

**WEBB COUNTY VOLUNTEER FIRE DEPARTMENT
JOB DESCRIPTION**

TITLE: VOLUNTEER FIREFIGHTER
DEPARTMENT: VOLUNTEER FIRE DEPARTMENT
REVISION DATE: SEPTEMBER 7, 2012

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Protects lives and property through activities associated with fire prevention, fire suppression, hazardous materials and emergency medical incidents and participates in required training and maintenance activities necessary to achieve those objectives.

- Responds to alarms of fire or other emergencies.
- Reports to department officers for instructions.
- Performs duties as outlined in firefighting procedure for the suppression of fires such as: laying of lines, raising of ladders, ventilation, forcible entry, etc.
- Shall follow the operating standards, policies, and practices as prescribed by the Chief.
- Shall be engaged in preventing, controlling, extinguishing fires, and shall give aid in the saving of lives.
- Provides emergency medical services to fire or accident victims, when qualified, and assists the emergency medical service provider (EMT) as necessary or when required.
- Assumes certain responsibility for servicing and maintenance of fire equipment, buildings and grounds.
- When assigned by an officer, may drive certain fire apparatus or equipment.
- Effectively communicates verbally by means of two-way radio, person-to-person, over the phone, and in writing through completion of various records, memos and letters.
- Participates in all phases of training necessary to acquire the knowledge and skills required of the position.
- Ability to respond quickly, use good judgment under stress in hazardous situations, and in human relationships.
- Shall perform other related duties as assigned by a ranking officer.

QUALIFICATIONS:

- Any person eighteen (18) years of age or older.
- Must be of good moral character and of temperate and industrious behavior.
- Must reside within the Department's geographical area, or adjacent communities within proximity to Webb County.
- Must possess a valid and current Texas driver's license.
- Must pass a minimum physical examination.

PHYSICAL REQUIREMENTS:

- Climbs, crawls, and runs as necessary to accomplish fire extinguishment, rescue, and personal safety.
- Must be able to lift, move, and climb ladders.
- Must have agility to climb through rafters, on roofs, and through tunnels.
- Must be able to open and close valves and be able to advance with hose discharging water.
- Must be able to carry heavy loads up and down stairs.
- Must be able to run and drag hose.
- Must be able to grasp and safely use hand tools such as an axe, pike pole, chain saw, shovel, etc.

SUPPLEMENTAL INFORMATION:

- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing, motor vehicle record (MVR) and criminal background checks are required.
- The term volunteer is defined as a person who by their own free will undertakes the service of fighting fires for his/her community, and has no legal concern or other interest vested in the firefighting organization. Volunteers are not covered by Webb County Civil Service rules and Regulations, but must follow Webb County safety policy as defined in the Webb County Personnel Policies and Webb County Safety Manual.

SUPERVISORY: Supervised directly by the Fire Department Chief.

ACKNOWLEDGEMENT:

The undersigned have read discussed, and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

VOLUNTEER SIGNATURE

SUPERVISOR SIGNATURE

PRINTED NAME

PRINTED NAME

PRINTED TITLE

PRINTED TITLE

DATE

DATE

Webb County Volunteer Fire Department
Commitment Agreement

I _____, taking into account the significant expense allocated for my training as a firefighter willingly pledge to serve in that capacity for the Webb County Volunteer Fire Department. I will serve for a period of not less than two years starting from the date of the final firefighting course completed.

There are certain obligations I must meet in order to remain in good standing within the department.

I agree to respond to not less than twenty percent of emergency calls per month; to attend training sessions, staff meetings and to complete Firefighter I training within one year of signing this agreement. I agree to be on call for my one assigned duty night per week; to assist with the department's fundraising efforts; and to assist with maintenance and other tasks as assigned. If I cannot meet an obligation, I will notify the appropriate officer and request to be excused.

If I withdraw by choice from the fire service prior to the term in this agreement, I must reimburse the Webb County Volunteer Fire Department the full cost of my training minus 5% per month for each month I have served.

I further agree to carry through with any responsibilities that I may take on as a member. If I fail to meet the obligations, I realize that my membership may be suspended or terminated by the Chief or Webb County.

I promise that while I am performing my duties, I will act responsibly, ethically, and maturely. I understand that at certain times, information I obtain as a firefighter must be kept confidential, and I promise not to breach confidentiality. I will proudly wear my uniform in a clean and professional manner. I will do my best to protect and serve members of my community, and will support the department to the best of my ability. I will always remember that safety is a priority while performing my duties in this department.

I promise to return all items issued to me by the WCVFD.

By my signature, I understand and agree to carry out the promise made above.

