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## Williamson County Emergency Services District #3



### Hutto Fire Rescue

501 Exchange Boulevard, P.O. Box 175

Hutto, TX 78634

Phone (512) 759-2616 FAX (512) 846-1946

[www.huttofirerescue.org](http://www.huttofirerescue.org)

**“YOUR HOMETOWN FIRE DEPARTMENT”**

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Dear Prospective Volunteer Member:

“Thank you” for considering Hutto Fire Rescue to serve as a volunteer in the Hutto community. Our volunteers are instrumental to how we deliver our service to the public during what can be considered the “worst day of their life” – an emergency. We depend on our volunteer firefighters with our lives and that is why it is our utmost concern that you consider your volunteer service “seriously.” Due to the long and unpredictable hours required to be a member of this organization, we ask that your family and employer support your efforts. So please take the time to discuss your decision with them.

Various opportunities are available through our volunteer program. Maybe your interest lies in one of these areas: fighting fires, rescue, emergency medical care, or public education. These opportunities are available to all volunteer members just like you. Training is available for those who qualify to serve as a volunteer.

We respect our volunteers for serving their community and it is important that the community takes pride in them. Volunteer members’ actions are always viewed by the public – you are never “off-duty”. Consequently, what is said or done by a volunteer member reflects back on this organization. As a volunteer with Hutto Fire Rescue you are required to follow our Standard Operating Procedures and always present yourself in a professional manner.

At least two times each year Hutto Fire Rescue processes applications to replenish our volunteer ranks. Upon receiving your completed application, we will review it and contact your references. Then when the time comes to fill our vacant volunteer ranks, you will be notified whether you are eligible to proceed in the volunteer membership process. These procedures take time, so please be patient.

Should you have any questions, you may contact me between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday. Once again, thank you for your interest in volunteering!

Yours in the Fire Service,

Scott D. Kerwood, PhD, MiFireE, EFO, CFO, CFPS, CMO  
Fire Chief

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**“WORKING SMOKE DETECTORS SAVE LIVES!”**

#### BOARD OF COMMISSIONERS

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Fire Chief

MaryAnn Buchanan  
Administrator



# Hutto Fire Rescue

Williamson County Emergency Services District #3  
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## **PROCESS INFORMATION AND INSTRUCTIONS** **FOR** **APPLICATION FOR VOLUNTEER MEMBERSHIP**

Please read all information provided to you in the application packet as well as that provided herein. *Applications that are improperly completed or incomplete may be rejected and the applicant may not be allowed to proceed in the membership process!*

All potential members must complete a comprehensive application. Completion of the application and acceptance by Hutto Fire Rescue is merely the beginning of the process for selection of volunteer members. Applications are only accepted during specified time periods.

Each application must be completed exactly as specified in the instructions for the application. A criminal history report and a current driving record must accompany the application. Applicants may obtain a copy of their criminal history and driving record at their local Department of Public Safety office. The cost of both of these is borne by the applicant. To be considered current, both of these must be dated within 90-days of the date the application is received by Hutto Fire Rescue.

While certification through the State Firemen's and Fire Marshals' Association (SFFMA) of Texas or the Texas Commission on Fire Protection (TCFP) is not required to become a volunteer member, preference will be given to applicants with certifications from these agencies. Furthermore, preference will be given to an applicant currently certified as at least an active EMT-B by the Texas Department of State Health Services (TDSHS). Applicants must complete and include with their application packet the following National Incident Management System (NIMS) on-line courses: *IS-100, IS-200, IS-700, IS-800*. Also a completed SFFMA application must be returned for non-TCFP certified applicants.

Applicants must provide a copy of a medical release from their physician indicating that they are medically capable to do the job of a Hutto Fire Rescue member. This physical evaluation must acknowledge that the applicant can perform the essential functions that firefighters are expected to carry out at emergency incidents. These functions are derived from the performance objectives stated in NFPA 1001, *Standard for Firefighter Professional Qualifications*.

Following is a list of absolutes which **must be met** before an application will be processed:

- All applications must be complete. You must include copies of criminal history, driving record, proof of education, NIMS certifications, signed medical release forms, signed physical ability release forms, signed acknowledgement form, and, if applicable, certificate copies, and the SFFMA application (dues payment required when accepted to Hutto Fire Rescue).
- Applicants must include detailed explanation of entries on criminal history or driving record.
- Applications must be typed or printed in **black ink**.
- All blanks must be filled in or have "N/A" entered for "Not Applicable".

Applications that are rejected are returned to the individual and the person is not allowed to proceed in this eligibility process. Rejection does not necessarily prohibit the person from making application in a future eligibility process. Applicants that are eligible to take the physical ability test will receive notice of testing dates.

Any of the following may also disqualify an applicant from further consideration in the current selection process:

**Criminal History**

- Having a conviction for; under indictment for; or, currently charged with any felony offense, (Application will automatically be rejected).
- Having a conviction for; under indictment for; or, currently charged with any Class A or Class B misdemeanor offense on or after a date that is within 3-years of the application closing date for the current selection process.
- Having a conviction for “Driving While Intoxicated/Driving Under the Influence”, (DWI/DUI), on or after a date that is within 3-years of the application closing date for the current selection process.

**Driving Record**

- Having a record that shows excessive traffic convictions or negligent traffic collisions on or after a date that is within 3-years of the application closing date for the current selection process.
- Having a record that indicates more than two moving violations on or after a date that is within 3-years of the application closing date for the current selection process.
- Having drivers license suspended for reasons of indicating poor driving on or after a date that is within 3-years of the application closing date for the current selection process.
- Having 7 or more points assigned to your driving record according to the Driving Points List attached following this page.

**Military**

- Having been discharged from the military service with a dishonorable discharge or a general discharge characterized as bad conduct.

**Drug Use**

- Illegal use of a controlled substance on or after a date that is within 1-year of the application closing date for the current selection process.
- Having any record of illegal and excessive use and possession of controlled substance; or having furnished illegal controlled substance to another individual(s).
- See attached *Substance Abuse Policy*.



# Hutto Fire Rescue

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## Membership Application Volunteer Personnel

NAME: \_\_\_\_\_  
Last First MI

SSN: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_  
Street or Box City State Zip Code

MAILING ADDRESS: \_\_\_\_\_  
Street or Box City State Zip Code

PHONE: \_\_\_\_\_  
Home #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Pager #: \_\_\_\_\_  
Work #: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Check the type of membership you are seeking:

- ☐ Support Personnel ☐ EMS-only Personnel  
☐ Fire-only Personnel ☐ Combination Personnel

Hours available for duty/shift: ☐ Weekdays ☐ Weekends ☐ Evenings ☐ Any

Do you have relatives by blood or marriage employed or otherwise associated with Hutto Fire Rescue, Williamson County ESD # 3, or the City of Hutto?

☐ Yes ☐ No

If "Yes", list the name and relationship, and employer: \_\_\_\_\_

\_\_\_\_\_

List any special skills or qualifications which you have: \_\_\_\_\_

\_\_\_\_\_

List any special tools or equipment which you can use: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## PERSONAL HISTORY STATEMENT

NAME: \_\_\_\_\_  
Last First Middle

CURRENT RESIDENCE: \_\_\_\_\_  
Street or Road City State Zip Code

List any other names, including nicknames by which you may be known:

Are you at least 18 years old? ☐ Yes ☐ No Birth Place: \_\_\_\_\_

Are you eligible for employment in the United States? ☐ Yes ☐ No

Have you had Military Service? ☐ Yes ☐ No

If YES, state period of service: \_\_\_\_\_

Drivers License: \_\_\_\_\_  
Number State Class Restrictions

List all moving violations within the past three (3) years:

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List all places where you have lived in the past three (3) years:

From To Address (Street or Box, City, State, Zip)

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Have you ever been convicted of a felony and/or or a class A or B misdemeanor offense? ☐ Yes ☐ No

If YES, explain in detail on a separate page and attach to application.

Has your driver's license ever been suspended or revoked? ☐ Yes ☐ No

If YES, explain: \_\_\_\_\_

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Briefly explain any traffic accidents which you have been involved in, within the last ten (10) years:

Do you routinely take medication? ☐ Yes ☐ No

If YES, explain: \_\_\_\_\_

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Describe how often and how much alcoholic beverage you consume: \_\_\_\_\_

Have you used drugs other than those prescribed by your physician? ☐ Yes ☐ No

If YES, explain: \_\_\_\_\_

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LAST NAME: \_\_\_\_\_

## EDUCATION AND TRAINING RECORD

(Attach additional sheets if necessary)

### HIGH SCHOOL:

Name and location of last high school attended:

\_\_\_\_\_

Graduated: ☐ Yes ☐ No Year: \_\_\_\_\_

If "NO" last grade completed: ☐ 8 ☐ 9 ☐ 10 ☐ 11

### GED:

If you have not graduated from high school, have you taken and passed the GED test?

