



El Paso County ESD #2

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Introduction

Mission

Working together to save lives and property in our communities through well-equipped emergency response and training, while being fiscally responsible.

Vision

“One Team, One Goal” One Team working towards the same goal.

This manual establishes standard guidelines. These guidelines are meant to provide guidance and to help ensure department activities are consistent, effective, efficient, and safe.

Terminology

For the purposes of this document the following terms have been defined.

The District refers to El Paso County E.S.D. #2.

The Board refers to the governing body that directs the El Paso County E.S.D #2.

E.S.D. #2 Fire Chief refers to the Fire Chief/Fire Marshal of El Paso County E.S.D #2.

Contracted Fire Department(s) refers to any of the volunteer fire departments within the El Paso County ESD #2 authority, to include Clint Fire Department, Fabens Fire and Rescue, Montana Vista Fire and Rescue, San Elizario Fire Department, Socorro Fire Department, and West Valley Fire Department.

Volunteer Fire Chief refers to the Fire Chief of any of the contracted fire departments within the El Paso County E.S.D. #2 authority.

Volunteer Board of Officers refers to the board of officers of any of the contracted fire departments within the El Paso County E.S.D. #2 authority.

Member(s) refers to any individual who has been accepted into any of the contracted fire departments within the El Paso County E.S.D. #2 authority.



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Chapter 01

Member Requirements

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 any Contracted Fire Department.
 - i. Volunteer Fire Chief may accept volunteers who do not have a high school diploma. It is up the Volunteer Fire Chief to help member with test fees, as well to assist with English class. *(Approved Regular Meeting February 20, 2024)*
2. Person(s) under the age of 18 (eighteen) 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 driver's license to operate District vehicles based on matching vehicle weight.
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 General's 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 always have this identification card in his/her possession when responding to emergency calls.
8. In case of dismissal, expulsion, resignation, total disability or death of a member, the secretary of the Contracted 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 except for the Volunteer Fire Chief and Volunteer Fire Assistant Chiefs.



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Chapter 02

Election of Volunteer Fire Chief Officer

(Contracted Fire Department)

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 and shall be a SFFMA 1 & 2 Firefighter Certified, Firefighter Basic or TFCP Firefighter, ECA or EMT Certified.
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.



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Chapter 03

Volunteer Fire Chief Responsibilities

1. Volunteer Fire Chiefs shall report to the E.S.D. #2 Fire Chief to provide the citizens of El Paso County with emergency response services.

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

a. **Monthly**

- i. Volunteer Fire Chiefs shall provide detail report on inc money.
- ii. Volunteer Fire Chiefs shall provide detail report on member training.
- iii. Volunteer Fire Chiefs shall provide a detail report on response call volume.
- iv. Volunteer Fire Chiefs shall give a report on all closed calls on Emergency Reporting.

b. **Quarterly Meetings**

i. All concerns from Volunteer Fire Chiefs shall be addressed on quarterly meetings with E.S.D. #2 Fire Chief.

ii. Volunteer Fire Chief shall submit a quarterly report of the district vehicles at their station and whom they are assigned to. The list shall include the driver's current emergency vehicle driver training. *(Approved Regular Meeting July 18, 2023)*

c. The Volunteer Fire Chief shall brief its members of district business and standard operation procedures at the department's.

Listed below are a list of other duties as assigned:

- a. Ensure 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.

- b. Other duties assigned by the E.S.D. #2 Fire Chief to provide emergency services to the El Paso County Emergency Services District #2.
- c. The Contracted Fire Department shall be responsible for all district assets assigned to their department.
- d. Volunteer Fire Chiefs shall attend training on the policies of the district to be informed of their duties and responsibilities.
- e. Volunteer Fire Chief shall inform all members of mandatory annual physicals.



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

Chapter 04

Constitution and Bylaws of Contracted Fire Department

Mission

Working together to save lives and property in our communities through well-equipped emergency response and training, while being fiscally responsible.

Vision

"One Team, One Goal" One Team working towards the same goal.

1. Certain laws and regulations are necessary for the good order and wellbeing of all associations, to define duty, to establish discipline, and maintenance of harmony for the full promotion of the object for which we are associated.
2. Contracted Fire Departments will draft, accept, and post a constitution and bylaws, which is accepted by the Secretary of the State of Texas.
3. Contracted Fire Department's constitution and bylaws will not supersede Texas Health and Safety Code 775 (or other Texas Laws) or any District SOP.
4. Contracted Fire Departments will provide the district a copy of accepted constitution and bylaws.
5. Contracted Fire Departments will review and re-accept their constitution and bylaws every 5 years.
6. Any questions or comments may be directed to the E.S.D. #2 Fire Chief.
7. Contracted Fire Departments shall adopt and use the District's mission and vision statement while on contract with E.S.D.#2.



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Chapter 05

Contracted Fire Department Monthly Meetings

1. Contracted Fire Departments shall hold a mandatory scheduled monthly business meeting on a day of the month to be decided by the Fire Department's membership.
2. All business meetings shall be open to the public and persons wishing to be heard by the membership shall notify the Volunteer Fire Chief and be placed on the agenda five days prior to the business meeting.
3. Special meetings for any purpose or purposes may be called by the Volunteer Fire Chief or Volunteer Fire Assistant Chiefs any time. Notice of such time and place shall be posted via email at least five days prior to the date of such meetings.
4. 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 whereas only department personnel will be allowed to attend.
5. District agenda item requests shall be reviewed by the E.S.D #2 Board President. The E.S.D #2 Board President will be the one to approve or deny the submitted agenda requests. *(Approved Special Meeting December 12, 2023)*
 - a. Agenda requests being submitted by any E.S.D #2 Board Commissioner shall be sent via email to the Board President. E.S.D. #2 staff shall follow the chain of command and Volunteered Chiefs shall send agenda request form to E.S.D #2 Fire Chief to be reviewed and he will send submitted requests to the E.S.D #2 Board President to approve or deny submitted request. *Board Vice President will assume this responsibility upon the Board President's absence.*



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Chapter 06

Uniforms

In accordance with Texas Department of Health and Human Services rules and policy every uniform top shall display El Paso County E.S.D #2 as the First Responder Organization.

