

Navarro County Volunteer Firefighters Association

Standard Operating Guidelines

Last Update 10/20/20

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Revisions:

Number	Date	Changes Made
0.5	4/30/20	Draft of complete rewrite and reissue of all SOGs
0.9	10/13/20	Draft presented to Association
1.0	10/20/30	Complete rewrite adopted by the Association at the 10/20/20 meeting

Definitions:

NCVFA – Navarro County Volunteer Firefighters Association

Dispatch – Navarro County Sheriff’s Office Dispatch

NCOEM – Navarro County Office of Emergency Management including the Emergency Management Coordinator

TFS – Texas A&M Forest Service

TXDOT – Texas Department of Transportation

Sheriff – Navarro County Sheriff’s Office

DPS – Texas Department of Public Safety (State Troopers)

IC – Incident Commander as described under NIMS and ICS

Chief – the duly elected or appointed Fire Chief of a Fire Department

VFD – a Volunteer Fire Department, generally within Navarro County

EMS – Emergency Medical Services including patient transport provided by Corsicana Fire and Rescue in Navarro County

NCVFA Membership

Update 10/20/20

Membership:

The Navarro County Volunteer Firefighters Association (“NCVFA” or “the Association”) was formed for the primary purpose of promoting fire protection and first responder services for Navarro County. Any individual firefighter who is a recognized member (carried on the roster) of a Volunteer Fire Department (VFD) that is a member in Good Standing with the NCVFA is considered a member in NCVFA provided the individual complies with the requirements of membership specified in this SOG. Members must be 18 years of age to hold office in NCVFA.

Department in Good Standing:

For a VFD to be a member of NCVFA and be considered “In Good Standing” they must meet the following criteria:

1. Be a Fire Department in or having a primary response area in Navarro County whose members are volunteers, a VFD. The VFD must be duly chartered and recognized by the State of Texas and/or the political subdivision it serves as a Volunteer Fire Department. Typically, such departments are, but are not required to be, also recognized as 501(c)(3) or 501(c)(4) not for profit organization by the IRS and State of Texas.
2. Be current in paying their NCVFA dues.
3. Have a minimum of one member of the department attend NCVFA meetings at least once every 3 meetings. A person who is a member of more than one department may only represent one department at any given NCVFA meeting.
4. Provide a roster to NCVFA of their members at least annually to include member name, radio unit number, and title/rank.
5. Provide to NCVFA, at least annually, department information including, but not limited to, department physical address, department mailing address if different from physical address, a list of operational apparatus and their capabilities, and department contact information consisting of:
 - a. departmental email address or phone number ;
 - b. fire chief name and contact information (may be the same as a. above).

NCVFA will periodically provide a report to the Navarro County Commissioners, NCOEM, and the Navarro County Auditor of departments that are not “in good standing” or upon request by those parties.

Affiliates:

Any department or agency whose members are not volunteers, i.e. paid a wage, and are delivering fire protection in Navarro County including, but not limited to, Corsicana Fire Rescue, Texas A&M Forest Service, and other county or state agencies, shall be considered “Affiliates” of NCVFA. This also includes any firefighter residing or volunteering in Navarro County who is not a member of a Department in Good Standing. Affiliates are welcome to attend meetings and participate in activities of the NCVFA but may not hold office or participate in official voting on matters of business. Individual members of Affiliates may serve on special committees appointed by NCVFA.

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Participation:

Any volunteer firefighter residing or volunteering in Navarro County is welcome to attend the meetings and participate in the activities of NCVFA.

The privilege of holding office, representing a department, and participating in official voting on matters of business is restricted to individuals who meet the Membership and Department in Good Standing requirements as described in this SOG.

Responsibilities:

Association Officers – It shall be the responsibility of the elected officers to uphold the By-laws and Standard Operating Guidelines (SOG) of the NCVFA and to carry out the specific duties of their offices as set forth in the By-laws and these SOGs.

Fire Chiefs – It is the responsibility of the Chief of each individual department to assign the radio numbers for their department following the NCVFA guidelines, obtain a signed NCVFA Radio Usage Agreement from any member using a radio, and provide a copy of the agreement and a current roster of members and their assigned radio numbers to the Radio Committee.

