



# El Paso County ESD #2

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# El Paso County ESD #2 S.O.G. Manual

## Chapter 01

### Personnel Requirements

Revision Date: 6-25-12

1. Any resident of the El Paso County area who has obtained the age of 18 (eighteen) years and who is in good physical and mental health may apply for membership in the department.
2. Person(s) under the age of 19 (nineteen) may not operate District owned vehicles.
3. All new members shall remain on a six month unconditional probation period upon entering the department. New members will not be allowed to move off probation until District requirements have been met and they have received the required amount of training to perform their jobs in a safe manner.
  - a. New members serving on probation will not have the right to vote on department business or elections until the probation period has expired
  - b. The Board of Officers may extend or reduce the probation period as they see fit, factoring in such things as previous employment and/or experience/certifications.
  - c. After successful completion of the probation period, new members will be moved to active response status and be issued the required uniforms and equipment to perform their jobs.
4. All members must have a valid Texas driver's license
  - a. Exemption to Texas driver's license may be made to active duty military members and New Mexico residents volunteering in ESD#2

5. Any member whose name has been dropped from the rolls, or placed on auxiliary status shall deliver any property belonging to the department which he/she may have in their possession within seven days. At the same time any property belonging to the member will be returned. If department equipment is not returned within seven days, the Chief Officer will send that person a registered letter requesting the return of department property. If the property is not returned after seven days of receipt of the letter, the Chief Officer will file suite through the Texas State Attorney Generals Office for return of department property.
  
6. Honorary membership is a non responder status in the department that may be granted to a person for outstanding service to the department or community. Recommendations must be in writing and signed by five active status members. Said recommendations shall be read by the initiator at a regular meeting and carried over to the next business meeting. A two thirds majority vote of the voting membership present is required for passage. Honorary members will not appear on the Departments duty roster and are not eligible for Department or District benefits.
  
7. Identification cards will be issued to members upon completion of probation. The identification cards will be in such form as to be acceptable to local law enforcement agencies who may maintain roadblocks or other traffic control to detain private vehicles in route to an emergency. Members shall have this identification card in his/her possession at all times when responding to emergency calls.
  
8. In case of dismissal, expulsion, resignation, total disability or death of a member, the secretary of the Fire Department shall in writing, certify such facts to the District, who, for legal purposes maintain a current duty roster of the department.
  
9. Any member who is called, sees or hears of an emergency is immediately on duty. If the member has not been dispatched the member must notify dispatch and ask for clarification of his/her status. No member will go to the scene of an emergency unless officially dispatched with the exception of the Chief Officer and Assistant Chiefs.



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## Chapter 02

### Election of Chief Officers (VFD)

Revision date: 6-25-2012

1. The Chief Officer of the department shall be the Fire Chief. He/she shall be elected by the membership for a term of two years without limit to the number of terms.
2. Departments shall elect a Chief Officer every even numbered year.
3. The Chief Officer shall preside over the nomination meeting to be held on the first business meeting in November. Nominations for Chief Officer will be taken from the voting membership and must be seconded.
4. On the first business meeting in December the Chief Officer shall preside over the election meeting where the voting membership will vote by closed ballot to elect the Chief Officer. The elected Chief Officer will assume office immediately after the election meeting.
5. If only the incumbent Chief Officer is nominated in November, there is no need for a December election and the incumbent will win the election by acclamation.
6. If the incumbent Chief Officer is not running for re-election in December and there is only one nominee for the position of Chief Officer in November, the nominee will assume the duties as Chief Officer at the first business meeting in December.



# El Paso County ESD #2 S.O.G. Manual

## Chapter 03

### Fire Chiefs Responsibilities

Revision Date: 6-25-2012

1. El Paso County ESD #2 Fire Chiefs are required to report to the ESD Commissioners in order to provide the citizens of El Paso County with emergency response services.

2. Listed below are the mandatory duties of Fire Chiefs that will be completed on a monthly basis:

a. Monthly

i. Verify and report to the ESD Board the progress of all real property construction projects concerning your department

ii. Verify and report to the ESD Board the progress of all fire apparatus build projects and compliance to contracts and specifications

iii. Report to the ESD Board all plans for future expansion of real property and apparatus

b. No later than 2<sup>nd</sup> Monday of each month

Audit all receipts by department and validate the monthly reimbursement request

c. 2<sup>nd</sup> Wednesday of each month

Attend the ESD#2 Commissioners meeting, location to be announced

d. Monthly Business Meeting

Brief Fire Department Members of district business and standard operation procedures at the department's regular scheduled business meeting

3. Listed below are a list of other duties as assigned

- a. Prepare and/or validate all contracts entered into by the District pertaining to your department
- b. Insure that Chapter 775 of the Texas Health and Safety Code, The Texas Constitution and all District Standard Operation Procedures are adhered to by your Department
- c. Insure that all purchases exceeding \$50,000.00 are sent out in accordance with Chapter 775
- d. Prepare sole source justification documentation for all purchases exceeding \$50,000.00 that are determined to be sole source purchases
- e. Other duties assigned by the ESD #2 Board in order to provide emergency services to the El Paso County Emergency Services District #2
- f. Fire Chief is responsible for all district assets assigned to their department.



# El Paso County ESD #2 S.O.G. Manual

## Chapter 04

### Constitution and Bylaws of VFD's

Revision Date: 6-25-2012

1. Certain laws and regulations are necessary for the good order and well being of all associations, in order to define duty, to establish discipline, and maintenance of harmony for the full promotion of the object for which we are associated.
2. All Departments will draft, accept and post a constitution and bylaws, which is accepted by the Secretary of the State of Texas.
3. Department's constitution and bylaws will not supersede Texas Health and Safety Code 775 (or other Texas Laws) or any District SOP.
4. Departments will provide the District a copy of accepted constitution and bylaws.
5. Departments will review and re-accept their constitution and bylaws every 5 years.
6. Any questions or comments may be directed to the ESD Board for clarification



# El Paso County ESD #2 S.O.G. Manual

## Chapter 05

### Meetings (Monthly Business VFD's)

Revision Date: 6-25-2012

1. All El Paso County ESD #2 Departments will hold mandatory scheduled monthly business meetings on a day of the month to be decided by the Fire Department membership.
2. The day of the month of the scheduled meeting will be submitted to the ESD Board.
3. All business meetings shall be open to the public and persons wishing to be heard by the membership shall notify the Chief Officer and be placed on the agenda five days prior to the business meeting.
4. Special meetings for any purpose or purposes may be called by the Chief Officer or Assistant Chiefs' from time to time. Notice of such time and place shall be posted via email at least five days prior to the date of such meetings.
5. Emergency meetings need only a twenty-four hour telephone and pager posting. The membership may elect to hold any part of a business, special or emergency meeting in executive session where as only department personnel will be allowed to attend.