1. All Contracted Fire Departments and District's Employees within the District are uniformed departments. All Members and Employees shall wear proper Department uniforms while performing duties.
2. Persons joining a department who have no prior firefighting or medical training shall wear a FD CANDIDATE t-shirt until such time as the firefighter candidate completes their six-month probationary period along with other training listed below:

- A. Probation FF intro to firefighter thru SFFMA
- B. Nims 100-200 & 700-800
- C. TIMS Traffic Incident Management
- D. New Cancer awareness
- E. Courage to be safe

The volunteer fire chief may change the probationary time if the FD Candidate gets certified before the six-month probation.

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.

Trainees will receive: (3) T-shirt, (2) pants, pair of boots, (1) belt, (1) jacket, (1) dress shirt upon availability.

4. Standardize uniform for the rank of Firefighter shall be a dark blue button-down shirt, Officers shall wear light blue button-down shirt and Chief Officers shall wear white button shirt.
5. Listed below is the minimum uniform issue list: *(List subject to change by E.S.D. #2 Fire Chief based on usage and need.)*

Monogram shall be as follows:

Rank

Initial of First Name/Last Name

EMT Level

- a. Six (6) each t-shirt
 - 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...)
6. Uniforms shall be always kept clean and in good repair.
7. Personnel riding in Department vehicles shall always be in proper uniform:
- a. Exception to above shall be persons driving to and from work in District owned vehicles, however the member shall have a windbreaker or traffic vest in the vehicle to put on in case of an emergency.
8. Members shall always maintain a neat and professional appearance, unnatural hair colors, makeup or clothing shall not be allowed.
9. Members shall not be allowed to wear any body piercing that is in view of the general public.
10. Members with hidden body piercing shall not be allowed to participate in Hazardous Materials responses.
11. Members shall not wear any jewelry while in uniform, with the exception of a wristwatch. 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.



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Chapter 07

Bunker Gear

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 rule, no person shall be issued bunker gear until that person has completed SFFMA, TCFP, Fire Basic or equivalent or has a Firefighter certificate issued from, but not limited to:
 - a. SFFMA
 - b. TCFP (Texas Commission on Fire Protection)
 - c. 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 E.S.D. #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 these are considered noncertified individuals.
 - e. BLUE (with proper identification rocker) indicates medical certification only with no Fire Certification
 - i. ECA, EMT-B, EMT-I, or EMT-P



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Chapter 08

Accountability

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

1.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.

2.Equipment:

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.

- a. Names on PATs will be Last name, First name, and then a unit number (U####)
- b. 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.
- c. The first of number of this three-digit set will designate what Fire Department the individual is from.

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

- d. The next two digits indicate rank/status and are as follows:

1. 01-09 is a Chief Officer
2. 10-19 is a Captain
3. 20-29 is a Lieutenant
4. 30-59 is a Certified FF (red helmet)
5. 60-99 is a uncertified FF (yellow & Blue helmet)

e. (PAT) Examples:

- | | |
|------------------------|---------------------------------|
| 1. Dorgen, John U511 | = Captain from Montana Vista |
| 2. Santos, Jim U830 | = Certified FF from West Valley |
| 3. Taylor, Demi U201 | = Chief of Clint FD |
| 4. Vollins, Dusty U260 | = non certified FF from Clint |

- f. 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. Chiefs 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.

1 = YDSP (Tribal Fire)

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
P101	=YDSP (Tribal Fire) Pumper 1

5. Crew Passports. Each Department will request 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)

6. Passport Use Procedure

- a. Member Responsibility – Personnel shall place one of their PATs on each of the response vehicle's passports when assigned to that vehicle.
- b. The incident commander shall 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 shall 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.



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Chapter 09

NIMS and Radio Procedures

1. The El Paso County Emergency Services District #2 as well as all Contracted 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



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Chapter 10

County Fire Dispatch Procedures

Intent: The following procedures shall significantly reduce response times since all calls will be routed to the Fire Section of the 911 communications center, as opposed to being routed through fire, and then over to the communications office for dispatch.

Response

1. County fire units will be paged out to any fire call in the county.
2. County fire units will be paged out to any MVA in the county.
3. County fire units will be paged out to other calls as deemed necessary by dispatch.
4. County fire units will page to assist the paid transport EMS units based on the Pro QA system and will only be paged out to level C, D, E calls. The Paid service will handle all level A, B level calls.
5. County fire will assist if requested by the Paid transport service.

Frequencies

1. County Fire currently has 1 common frequency (CNTYFire1) and has 4 additional frequencies.
2. All County Fire units will monitor mode (CNTYFire1) for announcement by communications of a call.
3. All basic calls will be handled on mode (CNTYFire1) with communications monitoring and recording vital information for the report.
4. Any large/complex incident may be taken to a different channel by command at any time. Example may be a building fire, MCI, or other large/complex incident where radio traffic could interfere with the safe operations at the scene.

Dispatching procedure

Communications shall use this format.

1. Use a alert tone. (Short beeps, same tone)
2. Announce which Fire Department is getting a call.
3. Give the address.
4. Example. - - - - - (beeping tone) Montana Vista Fire respond to a medical call at 9000 Montana, Montana Vista Fire respond to a medical call at 9000 Montana.

Reporting

1. All times will be recorded by communications.
2. All incident/patient care reports (EPCR) shall be entered into the online medical record keeping platform (Emergency Reporting) within the first 48 hours.
3. Quality assurance will be conducted by the corresponding medical coordinator, by each individual department.
4. Medical director has been granted access to all EPCR.



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

Chapter 11

District Owned Vehicles

District Owned Vehicles are assigned to each Contracted Fire Departments are under the care and responsibility of the Volunteer Fire Chief. Furthermore, the Volunteer Fire Chief will provide for the operating course every three years, if the course is not taken, members will not be allowed to drive until requirements are met.