☐ Yes ☐ No Date: \_\_\_\_\_ Place: \_\_\_\_\_

### BUSINESS/TRADE/TECHNICAL SCHOOLS:

NAME AND LOCATION OF SHOOOL	TO	FROM	COURSES COMPLETED

### COLLEGES OR UNIVERSITIES:

NAME OF SCHOOL ATTENDED	LOCATION	FROM	TO	HOURS COMPLETED	DEGREES RECEIVED	DATE OF DEGREE	MAJOR SUBJECT

### GRADUATE OR PROFESSIONAL SCHOOLS:

NAME OF SCHOOL ATTENDED	LOCATION	FROM	TO	HOURS COMPLETED	DEGREES RECEIVED	DATE OF DEGREE	MAJOR SUBJECT

Copy of diploma, transcripts, or certifications attached? ☐ Yes ☐ No

List any licenses or certificates, (including issue, authority, and expiration date), which qualify you for the position you are seeking:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

LAST NAME:

# EMPLOYMENT RECORD

(Attach additional sheets if necessary)

PRINT OR TYPE IN BLACK INK

Give a record of each position held. Answer all questions clearly and completely. Give name used on the payroll if different than that used on this application. Give all the requested information, including the actual number of hours worked per week if part-time. Give a full description of duties performed so that proper evaluation can be made. Begin with the current or last position held, and work back to your first position.

Your job title: \_\_\_\_\_ From: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ To: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Name of business or organization: \_\_\_\_\_ Phone: \_\_\_\_\_

Address of business: \_\_\_\_\_  
Street City State

Name and title of your supervisor: \_\_\_\_\_

Number and kind of employees supervised by you: \_\_\_\_\_

Final Salary \$\_\_\_\_\_ per \_\_\_\_\_ ☐ Check if Full-Time

Give average number of hours worked per week if part-time: \_\_\_\_\_

Describe the duties of your position in order of importance: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact your current employer? ☐ Yes ☐ No

LAST NAME: \_\_\_\_\_

## EMPLOYMENT RECORD CONTINUATION

Your job title: \_\_\_\_\_ From: \_\_\_\_/\_\_\_\_/\_\_\_\_ To: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name of business or organization: \_\_\_\_\_ Phone: \_\_\_\_\_

Address of business: \_\_\_\_\_  
Street City State

Name and title of your supervisor: \_\_\_\_\_

Number and kind of employees supervised by you: \_\_\_\_\_

Final Salary \$\_\_\_\_\_ per \_\_\_\_\_ ☐ Check if Full-Time

Give average number of hours worked per week if part-time: \_\_\_\_\_

Describe the duties of your position in order of importance: \_\_\_\_\_

\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact your former employer? ☐ Yes ☐ No



LAST NAME:

# EMPLOYMENT RECORD CONTINUATION

Your job title: \_\_\_\_\_ From: \_\_\_\_/\_\_\_\_/\_\_\_\_ To: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name of business or organization: \_\_\_\_\_ Phone: \_\_\_\_\_

Address of business: \_\_\_\_\_  
 Street City State

Name and title of your supervisor: \_\_\_\_\_

Number and kind of employees supervised by you: \_\_\_\_\_

Final Salary \$\_\_\_\_\_ per \_\_\_\_\_ ☐ Check if Full-Time

Give average number of hours worked per week if part-time:\_\_\_\_\_

Describe the duties of your position in order of importance: \_\_\_\_\_

[illegible]

Reason for Leaving: \_\_\_\_\_

May we contact your former employer?      ☐Yes      ☐No

LAST NAME: \_\_\_\_\_

## EMPLOYMENT RECORD CONTINUATION

Your job title: _____			From: ____/____/____			To: ____/____/____		
Name of business or organization: _____						Phone: _____		
Address of business: _____								
Street			City			State		
Name and title of your supervisor: _____								
Number and kind of employees supervised by you: _____								
Final Salary \$_____ per _____						<input type="checkbox"/> Check if Full-Time		
Give average number of hours worked per week if part-time: _____								
Describe the duties of your position in order of importance: _____								
_____								
_____								
_____								
_____								
_____								
_____								
_____								
_____								
_____								
_____								
Reason for Leaving: _____								
May we contact your former employer?						<input type="checkbox"/> Yes <input type="checkbox"/> No		

**MAKE ADDITIONAL COPIES OF THIS PAGE AS NEEDED**

LAST NAME:

## PERSONAL DECLARATION

(Attach additional sheets if necessary)

In your own handwriting, state your reasons for wanting a position with this department. Address how such a position fits into your long-range personal goals.

[illegible]

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Signature (DO NOT PRINT)

Date \_\_\_\_\_

LAST NAME: \_\_\_\_\_

## REFERENCES

List four persons who know you well enough to provide current information about you. Do not list relatives or your current supervisor. You must include complete addresses (including residence and mailing address), and phone numbers.

NAME	COMPLETE ADDRESS	TELEPHONE NUMBERS
		HOME: _____
		WORK: _____
		CELL: _____
		YEARS KNOWN: _____
		HOME: _____
		WORK: _____
		CELL: _____
		YEARS KNOWN: _____
		HOME: _____
		WORK: _____
		CELL: _____
		YEARS KNOWN: _____
		HOME: _____
		WORK: _____
		CELL: _____
		YEARS KNOWN: _____

## AFFADAVIT

I hereby certify that this application and any attachments contain no willful or negligent misrepresentation or falsification and that the information given by me is true and complete. I understand that should investigation disclose any such misrepresentation or falsification, my application will be rejected and that I will be declared ineligible for membership.

\_\_\_\_\_  
Signature (DO NOT PRINT)

\_\_\_\_\_  
Date

LAST NAME: \_\_\_\_\_

## **AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION**

I, \_\_\_\_\_, do hereby authorize a review of, and full disclosure of, all records concerning myself to any duly authorized agent of Hutto Fire Rescue, whether said records are of a public, personal, or confidential nature.

The intent of this authorization is to give my consent for full and complete disclosure of any and all requested information regarding my application for volunteer membership with Hutto Fire Rescue, including records of education and training; employment records (including background reports, efficiency ratings, attendance records, and complaints and grievances); as well as any information regarding my general reputation.

My signature affixed hereto releases you, your company, institution, or organization from any liability which may or could result from furnishing the requested information, or from any and all subsequent use of such information in determining my qualifications to serve as an official for Hutto Fire Rescue.

A PHOTOCOPY OF THIS DOCUMENT SHALL BE ACCEPTABLE AND BINDING AS THE ORIGINAL.

Applicants Name: \_\_\_\_\_

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

Phone Number(s): \_\_\_\_\_ Driver's License No. & State: \_\_\_\_\_

**I understand and agree that:**

**ANY MATERIAL MISREPRESENTATION OR DELIBERATE OMISSION OF A FACT IN MY APPLICATION WILL BE JUSTIFICATION FOR THE REFUSAL OF MEMBERSHIP OR THE TERMINATION OF MEMBERSHIP.**

**The material I have provided is accurate to the best of my knowledge.**

**The person and employer(s) named in this application are authorized by me to verify the information I have provided and to provide Hutto Fire Rescue with any information that may be required to make a decision regarding my volunteer membership.**

\_\_\_\_\_  
Signature (DO NOT PRINT)

\_\_\_\_\_  
Date



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## **MEDICAL RELEASE FORM** **FOR** **VOLUNTEER MEMBERSHIP**

These essential functions are what firefighters are expected to perform at emergency incidents and are derived from the performance objectives state in NFPA 1001, *Standard for Firefighter Professional Qualifications*. Such essential functions are performed in and affected by the following environmental factors:

1. Operate both as a member of a team and independently at incidents of uncertain duration.
2. Spend extensive time outside exposed to the elements.
3. Tolerate extreme fluctuations in temperature while performing duties. Must perform physically demanding work in hot (up to 400 degrees Fahrenheit), humid (up to 100%) atmospheres while wearing equipment that significantly impairs body cooling mechanisms.
4. Experience frequent transition from hot to cold and from humid to dry atmospheres.
5. Work in icy or muddy areas.
6. Perform a variety of tasks on slippery, hazardous surfaces such as on rooftops or from ladders.
7. Work in areas where sustaining traumatic or thermal injuries is possible.
8. Face exposure to carcinogenic dusts such as asbestos, toxic substances such as hydrogen cyanide, carbon monoxide, or organic solvents either through inhalation or skin contact.
9. Face exposure to infectious agents such as Hepatitis B or HIV.
10. Wear personal protective equipment.
11. Perform physically demanding work while wearing positive pressure breathing equipment with 1.5 inches of water column resistance to inhalation as a flow of 40 liters per minute.
12. Perform complex tasks during life threatening emergencies.
13. Working for long periods of time, requiring sustained physical activity in intense concentration.
14. Face life or death decisions during emergency conditions.
15. Be exposed to grotesque sights and smells associated with major trauma and burn victims.
16. Make rapid transition from rest to near maximal exertion without warm-up periods.
17. Operate in environments of high noise, poor visibility, limited mobility, at heights, and in enclosed or confined spaces.
18. Use manual and power tools in the performance of duties.
19. Rely on senses of sight, hearing, smell, and touch to help determine the nature of the emergency, maintain personal safety, and make critical decisions in a confused, chaotic, and potentially life threatening environment throughout the duration of the operation.