# El Paso County ESD #2 S.O.G. Manual

## Chapter 06

### Uniforms

Revision Date: 6-25-2012

1. All Departments within the District are uniformed departments. Members should be encouraged to wear proper Department uniforms while performing duties as Fire Department members.
2. Persons joining a Department who have no prior firefighting or medic training will wear a FD CANDIDATE t-shirt until such time as the firefighter candidate completes their probationary period, and the required Action Training Systems Interactive CD Training for firefighters, or after the Medic Candidate completes the required Action Training Systems Interactive CD Training for medics and is certified ECA or above.
3. Members who have been released from probation and are trained to perform the duties of a firefighter and/or medic shall be supplied with proper and the correct amount of Department uniforms required to perform their mission.
4. Listed below is the minimum uniform issue list:
  - a. Six (6) each t-shirts
  - b. Two (2) each Polo shirts OR One (1) each Dress shirt with Badge/Name tag/Dept patch/etc...
  - c. One (1) each Windbreaker or traffic vest labeled "Fire Department"
  - d. One (1) each Winter jacket and/or parka
  - e. One (1) each Sweatshirts
  - f. Two (2) each caps (1 winter/1 summer)
  - g. Two (2) pair pants (jeans, cargo, etc...)
5. Uniforms shall be kept clean and in good repair at all times.
6. Personnel riding in Department vehicles shall be in proper uniform at all times:
  - a. Exception to above will be persons driving to and from work in District owned vehicles, however the member will have a windbreaker or traffic vest in the vehicle to put on in case of an emergency

7. Members shall maintain a neat and professional appearance at all times, unnatural hair colors, makeup or clothing shall not be allowed.
8. Members will not be allowed to wear any body piercing that is in view of the general public.
9. Members with hidden body piercing should not be allowed to participate in Hazardous Materials responses.
10. Members will not wear any jewelry while in uniform, with the exception of a wrist watch. Jewelry may get caught on moving items and may cause injury.
  - a. Failure to comply with the above may cause the member to be responsible for their own medical bills should an injury occur due to the wearing of unauthorized jewelry.



# El Paso County ESD #2 S.O.G. Manual

## Chapter 07

### Bunker Gear

Revision Date: 6-25-2012

1. Members who have been released from probation and are trained to perform the duties of a firefighter shall be supplied with proper and the correct amount of bunker gear required to perform their mission.
2. As a general rule, no person shall be issued bunker gear until that person has completed the Action Training System IFSTA Interactive CD Training or equivalent or has a Firefighter certificate issued from, but not limited to:
  - a. SFFMA
  - b. El Paso Community College
  - c. TCFP (Texas Commission on Fire Protection)
  - d. IFSAC
  - i. A candidate may be issued a set of bunker gear to train with during their probationary period, however this set of gear will not be allowed to be removed from ESD#2 property without the approval of the Chief Officer.
3. Minimum bunker gear issue shall be as follows:
  - a. Helmet with shield (proper color)
  - b. Bunker coat
  - c. Bunker pants
  - d. Suspenders
  - e. Boots
  - f. Gloves
  - g. Carrying bag (if bunker gear is issued and taken)
  - h. Hood

4. Firefighters in departments shall be identified by their status achieved and by their level of training and shall be identified at fire scenes by the color of their helmet. Listed below are the approved helmet colors for District Firefighters:
  - a. WHITE (with proper identification rocker)
    - i. Chief, Assistant Chief, Deputy Chief, Section Chief
  - b. BLACK (with proper identification rocker)
    - i. Officers
      1. Captain
      2. Lieutenant
  - c. RED (with proper identification rocker)
    - i. Certified Firefighters
      1. Introductory
      2. Firefighter I, II, III
  - d. YELLOW
    - i. Firefighter Trainees
      1. Candidates and Firefighters who have completed the ISFTA Interactive training but have no certification certificate from a state/county agency such as:
        - a. SFFMA
        - b. Community College
        - c. TCFP
        - d. IFSAC
  - e. BLUE (with proper identification rocker) indicates medical certification only with no Fire Certification
    - i. ECA, EMT-B, EMT-I, or EMT-P



# El Paso County ESD #2 S.O.G. Manual

## Chapter 08

### Accountability

Revision Date: 6-25-2012

Each Department will follow this County Wide Accountability plan to provide for increased firefighter safety during incidents. This will be accomplished by the use of Passports and Personal Accountability Tags (PATs)

- a. Passport System – Will Provide a system that accurately accounts for all the personnel operating within a hazard zone. The passport system involves the use of a plastic card with crew members' names affixed. This card is the crew's "passport" to allow entry into the various divisions at an incident.
  
- b. Equipment
  - a. Personnel Accountability Name Tags (PATs) - Each firefighter is issued four individual name tags. These shall be affixed to the underside of the helmet brim with Velcro. Individual name tags are color coded by rank and certifications. They will match the color of the helmet.
    1. Names on PATs will be Last name, First name, and then a unit number (U###)
  
    2. Unit numbers will be assigned to personnel using a 3 digit unit number. This number is unique to the entire county, and will illustrate rank/certification by numbers used.
  
    3. The first of number of this three digit set will designate what Fire Department the individual is from.  
  
      - 2 = Clint
      - 3 = Fabens
      - 4 = Horizon
      - 5 = Montana Vista
      - 6 = San Elizario
      - 7 = Socorro
      - 8 = West Valley
      - 9 = Fire Marshalls Division

4. The next two digits indicate rank/status and are as follows

- a. 01-09 is a Chief Officer
- b. 10-19 is a Captain
- c. 20-29 is a Lieutenant
- d. 30-59 is a Certified FF (red helmet)
- e. 60-99 is a uncertified FF (yellow & Blue helmet)

5. (PAT) Examples:

- a. Dorgen, John U511 = Captain from Montana Vista
- b. Santos, Jim U830 = Certified FF from West Valley
- a. Taylor, Demi U201 = Chief of Clint FD
- b. Vollins, Dusty U260 = non certified FF from Clint

b. Passport Card(s) - Each response vehicle is issued two passport cards; 1 each white and blue. The white passport is the primary passport and the blue passport is for back-up and large incidents. The passports are affixed to the dash on the passengers' side around the glove box area with Velcro. Make-up passports are to be kept on Chief's vehicles. (such titles as Crews, RIC, blank cards etc)

1. Passport Cards will be labeled according to the type of unit and unique three digit number
2. Chief's County Wide have agreed to a common terminology for unit typing. These types are: Pumpers, Rescues, Tankers, Brush Trucks, Chief Trucks, Utility Trucks, Quints, and Ladders (A Ladder truck will not have a pump).
3. The first digit after the type will designate what department the vehicle is from.

- 2 = Clint
- 3 = Fabens
- 4 = Horizon
- 5 = Montana Vista
- 6 = San Elizario
- 7 = Socorro
- 8 = West Valley
- 9 = Fire Marshalls Division

4. The last two digits will distinguish the number sequence per type, per Fire Department. Examples

- P701 = Socorro's Pumper 1
- P702 = Socorro's Pumper 2

C501	= Montana Vista Chief 1
R402	= Horizon Rescue 2
R512	= Montana Vista Rescue 12
FM901	= ESD 2 Fire Marshal
Q801	=West Valley Quint 1
R701	=Socorro's Rescue 1

- c. Crew Passports. Each Department will order at least 10 sets of blue and white passports for use when additional crew assignments are made on scene.