No audio-visual equipment shall be installed in any District Owned Vehicles, exclude the Fire Marshal's Office. (Approved Special Meeting May 23,2022)

1. District Vehicles shall be listed by 3 categories:
 - a. Emergency Response Vehicles, to include all Chief Vehicles
 - b. Other (trailers)
 - c. Administration Vehicles
 - i. Emergency Response Vehicles to include all Chief Vehicles:
 1. Shall be registered with Texas Exempt license plates
 2. Shall 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. Shall have a roof mounted light bar in excess of 42 inches in length which provides 360 degrees of light.
 4. Shall have grill lights mounted on the front bumper or push bar.
 5. Shall have flashing headlights.
 6. Shall have a siren of 100 watts or greater.

7. Vehicle Identification:

Chiefs 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.

- 1 = YDSP (Tribal Fire)
- 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
- P101 = YDSP (Tribal Fire) 1

ii. Other - (trailers)

1. Shall be registered with Texas Exempt license plates.
2. Shall 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 E.S.D. #2 Fire Chief 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 E.S.D. #2 Fire Chief concerning the accident.

Photographs

1. Listed below are photograph angles which should be taken of each accident scene:

- I. A photograph of the overall scene showing landmarks which can be identified later to indicate the exact location of the accident.
- II. 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.
- III. A close-up photograph of damage done to each vehicle.
- IV. 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 shall be determined by E.S.D #2 Fire Chief.

Replacement and Disposal Policy

Replacement Goals

The following guidelines provide minimum goals for routine vehicle replacement. Attainment of these goals should minimize fleet capital and operating costs.

General Vehicle Goals

In general, passenger vehicles should be replaced when they reach 10 years (120 months) of service or 100,000 miles, whichever comes first. There may be circumstances in which vehicles may be replaced sooner (such as excessive maintenance or repair costs) or retained longer (such as unusually low maintenance costs). The district office will provide feedback when replacing the fleet. The district may or may not replace all the vehicles the departments have on a one for one basis.

Exceptions:

- 1) The district may allow vehicles to be used up to 150,000 miles or 10 years of service, whichever comes first, if the vehicle is for clerical use and not for first response. Each department may be allowed to have 1 clerical use vehicle.
- 2) The district may allow for a vehicle to be kept longer than the 10-year mark, if the vehicle has a sole purpose, i.e. Fuel truck, a water rescue truck, maintenance truck. These vehicles will be replaced or disposed of if the cost to repair them is excessive.
- 3) Diesel trucks that are first out vehicles will be replaced at 150,000 miles or ten years which ever happens first.



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

Chapter 12

Take – Home Vehicles

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 Contracted Fire Department 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.

I. Assignment and Use of District owned Vehicles by Official Personnel

- A. The Contracted Fire Department may authorize full time 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 and members shall 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 wear proper 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)
- O. Children that require a state mandated car seat or booster seat are not allowed on District vehicles unless it is on official business. (ie. Giving a stranded motorist a ride to the nearest safe location.)

II. Parking

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

III. Vehicle Maintenance

- A. Each member and employee assigned a take-home vehicle is responsible for its clean and proper appearance and shall notify proper district personnel when vehicle is due for preventative maintenance.
 - 1. Response vehicles are expected to have a full tank of fuel.
 - 2. Members shall wash the vehicle at their own expense and wax it at least once every six months.
 - 3. Members shall change their own flat tires.
 - 4. Employees and members shall schedule and have preventative maintenance preformed on all district vehicles.
- 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 E.S.D. #2 Fire Chief's approval.

IV. 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.

V. 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. shall build upon Chapter 11 District Owned Vehicles.



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

Chapter 13

P.O.V.

1. Contracted Fire Departments 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: *(none of this will be provided by the district)*
 - a. Light bar emitting light 360 degrees
 - b. 100-watt siren
 - c. Mobile 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 more than 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 E.S.D. #2 nor the Contracted 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

1. Person(s) applying for employment and membership to a department or E.S.D.#2 shall be drug tested prior to being accepted by the Contracted Fire Department.
2. E.S.D. #2 Fire Chief and Volunteer Fire Chiefs may call for a 100% drug and alcohol test of all members when he/she deems necessary.
3. Any member and district employee who is involved in any accident that requires a report will be taken to a local medical facility for a drug and alcohol test:

Post-Accident: If a member or employee's action or inaction either contributed to an accident or cannot be completely discounted as a contributing factor to the accident, the member or employee will be tested. The decision not to administer a test post-accident must be based on a determination, using the best information available at the time of the determination, that the member or employee's performance could not have contributed to the accident.

Reasonable Cause: The Company may ask a member or employee to submit to an alcohol and drug test at any time it appears that the member or employee may be under the influence of drugs or alcohol, including, but not limited to, the following circumstances: evidence of drugs, alcohol or drug paraphernalia on or about the member or employee's person or in the member or employee's vicinity, or unusual conduct on the member or employee's part that suggests impairment or influence of drugs or alcohol, including negative performance patterns or excessive and unexplained absenteeism or tardiness. A determination of reasonable cause must be based on a reasonable and articulable belief that the member or employee is using alcohol or drugs on the basis of specific contemporaneous physical, behavioral, or performance indicators of probable use, such as observations regarding productivity, work habits, behavior, or attitude, or of speech, odor or appearance of an employee sufficient to lead a prudent person to suspect that the employee may be under the influence of alcohol or drugs.

4. 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 person's injury, requiring either transport to a medical facility, or another employee first report of injury to be filed.



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

Chapter 15

Terminated Employee and Member Procedures

1. When a member of a Department within E.S.D #2 is terminated by the Volunteer Fire 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 as directed by a commissioner.
3. When a member is terminated from a department for any reason, a memo will be immediately sent via fax or email to the E.S.D. #2 Fire Chief stating the terminated member name, reason for termination and date of termination.
4. A Form 504 shall 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 Volunteer Fire Chief Officer to ensure that all property and uniforms maintained by the terminated member and owned by either the Department or the District, be re-possessed 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 shall be completed.