Personal physician must sign off on this attachment and provide a medical release acknowledging that the applicant can perform the essential firefighting functions outlined above.



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## **VOLUNTEER FIREFIGHTER CANDIDATE PHYSICAL ABILITY TEST INFORMATION**

### **PURPOSE**

To measure the volunteer firefighter candidate's cardiovascular efficiency, body composition, muscular strength, endurance, flexibility, and agility, in order to identify adequate levels of overall physical fitness for performance as a volunteer firefighter and minimization of risk factors. In addition, a basic job requirement (task fitness) is assessed on a pass/fail result.

### **Grading**

This event is Pass/Fail. **If the volunteer firefighter candidate fails this component, no further membership consideration will be given at that time.**

## **Task Ability Test**

### **Conditions**

The Task Ability Test is performed **while wearing a sweat shirt (not provided)**, issued helmet, gloves (may use personal), self-contained breathing apparatus (no facepiece), and 2.5 lb. ankle weights. Total time is recorded, starting when the nozzle of the first task is lifted, and ending when the rescue dummy and the applicant cross completely over the finish line. **The overall time allowed for this test is nine (9) minutes. A time greater than ten (10) minutes is a failing grade.** The volunteer firefighter candidate will walk briskly, not run, from one task to the other. The volunteer firefighter candidate's vital signs will be taken prior to, immediately upon completion, and again five minutes after completion of the test. The volunteer firefighter candidate whose blood pressure is above 150/p will set out until their BP comes back down and they have been medically released by WILCO EMS. **Removal of any PPE during this testing event is reason for disqualification!**

### **Task #1 – Hose Advance**

Lift the nozzle end of a 150 feet 1 ½" preconnect, charged at approximately 100 psi, and advance the hoseline 100 feet to the chalk line. Lay the nozzle down and proceed approximately 70 feet to Task #2.

### **Task #2 – Hose Stacking**

Remove two stacks of rolled 2 ½" hose (5 per stack), one at a time without throwing or dropping the hose from a platform approximately 3 feet in height. Then replace the hose in the same manner. Then proceed approximately 70 feet to Task #3.

### **Task #3 – Roof Ladder Evolution**

Remove a 14 foot roof ladder mounted with the top beam six feet from the ground level by grasping the ladder at the center, lowering it to the ground so that it is resting on both beams (flat), then pick up the ladder and return it to the ladder mounting brackets. Volunteer firefighter candidate may not lower or raise one end of the ladder at a time. Then proceed approximately 70 feet to Task #4.

### **Task #4 – Ceiling Pull Down Evolution**

Employing a ceiling pull down simulator, with a special pike pole provided, push the pike pole up through an opening in the ceiling until it hits the stopper. Then pull the pike pole down through the opening until it hits the stopper. This constitutes one cycle. The volunteer firefighter candidate must perform 20 cycles. Then proceed approximately 70 feet to Task #5.

### **Task #5 – Forcible Entry Evolution**

Employing a forcible entry simulator, with an 8 lb. sledgehammer provided, drive the beam 4 feet by striking the end of the girder. No pushing will be allowed. Then proceed approximately 70 feet to Task #6.

### **Task #6 – Hose and Appliance Evolution**

Volunteer firefighter candidate will make the following hose connections utilizing the proper adapters to complete the evolution. An assortment of adapters will be available to choose from to make the proper connections. Volunteer firefighter candidate will connect a five-inch hose line with storz fittings to a fire hydrant, then connect the other end of the hose to a five-inch storz water manifold. A 2½” hose will be connected to the water manifold, then connect the other end of the hose to a 2½” nozzle. Then proceed approximately 70 feet to Task #7.

### **Task #7 – Portable Monitor Evolution**

From the rear of a fire apparatus, lift to the shoulder the male end of a 3” supply line (dry) and advance the supply line 150 feet marked by a chalk line. Then, drag the line (forming a loop) back 50 feet marked by a chalk square. Return to the rear of the fire apparatus and carry the portable monitor 100 feet to the chalk square. Connect the 3” supply line to the portable monitor (hand tight). Then proceed approximately 70 feet to Task #8.

### **Task #8 – Victim Rescue Evolution**

Lift the approximately 165-lb. victim by placing the volunteer firefighter candidate’s arms around the victim’s chest and locking the hands together or utilize nylon webbing strap that is provided. Then using proper lifting techniques, drag the victim 50 feet, while walking backwards, as quickly as possible. The victim and the volunteer firefighter candidate must both cross completely over the finish line.

**Time ends at this point. *The overall time allowed for this test is ten (10) minutes. A time greater than ten (10) minutes is a failing grade!***

## **How can “You” prepare for the Physical Ability Test?**

Do not take this physical ability test lightly. It is more difficult than it appears. Your chances for passing the test will be greatly increased if adequate preparatory training has been undertaken.

It must be emphasized that regardless of a person’s level of fitness, he/she should be in good health before beginning any physical training program. Preparation for the physical fitness test can be accomplished by a physical training program that emphasizes cardio-respiratory (heart-lung) fitness, strength, and endurance.

Volunteer firefighter candidates tend to underestimate the difficulty of the physical ability test and the effects it can have on them physically.

To help minimize negative effects, please adhere to the following guidelines:

1. Drink plenty of water 1 to 2 hours prior to the physical fitness evaluation test.
2. Completely avoid the consumption of alcoholic beverages for at least 48 hours prior to the test.
3. Avoid the use of any over the counter medication for 48 hours.
4. Avoid strenuous exercise for 48 hours prior to the test.





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## **VOLUNTEER FIREFIGHTER CANDIDATE** **PHYSICAL ABILITY TESTING CLAIMS RELEASE**

(This release must be returned in order to participate in the Physical Ability Testing Process)

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

Mailing Address: \_\_\_\_\_

Telephone Number(s): \_\_\_\_\_

1. Has a Doctor ever said you have a heart condition and recommended only medically supervised physical activity?

☐ Yes

☐ No

2. Do you have chest pains brought on by physical activity?

☐ Yes

☐ No

3. Have you developed chest pain in the past month?

☐ Yes

☐ No

4. Do you tend to lose consciousness or fall as a result of dizziness?

☐ Yes

☐ No

5. Has a Doctor ever recommended medication for your blood pressure or a heart condition?

☐ Yes

☐ No

6. Are you aware through your own experience, or a Doctor's advice, of any other physical reason against your exercising without medical supervision?

☐ Yes

☐ No

\_\_\_\_\_  
Printed Name of Volunteer Firefighter Candidate

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Signature of Volunteer Firefighter Candidate

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date



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**VOLUNTEER FIREFIGHTER CANDIDATE**  
**PHYSICAL ABILITY TESTING CLAIMS RELEASE**

(This release must be returned in order to participate in the Physical Ability Testing Process)

**WHEREAS** I, \_\_\_\_\_, who resides at \_\_\_\_\_

desires to seek membership with Hutto Fire Rescue/Williamson County Emergency Services District #3, Hutto, Texas, and in connection must successfully complete physical ability testing given by Hutto Fire Rescue/Williamson County Emergency Services District #3; and,

**WHEREAS**, said Physical Ability Testing is given to Volunteer Firefighter candidates for membership by Hutto Fire Rescue/Williamson County Emergency Services District #3, Hutto, Texas;

**NOW, THEREFORE**, I, \_\_\_\_\_, for the sole and only consideration of being considered by Hutto Fire Rescue/Williamson County Emergency Services District #3 as a Volunteer Firefighter candidate for membership by Hutto Fire Rescue/Williamson County Emergency Services District #3, hereby release, hold harmless, and forever discharge Hutto Fire Rescue/Williamson County Emergency Services District #3, all its officers, employees, agents, and servants and causes of action which I might have against Hutto Fire Rescue/Williamson County Emergency Services District #3 from and against any and all claims and damages of every kind (including, but not limited to, my injury, death, court costs, and attorney fees) arising out of or attributed, directly, or indirectly to my performance of any Physical Ability Test provided for my qualifications to become a Volunteer Firefighter for Hutto Fire Rescue/Williamson County Emergency Services District #3. I am thoroughly familiar with the type of exercise and physical ability and capacity necessary in order to attempt to pass said testing and I hereby request that I be given an opportunity to take same and assume all risk incident thereto.

