

## **STANDARDS FOR VOLUNTEER FIRE DEPARTMENT CONSIDERATIONS FOR CONTRACTUAL AGREEMENT WITH TITUS COUNTY**

1. The **DEPARTMENT** shall be a chartered non-profit organization in good standing with the State of Texas, and working toward, if not already obtained, non-profit Internal Revenue Status (501-3C) within 1 year of contract date.
2. The **DEPARTMENT** shall have housing for all apparatus (Pumper, Tanker, Brush Trucks, Rescue Units, etc.)
3. The **DEPARTMENT** shall have adequate number of trained Officers for the effective operation of the Department as determined by the respective departmental by-laws or Board of Directors requirements, with no less than a Chief, Assistant Chief, and Training Coordinator. A list of these officers names, addresses, and phone numbers shall be provided to the County Commissioners, and County Judge and maintained current.
4. The Chief and Assistant Chief will have a training level of minimum Firefighter 1, Wildland / Engine Module, NIMS and Haz-mat Awareness. Should a newly elected Chief or Assistant Chief not meet the training standard, they will have 1 year to accomplish said training or step down. Should they have been on the job for a period of 10 or more years prior to this agreement, with no formal schooling, they can be considered grandfathered into the position.
5. The **DEPARTMENT** shall have an agreed primary response territory or fire district assigned by the County Judge.
6. The **DEPARTMENT** shall adhere to all rules set forth by VFIS in an effort to keep insurance rates down. Requirements include: physicals, background checks, driver training classes, and driver obstacle course.
7. The **DEPARTMENT** shall maintain a solvent financial status with adequate funding to operate and maintain the DEPARTMENT and equipment and shall maintain such records as necessary for the effective operations of the DEPARTMENT. Each year the DEPARTMENT shall submit a financial statement (Income and Expense), approved by the member's, to the county auditor's office. **These records shall be subject to audit by the Titus County Auditor's Office or authorized agency.**
8. The **DEPARTMENT** shall maintain adequate records for;
  - A. All response calls for service.
  - B. **Monthly Service Runs (calls) will be submitted to the County Auditor's office by the 10<sup>th</sup> of each month or RUN MONEY will be withheld for that reporting month.**

9. The **DEPARTMENT** shall have a minimum of one (1) Pumper, One (1) Tanker and or combination of Tactical Pumper/Tanker and two (2) TYPE 6 Brush Trucks. Rescue trucks, First Responder Vehicles, Air Cascade Trailers and Command Vehicles are optional. The assigned vehicles shall be equipped to adequately combat and extinguish structure fires, vehicle fires, grass fires, and other types of fire. Each assigned vehicle will have a complete inventory listing with copies kept in the vehicle and also in a safe offsite location.
10. Newly formed VFD's after date of said contract will be funded as to their ability and equipment capability.
11. The **DEPARTMENT** shall maintain yearly records on Hose Testing, Ladder Testing, Pump Testing, SCBA's certification and SCBA bottle hydro pressure testing.
12. The **DEPARTMENT** vehicles shall be equipped with audible and visual warning devices adequate to comply at a minimum with the State of Texas requirements for emergency vehicles. (overhead with 360 degrees viewing required in the City of Mount Pleasant)
13. The **DEPARTMENT** shall provide, or cause to be provided adequate personal protection clothing to trained personnel who may be subject to combating structure, auto, or wildland fires.
14. The **DEPARTMENT** shall provide for and conduct a minimum of 20 (twenty) hours training per year in accordance with requirements of either Texas Commission on Fire Protection or the State Fireman's and Fire Marshall's Association certified programs and / or the respective DEPARTMENTS by-laws, whichever is greater. **Records of this documented training, with instructors name, time, place and subject matter will be submitted prior to the 10<sup>th</sup> of each month to avoid loss of payment.**

In witness thereof, **TITUS COUNTY** and The **DEPARTMENT** have caused this contract to be executed in their respective names and attested by the duly authorized officer. The effective date of this agreement shall be October 1, 2015 and remain in full force and effect as to all provisions of this agreement. Either party may terminate this contract in whole or in part upon (90) days written notice of same.

Signed this \_\_\_\_ day of \_\_\_\_\_, 2015

**DEPARTMENT** Fire Chief \_\_\_\_\_  
 Jerry Clark, Sugar Hill VFD (EXAMPLE)

**DEPARTMENT** Assistant Chief \_\_\_\_\_  
 Michelle Clark, Sugar Hill VFD (EXAMPLE)

County Judge \_\_\_\_\_  
 Brian Lee, County Judge

# Sugar Hill VFD

## RUNS Calculation

\_\_\_\_\_ MM/YY

NAME	Radio #	# of Runs	\$ per Run	TOTAL
			<b>GRAND TOTAL</b>	

Run money is based on Firefighter Training as listed below:

- Jr. Firefighter                 \$ 6.00 per Call
- Basic Firefighter             8.00 per Call
- With Wildland/Engine Module   9.00 per Call
- With Support                 10.00 per Call
- With Firefighter 1            11.00 per Call
- With Firefighter 2            12.00 per Call

**I attest that the information contained in this report is true and correct.**

**Fire Chief Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

# CALL VOLUME PER NUMBER OF VOLUNTEERS for 2014

## Sugar Hill VFD 2014

Total # of Calls	# of Volunteers	Average # per call	Total Cost @ \$12.00
112	336	3	\$4032.00

## Tri-Lakes VFD 2014

Total # of Calls	# of Volunteers	Average # per call	Total Cost @ \$12.00
121	359	3	\$4308.00

## Nortex VFD 2014

Total # of Calls	# of Volunteers	Average # per call	Total Cost @ \$12.00
106	329	3	\$3948.00

### **Requesting funds to pay Volunteers a maximum of \$12.00 per call and broken down as follows:**

Jr. Firefighter \$ 6.00 per call.