The Chief shall attend, or send a designated department member to, the NCVFA meetings to maintain Good Standing for their department.

The Fire Chief is responsible for ensuring that all authorized members of the department have valid NCVFA ID badges and to retrieve and destroy any NCVFA identification badges that have been issued to members that are exiting their department or become invalid for any reason.

Further, departments shall notify an officer of NCVFA immediately of any change in the position of Chief. A copy of the department's meeting minutes documenting the new chief should be furnished.

NCVFA Identification Badges:

All active firefighters from a department responding in Navarro County are required by county contract to possess a valid NCVFA identification badge. Badges are issued to individuals only upon written request from the appropriate department Chief using the NCFVA ID Information Form.

NCVFA ID badges are issued under the authority of the NCVFA, are the property of NCVFA, and must be surrendered on demand to NCVFA. Printing of badges shall be at the discretion of the NCVFA using only NCVFA approved equipment operated by a NCVFA approved representative. No duplication or acquisition of a NCVFA ID badge from any source other than NCVFA is allowed or authorized.

Designated Primary Response Area

Updated 10/20/20

It shall be the responsibility of the NCVFA to assign the primary response area for VFDs operating within Navarro County. Where a political subdivision or incorporated city provides fire and/or EMS services as part of their charter, they control, by law, the provision of such services within their political boundaries.

NCVFA Executive Committee will coordinate with NCSO, political subdivisions providing fire/EMS services, and individual departments involved when assigning response areas.

All requests for changes in response area assignments must be submitted to NCVFA for consideration.

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Authorized changes to primary response areas will be provided to NCSO for distribution to 911 Assignment upon approval by NCVFA and concurrence by the Navarro County Commissioners.

NCVFA Standing Committees

Updated 10/20/20

The Standing Committees of the NCVFA shall serve a term of one year to run concurrent with the Association's fiscal year, until their specific task is completed, or until their replacement is appointed. Members of the various committees shall be members in good standing of the Association and selected per the by-laws except for the Commissioners Court Liaison (see below).

These committees are accountable to the Association and shall make regular reports of their activities to the Association.

A Chairperson for each committee shall be designated and is responsible for calling meetings, overseeing activities and making reports to the Association concerning the work of the committee.

Awards Committee

This committee shall consist of the Secretary/Treasurer as an ex-officio member and a minimum of three individuals selected from the membership of the Association at large.

The duties of this committee shall be:

- a) to receive nominations and/or requests for special recognition for individuals or departments in the NCVFA;
- b) determine the merit of these requests and authorize the presentation of special recognition awards;
- c) purchase, create or otherwise obtain any needed certificates, plaques or other awards presented on behalf of the NCVFA with funds approved by the Association and plan for and execute the formal presentation of said awards;
- d) work in conjunction with the Executive Committee to hold the Association's Annual Awards Banquet.

Members of the Awards Committee shall be authorized to solicit donations on behalf of the Associations for the purpose of underwriting the Association Banquet and awards presentation.

The awards presented annually at the Association Banquet shall include "Firefighter of the Year", "Department of the Year", "Perfect Attendance" and others as determined by this committee.

Commissioners Court Liaison

This committee shall consist of the Association President as an ex-officio member and one representative from each of the four commissioner precincts of the county. These individuals shall be members of a department in good standing with the NCVFA and elected by the departments within the applicable commissioner's precinct to represent the collective interests of the Association members before the Navarro County Commissioners Court. Their duties shall include:

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- a) representing the collective interests of the members of the NCVFA by acting as a liaison between the Commissioners Court and the Association;
- b) entering into discussion with the Commissioners Court, at the request of the Association, to represent the interests and/or convey the position of the Association members concerning specific issues, as approved by the Association;
- c) perform other duties as requested by the Association or its Executive Officers.

Written authorization of this position shall be delivered to the Commissioners Court.

Radio Committee

This committee shall consist of three to five members selected from the body of the Association at large. These individuals must be members of a department in good standing with the Association.