Example: CREW 701, through CREW 710 (Socorro's 10 Crew passports)  
CREW 801, through CREW 810 (West Valley's 10 Crew passports)  
CREW 201, Through CREW 210 (Clint's 10 Crew passports)

- d. Passport Use Procedure

- a. Member Responsibility - Personnel will place one of their PATs on each of the response vehicle's passports when assigned to that vehicle.
- b. The incident commander will have the option of leaving the passports in place on the vehicles, or collecting and assembling them at the command post during larger incidents. The Incident Commander shall retain responsibility for accountability.
- c. During Larger incidents, the white passport will be given to the Incident command, and the blue one will be kept by the Officer or Acting Officer of that crew. The passport will be given to the Division Officer while the crew is assigned to them, and once the crew leaves the Division Officers control it will be given back to the Crew Officer or Acting Officer. The Crew Officer or Acting Officer will continue to deliver the Passport to every place his Crew gets assigned until the incident is terminated.
- d. Passports, and Pat Tags can be ordered online at <http://www.imsalliance.com> or at a location of your choice.



# El Paso County ESD #2 S.O.G. Manual

## Chapter 09

### NIMS and Radio Procedures

Revision Date: 6-25-2012

1. The El Paso County Emergency Services District #2 as well as all Fire Departments within its control has adopted the National Incident Management System (NIMS). As such the following radio procedures must be adhered to:
  - a. All radio transmissions must be done in accordance with FCC Regulations
  - b. No 10 codes will be allowed, plain English transmissions only
  - c. The English language will be the only language used on the radio
  
2. All Departments will have their radios programmed with the following channels to enhance mutual aid for multi-agency responses

<u>Channel #</u>	<u>Name</u>	<u>Transmit Fr</u>	<u>Receive Fr</u>	<u>Tone</u>
4	V-FIRE21	154.280	154.280	156.7
5	V-FIRE22	154.265	154.265	156.7
6	V-FIRE23	154.295	154.295	156.7





# El Paso County ESD #2 S.O.G. Manual

## Chapter 10

### County Fire Dispatch Procedures

Revision Date: 5/04/16

#### 1. Purpose

To provide a means for all ESD#2's departments to receive calls for service and communicate immediate needs through a common Fire Department Frequency.

To improve the safety of all firefighters.

To monitor movements of every department's Fire Apparatus.

To dispatch Fire Personnel when appropriate.

#### 2. Procedures

##### A. Equipment

Dispatch will use the MPS5000 radio console to dispatch agencies to their calls for service. Dispatch will also use CAD to page those same calls to firefighters via pagers and cell phones.

##### B. Firefighter and Radio I.D.s

Dispatch will be provided a list of firefighter names and ID numbers as well as a list of radio IDs. This will aid in identifying the users of the radio system.

##### C. Dispatch frequency

Dispatch shall monitor all El Paso County Fire channels when in use. All traffic will start on Channel 1 and then be directed to another channel if necessary.

##### D. Emergency Phone Numbers

Dispatch shall be provided a list of emergency contact phone numbers.

The contact number for dispatch is 915-852-1047

##### E. Short Communications

All communication will be kept short. Use times to signal the end of all communications. "Thank you" and "You're Welcome" will preferably not be used on the air.

Example: Pumper 801: "Pumper 801 to Dispatch"  
Dispatch: "Pumper 801"  
Pumper 801: "Pumper 801 show us en route to (address) for fuel."  
Dispatch: "Received at (time)"

## **F. Pager Call Signs**

All fire departments will be entered with generic call signs that will have the pager alias for that agency as part of its unit properties in CAD. The departments will be: WVF1, MVF1, HCF1, FAF1, SEF1, CLF1, and SCF1.

## **G. Tones**

There are two tones that will be used. The first is the AVBR (Available By Radio) tones. That tone is used before all dispatches. It is used to alert the firefighters that a call is about to be dispatched. This is best described as the same tone, beeping 5 times in a row.

The second tone is a high/low tone that will be used when the Command at a large incident (usually a fire) requests dispatch to sound the "**evacuation alert**". The tone will alert all fire fighters that they need to evacuate the building immediately. This will be a 5 second high/low broadcast, with a 1 second delay and another 5 second high/low broadcast followed by "Communications to all units – evacuate the structure immediately".

## **H. Page Out and Voice Dispatch**

### **1. ALL MEDICAL CALLS**

For medical calls dispatch will page the Primary area's department with all of the CAD information available, use the AVBR tones, and voice the call to the agency.

For example: For a call in Socorro, assign SCF1 to the call card, depress the AVBR button, and voice "Socorro Fire, respond on channel 1 to 12345 Alameda reference a cardiac arrest. (repeat) Socorro Fire, respond on channel 1 to 12345 Alameda reference a cardiac arrest. Communications clear at 00:00 hours."

If no response is received after 2 minutes, the Secondary department will be paged with all of the CAD information available, use the AVBR tones, and voice the call to both agencies.

For example: For that same call in Socorro, assign CLF1 to the call card, depress the AVBR button, and voice "Socorro Fire, Clint Fire respond on channel 1 to 12345 Alameda reference a cardiac arrest. (repeat) Socorro Fire, Clint Fire respond on channel 1 to 12345 Alameda reference a cardiac arrest. Communications clear at 00:02 hours"

If no response is received after 2 more minutes, the Third department will be paged and the call will be voiced to all three departments.

For example: For that same call in Socorro, assign HCF1 to the call card, depress the AVBR button and voice "Socorro Fire, Clint Fire, Horizon Fire respond on channel 1 to 12345 Alameda reference a cardiac arrest. (repeat) Socorro Fire, Clint Fire, Horizon Fire respond on channel 1 to 12345 Alameda reference a cardiac arrest. Communications clear at 00:04 hours."

After the third attempt if no agency has responded, dispatch will close the call out with the disposition of "NORES" for No Response.

The exceptions to this is WVFD. WVFD does not have any neighboring ESD departments as it is geographically located in the North West part of El Paso County. After 2 attempts dispatch will contact MVRDA ( Mesilla Valley Regional Dispatch Authority) and request a Dona Ana County Fire Department to respond if the call is deemed serious. After no response from WVFD, the call will be closed out as “NORES”.

### **3. VEHICLE AND BRUSH FIRES**

For vehicle and brush fires page the Primary area’s department with all of the CAD information available, use the AVBR tones, and voice the call to the agency.

If no response is received after 2 minutes, the Secondary department will be paged and voiced. If no response is received after 2 minutes, the Third department will be paged and voiced. This process will be similar to the one used for serious medical calls. There should be some response from one of the agencies. However, if no response was received, call the chief of the primary agency and advise him.

If no response is received from WVFD, follow the same procedure for contacting MVRDA.

### **4. STRUCTURE FIRES**

For structure fires dispatch will page the Primary area’s department and the two neighboring departments simultaneously with all of the CAD information available. For example for a structure fire in Fabens, FAF1, SEF1, and CLF1 would all be paged (assigned to the call card) at the same time.

For example: Assign FAF1, SEF1, and CLF1 on the call card, use the AVBR tones, and voice “Fabens Fire, San Eli Fire, Clint Fire respond on channel \_\_ (2 or 4) to 123 Main Street reference a structure fire. (repeat) Fabens Fire, San Eli Fire, Clint Fire respond on channel \_\_ (2 or 4) to 123 Main Street reference a structure fire. Communications clear at 00:00 hours.”