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

Chapter 16

Contract Request/Requirements, Training Certification Compensation, and Credit Card

Service Contract Payments

First payment to be paid at the beginning of calendar year in the amount of \$15,000.00, second payment to be paid towards the end of the fiscal year in the amount of up to \$10,000.00 and any other requirements as per contract. *(Approved January 19, 2021)* Invoice E.S.D. #2 with the following information to receive contracted payments:

- a) Complete hose testing before the end of the current fiscal year and send documentation of same in Word or Excel format to the Chief of the District.
- b) Be current on Tx FIRS during the current fiscal year.
- c) Allow no damage to the District's fleet for the current fiscal year.
- d) Provide a current roster of all members with all certifications applicable to individual members of the Service Provider and show progress by the end of the current fiscal year said certifications or continuing education to maintain said certifications.
- e) Complete at least ninety percent of all call or incident reports pursuant to Section 7.26 during the current fiscal year and one hundred percent completed at the end of the current fiscal year. All training records shall be entered within 14 days of training into ESO. All incident reports shall be entered within the first 48 hours of response and an annual inventory. *(Approved June 17, 2025)*
- f) Have a physical as provided by the district via a vendor of the district's choice for each member of the Service Provider providing services hereunder; if a member misses the physical, the physical must be completed at the Service Provider's sole cost and expense.
- g) Provide contact information, including telephone numbers and email addresses, for at least three officers of the Service Provider and at least one such contact shall respond to any emails or other requests for information from the District within 24 hours.
- h) Have a command staff to meet the Service Provider's span of control.
- i) Ensure that all members of the Service Provider are properly enrolled and maintained in the pension system.
- j) Be responsible for and make all appropriate entries to the cancer plan for which the District will reimburse the Service Provider at the end of the fiscal year.
- k) Submit a credit card or other receipt within 24 hours of purchase with no taxes included, and failure to do so will result in the credit card being suspended.
- l) Service Providers Contract additional requirements: all training records shall be entered within 14 days of training into ESO. All incident reports shall be entered within first 48 hours of response, and to submit annual inventory. [Approved: June 17, 2025]

(\$1,000.00 will be deducted for every item mentioned above not completed.)

Training Certification Compensation

- a) E.S.D. #2 will not pay out any expense for training certification deemed to be a duplicate; for example, any expense paid by District or Contracted Fire Department Inc's Account of expenses paid by Inc's Account and District. *(Approved Tuesday, October 26, 2021.)*
- b) Members will only be compensated for 80 hours for training certification per fiscal year, plus 12 days of 8 hours per day for the S.A.R Team only. If member exceeds 120 hours, he or she must have an approval from the Volunteer Fire Chief and E.S.D. #2 Fire Chief. *(Approved Tuesday, December 13, 2022)*
- c) Members will have 15 days to turn in paperwork/certificates to training certification compensation for completed training. If the time surpasses 15 days member will not be compensated. Online classes will not be compensated since these classes can be done during the time when member is not at work. Member cannot be an instructor of a class and sign up to be a student of the class and get paid to attend the class that he/she is teaching, The District Chief or his delegate has description to increase timeline based on receipt of certification. *(Approved, Tuesday, December 13, 2022)*
- d) Training certification compensation will be paid for new training only. Member will not get training certification compensation or claim training certification compensation for a class that has been certified already. District will pay for re-certification classes; we will pay for the recertification (renewal) but not for the hours needed, except for S.A.R Team. *(Approved, December 13, 2022)*
- e) All fire cadets who take the state exam only three times. After the third attempt, the fire cadet shall have to retake the entire fire class from the beginning. *(Approved June 17, 2025)*
- f) All members shall get fire-certified within two years from the date of this policy. This policy will not supersede any department policies that have more stringent requirements. *(Approved June 17, 2025)*
- g) Certified firefighters shall take Instructor 1 after 3 years of firefighter certification, Instructor 2 after 3 years of Instructor 1, and Instructor 3 after 3 years of Instructor certification. *(Approved June 17, 2025)*

Credit Card Policy *(Approved January 19, 2021)* *The district believes the Volunteers Chiefs and staff should have the means to conduct business within the scope of the policies of the district. The following will be the policy and should be adhered to at all times.*

District staff shall have the limits that will allow them to provide services to the community and to our contract service providers. All employees under the District's Fire Chief's direction shall not have sole discretion to make purchases without the Fire Chief or the Assistant Chief's approval. Employees that have to use their credit cards regularly shall have all their expenses reviewed by the chief officers every week before submitting payment. Employees that are making purchases outside their job duties shall seek approval from the Chief officers.

Volunteer Chiefs have been given a line of credit as follows Chief 1000.00 Assistant Chief 500.00 not to exceed 2000.00 per department and must be used when an emergency arises, or they have a purchase not covered by the district. If the Chiefs are unsure of the purchase, they may seek approval from the District's Chief officers at any time via text, phone call, or email. If approved, such acquisition shall be sent via email to the said chief as a way of a paper trail.

Approved purchases

- ✓ Food after a prolonged incident
- ✓ TCFP dues
- ✓ TDH dues
- ✓ Learning books

Criteria to submit credit card receipts and invoices.

Credit Card Receipts

1. Submit original receipts to finance department do not staple any receipts, receipts may also be sent via email to receipt@epcountyesd2.org.
 - a. Credit Card Receipts for food purchases will require the names of all the members who attended and responded to the emergency incident. Incident report shall be submitted for payment. Rehab meals are approved only after a 2-hour long incident, per IRS rules. *(Adopted August 8, 2018)*
 - b. Tax on receipt will not be accepted, Contracted Fire Department is responsible for taxes charged on purchase receipt.



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

Chapter 17

Driving History

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 conviction, 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 Volunteer Fire Chief or E.S.D.#2 Fire Chief.