Duties of this committee shall be:

- a) to maintain a current list of radio numbers assigned to the personnel and apparatus of all fire departments operating in Navarro County (except for Corsicana Fire & Rescue) utilizing the approved Association radio numbering system;
- b) to obtain and retain a valid radio agreement form for each individual authorized to transmit on the Navarro County Fire Frequencies;
- c) to monitor adherence to Association Radio SOGs by monitoring radio traffic on the Navarro County Fire Frequencies for violation of FCC rules and regulations and/or Association SOGs and to report any violations detected to the Association President and the Chief of the Department involved (Enforcement procedures are defined in the NCVFA Personal Radio Usage Agreement SOGs);
- d) to serve as liaison for the exchange of information between the Association and the Navarro County Sheriff's Office dispatch;
- e) and to perform other duties as assigned by the Association or its Executive Officers.

The Radio Committee shall be consulted on any matter concerning radio communications on the Navarro County Fire Frequencies.

Burnout Committee

This committee shall consist of three members selected from the body of the Association at large.

Duties of this committee shall be:

- a) to receive the requests for burnout assistance from the various fire departments in the Association;
- b) to review said requests for eligibility;
- c) and to request payment of assistance (as of 10/20/20 - \$200 per occurrence).

Assistance Eligibility Requirements:

- a) Fire must have occurred in Navarro County.
- b) Burned out structure must serve as a primary residence (commercial property, camp houses, lake houses, etc., are in-eligible unless they are serving as a primary residence).
- c) Occupants must have experienced a total or near total loss of property.
- d) Occupants must have no contents insurance which will cover their loss.

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Procedure for Burnout Approval:

The committee receives the completed Burnout Assistance Request Form and either approves or denies the request. Approved requests are forwarded to the Association Secretary/Treasurer for funding. Denied requests are returned to the department making the request with reasons for denial. A copy of all requests shall be retained on file by the Association.

Training Committee

This committee shall consist of a minimum of three members selected from the body of the Association at large. The primary duty of the committee shall be to plan and execute the NCVFA Annual Fire School held on the second Saturday in September. Additionally, this committee shall monitor and report on training opportunities available to the Association members and plan and execute any other training or classes the committee deems beneficial to Association members.

Members of the Training Committee shall be authorized to solicit donations on behalf of the Association to be used for training purposes.

(Continued on next page.)

NCVFA Radio Protocols

Update 10/20/20

The purpose of this document is to define the processes and steps around communications utilizing the Navarro County radio frequencies for both Navarro County Sheriff Office dispatch, Corsicana Fire and Rescue, and VFDs.

Radio Unit Numbers

The Radio Committee, with approval by the Executive Committee, shall assign a 4 digit group of 100 radio numbers to each department. The first two digits shall identify the department. The current list of departments and assigned number groups is as follows:

Department	Number	Department	Number
Angus	3200	Navarro Mills	4500
Barry	3300	ESD#1 (Powell)	4600
Blooming Grove	3400	<i>Vacant</i>	4700
Chatfield	3500	Pursley/Purdon	4800
Corbet	3600	Retreat	4900
Dawson	3700	Rice	5000
Emhouse	3800	Richland	5100
Eureka	3900	<i>Vacant</i>	5200
Frost	4000	Silver City	5300
Kerens	4100	Southern Oaks	*
Mildred	4200	Streetman	*
Mustang	4300	Union High	5400
Navarro	4400	287 R/C Fire and Rescue	5500

*Southern Oaks and Streetman use unit numbers assigned by Freestone County

Each Department will assign the last 2 digits as individual radio numbers to their members and apparatus based on the following guidelines:

- 00 - reserved for primary station identifier. Only stations end in 00
- 01 - reserved for department Chief. Only Chiefs position ends in 01
- 02-10 - reserved for department officers, preferably listed in descending rank order
- 11-49 - individual members – no particular order required
- 50-59 – designate brush trucks
- 60-69 - designate tankers/tenders – 1000 or more gallons
- 70-79 – designate medical or rescue units
- 80-89 – designate engines/pumpers – 750 gpm or higher
- 90-99 – specialized equipment – utility/command, trailers, boats, ATV, etc.