Volunteer Firefighter Candidate Signature: \_\_\_\_\_

**THE STATE OF TEXAS**

**COUNTY OF** \_\_\_\_\_

**BEFORE ME**, the undersigned authority, a Notary Public in and for said County and State, on this day personally appeared, known to me or proved to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he/she has read and fully understands said release of liability and that he/she executed the same for the purposes and consideration therein expressed.

**GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS THE** \_\_\_\_\_ **day of** \_\_\_\_\_, 2010

Notary Public in and for \_\_\_\_\_ County, Texas.

Commission Expires:



# Hutto Fire Rescue

Williamson County Emergency Services District #3  
P.O. Box 175, Hutto, TX 78634  
Phone (512) 759-2616 FAX (512) 846-1946



## **ACKNOWLEDGEMENT** **FOR** **APPLICATION FOR VOLUNTEER MEMBERSHIP**

I, \_\_\_\_\_, an applicant for a volunteer position with Hutto Fire Rescue, acknowledge that I have read and understand the following documents:

1. *Firefighter (Volunteer)* – SOP #1-2.3
2. *New Member (Volunteer)* – SOP #2-1.3
3. *Minimum Service Requirements (Volunteer)* – SOP #2-1.4
4. *Safety and Health Policy Statement* – SOP #1-1.4
5. *Tobacco Use Policy* – SOP #2-1.9
6. *Substance Abuse Policy* – SOP #2-1.11

Applicant:

Witness:

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# HUTTO FIRE RESCUE



## WILLIAMSON COUNTY EMERGENCY SERVICES DISTRICT #3

### STANDARD OPERATING PROCEDURES

STANDARD OPERATING PROCEDURE - Administration  <b>#1-2.3</b>  ISSUE DATE: October 29, 2009 EFFECTIVE: October 29, 2009	RESCINDS:  Original
SUBJECT:  <b><i>FIREFIGHTER (VOLUNTEER)</i></b>	AUTHORIZED BY:  Williamson County ESD #3 Board of Commissioners
REFERENCE / AUTHORITY: State of Texas Law Federal Law	APPLIES TO: <input type="checkbox"/> Full Time Uniformed Staff <input type="checkbox"/> Part Time Uniformed Staff <input checked="" type="checkbox"/> Volunteer Uniformed Staff <input type="checkbox"/> Civilian Staff <input type="checkbox"/> ESD Commissioners

#### PURPOSE

Establish a position description for Hutto Fire Rescue/Williamson County Emergency Services District #3 (WCESD #3) identifying the duties and responsibilities for the herein described job.

#### BACKGROUND

Hutto Fire Rescue has seen many changes in the makeup of its membership over the years. From an all volunteer fire department to a fire department that uses a combination of "full-time", "part-time", "PRN part-time", and "volunteer" firefighters, Hutto Fire Rescue continues to deliver high quality emergency and non-emergency services to the public. As such, Hutto Fire Rescue has many tasks that must be completed by its members in order to meet the needs of the Hutto Fire Rescue customers. Therefore, position descriptions are available to help members understand exactly what their jobs require so they can focus their attention on the most important tasks first. Position descriptions also give Hutto Fire Rescue managers the guidelines to hire, promote, and supervise with maximum effectiveness.

This position description therefore aids both the individual member and Hutto Fire Rescue in understanding the requirements and expectations from the following described position.

**POLICY**  
**IDENTIFICATION**

Position Title: Firefighter (Volunteer)

Immediate Supervisor: Lieutenant

**JOB SUMMARY**

- A. Under supervision work as a team member responding to emergencies to protect life and property endangered by fire, hazardous materials releases or other man-made or natural calamities, and other emergency and non-emergency operations as may be required; may work as a firefighter; may work as a driver/operator for fire apparatus; performs daily support of shift operations, in relation to building, grounds, equipment, and apparatus maintenance; work in an emergency firefighting environment; work in intense life-threatening conditions; exposure to fire, smoke, hazardous chemicals, water, rescues, bodily fluids, and intense noise; running, walking, crawling, climbing, stooping and lifting; work in inclement weather conditions.
- B. Fair Labor Standards Act (FLSA) does not apply to this position.

**MINIMUM REQUIREMENTS**

- A. Membership
  - 1. High School Diploma or GED
  - 2. 18 Years of age
  - 3. Physicians Evaluation
  - 4. Candidate Period Requirements
- B. Response
  - 1. State Firemen's & Fire Marshals' Association of Texas  
*Structure Firefighter - Basic*
  - 2. National Incident Management System *IS-100, IS-200, IS-700, IS-800.*
  - 3. State of Texas Class B Driver's License.

**PRINCIPAL DUTIES AND RESPONSIBILITIES (ESSENTIAL FUNCTIONS)**

- A. Perform duties as a firefighter.
- B. Respond as a crew member on emergency alarms consisting of fire protection, rescue, hazardous materials, medical emergencies, and emergency management situations.

- C. Performs emergency actions during adverse conditions involving exposure to hazardous materials.
- D. Performs daily shift work activities to include; maintenance of apparatus, grounds, facilities, and equipment.
- E. Assists in the daily operation of the emergency services district, to include handling of public relations, correspondence, and phone calls.
- F. Conducts fire hydrant inspections and flow tests.
- G. Conducts pre-fire plans, along with other members of the company. Works with business in an effort to obtain their cooperation in the presentation of such programs.
- H. Attends specialized training which may include, but not be limited to, firefighting, fire prevention inspections, emergency medical care, specialized rescue, and hazardous materials response.
- I. Participates in company drills and activities.
- J. Assists in performing related life and property protection.
- K. Helps with delivery of emergency medical care to patients within the guidelines of the Williamson County Emergency Medical System Standards of Care.
- L. May be assigned specialized duties.
- M. May assist in conducting training programs.
- N. Perform related duties and responsibilities as required.

#### **SKILLS, KNOWLEDGE AND ABILITIES**

- A. Skills in modern fire suppression activities, rescue operations, hazardous materials, emergency medical activities, fire prevention and education.
- B. Skills in the operation of modern fire service equipment and apparatus.
- C. Knowledge of Hutto Fire Rescue *Standard Operating Procedures*, conduct, street locations, hydrant systems, and record keeping.
- D. Ability to follow verbal and written orders, and conduct verbal and written communications.
- E. Ability to communicate with others and to assimilate and understand information, in a manner consistent with the essential job functions.

- F. Ability to interact professionally with peers, superiors, public and outside associates in a positive manner.
- G. Ability to lift, carry, push, pull, climb, balance, stoop, kneel, crouch, crawl, reach, handle, and finger in multitude of different situations both emergency and non-emergency.
- H. Ability to maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include performing life threatening fire fighting activities in an emergency situation; running, walking, crouching or crawling during emergency operations; moving equipment and injured/deceased persons; climbing stairs/ladders; performing life-saving and rescue procedures; walking, standing or sitting for extended periods of time; operating assigned equipment and vehicles.
- I. Ability to effectively deal with personal danger which may include exposure to fire encompassed surroundings, dangerous persons, dangerous animals; hazards of emergency driving; hazards associated with traffic control and working in and near traffic; and natural and man-made disasters.
- J. Ability to make sound decisions in a manner consistent with the essential job functions.



## HUTTO FIRE RESCUE

### WILLIAMSON COUNTY EMERGENCY SERVICES DISTRICT #3

### STANDARD OPERATING PROCEDURES

STANDARD OPERATING PROCEDURE - Human Resources  <b>#2-1.3 (Revised)</b>  ISSUE DATE: January 1, 2010 EFFECTIVE: January 1, 2010	RESCINDS: A-18: Volunteer Membership - Operational
SUBJECT:  <b>NEW MEMBER - VOLUNTEER</b>	AUTHORIZED BY:  Scott D. Kerwood, Fire Chief
REFERENCE / AUTHORITY:	APPLIES TO: <input type="checkbox"/> Full Time Uniformed Staff <input type="checkbox"/> Part Time Uniformed Staff <input checked="" type="checkbox"/> Volunteer Uniformed Staff <input type="checkbox"/> Civilian Staff <input type="checkbox"/> ESD Commissioners

#### PURPOSE

Establish a new member process for Hutto Fire Rescue/Williamson County Emergency Services District #3 (Hutto Fire Rescue) volunteer members including defining job duties for various types of volunteer positions, and provide a uniform approach for the processing of all new volunteer members.