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

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 applicant's 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

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 Board of 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 Board of Commissioners at a regular meeting or approved by the Board.
 - 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

INVENTORY POLICY AND PROCEDURE *(Approved January 19, 2021)*

The Inventory Policy establishes a process for the recording, identification, and accountability of all El Paso County E.S.D. #2 owned furnishings and movable equipment items (Equipment) having a minimum cost of \$200 each and a life expectancy of over two years. The E.S.D. #2 Fire Chief shall appoint a Purchasing Manager whose responsibility shall be to maintain a system of equipment control to provide a safeguard against loss and to facilitate effective utilization for record keeping. The Property Manager shall answer the Chief.

The El Paso County E.S.D. #2 shall utilize an appropriate property and equipment control system to meet the need for detailed information as to particular identification of the property or equipment and the costs, the depreciation, the assignment, and the location of the equipment. The Property Manager, or an appointed designee, who is not responsible for the day-to-day custody of equipment, shall conduct the annual Inventory of all equipment assigned to each divisional/unit location. The responsibility for equipment accountability is assigned to the appropriate division/unit head. This policy requires:

- a) All items of equipment to be brought under control shall be identified by a serial number affixed to each item.
- b) Equipment control records shall be maintained for each item of equipment identified by a serial number.
- c) Periodic physical inventories, at least once annually, shall be taken of all items of equipment placed under serial number control.
- d) Equipment utilization controls shall be maintained for significant items, whether they are in the form of daily usage records or simple periodic observations, to provide a safeguard against loss and to facilitate effective utilization.
- e) No item of equipment should be permitted to leave the premises without a pass signed by the proper authority.
- f) Unit heads shall be administratively responsible for the equipment assigned to the unit. The equipment assigned should not be permanently transferred without the written approval of this individual and the Property Manager.

Procedure

1) What is to be included in the property and equipment inventory?

To be included in the Inventory, an item must meet the following criteria:

- a) El Paso County ESD #2 property, including gifts to ESD2.

b) Include items of furniture, electronic equipment, machinery, vehicles and apparatus which may be used repeatedly without any material impairment of physical condition, and which have a probable life of more than two years.

c) Include items El Paso County ESD #2 is leasing or renting if the lease is applied towards the purchase of the item and is determined to be a capital lease.

The following do not meet the above criteria – do not include them:

a) Items furnished by a grant or contract for which El Paso County ESD #2 does not hold title.

b) Personally, owned items.

c) Draperies and other expendable items.

d) Items permanently attached to buildings. Examples of items would be laboratory benches with service connections, fume hoods, light fixtures, built-in cabinets, permanently installed heating and cooling apparatus and carpeting.

Generally, all equipment purchased must be placed under control. However, different levels of equipment control can be established. For the larger, more cumbersome equipment, such as desks and file cabinets, the item should be identified with a tag showing that it belongs to the facility. The records may show the total number of items in particular units. For the more sensitive items, such as those susceptible to theft, tags with individual serial numbers should be affixed to the equipment and detailed records should be maintained.

2) Receipt of New Equipment:

a) When received by ESD2, the Receiving Office shall verify that the item description is identical to the item as described on the purchase order issued to the supplier, tag the equipment, and arrange for the equipment to be delivered to the location requested. Or Policies & Procedures

b) The Receiving Office shall contact the requesting unit to verify that the item meets the specification of the purchase order issued to the supplier before tagging the item. Once verified by the requesting unit, the Receiving Office will tag the equipment and arrange for the equipment to be delivered to the location.

c) The following information must be entered in the WASP inventory system:

Description

Serial or manufacturer identification number

Original cost

Purchase order number (if applicable)

Acquisition date

Disposition date

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. Handheld Radios
 - b. Vehicle mounted radios
 - c. Base station radios
 - d. SCBA's
 - e. Computers
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

United States, Texas Flag Protocol

1. 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:

- a. If flown at night, flags must be properly illuminated.
- b. The flags shall not be flown during inclement weather that may damage or soil said flags.
- c. 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.

a. 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.

b. 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.

4. 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.

5. 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.

6. Respect

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

- a. The flag shall never be displayed with the union down.
- b. 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.
- c. Never use the flag as a drapery or a covering.
- d. When flying the US and TX Flag simultaneously, fly the US Flag above the TX Flag.
- e. Never place upon the flag or attach to it, any mark, insignia, letter, word, figure, design, picture or drawing of any nature.
- f. 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

Request Forms

Forms can be found in our website: epcountyesd2.org

1. Agenda Request Form

 **EL PASO COUNTY ESD #2**
AGENDA REQUEST FORM

Agenda requests being submitted by any E.S.D #2 Board Commissioner shall be sent via email to the Board President. E.S.D #2 staff shall follow the chain of command and Volunteer Chiefs shall send items to E.S.D #2 Fire Chief to be reviewed and he will send request to Board President to approve or deny submitted request. *Board Fire President will assume this responsibility upon the Board President's absence.*

Item Title: _____
 Submitted By: _____
 Background: _____
 Fiscal Impact: _____
 BRIEF SUMMARY OF ISSUE AND DESIRED OUTCOME: _____


 Recommendation: _____

SIGNATURE OF APPLICANT: _____ DATE: _____
 RECEIVED BY: _____ DATE: _____
 APPROVED FOR AGENDA: _____ DATE: _____
 DENIED FOR AGENDA: _____ DATE: _____

REASON FOR APPROVAL / DENIAL: _____

PUBLIC PARTICIPATION DECORUM AND ORDER. • Commissioners meet to conduct the business of, and make decisions for, the El Paso County ESD#2. Hearings are open to the public but not as a public forum. Civility, courtesy and respect will be maintained at all times. • Unauthorized remarks or demonstrations from the audience, such as sleeping, yelling, or physical demonstrations will not be tolerated. Access to facilities reserved, who verbally attack other individuals, anyone alerted

2. Building Request Form

 **El Paso County ESD #2**
Building Repair/Maintenance/Mechanical Request Form:

Department Name: _____
 Location Address: _____

I am requesting to have the following item(s) repaired in my Department.
(PLEASE NOTE THAT YOUR REPAIR DESCRIPTION MUST INCLUDE LOCATION ON NEEDED REPAIR AND A DETAILED REPAIR DESCRIPTION. FOR EXAMPLE: IN THE CONFERENCE ROOM, THE ELECTRICAL OUTLET ON THE FAR RIGHT SIDE OF THE CONFERENCE ROOM AS YOU ENTER DOES NOT WORK PROPERLY. THERE APPEARS TO BE NO ELECTRICAL CURRENT.)