Units that serve dual purposes should be identified by their primary function. Only one number may be assigned to any individual or unit in a department.

Where an individual is a member of more than one department, each department Chief shall assign the individual a unit number within their department’s sequence.

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Numbers shall be assigned by the department Chief and approved by NCVFA. The NCVFA Radio Numbering System shall be used exclusively as noted above and adherence to NCVFA Radio Protocols is required. Failure to adhere to these guidelines may result in suspension of the authority to operate on the Navarro County Fire Frequencies and/or result in a formal complaint to the FCC.

General Provisions:

The frequencies and radio network are the property of or is licensed to the Navarro County Sheriff's Office and/or Navarro County. Navarro County Sheriff's Office Communications Division (Dispatch) manages the communications for Navarro County and the contracted Volunteer Fire Departments (VFD).

1. VFDs will only transmit on those channels/frequencies to which they are authorized and for official business only.
2. VFD personnel authorized to use the frequencies must have completed and have on file with the Radio Committee, a Navarro County Volunteer Firefighter Association Radio Usage Agreement prior to transmitting on any channel.
3. Where an individual belongs to more than one department and therefore has multiple unit numbers, the individual must use the radio unit number of the department they are responding under. For clarity, if the responder has a unit number for Department A and Department D, and they are responding to a page for Department D VFD, they must use their Department D unit number for communications.
4. Departments and individual units within a department, shall not self-dispatch to calls outside of their primary assigned response area. Only the department paged by dispatch should respond. If other departments are required, the dispatched department will notify dispatch and a page will be sent to the additional department.
5. If it is believed that an incorrect department has been paged, a phone call should be placed to Dispatch, and the information provided to the dispatcher over the phone. Dispatch, at their sole discretion, is responsible for and at all time is in control of what departments and agencies are dispatched based on their protocols and SOGs.
6. Requests to dispatch agencies or equipment that *could incur an expense* to Navarro County must be made to Dispatch from personnel on-scene at an incident, not just enroute. A request to place such equipment or agencies on standby may be made prior to arrival on-scene. Dispatch will follow their protocols to obtain authorization for dispatch of equipment or agencies that incur an expense to Navarro County.
7. If the primary department paged does not acknowledge the page within a reasonable amount of time, the next closest mutual aid department should be paged along with the primary department's second page.
8. When necessary, dispatch may, at any time, "close" a channel or otherwise restrict use of a channel for emergency communications only. Dispatch will broadcast that the channel is closed except to emergency traffic.
 - a. Only emergency communications may be transmitted while the channel is closed.
 - b. VFDs with traffic not pertaining to the emergency shall utilize other methods to contact dispatch, typically on another channel or by phone when a channel is closed.
 - c. Dispatch will broadcast that the channel is open for normal communications when the emergency no longer requires a closed channel.

Special Provisions for Major Highways

The risk of accidents, congestion, and many other factors combine to increase the hazards with non-fire apparatus on the scene. This specifically includes the shoulder and traffic lanes but can also apply to frontage roads as they rapidly become congested and may hinder traffic rerouting. POVs not sufficiently marked or recognizable as official emergency vehicles arriving at a scene should be parked off the main and frontage road, such as in a parking lot or driveway, where parking a POV will not obstruct traffic. Where parking is available, POVs can be parked off scene and responders can walk to the scene. Only fire apparatus should be on the scene.