Basic Volunteer with NIMS training \$8.00 per call.

Add WILDLAND/ENGINE MODULE Certification \$9.00 per call.

Add Support Certification \$10.00 per Call.

Add Firefighter 1 Certification \$11.00 per Call.

ADD Firefighter 2 Certification \$12.00 per call.

Each and every volunteer must arrive on scene and sign call report in order to be counted.

Calls and Number of Volunteers along with total Dollar Amount to be turned into County Monthly and paid the following month.

Each VFD must keep records of payments to Volunteers and be available to produce said records for Audit purposes.

All run money paid to County VFD's must be paid to the Volunteers, period!

Calls and Number of volunteers per call to be verified by Mt. Pleasant Fire Department for accuracy.

Reports **MUST** be turned in prior to the 10<sup>th</sup> of each month to qualify for payment.

## **Titus County Volunteer Fire Dept. Payment for 2015-2016**

**\$1400.00 per Month**

**Sugar Hill VFD**

**Nortex VFD**

**\$1200.00 per Month**

**Tri-Lakes VFD**

**\$1000.00 per Month**

**Five Star VFD**

**Cookville VFD**

**This was based on:**

- 1. Personal available from 7AM- 7pm.**
- 2. Number of personal at all calls.**
- 3. Number of staffed vehicles (fire trucks) on scene.**
- 4. Number of calls with personal and no equipment.**
- 5. Number of calls missed altogether.**

# Sugar Hill VFD Yearly Vitals Check

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NAME

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**DATE**                      **BLOOD PRESSURE**                      **PULSE**                      **HEART RATE**                      **OXYGEN LEVEL**


Comment

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**SUGAR HILL FIRE DEPARTMENT  
TRAINING CLASS**

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**DATE:** \_\_\_\_\_ **LOCATION:** \_\_\_\_\_

**CLASS SUBJECT:** \_\_\_\_\_

**OBJECTIVES:** \_\_\_\_\_

**SKILL #s:** \_\_\_\_\_

**# OF HOURS:** \_\_\_\_\_

**INSTRUCTOR(S):** \_\_\_\_\_

<b>STUDENT NAME (please print)</b>	<b>STUDENT SIGNATURE</b>	<b>HOURS COMPLETED</b>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		

I attest that the information contained in this report is true and correct.

\_\_\_\_\_  
Fire Chief

\_\_\_\_\_  
Date

## Sugar Hill VFD 2014/2015 Income - Expenses

### Fire Certifications

SFFMA & NETSFFMA	255.00
TCFP	170.00
<b>SUB TOTALS</b>	<b>\$325.00</b>

### Medical Expenses

State Certification for CPR	100.00
<b>SUB TOTALS</b>	<b>\$100.00</b>

### Truck Expense

Tires	927.00
Oil Changes (8)	674.00
Air Filters (Brush Trucks)	120.00
Fuel	2281.00
Inspections (5)	75.00
Maint.	900.00
Batteries	200.00
Engine 20 PM	666.00
<b>SUB TOTALS</b>	<b>\$5853.00</b>

### Radios

Batteries (HT1250)	430.00
Programming	74.00
Repair	300.00
Supplies	
<b>SUB TOTALS</b>	<b>\$804.00</b>



### **Building Expense**

Electric	2,505.00
Water	441.00
Trash pickup	330.00
Lawn Maint.	900.00
Phone	600.00
Garage Door Openers (2)	950.00
<b>SUB TOTALS</b>	<b>\$5726.00</b>

### **Equipment**

Nozzle (2)	1000.00
Thermal Imager Battery	320.00
Supplies	800.00
<b>SUB TOTALS</b>	<b>\$2120.00</b>

### **Uniforms**

Wildland Replacement	350.00
Shirts and Sweatshirts	357.00
Gloves	195.00
<b>SUB TOTALS</b>	<b>\$902.00</b>

### **Inspections**

SCBA *8 packs	450.00
Pump Test	310.00
Air Trailer Hydro test	150.00
Fire Extinguisher	596.00
Ladder	(150.00)
<b>SUB TOTALS</b>	<b>\$1506.00</b>

**Office Supplies**

General Office Supplies	494.00
Postage	240.00
Tax Preparation	125.00
Software renewal	308.00
<b>SUB TOTALS</b>	<b><u>\$1067.00</u></b>
<b>EXPENSE TOTALS</b>	<b>\$18,403.00</b>
<b>COUNTY INCOME</b>	<b>\$14,400.00</b>
<b>Fund Raiser and donations</b>	<b><u>5,700.00</u></b>
<b>INCOME TOTAL</b>	<b>\$20,100.00</b>
<b>+ Or – difference</b>	<b>+ 1,697.00</b>

**Footnotes:**

**Exceptional fundraiser income this year.**

**2,000 in unexpected expense in nozzle's and garage door opener replacement.**

**Fuel costs down due to price per gallon.**