For structure fire calls in WVFD’s area notify MVRDA immediately after dispatching WVFD, and request a “structure fire” response to assist WVFD units.

### **5. Benchmarks**

Dispatch will keep a running clock starting at the time a unit gets on scene and ending when the call is closed out. Every elapsed 10 minutes will prompt dispatch to issue the Incident Commander (large incident) or unit number (small incident) a benchmark. The IC will acknowledge the benchmark with a brief description of actions that are occurring at the time of the benchmark. Benchmarks will be numbered in sequence starting with 1.

Example: “Dispatch to Main Street Command, this will be your 1<sup>st</sup> benchmark”

“Main Command acknowledges benchmark, we are in the offensive mode conducting fire attack”

“Dispatch copies at 00:15”

### **6. Assigning Apparatus**

Upon assigning an agency's "generic" call sign to the call card, all of the firefighters from that agency will be paged. When an agency calls out that they will be responding, they will call out with the apparatus they will be using and the ID numbers of the firefighters on that truck.

For example, if Montana Vista Fire is responding to a medical call that they were paged and dispatched to, they would advise: "Rescue 502 will be enroute with units 502 and 562." Dispatch will enter the unit as R502 and will annotate on the CAD call card the ID numbers of the firefighters responding. The Apparatus call sign will then be assigned to the call card in order to keep track of times and comments. The "generic" pager call sign that was used to send out the original page will be removed from the call card and the Apparatus will remain on it until they clear the incident.

## **7. LIFE Ambulance**

When a medical or fire call is created by the call takers from the 911 District PSAP, the calls are created with the type code "COUNTYF". For a medical call, the "COUNTYF" type code routes the call to both County Fire dispatch, for a fire department response, and to the El Paso Sheriff's Office dispatch, for LIFE Ambulance response. For a fire call, the "COUNTYF" type code routes the call to both County Fire dispatch, for a fire department response, and to the El Paso Sheriff's Office dispatch, for notification. The El Paso Sheriff's Office will dispatch LIFE Ambulance to any fire call upon the request from fire units on scene.

## **8. Clearing the Apparatus**

When the apparatus clears the incident, they may give a roll call of the personnel (unit ids) that were on the truck. Dispatch will only document any information related to the call itself such as LIFE transporting or that they're clearing the scene. Dispatch will acknowledge the traffic and provide the unit with their times and case number.

For example: **R203**: "R203 will be clearing. LIFE transporting one patient code 2 to Sierra Providence East. Roll call for R203 will be U204 and U256. U204 will have the report. Ready for Run Numbers and times."

**Dispatch**: "R203 acknowledge. Your last 4 of run number is ####, You were dispatched at \_\_:\_\_ enroute at \_\_:\_\_ On scene at \_\_:\_\_ Life on scene at \_\_:\_\_ closing out the call at \_\_:\_\_"

Dispatch will have commented the call card with the information on the patient being transported, clear the unit as R203,CLR,A and give the unit the last four numbers on the case number that is automatically assigned by CAD, along with all times.

## **9. Available by Radio**

When a unit that is assigned to a station is taken out of the station for any reason, the operator of the vehicle will advise Dispatch. Once the unit is returned to the station, the operator will again advise dispatch. Dispatch will keep track of units that are "available by radio" on CAD by changing the location with information to include "AVBR, address, UNIT

ID's" for safety purposes. Department can elect to have their operators advise of the persons id number who is the operator of the vehicle.

Example: "Utility 802 to dispatch"  
"Dispatch go ahead"  
"Utility 802 will be available in district hydrant inspecting, 875 is operating"  
"Dispatch copies at \_\_:\_\_"

### **10. Incident run numbers.**

When units from different departments are dispatched to the same call as another department; all departments will be assigned to the same CAD card, and will share the same incident run number.

### **11. Unit IDs / "D" David designation**

Unit ID is the member's personal identification number. It is based on the individuals rank within the organization. It is important to remember that a unit id is different from an apparatus number.

Furthermore, to aid in quick identification of "units" that are authorized and licensed to drive Fire Apparatus weighing over 26,000 pounds; a unit identifier of "D" david will be added to their Unit number.

Example. "P601 enroute, Unit 602David operating."

In this case Pumper 601 is being operated by the Assistant Chief. The Assistant Chief, by calling out as a "D" unit, has a Class B non CDL license and is authorized by his department to operate vehicles over 26,000 pounds.

Appendix 1

FD Numerical Designators

Department:	ID #s:
Paid Staff	100s
Clint	200s
Fabens	300s
Horizon	400s
Montana Vista	500s
San Elizario	600s
Socorro	700s
West Valley	800s
Fire Marshal	900s

Radio Channel	Main Use:
Channel 1	All dispatches / Minor Incidents
Channel 2	Major incident
Channel 3	Support channel for Ch 2 incident
Channel 4	2 <sup>nd</sup> Major incident
Channel 5	Support channel for Ch 4 incident

Appendix 3



# El Paso County ESD #2 S.O.G. Manual

## Chapter 11

### District Owned Vehicles

Revision Date: 6-25-2012

District Owned Vehicles are assigned to each VFD. They are the responsibility of the Chief Officer. Furthermore the Chief Officer will provide for the care and maintenance of the District Owned Vehicles per the Contract for Service between the District and each VFD.

1. District Vehicles shall be listed by 4 categories:
  - a. Emergency Response Vehicles, to include all Chief Vehicles
  - b. Other (trailers)
  - c. Administration Vehicles
    - i. Emergency Response Vehicles to include all Chief's Vehicles
      1. Will be registered with Texas Exempt license plates
      2. Will be marked in accordance with Texas State Law
        - a. Markings
          - i. Transportation Code 502.2015 provides that each vehicle displaying Texas Exempt License Plates must have printed on each side of the vehicle the name of the agency in letters that are at least two inches high or an emblem that is at least 100 square inches in size, and of a color different from the body of the vehicle to be clearly legible from a distance of 100 feet
      3. Will have a roof mounted light bar in excess of 42 inches in length which provides 360 degrees of light
      4. Will have grill lights mounted on the front bumper or push bar
      5. Will have flashing headlights
      6. Will have a siren of 100 watts or greater



7. Vehicle Identification:

Chief's County Wide have agreed to a common terminology for unit typing. These types are: Pumpers, Rescues, Tankers, Brush Trucks, Chief Trucks, Utility Trucks, Quints, and Ladders (A Ladder truck will not have a pump).