Signature: _____ Date: _____

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Disclosure:

The policies and procedures here set forth apply only to WCVFD volunteers. The term volunteer is defined as a person who by their own free will undertakes the service of fighting fires for his/her community, and has no legal concern or other interest vested in the firefighting organization. Volunteers are not covered by Webb County Civil Service Rules and Regulations, but must follow Webb County safety policy as defined in the Webb County Personnel Policies and Webb County Safety Manual.

Section 1: Name and Purpose

1. Name

This department shall be known as the Webb County Volunteer Fire Department, located in east Webb County, Texas.

2. Purpose

The Webb County Volunteer Firefighters are dedicated to the protection of life and property in the rural areas of Webb County. Our duties are to educate our community in fire prevention, handle all aspects of fire fighting, and incidents as needed. We are dedicated to training and educating ourselves to the standards of the National Fire Protection Agency, The Texas Commission on Fire Protection and beyond. Our volunteers carry the responsibility of this department in every aspect and in a selfless manner for the betterment of our community. We discharge our duties in a manner that reflects positively upon our state, our county, our community, our department and ourselves.

Section 2: Membership

1. Membership Requirements

- A. Any person eighteen (18) years or older, of good character and meeting statutory requirements, may apply for membership in the Department.
- B. All applicants must reside within the Department's geographical area, or adjacent communities within proximity to Webb County, due to the vastness of the region.
- C. All applications for membership shall be submitted to Fire Chief, SAFER Coordinator, or Administrative Services office. Fire Chief will advise committee on recruit recommendations and review applications with committee.
- D. All applicants are subject to a drug screening and background check.

2. Termination of Membership

Membership may be terminated by either resignation or expulsion.

- A. Upon termination of membership for any reason, the member will return all issued equipment within fifteen (15) days. The equipment must be returned to the Fire Chief, or Assistant Chief. Failure to comply with this policy hereby authorizes either/or previously mentioned to take any action deemed necessary to obtain the equipment or fair market value reimbursement.

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3: Membership Classes

The membership of the Webb County Volunteer Fire Department, shall consist of (4) four classes: Probationary, Active, Support, and Inactive.

4. Probationary Membership

- A. Probationary membership will be extended to those who after application successfully complete all Webb County pre-employment requirements.
- B. New members must serve a probationary period of at least (6) six months. During the probationary period, a new member is required to attend at least (15) fifteen hours of training. Any waiver of this requirement shall require the approval of the Fire Chief. Probationary members shall have all the rights, privileges, and responsibilities of regular active members.
- C. Upon completion of above requirements and approval from the Fire Chief, the Probationary member shall become an active member of the Department.

5. Active Membership

- A. Active members shall follow all established departmental Standard Operating Procedures (SOPs) available, at all times. Failure to comply with either the SOPs or Administrative Policies and Procedures may constitute disciplinary action, suspension and /or termination of membership.
- B. When in the area protected by this Department and available for duty, it is the responsibility of all active members of this Department to respond to all alarms of fire or emergencies that are transmitted to this Department. All members must use due diligence, caution and sound judgment in responding to the scene of an emergency.
- C. Any active member responding to an alarm in a privately-owned vehicle shall do so with caution and shall observe all Texas State vehicle and traffic laws.
- D. All active members must attend a minimum of (20) twenty training hours. Active members are expected to attend special work sessions, training sessions, and emergency calls when available to do so.
- E. Equipment issued to members is the exclusive property of the Department and shall be treated with utmost care while in member's possession. This equipment is only to be utilized by members in support of the Department's duties/activities.

6. Support Membership

Any resident in the WCVFD area that does not wish to respond to emergency calls but is willing to assist in other areas as directed by the Fire Chief or Assistant Chief. Support Personnel do not have to meet the requirements set forth in Section 2, Subsection 5, Active Membership. Support personnel must be willing to assist in nonemergency activities. Support personnel will not be issued turnout gear or communication equipment. However, some training may be required as so directed by the Fire Chief. Duties that Support Personnel may assist with are entering reports into databases, servicing equipment, cleaning equipment and station, seeking donations, providing refreshments at a scene or training, or other talents which might not be listed.

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7. Inactive Membership

- A. Active members that can no longer fulfill the requirements of membership may request to be moved to inactive membership status. This request must be made to the Fire Chief with supporting information to warrant a change in status.
- B. Active members that have not met the requirements set forth by the Administrative Policies and Procedures for active membership may be placed on inactive status by the Fire Chief.
- C. Upon inactive status, said member will return all Departmental issued equipment to the Fire Chief, or Assistant Chief. Said member shall be removed from the active membership roster and placed on inactive status.
- D. A member may remain inactive for no more than (12) twelve months. After twelve (12) months, the member will be removed from the department. If the removed member would like to rejoin the department, he/she will have to reapply.