Chief's Signature: _____ Date: _____
 Print Name: _____

FOR DISTRICT USE ONLY

Approved by: _____ Date: _____ P.O. #: _____

Revised: 10/13/2020

7. PPE Request Form



El Paso County E.S.D #2

PPE Request Form

Date of Requisition: _____ Station: _____

Issued to: _____ Rank: _____

Firefighter Certified: YES NO

Requested By: _____

Description	Size	Color
Lion V-Force Pants		Gold
Lion V-Force Coat		Gold
Lion V-Force Suspender		Red / Blue
American Classic Helmet		
American Classic Goggles		Black
American Classic Flip Down Shield		N/A
Fire Eagle Air Boots		Black
Lion Commander Gloves		Black / Gold
Redzone Particulate Hood		Tan

Comments:

Signature: _____

8. Travel Request Form



El Paso County ESD #2

Travel Request Form

Date of Requisition: _____ Station: _____

Traveler's Name: _____ Reason: _____

Mailing Address: _____

Travel Dates: _____ Location: _____

Method of Conveyance: **Driving**
All flights must REQUESTED 2 months in advance.
Flying: **Departure:** _____ **Come back**
Hotel stay: **Arrival** _____ **Check out** _____

Comments:

9. Uniform Request Form



El Paso County E.S.D 2

UNIFORM Request Form

Date of Requisition: _____ Station: _____
 Issued to: _____ Rank: _____ EMT Level: _____
 Requested By: _____

Description	Quantity	SS or LS	SIZE	Style Pants		Color							Special Request Description	
				BDU	Dickie Style	Dark Navy Blue	Light blue	White	Black	Red	Gold	Silver		
Dress Shirt with patches														
T-Shirt														
Polo Shirt														
Job Shirt														
Jacket														
Work Pants														
Dress Poly Pants														
Boots														
Corfam Shoes														
Hats														
Tie														
Tie Clip														
Bugles (Collar Insignia)														
D shape belt														
Name Tag (metal)														

Comments:

Signature: _____

Revised 05/24/2023

10. Vehicle Repair & Maintenance Request Form



El Paso County ESD #2

Vehicle Repair/Maintenance/Mechanical Request Form:

Department Name: _____
 Location Address: _____

Unit #: _____ Year: _____ Make: _____ Model: _____
 VIN: _____
 Mileage: _____

I am requesting to have the following item(s) repaired in my Department.
(PLEASE NOTE THAT YOUR REPAIR DESCRIPTION MUST INCLUDE LOCATION ON NEEDED REPAIR AND A DETAILED REPAIR DESCRIPTION. FOR EXAMPLE: IN UNIT 111, THE FRONT SIGNAL LIGHTS DO NOT WORK WHEN OPERATING THE VEHICLE.)

Chief's Signature: _____ Date: _____

Print Name: _____

FOR DISTRICT USE ONLY		
Approved by: _____	Date: _____	P.O. #: _____



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

Chapter 23

Use of Mobile Data Terminal

1. Use of MDT (mobile data terminal) is strictly for official business.
2. Members should use good judgment when using this piece of equipment.
3. The members will take all necessary precautions to ensure that the information provided is not visible to the public.
4. Members shall not download any software or any videos that were not approved by the District.
5. Equipment shall be in the vehicles always attached to the docking station.
6. The El Paso County ESD#2 and the 911 district shall have the right to monitor all activity on the MDTs at any time.
7. Purchases on new cell phone replacement will keep the current price, for a coveted phone, throughout the nation at a reasonable price. *(Adopted January 19, 2021)*



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

Chapter 24

Use of Firearms

1. Firearms are only to be used by personnel authorized to have them for official use and must follow all state laws regarding the use of firearms.
(ie. Fire Marshal's)
2. The fire departments shall follow the guidelines stipulated in the service contracts and will follow all applicable state laws regarding firearms.
3. The fire departments shall be liable for any cost to implement their weapons policy.



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

Chapter 25

Biohazard/Medical Waste Disposal Protocol



1. All biohazard/medical waste material shall be disposed of with the corresponding EMS agency at the end of the call.
2. Stericycle 1 866-783-7422 to schedule pick up.



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

Chapter 26

Facility Use Policy

REASON FOR THE POLICY (Approved October 16, 2023)

The following policy governs the use of El Paso County E.S.D.#2 (E.S.D.#2) Facilities, also known as fire stations and non-fire station spaces, for both El Paso County E.S.D.#2 and non-El Paso County E.S.D.#2 affiliates. This policy sets priorities for El Paso County E.S.D.#2 Facility usage and establishes authority for determining scheduling procedures.

SCOPE AND AUDIENCE

This policy applies to El Paso County E.S.D.#2 and non-E.S.D.#2 affiliates including E.S.D.#2 staff, members, contracted fire departments, and visitors who use El Paso County E.S.D.#2 facilities.

POLICY STATEMENT

Priority for the use of ESD#2 facilities will be given to activities that advance the mission and purpose of the E.S.D.#2 to the greatest degree. To the extent that resources are available, the E.S.D.#2 also serves the larger community by permitting non-E.S.D.#2 affiliates to utilize its facilities for purposes compatible with the E.S.D.#2 mission. These requests will not be given priority over E.S.D.#2 operations, classes, activities, programs, or meetings. The non-E.S.D.#2 affiliates and the event purpose should not contradict the El Paso County E.S.D.#2 mission and vision.