Wildland Fire Dispatch

1. Initial call – dispatch will identify the appropriate VFD to respond to a call and initiate a page on both the Nav Fire and Nav Med channel
2. Units from the paged VFD will acknowledge the page on Nav Fire and advise their response status
3. Each responding apparatus from the paged VFD will advise dispatch when they are enroute to the location
4. The responding unit or units will advise dispatch when they arrive on scene
5. The IC once on scene will provide an initial size up report to dispatch which will include the following information:
 - a. Command is being established and command call sign which will be the department name followed by command, ex. Frost Command
 - b. Scene channel to be used by all units on arrival at the scene
 - c. Approximate number of acres involved
 - d. If any structures are threatened
 - e. Any additional departments to be paged and what equipment is being requested from each
 - f. If county equipment or Texas Forest Service (TFS) is required
6. Dispatch will page additional departments as required and advise them of requested equipment and scene channel
7. Dispatch will notify OEM and requested county agencies and TFS if requested
8. Dispatch will log all apparatus (trucks) responding to the scene
9. Dispatch is not required to log POVs responding
10. Additional responding trucks (not POV) unit or units will advise dispatch on Nav Fire channel when they arrive on scene and switch to the scene channel
11. Additional units will advise IC on the scene channel of their arrival and request assignments.
12. Dispatch will notify IC on Nav Fire channel of notification to other agencies and their response ETA
13. Items 5 through 12 may be repeated if required
14. IC will notify dispatch on Nav Fire channel when the fire is under control
15. IC will notify dispatch on Nav Fire channel when command is terminated
16. All trucks leaving the scene will notify dispatch on Nav Fire that they are clear
17. All trucks will advise dispatch when they have returned to their station and are available for another call. This will occur after the truck has been refilled and is ready for another call
18. Dispatch is not required to log “back in station” times or status

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19. Dispatch will email the incident information to the department email address provided to dispatch for this purpose once the incident is closed.
20. If an email is not received by the departments, departments can call dispatch by phone after returning to their station and request logged times and a service number. Circumstances permitting, the phone call should be made within 2 hours of returning to the station
21. POVs that responded to the scene will utilize the department truck times and service number. No POV times are recorded or can be provided by dispatch.
22. If call times and service numbers cannot be immediately requested, a Response Information Request form must be completed and faxed to SO within 24 hours. This allows the dispatcher to review recordings and collect information for the return fax. If information is requested after 24 hours, the info is not readily available, and an open records request is required to retrieve the information.

Structure Fire Dispatch

1. Initial call – dispatch will identify the appropriate VFDs to respond to a call and initiate a page on both the Nav Fire and Nav Med channel to include the primary and closest departments. This may be by group tone if available and may also include other nearby departments. Normally, a minimum of 3 VFDs should be initially paged for a structure fire.
2. Dispatch will simultaneously page Corsicana FD.
3. Units from the paged VFDs will acknowledge the page on Nav Fire and advise their response status
4. Each responding apparatus from the paged VFDs will advise dispatch when they are enroute to the location
5. The responding unit or units will advise dispatch when they arrive on scene
6. The IC once on scene will provide an initial size up report to dispatch which will include the following information:
 - a. Command is being established and command call sign which will be the department name followed by command, ex. Frost Command
 - b. Scene channel to be used by all units on arrival at the scene
 - c. Estimate of amount of structure involved
 - d. If Corsicana FD is required or can be disregarded
 - e. Any additional departments to be paged and what equipment is being requested from each
 - f. If utilities, ex. electric, need to be contacted
 - g. If medical services are required on scene
7. Dispatch will page additional departments as required and advise them of requested equipment and scene channel
8. Dispatch will notify requested agencies if requested
9. Dispatch will log all trucks responding to the scene
10. Dispatch is not required to log POVs responding
11. Additional responding trucks (not POV) unit or units will advise dispatch on Nav Fire channel when they arrive on scene and switch to the scene channel
12. Additional units will advise IC on the scene channel of their arrival and request assignments.
13. Dispatch will notify IC on Nav Fire channel of notification to other agencies and their response ETA

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14. Items 5 through 12 may be repeated if required
15. IC will notify dispatch on Nav Fire channel when the fire is under control
16. IC will notify dispatch on Nav Fire channel when command is terminated
17. All trucks leaving the scene will notify dispatch on Nav Fire that they are clear
18. All trucks will advise dispatch when they have returned to their station and are available for another call. This will occur after the truck has been refilled and is ready for another call
19. Dispatch is not required to log "back in station" times or status
20. Dispatch will email the incident information to the department email address provided to dispatch for this purpose once the incident is closed.
21. If an email is not received by the departments, departments can call dispatch by phone after returning to their station and request logged times and a service number. Circumstances permitting, the phone call should be made within 2 hours of returning to the station
22. POVs that responded to the scene will utilize the department truck times and service number. No POV times are recorded or can be provided by dispatch.
23. If call times and service numbers cannot be immediately requested, a Response Information Request form must be completed and faxed to SO within 24 hours. This allows the dispatcher to review recordings and collect information for the return fax. If information is requested after 24 hours, the info is not readily available, and an open records request is required to retrieve the information.