8. The first digit after the type will designate what department the vehicle is from.

2 = Clint

3 = Fabens

4 = Horizon

5 = Montana Vista

6 = San Elizario

7 = Socorro

8 = West Valley

9 = Fire Marshalls Division

9. The last two digits will distinguish the number sequence per type, per Fire Department. Examples

P701 = Socorro's Pumper 1

(P-Pumper 7-Socorro 01 Socorro's first pumper)

More examples:

P702 = Socorro Pumper 2

C501 = Montana Vista Chief 1

R402 = Horizon Rescue 2

R512 = Montana Vista Rescue 12

FM901 = ESD 2 Fire Marshal

Q801 = West Valley Quint 1

R701 = Socorro's Rescue 1

ii. Other - (trailers)

1. Will be registered with Texas Exempt license plates

2. Will be marked in accordance with Texas State Law

a. Markings

i. Transportation Code 502.2015 provides that each vehicle displaying Texas Exempt License Plates must have printed on each side of the vehicle the name of the agency in letters that are at least two inches high or an emblem that is at least 100 square inches in size, and of a color different from the body of the vehicle to be clearly legible from a distance of 100 feet

- iii. Administration Vehicles marked non-emergency
  1. Will display Texas exempt license plates
  2. Will be marked in accordance with Transportation Code 502.2015 compliance.
  3. Will have no installed emergency equipment
  4. May have radio installed

2. Vehicle Accidents involving district owned vehicles.

1. All Accidents involving district owned vehicles will be reported to the District Administrator promptly regardless of how small the damage is or who is at fault.
2. Whenever District owned vehicles are involved in an accident, it shall be the responsibility of the Officer (or the person assigned the vehicle) to see that the following actions are taken:
3. Notify Communications that you have been in a motor vehicle accident and your unit is out-of-service.
4. Units involved in a motor vehicle accident while enroute to an emergency incident shall remain on the scene of the accident. Instruct Communications to page out the next available unit to the original emergency.
5. Request whatever assistance you deem necessary.
6. Render first aid as necessary.
7. Gather all information available concerning people involved, witnesses, names, addresses, driver's license numbers, insurance policy information, Law Enforcement case number, vehicle license numbers, make and model of all vehicles involved, and citations issued. Take notes on the scene as to whether vehicles involved had windows up or down, radio on or off, air conditioner or heater on or off, etc.
8. Make a rough sketch of the scene, estimating speed and indicating direction of travel and position of each vehicle, to assist you in making a comprehensive report to the Appropriate Fire Chief and District Administrator concerning the accident.

### **Photographs**

1. Listed below are photograph angles which should be taken of each accident scene:
2. A photograph of the overall scene showing landmarks which can be identified at a later date to indicate the exact location of the accident.

3. Photograph the license plate of each vehicle involved. These photographs should be taken at an angle to prevent the flash from reflecting back into the camera.
4. A close-up photograph of damage done to each vehicle.
5. A photograph showing the overall damage of each vehicle.

### **Legal Matters**

1. Under no circumstances should any District Employee involved in an accident of whatever nature pay property damages to the adverse claimant until such time as the matter has been brought to the attention of the ESD#2 District Attorney. Employees are not to discuss the claim with claimant or to take any other action on their own until it has been discussed with the Attorney.
2. Notify the ESD#2 District Attorney of all traffic accidents involving serious bodily injury or death which, in the opinion of the investigating officer, was caused by the negligence of a district employee. The term "serious bodily injury" is hereby defined as: bodily injury that creates a substantial risk of death or that causes death, serious permanent disfigurement, or protracted loss or impairment of the function of any bodily member or organ.
3. Traffic accidents involving property damage only or very minor injuries do not require the notification of the ESD #2 District Attorney.

### **3. Fuel Cards**

1. A fuel card will be assigned to each vehicle by the department.
2. A fuel log will be maintained for every fuel purchase showing the following: Odometer reading, date, gallons. This fuel log will be kept on the vehicle in a three ring binder or other easily identifiable location.

### **4. Maintenance**

1. All District owned vehicles will receive proper care and preventative maintenance per the yearly contract for service.

### **5. Disposal of District owned vehicles**

1. Chief Officers will determine when District owned vehicles are ready to be removed from their charge and care. The following steps will be made
  1. The Chief Officer will notify the District Administrator of their intent to remove the ESD vehicle from their charge and care and return it to the District HQ for disposal.

2. All other departments in the District will be notified of this and will have an opportunity to have these vehicles re-assigned to their department.
3. If no other department requests re-assignment of the vehicle the following events will take place.
  - a. All emergency equipment will be removed from the vehicle.
  - b. The district will place an agenda item on the next available meeting authorizing the board to have the vehicle sold at auction.
  - c. The District will make arrangements to have the vehicle auctioned off.
  - d. All fees / revenue generated from the auction will be deducted / credited back to that Fire Department's general operating district account.
  - e. The sale of vehicles will no longer rest with the department.



# El Paso County ESD #2 S.O.G. Manual

## Chapter 12

### Take – Home Vehicles

Revision date: 6-25-2012

#### I. Limitations for Use of District Vehicles by Official Personnel

The El Paso County ESD #2 recognizes that take home vehicles significantly improve response time in event of an emergency. Official Personnel may be authorized by the Chief to take District owned vehicles home/work and use such vehicles in accordance with established guidelines and limitations. This policy provides guidelines for personnel who are assigned take-home District vehicles.

#### II. Assignment and Use of District owned Vehicles by Official Personnel

- A. The Chief may authorize Official members with their department to take a District-owned vehicle home/work based on availability of vehicles and/or mission requirements.
- B. Operation of vehicles shall be restricted to District personnel who are insured to operate them and possess a valid driver license.
  -
- C. District personnel will be in uniform and ready to respond with credentials whenever operating a District vehicle. Exception is to and from work. In this case a vest, light jacket, or reflective vest with the Fire Department identifying logo will be kept in the vehicle for quick donning.
- D. Department personnel are required to have the radio turned on while operating a District owned vehicle, and to take action in all instances where there is a legal duty to act. The level of action shall be dictated by an assessment of the totality of the circumstances to include but not limited to:
  1. Type of call
  2. Risk to the public if immediate action is not taken
  3. Risk to any innocent third person including passengers in the District vehicle
  4. If in another jurisdiction, availability and proximity of that jurisdictions fire/medical personnel
- E. Department personnel and their passengers shall be attired and conduct themselves in a manner which reflects positively on the District.

- F. Vehicles shall not be operated when alcoholic beverages will be consumed or possessed by any operator or passenger.
- G. Vehicles shall not be driven to or from liquor establishments to purchase or consume alcoholic beverages.
- H. Vehicles shall not be taken to any adult oriented business or other location that could reflect unfavorably on the District except on official business.
- I. Vehicles shall not be operated in any manner that could reflect unfavorably on the District.
- J. Unmarked vehicles shall not be used.
- K. Vehicles shall not be operated outside of District jurisdiction except by personnel on official business or as authorized.
- L. Vehicles will only be assigned to members living within 10 miles of the response district of issuing Department.
- M. A fuel card will be assigned to and kept in each take home vehicle
- N. A fuel log will be maintained for all take home vehicles. (see Forms chapter)

### **III. Parking**

- A. The vehicle shall be locked and secured when parked.