#### BACKGROUND

The job of a volunteer firefighter is demanding. Protection of the community requires a commitment by both Hutto Fire Rescue and the members. Hutto Fire Rescue's commitment comes in the form of providing well trained, well equipped firefighters, while the member's commitment comes in the form of time and participation. It is necessary for volunteers to be trained to certain levels to participate in the fire and emergency medical duties expected of fire departments today. To better streamline and give structure to the organization it is essential that the volunteer membership know their operational role in the organization which translates to a more effective and efficient service delivery to the Hutto community.



## ROLES DEFINED

### OPERATIONAL ROLES

- A. There are several operational roles that a Volunteer member may fill in this organization. They are as follows:
1. ***Support Personnel***- Volunteer that is trained to assist at emergency scenes and with other non-emergency duties in a support role. Examples of assistance with emergency scenes include but are not limited to rehab, traffic/crowd control, changing/filling of SCBA cylinders.
    - a. In the event of an emergency this person is to report to the fire station and report to personnel at the station or to COMMAND regarding their availability.
    - b. Support personnel are not authorized to respond directly to the scene unless directed by COMMAND.
      - i. Exception: Support personnel may report directly to the scene if they pass directly by the scene while en-route to the station. Support personnel that report to the scene shall report to COMMAND.
      - ii. As a general standard Support Personnel response is not required for routine medical and fire calls.
      - iii. This person shall meet the minimum training requirements for this position and be in good standing with Hutto Community Volunteer Fire Department and follow Hutto Fire Rescue *Standard Operating Procedures*.
      - iv. EMS only personnel that do not wish to train to be a combat firefighter may choose to cross train as support personnel.
  2. ***EMS-only Personnel***- Volunteer that is certified both by the State of Texas and has successfully completed the requirements of the Williamson County EMS system as an ECA, EMT, EMT-I or EMT-P.
    - a. A current copy of the state certification must be on record with both Hutto Fire Rescue and Hutto Community Volunteer Fire Department.
    - b. This person must also complete a class that familiarizes them with the Hutto Fire Rescue *Standard Operating Procedures*.
    - c. This person is responsible for the maintenance of their state certification and must remain current with the requirements of the Williamson County First Responder system.

- d. This person may be issued appropriate equipment and is cleared to respond to medical emergencies as outlined by Hutto Fire Rescue *Standard Operating Procedures* and Williamson County Emergency Medical Services (EMS) *Standards of Care* (SOC).
3. **Fire-only Personnel**- Volunteer that has met the minimum training requirements to participate in an active fire/rescue combat role.
  - a. This person shall successfully complete the new recruit process and be a member in good standing with The Department.
  - b. Fire only personnel that clear to the First Responder level of the Williamson County EMS SOC's may respond to medical calls and support other medical personnel, but should not be the first responder on the scene.
  - c. Upon meeting these requirements this person can be cleared to receive appropriate equipment and may be cleared to respond to emergencies as outlined in the Hutto Fire Rescue Procedures and Guidelines manual.
4. **Combination Personnel**- Volunteer that meets the requirements of both the EMS-only and Fire-only personnel.

## POLICY

### General

- A. Each applicant of Hutto Fire Rescue that wishes to participate in any of the above roles will complete an application process as defined in the bylaws of Hutto Community Volunteer Fire Department.
- B. Upon successful completion of the application process the person will become a "candidate" for 90 days as defined in the bylaws of Hutto Community Volunteer Fire Department. During this time the candidate will:
  1. Complete candidate orientation and interview (30 days)
  2. Complete State Firemen's & Fire Marshals' Association of Texas - *Introductory Certification* (90 days)
  3. Complete National Incident Management System (NIMS) 100 and 200 courses
  4. Join and participate in the State Firemen's & Fire Marshals' Association of Texas
  5. Follow all Hutto Fire Rescue *Standard Operating Procedures* and Hutto Community Volunteer Fire Department "Oath".

6. Follow the chain-of-command.
- C. Upon successful completion of the application process the person will become a probationary member for a minimum period of 12 months as defined in the bylaws of Hutto Community Volunteer Fire Department. During this time the probationary member will train for the role(s) that they wish to participate in. To become operationally clear of probation the person must:
1. Complete minimum training requirements for the role they wish to participate.
  2. Complete the minimum 12 month probationary time period.
  3. Be a member in good standing with Hutto Fire Rescue and Hutto Community Volunteer Fire Department.
  4. Complete a probationary review by Hutto Fire Rescue and Hutto Community Volunteer Fire Department.
- D. Once a person starts the training process to become Fire-only or Combination personnel they will be classified as a probationary recruit member. They will successfully complete a training process that provides the necessary basic firefighting skills to become a Fire-only or Combination member. This process shall be defined in a separate document and outline minimum training standards and benchmarks that a recruit must complete to be cleared to respond to emergencies with Hutto Fire Rescue.
1. An exception is provided to the above requirement for a person wishing to become a member that has previous training. A person may not be required to participate in the entire recruit training process if they have previously had adequate training. The decision to waive this requirement will be at the discretion of the Fire Chief.
  2. Exemption from the recruit training process does not exempt the person from the 12 month probationary period.
- E. Annual minimum training requirements for fire personnel will also be required for this person to remain active in this role. These requirements shall be defined in a separate document.
- F. The Chief of Hutto Fire Rescue reserves the right to limit or revoke a member's participation in any of the above roles for cause.

#### **Background Check**

- A. Each applicant must be a graduate of recognized high school or have passed an equivalent GED test.

- B. Background checks shall be performed to verify correct application information.

### **Applications**

- A. New members shall complete an application form, answering all questions to the best of their ability.
- B. New members must provide a copy their high school diploma or GED.
- C. New members must provide copies of their State of Texas Drivers License.
- D. Filing false information shall be grounds for dismissal.
- E. After completion of the application, the officer receiving the application shall review it and conduct an interview to clarify entries and correct omissions.

### **Medical Examination**

- A. Each applicant shall provide a release from a physician of their choice that they are physically able to perform the tasks of the job description of firefighter according to Medical Release Form. This must be turned in along with their application.

### **Equipment Issue**

- A. New personnel shall receive the following handout material on submitting the completed application.
  - 1. Introduction to Hutto Fire Rescue.
  - 2. Summary of applicable regulations.
  - 3. *Recruit Orientation Training Requirements*
- B. The following items will be issued only after the successful completion of *Recruit Orientation Training*.
  - 1. Protective Clothing
  - 2. Uniform
  - 3. Pager
  - 4. Unit Number
  - 5. Shift Assignment

### **Recruit Orientation Training**

- A. The new member will successfully complete the *Recruit Orientation Training* as outlined in the Hutto Fire Rescue *Standard Operating Procedures* "Recruit Training".

- B. Successful completion of the Recruit Orientation Training will move the new member to the status of a "Probationary Firefighter".
- C. Successful completion of the Recruit Orientation Training will allow the Probationary Firefighter to begin responding to emergency calls as part of an in-house response crew.

#### **Basic Recruit Academy**

- A. The probationary firefighter will successfully complete the Basic Recruit Academy as outlined in the Hutto Fire Rescue *Standard Operating Procedures* "Recruit Training" within one (1) year of probationary status.

#### **Probationary Period**

- A. All probationary firefighters will be identified with a metro style fire helmet.
- B. The recruit firefighter shall be eligible for review for promotion to probationary firefighter following completion of their Basic Recruit Academy.
- C. Probationary firefighters will be reviewed and evaluated by the Fire Chief and their Company Officers on the basis of:
  - 1. Adaptability to the fire service environment
  - 2. Ability to get along with other Hutto Fire Rescue members
  - 3. Attendance at training and meetings.
  - 4. Willingness to follow orders.
  - 5. A working knowledge of Hutto Fire Rescue *Standard Operating Procedures*.
  - 6. Successful completion of Basic Recruit Academy.
  - 7. Knowledge of equipment location on each fire apparatus.
  - 8. Knowledge of the Hutto Fire Rescue response area.
  - 9. Overall progress made during the probationary period.