EMS Dispatch

1. Initial call – dispatch will identify the appropriate VFD to respond to a call and initiate a page on the Nav Fire, Nav Med, and Corsicana Fire channels. All initial pages to VFDs, including additional departments, will be paged on both Nav Fire and Nav Med.
2. Motor Vehicle Accidents (MVA) requiring an ambulance dispatch will be handled as EMS dispatches on Nav Med unless the on-scene IC or Dispatch requests radio traffic be moved to Nav Fire or another channel.
3. Corsicana EMS will switch to Nav Med and acknowledge the page and advise their response status
4. Units from the paged VFD will acknowledge the page on Nav Fire and advise their response status
5. Paged VFD units will switch to Nav Med channel after acknowledging the page and remain on Nav Med until they clear the scene.
6. Each responding apparatus will advise dispatch when they are enroute to the location on Nav Med
7. The responding unit or units will advise dispatch when they arrive on scene
8. First responders will communicate patient information and situation report to responding ambulances on Nav Med channel if required.
9. If a medical helicopter is requested, dispatch will confirm with the IC what channel will be used for LZ to helicopter communications. Preferred channels in order are VMED 28 (state designated channel for ground to air ambulance), Nav Med, or Nav Fire. Dispatched will advise the air ambulance to communicate with the landing zone (LZ) coordinator on scene on the designated channel.
10. The LZ coordinator will advise dispatch on Nav Med when the helicopter has landed at the scene.

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11. The LZ coordinator will advise dispatch on Nav Med when the helicopter departs the scene and which hospital they are transporting to, if known.
12. VFD units leaving the scene will notify dispatch on Nav Med that they are clear
13. Corsicana EMS will advise dispatch on Nav Med if they are transporting a patient or not and their destination.
14. If transporting a patient, Corsicana EMS will notify dispatch on Nav Med when they arrive at the hospital and then switch to city channel
15. If not transporting a patient, Corsicana EMS will advise dispatch that they are clear and switch to city channel
16. VFD units will switch back to Nav Fire channel once they clear the incident
17. Dispatch will email the incident information to the department email address provided to dispatch for this purpose once the incident is closed.
18. If an email is not received by the departments, departments can call dispatch by phone after returning to their station and request logged times and a service number. Circumstances permitting, the phone call should be made within 2 hours of returning to the station
19. No POV times are recorded or can be provided.
20. If call times and service numbers cannot be immediately requested, a Response Information Request form must be completed and faxed to SO within 24 hours. This allows the dispatcher to review recordings and collect information for the return fax. If information is requested after 24 hours, the info is not readily available, and an open records request is required to retrieve the information.

NOTE: *Only if communications on Nav Med are not possible, can Nav Fire can be used as an alternate for communications with dispatch on EMS incidents.*

Mutual Aid Requests

The IC at an incident or their designee will relay requests for mutual aid to Dispatch following the Mutual Aid Request Guidelines. It is the responsibility of the IC to advise Dispatch of the VFD(s) or other agency being requested and what type of aid, generally apparatus or manpower, is being requested.

Mutual Aid Request Guidelines:

Update 10/20/20

The following guidelines were created as a collaborative effort of the NCVFA, Navarro County Office of Emergency Management, Corsicana Fire and Rescue, Texas Forest Service, and Navarro County Sheriff's Office with the approval of the Navarro County Commissioner's Court. These guidelines will standardize and streamline the process for obtaining needed resources while maintaining the integrity of the authorization, tracking, and reporting system for said resources.

Except for prearranged mutual aid agreements, all requests for mutual aid assistance at an incident shall be placed by the Incident Commander (IC) or their designee.