### **IV. Vehicle Maintenance**

- A. Each member assigned a take-home vehicles is responsible for general maintenance, proper care, and proper appearance of the vehicle.
  - 1. Response vehicles are expected to have a full tank of fuel.
  - 2. Members will wash the vehicle at their own expense and wax it at least once every six months.
  - 3. Members will change their own flat tires.
  - 4. Employees will schedule and have performed preventative maintenance

B. Members shall not

1. Perform mechanical work or have unauthorized mechanical work performed on the vehicle
2. Alter the body, general design, appearance, markings, or mechanical or electrical systems
3. Add accessories or equipment without the Chief's approval

**v. Vehicle Security**

- A. Member will remove all gear and handheld radios from the assigned vehicle when the vehicle is left at the Service Center.
- B. Member shall secure the District-issued vehicle when left unattended or when the vehicle is out of sight or immediate control.

**vi. Previous Procedures**

- A. This S.O.G. supersedes any other S.O.P, Memo, G.O., or rules on Take home vehicles.
- B. This S.O.G. will build upon Chapter 11 District Owned Vehicles



# El Paso County ESD #2 S.O.G. Manual

## Chapter 13

### Emergency P.O.V.s

Revision Date: 6-25-2012

1. Chief Officers are permitted to authorize personnel to equip POV (privately owned vehicles) to be used as authorized emergency vehicles, however, this practice is strongly discouraged.
2. The vehicles must be equipped with the following minimum equipment:
  - a. Light bar emitting light 360 degrees
  - b. 100 watt siren
  - c. Radio
  - d. Name of department displayed on the rear of the vehicle in one-inch letters with contrasting colors
3. The vehicle must not be in excess of 15 years of age and must display a neat and professional appearance.
4. POV responders will not be slick tops
5. POV owners are to maintain financial liability insurance specifically for this use. Contact your personal insurance carrier for this coverage information.
6. The ESD nor the Fire Departments will be liable for any damages sustained to or caused by POVs being used in emergency response mode.





# El Paso County ESD #2 S.O.G. Manual

## Chapter 14

### Alcohol and Drug Testing

Revision Date: 6-25-2012

1. Person(s) applying for membership to a Department may be drug tested prior to acceptance at the discretion of the Chief Officer.
2. Chief Officers may call for a 100% drug and alcohol test of all members when he/she deems necessary.
3. Any District member who is involved in any accident that requires a report will be taken to a local medical facility for a drug and alcohol test.
4. This test will be performed at the expense of the Department.
5. Incidents that require alcohol and drug testing are as follows:
  - a. Traffic accident involving a District Vehicle
  - b. Any injury that requires a workers' compensation first report of injury
  - c. Any act which causes another persons injury, requiring either transport to a medical facility, or another employees first report of injury to be filed



# El Paso County ESD #2 S.O.G. Manual

## Chapter 15

### Terminated Employee Procedures

Revision Date: 6-25-2012

1. When a member of a Department within District 2 is terminated by the Chief Officer of a Department, the member is also automatically terminated from El Paso County Emergency Services District #2.
2. The terminated member may not be re-hired by any Department with District 2 without approval by the El Paso County Emergency Services District #2 board of Commissioners at a regular scheduled meeting, under an approved posted agenda item
3. When a member is terminated from a Department for any reason, a memo will be immediately sent via fax or email to the District Administrator stating the terminated member name, reason for termination and date of termination.
4. A Form 504 will be submitted to the Pension Chairman at the next scheduled Commissioners meeting removing the terminated member from the pension system.
5. It is the responsibility of the Department Chief Officer to insure that all property and uniforms maintained by the terminated member and owned by either the Department or the District, be re-possessioned within 7 days after the member's termination.
6. If the terminated member refuses to surrender the Department's or District's property the El Paso County Sheriff's Department will be notified and a report of theft be completed.



# El Paso County ESD #2 S.O.G. Manual

## Chapter 16

### Reimbursement Request

Revision date: 6-25-2012

#### Criteria to submit for payment of a reimbursement request.

##### Submit the following:

1. Preceding month's Emergency reporting workers' comp hours. Report number 1413
2. Preceding month's Emergency reporting NFIRS run summary. Report number 553
3. Last ending months bank statement for District Checking account (operating account)
  1. Your operating (District) bank balance should always have \$62,000 after you reconcile your bank statement.
  2. Operating reconciled bank statement (example copy attached)
  3. Set up your bank accounts with detailed statements, to show the check #, payable to, amount, and date it cleared.
  4. Submit a copy of all check images
4. Workers' Comp Claims filed with TML and VFIS for the month. "Employers first report of Injury" even if you don't file the claim.
5. Reimbursement Package:
  - a. The Reimbursement Package is to be turned in to the District Administrator no later than the Friday before the District ESD meeting by 17:00. This will give the District Administrator 5 complete days to analyze the spreadsheet and invoices.
  - b. Package cover sheet: Create a spreadsheet showing all items, and amounts being paid for the month. The Chief will then sign this spreadsheet showing it to be true and correct.
  - c. Create a Title sheet for every line item on your Spreadsheet. The title sheets will be in size 26 font and Bold. Examples below:
    - **Electricity**, with all electric receipts attached behind.

- **Fuel**, with all fuel invoices attached behind.
- **Vehicle maintenance**, with all invoices behind

6. Receipts.

1. Do not staple any receipts in the package. Tape all invoices smaller than 8 ½ by 11 to a 8 ½ x 11 sheet of blank paper.
2. Only original receipts will be accepted, unless you need the original for warranty purposes. Then the Chief will state that on the front or back of the receipt.
3. All receipts must be listed on the reimbursement form. (spreadsheet)
4. All receipts must have the following:
  - a. Date, Vendors name, address, telephone number
  - b. Date of payment
  - c. Check number
  - d. On line confirmation sheet attached to the receipt. (no staples)
  - e. Receipts must be readable
  - f. Circle the amount you are paying on each invoice
  - g. Vehicle Maintenance addition receipt requirements
    - a. Must show ID number of vehicle being serviced (Letter and 3 digit unit identifier ex- R702)
    - b. Vin number
    - c. Millage
    - d. Year / Model
  - h. Receipts for food purchases will require either the names of all the members who attended with purpose for gathering, or the incident number and purpose for gathering. Per IRS rules.

## **RECEIPTS OVER \$2,000.00**

1. Must be accompanied by an affidavit signed by the Chief and notarized, authorizing that expenditure/s
- 
7. Credit card statements must show an itemized list of all purchases
    1. Submit all or your credit card receipts with your credit card statement. Attaching them to a reimbursement form. Do not staple.
    2. You should have every receipt that you purchased with the credit card attached to your statement. Thereby paying the entire credit card total and all the receipts that match every entry on your credit card statement. This will prevent duplication of payment by the District.
    3. In your office, have a separate file folder for your credit card purchases. Chiefs, authorize all the purchases made by your personnel. IE: who purchased and authorized
- 
8. IRS
    1. Submit your quarterly 941's and TX Workforce Commission Reports with a copy of the check attached, not stapled.
    2. Submit the Annual 1099 Misc, W2's, W3's
- 
9. Employees:
    2. Submit their resumes, W4's and the i9
    3. Rate per hour, duties, weekly time card showing deductions.
- 
10. Criminal Background Check, Driving History Check, and Pension paperwork.
    1. Must be submitted to the Board no later then the day their 502's are submitted.
    2. Submit a copy of all pension forms to the District Administrator



# El Paso County ESD #2 S.O.G. Manual

## Chapter 17

### Driving History

Revision date: 3-1-2011

#### Part 1 – New Hire

**New Hires (definition):** A temporary employee (candidate) who has completed their candidate status at their prospective Fire Department, and is becoming a employee of the ESD #2.