The El Paso County E.S.D.#2 will provide guidance, and oversight to the types and times of E.S.D.#2 facility use and E.S.D.#2 resources, such as, technology equipment and Fire Trucks or any equipment owned by the district.

Responsibility

The Approving Authority will receive all requests via written correspondence, as a matter of record. These requests will be vetted through appropriate leadership (Station Chiefs, Training Division, Logistics, etc.) to ensure that there are no conflicts of interest or scheduling challenges.

Exceptions to this policy include use of district property for fire training by departments contracted by the district. I.e., fire prevention, career day, or use of a facility for the success of our volunteers and staff.

SCHEDULING PRIORITIES

When considering reservation requests, the E.S.D.#2 will follow the following list of priorities for facility use:

1. Fire courses scheduled by the Departments and the E.S.D.#2.
 - a. All the service providers request approval from district for all training provided outside the regular weekly training provided to the volunteers. [Approved; December 16, 2025]

- b. A contract agreement must be in place for third-party training providers to utilize stations, trucks, equipment, and PPE; this requirement does not apply to government agencies. [Approved; December 16, 2025]

2. El Paso County E.S.D.#2 Events.

3. E.S.D.#2 Events that are created or developed for the sole benefit of their members, and/or staff.

4. El Paso County E.S.D.#2 events that are primarily open to members and staff but may also be open to the public or non-E.S.D.#2 guests.

5. The program, meeting, or event is an initiative of a private company, a non-profit organization, or an individual. The audience consists primarily of guests external to E.S.D. #2.

DEFINITIONS

Authority

The Approving Authority is the El Paso County E.S.D.#2 Fire Chief or designee(s). The designee is an Assistant Chief level administrator who has event scheduling and planning authority at the E.S.D.#2.

E.S.D.#2 Affiliate(s)

Any Governmental Entity within El Paso County E.S.D.#2 Jurisdiction.

Non-E.S.D.#2 Affiliate(s)

All requests to use facilities by a non-E.S.D.#2 affiliate must be submitted to the E.S.D.#2 Approving Authority. Non-E.S.D.#2 affiliate's events will not be approved to occur on an official E.S.D.#2 holiday, except in an extraordinary circumstance, as determined by the Approving Authority. Non-E.S.D.#2 affiliates must comply with the E.S.D.#2 Policies and Procedures.

APPROVALS & RESERVATIONS

Priority for reservations will follow the criteria set under Scheduling Priorities.



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

Chapter 26

Equipment Standardization

The District reserves the right to standardize all its equipment and its property to meet the needs of the community and its budget.

- I. The District will standardize all medical equipment to match throughout the District.



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

Chapter 26

Stipend Policy

Stipend Policy

PURPOSE:

To establish a Volunteer Incentive Program ("VIP"), with the payment of expenses, reasonable benefits, and/or a nominal fee, for VOLUNTEER service to the Volunteer Fire Department

('EL Paso County ESD 2"), which is a private, not-profit corporation and not a "public agency."

To establish an adequate and consistent level of volunteer service during workdays and promote and reward positive behaviors of volunteer members participating in El Paso County ESD 2 operations.

To establish a consistent and adequate level of volunteer staffing during normal operating times and reward trained and competent individuals for participation in duty shifts and other assignments.

This policy is not a contract of employment or a right to continue to serve as a volunteer of EL Paso County ESD 2. Volunteer benefits do not make a volunteer an employee of either Clint Fire Department, Fabens Fire Department, Montana Vista Fire Department, San Elizario Fire Department, Socorro fire Department, West Valley Fire Department or the El Paso County Emergency Services District No. 2, a political subdivision of the State of Texas ("District"), and the affected individual's status as a volunteer under any applicable law, rule, or regulation is not changed by the provision of these nominal benefits. Section 3(e)(4)(A) of the Fair Labor Standards Act, 29 C.F.R. 553.101, 553.103, and other applicable state and federal laws, rules, and regulations, state that individuals are not employees, but volunteers, of an entity or public agency when they meet the following criteria:

1. Perform hours of service for civic, charitable, or humanitarian reasons without promise, expectation, or receipt of compensation for the voluntary services rendered; said volunteers receive no compensation or are paid expenses, reasonable benefits, or a nominal fee to perform such voluntary services, except as provided by 29 C.F.R. 553.106;
2. Offer their services freely and without any pressure or coercion, direct or implied, from an employer; and,
3. Are not employed by the same entity or public agency to perform the same services as those for which they propose to volunteer.

29 C.F.R. 553.106(a) states "volunteers may be paid expenses, reasonable benefits, a nominal fee, or any combination thereof for their service without losing their status as volunteers." Some examples of permitted compensation include:

1. Payment of the volunteer's tuition to a firefighting course;
2. Reimbursement of expenses incidental to fire protection training;
3. An annual party given to recognize volunteers;
4. Uniforms and equipment furnished free of charge;

5. Retirement or relief fund, worker's compensation, or other insurance inclusion of the volunteer;
6. A "nominal sum."

Any benefits or nominal sums provided hereunder DO NOT constitute compensation or are they tied to productivity. All volunteers participating under this program are not "suffered to work," and shall freely choose their times and status of providing volunteer services to the El Paso County ESD 2 based on available times and schedules of the volunteer and their designated fire station.

This program is designed to promote and reward positive behaviors of individual members participating in Department operations and promote the Mission Statements of the Corporation and Emergency Services District. At no time will any funds paid to the volunteer exceed 20 percent of what the El Paso County ESD 2 pays and employed starting firefighter and ever exceed \$7,000.00 in any fiscal year.