#### **Response On Calls**

- A. After completion of the Recruit Orientation Training and approval by the Company Officer, the probationary firefighter may respond on calls subject to the following provisions:

1. The probationary firefighter is filling "an empty seat". They may be displaced by a firefighter not on probation.
  2. Probationary firefighters serve only in support roles on emergency scenes.
  3. Probationary firefighters may not enter the "hot zone" of any incident until that incident has been rendered to the overhaul stage and then only with the approval of COMMAND.
- B. Probationary personnel may not operate or drive any vehicles belonging to Hutto Fire Rescue.
- C. All responses to the fire station must be non-emergency, obeying all traffic laws. Use of headlight flashers or emergency flashers to request the right of way is not permitted.
- D. Probationary personnel shall not respond direct to scenes at any time.
- E. Hutto Fire Rescue will not sponsor any probationary member at any outside school or training session until they have successfully completed their Basic Recruit Academy and are removed from probationary status.

#### **Hot Zoned Cleared**

- A. Following the successful completion of the probationary status, the member will be classified as a "hot zone" cleared firefighter and allowed to participate in all fireground operations.
- B. The hot zoned cleared firefighter will successfully complete the training as outlined in the Hutto Fire Rescue *Standard Operating Procedures* "Hot Zoned Training" within the required timeframes of hot zoned cleared status.



## HUTTO FIRE RESCUE

### WILLIAMSON COUNTY EMERGENCY SERVICES DISTRICT #3

### STANDARD OPERATING PROCEDURES

STANDARD OPERATING PROCEDURE - Human Resources  <b>#2-1.4</b>  ISSUE DATE: January 1, 2010 EFFECTIVE: January 1, 2010	RESCINDS:
SUBJECT:  <b>MINIMUM SERVICE REQUIREMENTS - VOLUNTEER</b>	AUTHORIZED BY:  Scott D. Kerwood, Fire Chief
REFERENCE / AUTHORITY: WCESD #3/HCVFD Contract	APPLIES TO: <input type="checkbox"/> Full Time Uniformed Staff <input type="checkbox"/> Part Time Uniformed Staff <input checked="" type="checkbox"/> Volunteer Uniformed Staff <input type="checkbox"/> Civilian Staff <input type="checkbox"/> ESD Commissioners

#### PURPOSE

Establish the minimum requirements to serve as a volunteer firefighter for Hutto Fire Rescue/Williamson County Emergency Services District #3 (Hutto Fire Rescue) for the delivery of services to the Hutto community.

#### BACKGROUND

The job of a volunteer firefighter is demanding. Protection of the community requires a commitment by both Hutto Fire Rescue and the members. Hutto Fire Rescue's commitment comes in the form of providing well trained, well equipped firefighters, while the member's commitment comes in the form of time and participation. It is necessary for volunteer members to be trained to certain levels to participate in the fire and emergency medical duties expected of fire departments today. This procedure therefore defines these requirements for all volunteer members in order to help deliver the best service possible to the citizens of the Hutto community in a safe and effective manner.

#### POLICY

##### TRAINING

- A. Each volunteer member shall complete at least nine (9) hours of training each month, or 27 hours of training quarterly.

1. Additionally, each member must complete eight (8) hours of hazardous materials training annually.
  2. Training is available each Thursday night and when set up with their Shift Commander.
- B. Training obtained away from Hutto Fire rescue (i.e., National Fire Academy, Texas A&M University, etc.) may be used towards required training hours.
- C. Personnel are required to pass quarterly skills evaluations that will cover the subjects taught during the monthly posted training.
1. Personnel that use outside training hours to meet the minimum training requirements, must also pass the quarterly skills evaluation.
- D. Failing quarterly skills evaluations will require the remedial training of the volunteer firefighter on the failed subject with a follow-up evaluation.
1. During the time of the remedial training period, the member will not function in a capacity where they will be required to perform those skills.

#### **STATION HOURS**

- A. Each member shall provide at least 24 hours monthly in-house for Hutto Fire Rescue.
- B. Station hours include those hours spent performing Hutto Fire Rescue activities on or off of the emergency scene (i.e. fire prevention activities, Hutto Old Tyme Days festival, etc.).
- C. For the purposes of these requirements, 24 station hours can be accumulated from running calls with a minimum of 30-minutes on each call. This includes "standby", if the requirements for "standby" are met.

#### **EMERGENCY CALLS**

- A. Each member shall make at least 15% of the total emergency calls each month.
- B. For the purposes of these requirements, emergency calls each month can be accumulated from "standby", if the requirements for "standby" are met.

#### **RESPONSIBILITIES**

- A. It is the responsibility of each volunteer member to make sure that the requirements for membership are met.
1. Training - Training Roster



- a. Each member must make sure that they sign the training roster at the time they are in class. This is the only documentation to show that the training is received.
2. Station Hours - Time Sheet/Station Log
  - a. Each member must make sure they sign in and out on their Time Sheet when they are in the station. Members must not rely on another individual to verify that they were present. If the sheet is not signed, the member was not present.
  - b. Each member must make sure they are recorded in the Daily Station Log.
3. Emergency Incidents - NFIRS reports
  - a. Each member must be sure they are recorded on the completed run sheet.
- B. Hutto Fire Rescue will maintain the records for each member. Members will be notified when they do not meet the minimum standards.

#### **DISMISSAL**

- A. Members will be dismissed from service with Hutto Fire Rescue based on:
  1. Failing a quarterly skill area three (3) times consecutively, or
  2. Failing to meet the minimum training hours, station hours, or emergency call requirements three (3) consecutive quarters.



## HUTTO FIRE / RESCUE

### WILLIAMSON COUNTY EMERGENCY SERVICES DISTRICT #3

### STANDARD OPERATING PROCEDURES

STANDARD OPERATING PROCEDURE - Administration  <b>#1-1.4</b>  ISSUE DATE: July 21, 2009 EFFECTIVE: July 21, 2009	RESCINDS:  Original
SUBJECT:  <b><i>SAFETY AND HEALTH POLICY STATEMENT</i></b>	AUTHORIZED BY:  Scott D. Kerwood, Fire Chief
REFERENCE / AUTHORITY: National Fire Protection Association	APPLIES TO: <input checked="" type="checkbox"/> Full Time Uniformed Staff <input checked="" type="checkbox"/> Part Time Uniformed Staff <input checked="" type="checkbox"/> Volunteer Uniformed Staff <input checked="" type="checkbox"/> Civilian Staff <input checked="" type="checkbox"/> ESD Commissioners

#### PURPOSE

It is the policy of Hutto Fire/Rescue / Williamson County Emergency Services District #3 (WCESD #3) to operate with the safety, health, wellbeing, and survival of all members as the primary consideration. The prevention and reduction of occupational injuries, illnesses, and accidents is the highest goal of the fire department. All aspects of service delivery including, but not limited to training, fire suppression, rescue, emergency medical services, hazardous materials operations, technical rescue operations, post incident recovery, and daily activities will be conducted with this as their function. The goal for occupational safety and health applies to all members of Hutto Fire/Rescue and to other persons who may be involved in other fire department activities.



## HUTTO FIRE RESCUE

### WILLIAMSON COUNTY EMERGENCY SERVICES DISTRICT #3

### STANDARD OPERATING PROCEDURES

STANDARD OPERATING PROCEDURE - Administration  <b>#2-1.9</b>  ISSUE DATE: November 20, 2009 EFFECTIVE: November 20, 2009	RESCINDS:  Original
SUBJECT:  <b><i>TOBACCO USE POLICY</i></b>	AUTHORIZED BY:  Williamson County ESD #3 Board of Commissioners
REFERENCE / AUTHORITY:	APPLIES TO: <input checked="" type="checkbox"/> Full Time Uniformed Staff <input checked="" type="checkbox"/> Part Time Uniformed Staff <input checked="" type="checkbox"/> Volunteer Uniformed Staff <input checked="" type="checkbox"/> Civilian Staff <input checked="" type="checkbox"/> ESD Commissioners

#### PURPOSE

This procedure establishes a tobacco use policy which fairly balances the health concerns of those members of Hutto Fire Rescue/Williamson County Emergency Services District #3 (WCESD #3) that do not use tobacco as well as those members that do use tobacco.

#### BACKGROUND

Hutto Fire Rescue fully supports the concept that all members have a right to work in facilities that are free of pollution, which may affect their health and comfort. Because evidence indicates that smoking and other tobacco use presents severe hazards to health and wellness, Hutto Fire Rescue supports activities which encourage members to stop using tobacco. Restrictions on the use of tobacco are to ensure the health and comfort of others is not compromised by pollution from tobacco use.