Prearranged (Automatic Mutual Aid) Agreements:

Due to the potential impact to NCSO Dispatch and at the request of NCOEM and Dispatch, **prearranged or automatic mutual aid agreements as they pertain to designated response areas must be approved by NCVFA prior to activation by Dispatch.** These include, but are not limited to, written prearranged dispatch paging (two-tone radio transmission) agreements between VFDs and/or Corsicana Fire and Rescue. The purpose of these agreements is to notify all involved departments on the initial dispatch of the incident. These agreements may be temporary or ongoing as required to provide adequate responses to dispatches. Departments entering into prearranged (automatic) mutual aid agreement must provide a copy of the agreement signed by all involved parties to the Radio Committee. Once reviewed by the Radio Committee, the agreement will be forwarded to the officers of NCVFA and NCSO dispatch for approval prior to implementation. It is suggested that departments desiring to enter into prearranged mutual aid agreements coordinate with the Radio Committee in advance to determine the technical and operational feasibility of the agreement.

Other Navarro County Fire Departments:

On an incident by incident basis, the IC shall relay the request for the specific assistance needed to the NCSO dispatcher using the Navarro County VFD Radio Procedures.

Fire Departments Outside Navarro County:

The IC shall follow the same procedures as when requesting Navarro County resources. Dispatch shall notify Navarro County Office of Emergency Management (NCOEM) of these requests and follow their established protocols to ensure proper tracking.

Law Enforcement:

The IC may request law enforcement resources as needed through Dispatch. The IC must provide the reason law enforcement resources are needed to enable Dispatch to send the appropriate resources.

Navarro County Owned Resources:

The IC shall request resources such as bulldozers and road graders through Dispatch. The IC may wish to contact the appropriate County Commissioner directly to determine availability of equipment and operators, however the actual request for resources must go through Dispatch to be acted upon. Dispatch will obtain authorization from the commissioner and notify NCOEM as per their protocols.

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EMS Helicopter:

Although most helicopter companies will launch at the direct request of individual fire personnel, the costs and associated liability that could be incurred with air transport are so extreme that the following procedure will be adhered to for the protection of both the patient and the individual fire departments. If patient assessment and EMS protocols dictate air transport, the IC shall make said request through Dispatch. Dispatch shall obtain authorization to launch from Corsicana EMS personnel as per their protocols. To expedite the process, first responders should relay pertinent information and helicopter request directly to Corsicana EMS medic unit en route. The IC or first responder personnel may relay to Dispatch any request and authorizations from Corsicana EMS personnel onsite if requested by the Corsicana EMS personnel.

Texas Forest Service (TFS) Resources:

Although individual departments can request assistance from the TFS, for tracking and reporting purposes, Navarro County VFDs shall request TFS resources through Dispatch. Dispatch will notify NCOEM and other appropriate agencies of these requests as per their protocols.

Air Support (not including air ambulance):

Requests for air support must be approved by NCOEM. The IC, upon determination that air support is needed, shall notify Dispatch of the request. Dispatch will notify NCOEM who will facilitate the request per their protocols. (Note: The Texas Forest Service only has aircraft available for air support during times of Extreme Fire Danger and when the State has declared a disaster in specific regions.)

Texas Department of Transportation (TXDOT):

The IC may request TXDOT resources through Dispatch. Dispatch will facilitate these request as per their protocols.

Hazardous Materials:

The IC must request Haz-Mat response through Dispatch. All Haz-Mat incidents must be reported to Corsicana Fire and Rescue immediately. Dispatch will also notify NCOEM.

Water Rescue and Recovery:

The IC shall direct all requests for assistance with water related incidents through Dispatch. Even requests of privately owned boats and equipment should be coordinated through Dispatch for tracking and accountability purposes. Dispatch will notify the appropriate resource and also notify NCOEM.

Miscellaneous Requests:

From time to time, departments will utilize the services of independent groups and organizations, private companies, and individuals to provide expertise, specialized equipment, manpower, and other services. These types of requests may be made directly by the IC or through Dispatch. For tracking and accountability purposes all mutual air responses should be logged with Dispatch.