1. A Motor Vehicle Driving Record Report (MVR) will be run on every individual entering the pension program at end of their Candidate Status.
2. This MVR will be completed by an agent of the District.
3. This report should reflect not more than two (2) class B and No class A violations in a three (3) year period

Class A Violations are:

- Charge of driving while intoxicated or under the influence
- Negligent homicide arising out of the use of a motor vehicle (gross negligence)
- Operating a motor vehicle during a period of suspension or revocation
- Using a motor vehicle for the commission of a felony
- Operating a motor vehicle without owner's authority
- Permitting an unlicensed person to drive
- Reckless driving

Class B Violations are:

- Any moving violations or point carrying violation, not considered a Class A violation. Speeding, unlawful lane-change, and traveling too fast for conditions are all examples of Class B violations.

#### Part 2 – Bi-Annual MVR for regular employees

1. All Employees will have a MVR run bi-annually by the district.
2. Class A violations are grounds for termination pending review by the ESD #2 Board. Exception to this is a DWI/DUI first offense charge, will result in a (90) (ninety) day suspension. Second offense charge, regardless of date, will result in termination.

3. Any individual who has a combination of three (3) moving violation convictions and/or chargeable accidents in a three (3) year period will be issued a suspension of driving department vehicles for a period of ninety (90) days by the chief officer or administrative office of the ESD.
  
4. Any individual who has more than three (3) moving violation convictions or three (3) chargeable accidents or any combination of more than three (3) of the formerly stated violations in a three (3) year period will be issued a suspension of driving department vehicles for a period of one (1) year. In addition, the same individual would be required to complete an approved driver improvement program and be re-certified to operate emergency vehicles.
  
5. Unusual circumstances with individual cases would be evaluated on a one-on-one basis



# El Paso County ESD #2 S.O.G. Manual

## Chapter 18

### Criminal History

Revision date: 9/12/2011

#### **Criminal History with regard to joining ESD #2 Department**

**Based on criteria utilized by SFFMA, TX DSHS, TCFP**

Preface: All convictions and charges are considered to relate directly to the ability, capacity, and fitness required to perform the duties and discharge the responsibilities of persons certified by either SFFMA, TCFP, or TX DSHS.

- 1) Offenses under the following titles of the Texas Penal Code:
  - a) Title 5-Offenses against the person, especially violent crime
  - b) Title 6-Offenses against the family
  - c) Title 7-Offenses against property
  - d) Title 8-Offenses against Public Administration
  - e) Title 9-Offenses against Public Order and Decency
  - f) Title 10-Offenses against Public Health, Safety and Morals
  - g) Title 11-Offenses involving Organized Crime

In Addition:

- a) Offenses under the Texas Alcoholic Beverage Code
- b) Offenses under the Texas Controlled Substances Act, related to use and intent to distribute
- c) Offenses under the Transportation Code
- d) Offenses for criminal convictions from other state, federal, foreign, or military jurisdictions

Of primary concern are:

- 1) An offense listed in the Code of Criminal Procedure, Article 42.12§g(a)(1)(A)-(H) as follows:
  - a) Murder
  - b) Capital Murder
  - c) Indecency with a child
  - d) Aggravated kidnapping
  - e) Aggravated sexual assault
  - f) Aggravated robbery
  - g) Substance abuse offenses, for which punishment is increased under the Health and Safety Code, regarding the use of a child in the commission of an offense or evidence of conviction of a previous like charge
  - h) Sexual assault



**I) Commission of a crime requiring the offender to register as a sex offender under the Code of Criminal Procedure, Chapter 62**

**Criminal History Evaluation Criteria**

In determining whether an offense, other than those listed as "of primary concern" are cause for refusal for admittance to any ESD#2 department, ESD#2 departments shall consider and review the following:

1. The nature and seriousness of the crime
2. The relationship of the crime to the purposes for requiring a certificate or license to engage in the occupation
3. The extent to which involvement with an ESD#2 department would afford a potential applicant with an opportunity to engage in further criminal activity of the same type as that in which the applicant was previously involved and the relationship of the crime to the ability, capacity, and fitness required to perform the duties and discharge the responsibilities of an ESD#2 member
4. Consideration shall be given based on the level and nature of supervision of the applicant by others and the level and nature of access to the public, commercial, and residential properties, including access after regular business hours and access to areas not open to the general public

In addition, the following may have direct bearing on a decision to prevent the hiring of an applicant:

- 1) The extent and nature of the applicant's past criminal history
- 2) The age of the person at the time of the criminal incident
- 3) The amount of time that has lapsed since the person's last criminal activity
- 4) The conduct and work activity of the person before and after the criminal activity
- 5) Evidence of the applicants rehabilitation or rehabilitative effort while incarcerated, after release, or since imposition of community supervision

**Other Evidence of the Applicant's Fitness:**

- 1) Letters of recommendation from
  - a)** Prosecutors, law enforcements officers, correctional officers, community supervision officers who have had direct involvement with the applicant
  - b)** The Sheriff or Police Chief in the community where the applicant resides
  - c)** Any other person in contact with the applicant
- 2) In addition to providing the aforementioned letters of support, the applicant shall provide:
  - a)** A copy of the judgment (s) or order (s) of the court adjudicating guilt, granting probation, community supervision deferred adjudication, or discharge from probation or community service
  - b)** A record of steady employment in the form of correspondence from current and previous employers
  - c)** If applicable, the applicant will provide evidence of full support for any dependents

**d)** The applicant will provide evidence that they have paid all outstanding court costs, supervision fees, fines, and restitution as may have been ordered in all criminal cases in which he/she has been convicted, in the form of official records, documents or a letter from the applicant's parole or probation officer.

Ref: TCFP, "Chapter 403, Criminal Convictions and Eligibility for Certification"

403.7, "Criminal Conviction Guidelines," 403.9 "Mitigating Factors"

Texas Administrative Code, Title 25, Part 1, Ch 157, Subchapter C, Rule 157.37, "Certification of Persons with Criminal Backgrounds"

SFFMA, Certification Rules and Regulations, "Participating Requirements, F-4"



# El Paso County ESD #2 S.O.G. Manual

## Chapter 19

### Purchasing items over \$50,000

Revision Date: 7-11-2012

1. It is strongly encouraged that all items over \$5,000.00 go out for bids, however, all items to be purchased with a single or combined value of \$50,000.00 (fifty thousand dollars) or more for the purchase of services, vehicles, equipment and goods, will adhere to Chapter 775 of the Texas Health and Safety Code along with the following:
  - a. Permission from District Commissioners at regular meeting to purchase the item(s)
  - b. The District must submit non-restrictive competitive bids to at least three (3) qualified vendors
  - c. Bids may only be opened by the District at a regular meeting.
  - d. The District does not have to accept the lowest bid
  