#### POLICY

##### DEFENITIONS

Tobacco products: cigarettes, cigars, pipes, chewing tobacco

#### GENERAL

- A. Where Hutto Fire Rescue members believe they are at risk or experience discomfort as a result of tobacco use in the

workplace, they should state those objections to their supervisors.

- B. Supervisors shall use their best efforts to reasonably accommodate the preferences of non-tobacco users and tobacco users.
- C. Hutto Fire Rescue is not required to make expenditures or structural changes to places of employment.
- D. If no accommodation can be reached in any given work area that is satisfactory to all affected non-tobacco employees, the preference of non-tobacco users shall prevail and the supervisor shall prohibit tobacco use in that work area.

#### **NON-TOBACCO USE/TOBACCO USE AREAS**

A. The following areas are considered Non-Tobacco use areas:

- 1. Fire Station Living Facilities
- 2. Hutto Fire Rescue Vehicles and Apparatus

B. The following areas are considered Tobacco use area:

- 1. Fire Apparatus Bays
- 2. Outside smoking areas

#### **COOPERATION**

- A. Tobacco users shall clean any ash trays, areas, etc. and be responsible for any necessary cleaning and policing.
- B. All tobacco waste shall be deposited in appropriate receptacles. Smoking materials shall be disposed until fully extinguished. All other tobacco waste shall be deposited in waste receptacles.
- C. Members that use chewing tobacco, snuff, dip, etc. shall not leave "spit cups" setting around the tobacco use area.

#### **SAFETY**

- A. All normal fire safety measures will be followed concerning any smoking materials.
- B. Precautions shall include, but not be limited to:
  - 1. Use of good quality ash trays.
  - 2. No utilization of waste baskets, etc. until all butts and ashes are fully extinguished.

3. No smoking near oxygen in use or any other hazardous situation such as refueling a vehicle.

#### **TOBACCO-USE CESSATION**

- A. The American Heart Association continues to advocate that adequate resources be provided for tobacco cessation programs. While prevention programs may be able to prevent new smokers from ever becoming addicted to nicotine, about one-third of tobacco users will die prematurely because of their dependence on tobacco unless treatment efforts are increased. Tobacco-use cessation or treatment programs offer the best hope for helping these people.
- B. Hutto Fire Rescue offers, as part of the Member Assistance Program, a tobacco-use cessation program.



## HUTTO FIRE RESCUE

### WILLIAMSON COUNTY EMERGENCY SERVICES DISTRICT #3

### STANDARD OPERATING PROCEDURES

STANDARD OPERATING PROCEDURE - Administration  <b>#2-1.11</b>  ISSUE DATE: September 24, 2009 EFFECTIVE: September 24, 2009	RESCINDS: A-14: Alcohol/Drug Policy
SUBJECT:  <b><i>SUBSTANCE ABUSE POLICY</i></b>	AUTHORIZED BY:  Williamson County ESD #3 Board of Commissioners
REFERENCE / AUTHORITY: Texas State Law Federal Law	APPLIES TO: <input checked="" type="checkbox"/> Full Time Uniformed Staff <input checked="" type="checkbox"/> Part Time Uniformed Staff <input checked="" type="checkbox"/> Volunteer Uniformed Staff <input checked="" type="checkbox"/> Civilian Staff <input checked="" type="checkbox"/> ESD Commissioners

#### PURPOSE

Hutto Fire Rescue/Williamson County Emergency Services District #3 (WCESD #3) recognizes that substance abuse in the workplace has become a major concern. Hutto Fire Rescue believes that by reducing drug and alcohol abuse, the safety, health and productivity of members will improve. The object of this substance abuse policy is always to provide a safe and healthy workplace for all members, prevent accidents, and comply with all statutes, regulations, and ordinances, including but not limited to Section 7.10 of the Texas Workers' Compensation Act affecting same

*...the use, possession, sale, transfer, purchase, or being under the influence of drugs by employees at any time on the company premises or while on company business is prohibited. Employees must not report for duty or be on company property while under the influence of, or have in their possession while on company property, any drugs or alcohol.*

Additionally, the purpose of this policy is to insure the reputation of Hutto Fire Rescue and its firefighters as good, responsible citizens worthy of public trust; to reduce the incidence of accidental injury to person or property; to reduce absenteeism, tardiness, and indifferent job performance; and to provide assistance toward rehabilitation for any member who seeks the help of Hutto Fire Rescue in overcoming any addiction to, dependence upon, or problem with alcohol or drugs.

## **BACKGROUND**

More than 70 percent of substance abusers hold jobs; one worker in four, ages 18 to 34, used drugs in the past year; and one worker in three knows of drug sales in the workplace. Americans consume 60 percent of the world's production of illegal drugs: 23 million use marijuana at least four times a week; 18 million abuse alcohol; 6 million regularly use cocaine; and 2 million use heroin. In the workplace, the problems of these substance abusers become the member's problems. They increase risk of accident, lower productivity, raise insurance costs, and can influence safety and survival on the fireground. Substance abusers can cost jobs and cost lives.

Substance abusers don't have to indulge on the job to have a negative impact on the workplace. Compared to their nonabusing coworkers, they are 10 times more likely to miss work, 3.6 times more likely to be involved in on-the-job accidents (and 5 times more likely to injure themselves or another in the process), five times more likely to file a worker's compensation claim, 33% less productive, and responsible for health care costs that are three times as high.

Additionally, operating machinery under the influence of alcohol or drugs is clearly high-risk. Danger also increases when reflexes or judgment are compromised to any degree by drugs or alcohol. Substance abusers are not only five times more likely than other workers to cause injuries; they are also responsible for 40 percent of all industrial fatalities.

The benefits to be derived from the reduction in numbers of accidents, the greater safety of all members, and the rehabilitation or suspension of those who, because of alcohol or drugs, are a burden upon all other members, will make up for any inconvenience or loss the nonabusers must be subject to. The Williamson County Emergency Services District #3 Board of Commissioners earnestly solicits the understanding and cooperation of all members in implementing the policies set forth herein.

## **POLICY**

### **DEFINITIONS**

Alcohol or Alcoholic Beverages: Any beverage that has an alcoholic content

Drug: Any substance (Other than alcohol) capable of altering the mood, perception, pain level, or judgment of the individual consuming it

Prescribed Drug: Any substance prescribed for the individual consuming it by a licensed medical practitioner

Illegal Drug: Any drug or controlled substance, the sale or consumption of which is illegal

Officer: The Officer or Acting Officer who is the member's immediate superior in the chain of command

Member Assistance Program: The program provided by Hutto Fire Rescue for member assistance.

Substance Abuse: Any use of drugs or alcohol that threatens physical or mental health, inhibits responsible personal relationships, or diminishes the ability to meet family, social, or vocational obligations.

#### **MEMBER ASSISTANCE PROGRAM**

- A. Any member, who feels they have developed an addiction to, dependence upon, or problem with alcohol or drugs, legal or illegal, is encouraged to seek assistance. Entrance into the Member Assistance Program can occur by self referral, recommendation, or referral by an officer.
- B. Request for assistance through "recommendation" or "officer referral" will be treated as confidential. "Self referral" confidentiality will be maintained between the individual seeking help and member assistance personnel.
- C. Rehabilitation itself is the responsibility of the member. Paid staff members enrolled on a formal program will utilize "Sick Leave" for treatment.
- D. Continuation of employment by paid staff members is contingent upon the member providing certification that they are continuously enrolled in a treatment program and actively participating in that program; and must maintain daily contact with the Fire Chief.

#### **ALCOHOLIC BEVERAGES**

- A. Alcoholic beverages will not be used during any Hutto Fire Rescue activity or event, or during an individual's assigned work schedule. This includes, but is not limited to the following:
  - 1. In or on any District building or property.
  - 2. In any District vehicle.
  - 3. On any emergency scene.
  - 4. During any District meeting.
  - 5. During any training activity.
  - 6. During any public education activity or event.
  - 7. During any activity representing the District.
- B. Drinking, or being under the influence of alcoholic beverages during any District activity or event, or during an individual's assigned work schedule is cause for suspension or termination.



- C. Any member, whose use of alcohol away from any District activity results in the violation of this policy, may be referred to the Member Assistance Program for rehabilitation in lieu of disciplinary action being taken. In the event the member refuses or fails rehabilitation, disciplinary action for violation committed may be imposed.