NCVFA - SOG

Forms:

Update 10/20/20

The following forms are used by the Navarro County Volunteer Firefighters Association

Dispatch Response Information Request

Response Information Request

To: NCSO Communications

*From: _____ VFD

Fax: 903-875-3366

*Fax : _____

Please fax our department times for the following response as soon as possible for our department records:

*Date of Call: _____ *Type of Call: _____

*Location of Call: _____

Service Number: _____

Page time: _____

*Truck # _____

En route: _____ On Scene: _____ Clear: _____ @Station: _____

*Truck # _____

En route: _____ On Scene: _____ Clear: _____ @Station: _____

*Truck # _____

En route: _____ On Scene: _____ Clear: _____ @Station: _____

Under Control: _____

Any Additional Information:

*Date: _____ *Name and Unit Number of Requestor: _____

Completed by NCSO: (Officer name and badge number) _____

*Required field for request to be processed.

The Response Information Request must be faxed to Communications within 24 hours of page time. After 24 hours your agency will be required to submit an Open Records request for the information

Radio Usage Agreement

Navarro County Volunteer Firefighter's Association

Personal Radio Usage Agreement

These procedures must be kept due to FCC regulations of radio frequencies. We must protect our organization, other agencies, and frequencies.

- Assigned call numbers shall always be used.
- No "C.B." language will be used on any frequency.
- It is a violation of law and FCC regulations to use profanity on our frequencies.
- Your radio shall always be controlled by you. You are responsible for the proper use of your radio by anyone.
- Our frequencies are to be used for fire department related business only. No personal use of the frequencies is allowed. Frequencies for Navarro County can only be used in Navarro County. There are several scene channels which should be used when on scene to keep the primary dispatch channels open. When arriving on scene, please ask the scene commander what scene channel to use.
- Do not intentionally transmit at the same time as others. If the channel is busy allow others to complete their transmission before talking.
- You must follow the Standard Operating Guidelines and Radio Procedures of the NCVFA. Failure to do so will result in the department Chief being notified of a violation.
- The following steps will occur with any violation of this agreement and/or NCVFA Radio Procedures:
 - 1) The first occurrence will result in a verbal warning from the department chief.
 - 2) The second occurrence will result in as written warning from the Association to you and to the chief of your department.
 - 3) The third occurrence will result in revoking your authorization to use any frequencies utilized by the Association. Failure to comply will result in a formal complaint to the FCC.

By my signature or by including my date of birth as an e-signature below I understand and fully agree to abide by the above procedures and I understand that my authorization and use of the NCVFA frequencies and its Affiliate's frequencies can be revoked at any time by NCFVA and the radio committee.

Date: _____

Member Signature: _____

Department: _____

Member Printed Name: _____

Approved by: _____ (Chief, Radio Committee, or NCVFA Officer)

Department Information Form

Navarro County Volunteer Firefighter Association

Department Information

Department Name:	
Fire Chief Name:	
Physical Address:	
Mailing Address:	
Department Email:	
Department Phone:	
Fire Chief Email:	
Fire Chief Phone:	

Burnout Request Form

Navarro County Volunteer Firefighter's Association
Burnout Committee

Burnout Request Form

Incident Number:

CFS#				-					
-------------	--	--	--	---	--	--	--	--	--

Date of Fire: _____

Recipient's Information:

Name: _____

Street Address: _____

City: _____ St: _____ ZIP: _____

Phone Number: _____ Cell: Y or N _____

Other Contact Info:

Street Address: _____

City: _____ St: _____ ZIP: _____

Phone Number: _____ Cell: Y or N _____

Type of Structure:	Frame	Brick	Single Wide Manufactured
circle all that apply	Single Family	Multi-Family	Double Wide Manufactured
	Single Story	Multi-Story	

Primary Department Area: _____

Requesting Department: _____

Chief's Signature: _____ Burnout Committee Rep: _____

Burnout Assistance: **\$200.00**

Date Issued: _____

ID Request Form:

NAVARRO COUNTY
FIREFIGHTERS ASSOCIATION
ID INFORMATION SHEET

PLEASE PRINT LEGIBLE

Department: _____

First Name: _____

Middle Initial: _____

Last Name: _____

Title in department: _____

State Certifications (ex. ECA, EMT, FF1): _____

Email: _____

Cell #: _____

What is the phone number of someone we should notify if you are injured?

Chief's Signature: _____