2. The bid request will include the following:
  - a. Description of work to be performed or the item to be purchased or leased
  - b. The location at which any documentations, plans, specifications or other data may be reviewed
  - c. The time and place for submitting bids and the location where the bids will be opened
  - d. Bid Bond insurance Certificate
  - e. Performance Bond Certificate
  
3. This does not apply to the following:
  - a. The purchase of real property
  - b. An item that is determined to be a sole source purchase only after a sole source justification is submitted and accepted by the District
  - c. A contract with a Fire Department to provide suppression services, emergency rescue services, or ambulance services



# El Paso County ESD #2 S.O.G. Manual

## Chapter 20

### District Property Book

Revision Date: 6-25-2012

1. All departments will provide the District with a property book inventory of all District assets maintained by the department.
2. All items purchased with a single value of \$5,000.00 (five thousand dollars) or more must be accounted for on a department property book.
3. The following items will be listed regardless of value:
  - a. Hand Held Radios
  - b. Vehicle mounted radios
  - c. Base station radios
  - d. SCBA's
4. All vehicles will be listed.
5. Items valued at less than \$5,000.00 (five thousand dollars) containing a unique serial number may be added to the property at the Chief Officer's discretion.
6. Disposable items will not be entered into the property book.

7. The property book must contain, but is not limited to the following:

- a. Item description
- b. Manufacturer's name
- c. Serial number
- d. Location of item
- e. Cost of item

8. A current copy of the Department's Property Book will be provided to the ESD Board at the first scheduled District Meeting of each year.



# El Paso County ESD #2 S.O.G. Manual

## Chapter 21

### Flag Protocol

Revision Date: 6-25-2012

#### 1 **United States, Texas Flag Protocol**

##### **Display**

The United States Flag and the Texas State Flag may be flown anytime day or night at the as long as the following requirements are met:

- 1 If flown at night, flags must be properly illuminated.
- 2 The flags shall not be flown during inclement weather that may damage or soil said flags.
- 3 Only the US and TX flags shall be flown on District property.

#### 2 **Half Staff**

The flags shall be flown at half-staff on days as proclaimed by the President, Governor, County Judge, or by the Fire Chief. On such occasions, the flags shall first be hoisted to the peak for a moment and then lowered to the half-staff position. The flags shall again be hoisted to the peak before they are lowered.

##### 1 **Memorial Day**

On Memorial Day, the flag shall be flown at half-staff only until noon when at such time it shall be hoisted to full staff.

##### 2 **Firefighter Line of Duty Death**

The flags shall be flown at half-staff from the time of death through the day of burial.

#### 3 **Hoisting/Lowering**

Preferably two members shall hoist and lower the flag. The flags shall be hoisted briskly and lowered slowly.

##### 1 **Worn/Soiled Flags**

Excessively worn flags shall not be displayed; such flags shall be destroyed in a dignified manner, preferably burning privately. Local Boy Scout Troops can be contacted to destroy old flags.

## **2** **Folding**

Preferably two members shall fold the flag. First, fold lengthwise in halves then in quarters, with the blue field on the outside. While one member holds the flag by the blue field, another member makes a triangular fold in the opposite end, and continues folding until completely folded with only the blue field showing.

## **3** **Respect**

Member shall respect the flag and render it the courtesies to which it is entitled by observing the following rules:

- 1 The flag shall never be displayed with the union down.
- 2 Take every precaution to prevent the flag from becoming soiled. It should not be allowed to touch anything beneath it; the ground, floor, water, nor to brush against objects.
- 3 Never use the flag as a drapery or a covering.
- 4 When flying the US and TX Flag simultaneously, fly the US Flag above the TX Flag.
- 5 Never place upon the flag or attach to it, any mark, insignia, letter, word, figure, design, picture or drawing of any nature.
- 6 When flying the TX Flag the white field shall be above the red field.



# El Paso County ESD #2 S.O.G. Manual

## Chapter 22


### Forms

Revision Date: 6-25-2012

#### 1. Reimbursement Form

DEPARTMENT -	VENDOR	CHECK #	AMOUNT	TOTALS
Utilities	S El Paso Electric			
	T Texas Gas Service			
	U El Paso Water Utilities			\$0.00
Telephone	V			\$0.00
Fuel	W			\$0.00
Equipment Maintenance	X			\$0.00
Vehicle Maintenance	Y			\$0.00
				\$0.00
Buildings/Grounds	Z			\$0.00
				\$0.00
New Equipment	AA			\$0.00
Training	AB			\$0.00
Administration	AC			
				\$0.00
Uniforms	AD			\$0.00
Fire Fighting Supplies	AE			\$0.00
Medical Supplies	AF			\$0.00
SUPPLIES	AG			\$0.00
Miscellaneous	AH			\$0.00
Professional Exp	AI			\$0.00
Lease Payments	AJ			\$0.00
Travel	AK			\$0.00
			<b>TOTALS</b>	\$0.00

#### 2. ALS Supplement



**EL PASO COUNTY**  
EMERGENCY SERVICES DISTRICT #2  
PO Box 683 Clint, TX 79836

DATE: \_\_\_\_\_

PATIENT #: \_\_\_\_\_

NEWS #: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

### ADVANCED LIFE SUPPORT SUMMARY

REPORTED ADDRESS: \_\_\_\_\_ ACTUAL ADDRESS: \_\_\_\_\_ TYPE OF CALL: \_\_\_\_\_

PATIENT NAME (LAST, FIRST): \_\_\_\_\_ D.O.B. / AGE: \_\_\_\_\_ SEX: \_\_\_\_\_ DL # / STATE: \_\_\_\_\_

PATIENT MAIN COMPLAINT: \_\_\_\_\_ ALLERGENS: \_\_\_\_\_

AIRWAY				
ET SIZE	ATTEMPTS	TUB. VERIFIED	VERIFIED BY:	CERT.
	Y / N	Y / N		
ADVANCED INTERVENTIONS				
IL	DATA SIZE	LOCATION	TIME	# OF ATTEMPTS (MAX OF 2)
ILR or NaCl				
				CATH. SITE: <input type="checkbox"/> MICRO <input type="checkbox"/> MACRO
IL	DATA SIZE	LOCATION	TIME	# OF ATTEMPTS (MAX OF 2)
ILR or NaCl				
				CATH. SITE: <input type="checkbox"/> MICRO <input type="checkbox"/> MACRO
MEDICATIONS				
OSOW	TIME	DOSE	ROUTE	INITIALS
MORPHINE				
TRIAMFEN	TIME	DOSE	ROUTE	INITIALS
ASPIRIN	TIME	DOSE	ROUTE	INITIALS
EPI 1:1000	TIME	DOSE	LOCATION	INITIALS
NTG	TIME	DOSE	ROUTE	INITIALS
ALBUTEROL	TIME	DOSE	E-LPM	INITIALS
ASSESSMENT/HISTORY/NARRATIVE/NOTES				

PRIMARY MEDIC:	CERT. LEVEL:	DATE:
SECONDARY MEDIC:	CERT. LEVEL:	DATE:
<p style="text-align: center;"> <span style="margin-right: 100px;">WHITE COPY - FIRE DEPARTMENT ALSO FAX TO 820-0713 OR 820-7787</span> <span>YELLOW COPY - EMS AMBULANCE</span> </p>		