#### **PRESCRIPTION DRUGS**

- A. Prescription drugs shall only be used by the person for whom the drug is prescribed, and shall be used only in the manner, combination, and quantity prescribed.
- B. Any member, whose use of prescription drugs results in the violation of this policy, may be referred to the Member Assistance Program for rehabilitation in lieu of disciplinary action being taken. In the event the member refuses or fails rehabilitation, disciplinary action for the violation committed may be imposed.

#### **ILLEGAL DRUGS**

- A. The use, occasional use, or recreational use of an illegal drug or controlled substance or the possession of them is cause for suspension or termination and for referral to law enforcement authorities.
- B. The sale, trade, or delivery of illegal drugs or controlled substances by a member to another person is cause for suspension or termination and referral to law enforcement authorities.

#### **PROCEDURES**

- A. The procedure of Hutto Fire Rescue in regards to members using, possessing, or under the influence of alcohol, drugs, or chemicals while involved in Hutto Fire Rescue activities are as follows:
  - 1. Members shall report to their assignment fit and able to perform their required duties and shall not by any improper act render themselves unfit for duty.
    - a. Officers who have reasonable grounds to believe a member is under the influence of alcohol or drugs shall immediately relieve the member from their activity in order to protect the member, fellow firefighters, and the public from harm.
    - b. The officer shall immediately notify a second officer.
    - c. Both officers will interview the member, and if they both believe that the member is under the influence of

alcohol, drugs, or chemicals, then said member will be taken to the District's designated hospital emergency room for testing.

- d. The decision to relieve the member from duty should be documented as soon as possible. Both officers should document reasons and observations while the cause is fresh in their minds and details can be recalled. For example: *Glazed eyes, smell of alcohol, slurred speech, wobbly walk, change in normal appearance, etc.*
  - e. If the member is willing to sign the appropriate release form, the hospital will perform a drug and alcohol test.
    - i. It should be made clear to the member before they sign a release form that the results will be made available to the Fire Chief and may be used in disciplinary proceedings against the member.
    - ii. If the tests are not given and the results not provided, the member will be considered in violation of Hutto Fire Rescue policies.
    - iii. The member may be relieved of duty and termination procedures may be instituted.
  - f. When alcohol or drug tests are administered the member will be relieved from Hutto Fire Rescue activities until results are available.
    - i. When test results are positive, the member will be relieved of duty and may be referred to the Member Assistance Program in lieu of disciplinary action being taken.
    - ii. The Fire Chief shall make final determination whether a member returns to duty regardless of test outcome.
    - iii. Rejection of treatment, testing, or failure to complete the program will be cause for suspension or termination.
    - iv. Upon successful completion of treatment, the member will be returned to active status with Hutto Fire Rescue.
    - v. Members will be eligible for treatment through the member assistance program.
2. Any member driving a District vehicle involved in an accident will automatically be tested for drugs and alcohol.

This is for the protection of the member and Hutto Fire Rescue.

3. Any officer who does not relieve a member suspected of being under the influence of alcohol, drugs, or chemicals will be subject to disciplinary action.

**EFFECTIVE DATES -- NOTICE TO MEMBERS -- STATE LAW**

- A. The policies set forth in this procedure are effective immediately upon notice to members. Each present member will be furnished a copy of this policy and sign a receipt for same. Future members will be furnished a copy before acceptance into the organization.
- B. These policies will be implemented in a manner that will comply with all applicable federal and state laws.

# State Firemen's and Fire Marshals' Association of Texas

## Annual Membership Application

<del>DEPARTMENT MEMBERSHIP</del>	INDIVIDUAL MEMBERSHIP																
FD Name	Name (Please Print)																
Mailing Address	Mailing Address																
City, State, ZIP	City, State, ZIP																
County	County																
Phone # ( )	Phone # ( )																
Fax # ( )	Cell # ( )																
FD E-mail address	E-mail address																
Fire Chief (Please Print)	Fire Department Affiliation (Requires Fire Chief Signature)																
_____ Fire Chief's Signature (Required)	_____ Fire Chief's Signature (Required)																
Department Dues (See table below) \$ _____	Previously held ID #																
Check #	Individual Dues \$ <u>20</u>																
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Population Served</th> <th style="width: 40%;">Dues Rate</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> 0 - 1,750</td> <td>\$ 75</td> </tr> <tr> <td><input type="checkbox"/> 1,751 - 5,000</td> <td>\$115</td> </tr> <tr> <td><input type="checkbox"/> 5,001 - 10,000</td> <td>\$135</td> </tr> <tr> <td><input type="checkbox"/> 10,001 - 20,000</td> <td>\$155</td> </tr> <tr> <td><input type="checkbox"/> 20,001 - 30,000</td> <td>\$175</td> </tr> <tr> <td><input type="checkbox"/> 30,001 - 40,000</td> <td>\$200</td> </tr> <tr> <td><input type="checkbox"/> Over 40,000</td> <td>\$225</td> </tr> </tbody> </table>	Population Served	Dues Rate	<input type="checkbox"/> 0 - 1,750	\$ 75	<input type="checkbox"/> 1,751 - 5,000	\$115	<input type="checkbox"/> 5,001 - 10,000	\$135	<input type="checkbox"/> 10,001 - 20,000	\$155	<input type="checkbox"/> 20,001 - 30,000	\$175	<input type="checkbox"/> 30,001 - 40,000	\$200	<input type="checkbox"/> Over 40,000	\$225	Check #  SSN # (Required) _____ Birthdate ____/____/____ <div style="float: right; text-align: right;"> <input type="checkbox"/> Male  <input type="checkbox"/> Female           </div>
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<p><b>"Contributions or gifts to State Firemen's and Fire Marshals' Association of Texas are not tax deductible as charitable contributions for Federal Income tax purposes. However, they may be tax deductible under other provisions of the Internal Revenue Code."</b></p>																	
<del>ASSOCIATION / ORGANIZATION</del>	SUSTAINING MEMBERSHIP																
Organization Name	Business Name																
Mailing Address	Mailing Address																
City, State, ZIP	City, State, ZIP																
County	County																
Phone # ( )	Phone # ( )																
Fax # ( )	Fax # ( )																
E-mail address	E-mail address																
Contact	Contact																
Organizational Dues \$ <u>100</u>	Sustaining Dues \$ <u>150</u>																
Check #	Check #																



**Make check payable to:**  
 State Firemen's and Fire Marshals' Assoc.  
 4450 Frontier Trail  
 Austin, Texas 78745-1514

Phone: (512) 454-3473  
 Fax: (512) 453-1876  
 E-mail: [membership@sffma.org](mailto:membership@sffma.org)



## State Firemen's and Fire Marshals' Association **MEMBERSHIP BENEFITS AVAILABLE TO YOU!!**

### Reasons to be a SFFMA Member:

- Membership with 21,000 other Texas Fire Fighters, EMS & Fire Service Professionals
- Certification Programs available in Fire Suppression, Investigation, Inspection, and Prevention, Driver/Operator, Wildland Firefighter, Rescue, Officer, and Instructor
- SFFMA Online – Web-based Online Training Reporting Tool
- The Fire Service's Legislative Voice at the State and Federal Level
- Sponsorship of Texas Fire Training School at Texas A&M University
- \$3000 Accidental Death and Dismemberment Policy for all SFFMA Members
- Discounts on IFSTA, Delmar, Jones & Bartlett, McGraw Hill, International Code Council, Action Training Systems, PennWell & Brady Materials
- Monthly E\* InfoFire Email based Newsletter, InfoFire *Conference Edition*, and Annual Texas Firemen Magazine
- Annual Training Conference & Convention discounts
- Receive special discount rate with La Quinta Inn and La Quinta Inn & Suites by using promotional code "SFFMA10"  
prices may vary depending on locations.
- Industrial Fire Services Support through TIESB
- The SFFMA Website at [www.sffma.org](http://www.sffma.org) for up to date information concerning the fire service
- Credit Card Discount Program – SFFMA / Bank of America Credit Card
- Cellular Phone Service/Equipment Discounts : 11% off AT&T, 23% off Sprint/Nextel, and 10% off T-Mobile
- Bereavement program and discounts available through Dignity Memorial.
- Discounts on Security Alarm Monitoring through Monitronics
- Discounts on home and auto insurance through California Casualty.
- Discounts on EMS equipment and supplies through North Central EMS Co-Operative affiliates. [www.ncemsc.org](http://www.ncemsc.org)
- Travel, Retail and Insurance benefits through Association Member Benefits Advisors (AMBA)

For a complete list of AMBA benefits, please visit [www.sffmabenefits.org](http://www.sffmabenefits.org)

**Contact: [membership@sffma.org](mailto:membership@sffma.org) or 1.800.580.7336**