Section 3: Training

1. Selection Criteria

- A. Recruit must meet all membership requirements as set forth in Section 2, subsection 1, and all active membership requirements stated in Section 2, subsection 5.
- B. In addition to fulfilling the aforementioned requirements other factors such as experience, established firefighting knowledge, and previous participation within the department will be taken into consideration during the selection and interview process.
- C. Recruit must demonstrate a sincere desire to help the community, and be willing and able to whole heartedly participate and attend trainings knowing full well the burden of his/her commitment to the department and Webb County.
- D. Commitment agreement- After recruit has received training and certification, he/she will be asked to sign a one-year commitment to serve as a volunteer or paid firefighter for Webb County. Thus ensuring Webb County's return on investment.

Section 4: Organizational Structure

1. Department Officers

There shall be one (1) Fire Chief and no less than one (1) Assistant Fire Chief.

Fire Chief – The Fire Chief shall take full, total and exclusive command of firefighting equipment and personnel (paid or volunteer) upon report of a fire or emergency, during drills, at inspections, reviews or parades. The Fire Chief shall have the final responsibility at all emergency scenes and shall take all proper measures for the extinguishment of fires and the protection of life and property. The Fire Chief shall designate the duties of all Operational officers. The Fire Chief may from time to time establish rules or policies concerning the operating activities of the Department. These rules or policies shall be posted on the bulletin board, a copy of which must be given to each officer, and the new policy or rule must be read at a staff meeting, before such rule or policy becomes effective. The Fire Chief may appoint personnel to assist in the maintenance of apparatus. The Fire Chief shall cause all fire fighting apparatus and equipment to be maintained in good order and repair. The Fire Chief may suspend

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any member for just cause in accord with Section 5, Subsection 1. The Fire Chief shall serve as the sole spokesman of the Department at all fires or emergencies, unless otherwise authorized.

Assistant Fire Chief – The Assistant Chief shall report to the Fire Chief and carry out the orders of the Fire Chief. In the absence of the Fire Chief, the Assistant Chief has all the duties, powers, and responsibilities of the Fire Chief.

2. Operational Personnel

Assistant Fire Chiefs, Captains, Drivers

Assistant Fire Chiefs – The Assistant Fire Chief shall obey all orders of the Fire Chief, whether given directly or through other means. In the event the Fire Chief and the Assistant Chief are absent, the next officer in the chain of command shall take command of the Department and have all the duties, powers, and responsibilities of the Fire Chief.

Captains – The Captains shall obey all orders of the Fire Chief, whether given directly or through the Assistant Fire Chief. In the event the Fire Chief and Assistant Chief are absent, the Captains shall take command of the Department and have all the duties, powers, and responsibilities of the Fire Chief.

In the event that all the Chief and Operational Officers are absent, the senior member present shall take command of the Department.

Drivers – All drivers/operators of a Department vehicle must be qualified to fully operate said vehicle and have a valid Texas State Driver’s License. A member must be qualified by Webb County and approved by the Fire Chief prior to driving any Department vehicle. A list of qualified drivers shall be posted and maintained by the Fire Chief or administrative assistant in a conspicuous place at the fire house. Drivers must adhere to all driver requirements, qualifications, and responsibilities contained within the SOPs.

Section 5: Volunteer Personnel Policies

1. Leave of Absence

The Fire Chief may grant leave of absence, with the reason for the leave request submitted in writing to the Fire Chief. The member may not request a leave of absence greater than (6) months. All requirements for active and/or probationary membership requirements will be prorated to the amount of time on active status for that year, with the exception of a minimum of twelve (12) hours of training. A member, upon completion of the said leave of absence, must submit a letter to the Fire Chief requesting reinstatement to active status.

2. Reapplication of Former Volunteer Members

- A. Expulsion – Expelled members may submit an application for membership not less than twelve (12) months from the date of expulsion.
- B. Resignations – A member who has resigned while no charges are pending against him/her shall be given credit for continuous service if an application for membership is received from such person within twelve (12) months from date of resignation and is accepted.

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- C. Former members reapplying must submit their application through Administrative Services, and must meet the minimum requirements of new members as set forth in Section 2, Subsection 1.

Section 6: Health and Safety

1. Volunteer/Employee Responsibilities

Volunteers/Employees are responsible for conduction their work activities in a manner that is protective of their own health and safety, as well as that of other volunteers and County employees. An accident, no matter how minor, must be reported immediately to a volunteer's supervisor, who must complete and E-1 Form and submit it to the Risk Management Department no later than a week after the accident.