QUALIFICATIONS:

Members are eligible if they are:

- NOT employed by the El Paso County ESD 2;
- 18 years of age;
- Active volunteer of the Clint Fire Department, Fabens Fire Department, Montana Vista Fire Department, San Elizario Fire Department, Socorro fire Department, West Valley Fire Department, or El Paso County ESD 2 as defined by the current Standard Operating Guidelines, bylaws, or other relevant instrument of the El Paso County ESD 2;
- Members in Good standing as determined by the Board of Directors, Standard Operating Guidelines, Bylaws, or other relevant instruments of the El Paso County ESD 2;
- Be approved by the Department Fire Chief;
- Abide by all El Paso County ESD 2 rules and regulations;
- Certified by designated fire station or El Paso County ESD 2 as a firefighter and/or EMS pre-hospital emergency care provider;
- Abide by the participation requirements; and,
 - Have completed all necessary forms and training required by their designated fire station or El Paso County ESD 2.

In addition to the above-noted qualifications, any participating volunteer must be:

- Cleared to drive by their designated fire station or El Paso County ESD 2 apparatus (Class B license required-unless another volunteer who is confirmed to be volunteering for the same shift);
- Appropriately certified by the designated fire station or El Paso County ESD 2, Texas Commission on Fire Protection, the Texas State Firefighter's and Fire Marshals' Association of Texas, and/or the Texas Department of State Health Services as a pre-hospital emergency medical service provider;
- Maintain a minimum of 10 hours per quarter of fire and/or EMS training, either through the designated fire station or El Paso County ESD 2 or other authorized training;
- Attend at least 50% of meetings of their designated fire station per quarter;
- Attend at least 10% of calls member is required to make for per quarter;
- Complete all assignments during the applicable duty period;
Not provide more than 24hours of service per week under this program; and,
Meet any other requirements established by their designated fire station or El Paso County ESD 2.

DUTIES:

Volunteer member's duties are defined as:

- Responding to Incidents to which their designated fire department is dispatched with appropriate apparatus, equipment, and training;
- Maintain their designated fire station and station property, including living and working areas, apparatus, appliances, tools, and equipment;
- Maintaining all real and personal property used or owned by the El Paso County ESD 2, including putting all equipment and property back in service after any incident;
- Performing minor repairs and maintenance of all equipment or property;
- Performing daily and weekly equipment checks;
- Entering appropriate incident information in appropriate programs;
- Volunteering time for Duty Periods freely and without coercion from their designated fire department;
- Being in at the appropriate their designated fire station for the entire Duty Period for which the volunteer has signed up (stipend payments will not be paid for a Duty Period that is not completed); Comply with all systems used to track volunteer participation in any Duty Period Wearing appropriate uniforms and equipment at all times; and,
- Other duties that may be assigned to all volunteers from time-to-time.
- Department Chief shall submit a time sheet at the end of each month to the District Administrator or District Administrative Assistants for wage compensation.

The Duty Periods are defined as:

1) 3 p.m. - 11 p.m. and 11 p.m. - 7 a.m., Monday through Friday, 6 a.m. - 2 p.m., 2 p.m. - 10 p.m., 10 p.m. - 6 a.m., Saturday and Sunday;

2) Each Duty Period will have no more than 2 openings for any volunteer;

3) Each week will have 42 Duty Periods;

4) Volunteers may be compensated for actual, reasonable expenses incurred by the volunteer member for any Duty Period, except for those noted below, as may be approved by the applicable policy, and no compensation shall be made without proper documentation as may be required by El Paso County ESD 2 and a written receipt.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
3p-7p	3p-7p	3p-7p	3p-7p	3p-7p	6a-10a	6a-10a
7p-11p	7p-11p	7p-11p	7p-11p	7p-11p	10a-2p	10a-2p
11p-3a	11p-3a	11p-3a	11p-3a	11p-3a	2p-6p	2p-6p
3a-7a	3a-7a	3a-7a	3a-7a	3a-7a	6p-10p	6p-10p
7a-11a	7a-11a	7a-11a	7a-11a	7a-11a	10p-2a	10p-2a
11a-3p	11a-3p	11a-3p	11a-3p	11a-3p	2a-6a	2a-6a

Performing a complete Duty Period may entitle the volunteer member to the following reimbursements and nominal fee ("Stipend"), never to exceed the limitations set forth above:

If the member has both a firefighting certification and an EMS certification:

Uniform cleaning and reimbursement expense:-\$4.00;

Fuel reimbursement: \$4.00; Meal reimbursement: \$7.00;

Nominal Fee: \$25.00

If a member has either a firefighting certification or EMS certification:

Uniform cleaning and reimbursement expense: \$4.00;

Fuel reimbursement:-\$4.00: Meal reimbursement: \$7.00;

Nominal Fee: \$15.00;

Volunteer members who complete a Duty Period will have all required taxes and withholdings withheld from any payment of the above amounts and such information shall be reported as appropriate to the Internal Revenue Service.



El Paso County Emergency Services District #2

16001 Socorro Road
PO Box 265
Fabens, TX 79838
Telephone: (915) 765-5049
Fax: (915) 765-5055
Website: epcountyesd2.org

S.O.G HANDBOOK ACKNOWLEDGEMENT FORM

I have received a copy of the El Paso County ESD #2 (El Paso County Emergency Services District #2 “the District”) S.O.G Handbook. This S.O.G Handbook is an important document intended to help you become acquainted with the District’s policies. This document is intended to provide guidelines and general descriptions only; it is not the final word in all cases. Individual circumstances may call for individual attention. Because the District's operations may change, the contents of this handbook may be changed at any time, with or without notice, in an individual case or generally, at the sole discretion of management.

Please read the following statement and sign below to indicate your receipt and acknowledgment of this S.O.G handbook.

I have received my copy of the District’s S.O.G Handbook and understand my responsibility to read it and all attachments thereto, understand their contents, and adhere to all of the policies and procedures of the company, whether set forth in this Handbook, its attachments, or elsewhere. I understand that it is my responsibility to educate myself regarding updated, revised, and added or deleted policies or procedures as announced or posted by the company from time to time.

Print Name

Signature

Date

Chief R. Esparza

Assistant Chief J. Saucedo

Date

Department Name: