outside agencies. The process for gaining approval to attend training of this type is.

1. Request to attend training through the Fire Department Board. The request will be in writing and contain training type, dates of training, name of training provider, and cost of training.
2. Members requesting training will be responsible for payment of the training unless paid by grant.
3. Upon completion of the course, provide documents for successful completion and the department will reimburse the tuition cost.

Disciplinary Process

The department rules are to be followed at all times to ensure the safety of departmental members. Breaking of these rules should be investigated. Infractions of departmental rules should be reported immediately to the Chief. Upon completion of investigations and a finding of disregard for the rules, corrective action will be taken. The investigation report and all notes will be filed for future reference. Corrective action will include one or more of the following.

1. Re-training of the member
2. Documented Verbal Counseling
3. Written Reprimand and probation
4. Suspension
5. Demotion
6. Removal from the fire department roster.

Although disciplinary action should be progressive, the Fire Chief shall determine where the action will start depending on the severity of the infraction.

Information Management

Incident reporting and management is very important. A paper report should be completed upon completion of any and all incidents. These reports can be very useful to the department in identifying training needs. They can also be important to the homeowner for insurance purposes.

1. Report all incidents by filling out a paper copy which will be used to complete our electronic reports.
2. Paper reports should be left at the office in Station 1 upon completions
3. Paper reports will be filed my month and year and stored for a period of 5 years.

Injury and Exposure Reporting

All injuries or exposures shall be reported to the Fire Chief or Officer as soon as possible after the injury or exposure has occurred. This is important so the department can expedite treatment protocols. It is understood that what we do is inherently dangerous and there is possible risks involved. If you feel you have been injured or exposed on a call report it.

1. Any injury or exposure must be reported.
2. Incidents should be documented of an Injury/Exposure form and the reported forwarded to the Fire Chief.
3. Any injury or exposure will be investigated for information that will prevent similar Incident from occurring.