2. Volunteer/Employee Suggestions

Volunteers/employees shall report immediately to their supervisors any conditions that, in their judgment, threaten the health and safety of employees or visitors. Volunteer/employees are encouraged to make suggestions to their supervisors of improvements that would make the county work place safer or more healthful.

3. On-the-Job Injuries

- A. Insurance - The County provides Worker's Compensation insurance coverage which provides for certain benefits (e.g. medical costs and lost wage benefits) if a volunteer absent from work because of a bona fide on-the-job injury. A bona fide on-the-job injury is defined as an injury arising out of or resulting from the performance of job duties by an officer, employee or WCVFD volunteer, which takes place during an activity performed while under County supervision. A Physician must certify that the employee/volunteer is unable to work.
- B. Medical Attention - A County employee/volunteer who sustains a bona fide on-the-job injury may seek medical attention from a physician designated by the County and may later consult a health care professional of his or her choice. In the event of a medical emergency when it is impractical for the employee to be seen by a County-designated physician, he or she may be treated by any available physician. He or she may later be required to see a physician of the County's choice. If deemed necessary, the County may require the employee to submit to an examination by a physician or other health care professional of its choosing. The County requires periodic statements of medical condition, which may include completion of the Work Capacity Form and a copy of a release to return to work (from the attending physician).
- C. Reporting - The Fire Chief , or Administrative Services personnel may require that a WCVFD volunteer on leave due to an on-the-job injury periodically contact said Fire Chief or Administrative Services personnel to report on his/her condition.

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For further information, volunteers should refer to the Webb County Safety Manual and applicable state and federal laws and regulations.

Section 7: Disciplinary Procedures

1. Complaints

A complaint may be brought against a Department member, while operating during Department business (i.e., responding to calls, at fire station, during training, etc.) for:

- Violating any principle of the Administrative Policies and Procedures, Standard Operating Procedures or rules of order of the Department.
- Any conduct which could or has subjected a member or members of the Department or the public to harm or danger;
- Failure to obey the command of a superior officer at a drill or emergency;
- Conduct which may or has subjected Department property to damage or theft; or
- An illegal act which relates to membership in the Department shall be made in writing to the Fire Chief.

2. Disciplinary Hearings

Every member shall be entitled to a hearing for any complaint involving possible suspension or expulsion (except for failure to complete the probationary period). Disciplinary hearing shall not occur unless the charges are so specified as to apprise him/her of the nature thereof and enable him/her to prepare a defense.

3. Suspension

The Fire Chief may suspend a member from active membership. Such suspension, the term of which will be determined by the Fire Chief but which will not exceed thirty (30) days, may be made orally, but must be confirmed to the accused by a written complaint, as defined in Section 5, Subsection 1.

4. Expulsion

Failure to comply with a penalty shall be considered as contempt of the Department, and member can be terminated by Fire Chief.

5. Notification to Defendant

All notices required to be given to a defendant relating to disciplinary proceedings shall be by certified mail and a post office receipt shall be sufficient proof of service.

Section 8: Amendments

Any proposed addition or amendment to these Administrative Policies and Procedures must be submitted in writing, addressed at a staff meeting and voted on by personnel or set committee.

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Section 9: Miscellaneous Provisions

1. Gender and Number

As used in these Administrative Policies and Procedures words of the masculine gender include the feminine and words in the singular include the plural and words of the plural include the singular where appropriate.

2. Administrative Policies and Procedures Activation

The Administrative Policies and Procedures contained herein shall take effect immediately upon approval by Webb County Commissioners Court.

3. Use of Alcohol and /or Drugs

Please see Webb County Personnel Policies and Procedures.

4. Drug Testing

Please see Webb County Personnel Policies and Procedures.

5. Financial Accountability

Department will abide by all Webb County purchasing and procurement procedures.

6. Obligation

A. Every member being admitted shall take the following oath:

I _____ do promise to support the Administrative Policies and Procedures of the Webb County Volunteer Fire Department, to obey all those in authority over me, to follow standard operating procedures, to safeguard all department property that is in my possession and to return said property if I should resign or be expelled.

B. Every officer at his/her installation shall take the following oath:

I _____ do promise to support and uphold the Administrative Policies and Procedures of the Webb County Volunteer Fire Department, to follow standard operating procedures, and to safeguard all department property that is in my possession. I accept the responsibility of the office to which I have been appointed and promise to faithfully discharge the duties of the office to the best of my ability.