



WASHINGTON COUNTY VOLUNTEER FIRE & RESCUE ASSOCIATION STANDARDS MANUAL

Title: Standards Enforcement Procedure

Effective Date: 07/18/1996

Approval: 07/18/1996

Number of Pages: 4

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I. ENFORCING BODY:

- A. The Washington County Volunteer Fire & Rescue Association Standards Committee will be the body responsible for the enforcement of all standards adopted by the Fire & Rescue Association and the Board of County Commissioners of Washington County, Maryland.

II. REPORTING VIOLATION PROCEDURES:

- A. Any Fire & rescue Company of Washington County, Maryland has the responsibility to report violations of adopted standards for the Washington County Volunteer Fire & Rescue Association to the Standards Committee in a timely manner. Example 7-10 days of violation.
- B. All reports of violations must be submitted to the Standards Committee Chairperson, Fire & Rescue Coordinator and/or President of the Fire and Rescue Association, in writing and signed by the submitting company or representative (i.e. Company Officer).
- C. When submitting violations, as much information relating to the violations(s) must be provided to the standards Committee for investigation to be conducted. Information being requested Date, Time, Standard in violation, Fire & Rescue Incident number if applicable, and brief explanation of situation.
- D. Upon receipt of written complaint, a sub committee from the Standards Committee will be appointed by the chairperson to investigate said violation(s).



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III. INVESTIGATION OF VIOLATIONS:

- A. The subcommittee investigation the reported violation will advise said Fire or Rescue Company of reported violation(s) and schedule a briefing with representatives of the company to discuss reported violation within fifteen (15) days of receiving the report of a violation. At this time a decision by the subcommittee will be made of validity of said violation.
- B. All information gathered by the subcommittee will be documented in writing and reported to the Standards Committee within ten (10) days of the completion of their investigation.
- C. A review of the investigation by the subcommittee will be conducted by the Standards Committee. A recommendation form the Standards Committee to the Fire and Rescue Association will be made within thirty (30) days and/or finding reported at the next monthly meeting of the Association.

IV. ENFORCEMENT PROCEDURES:

- A. First Violation: Written Warning- If a violation has been validated by the Standards Committee and the Fire and Rescue Association, a written warning will be levied to the Fire or Rescue Company in violation of the adopted standard(s). The Fire or Rescue Company in violation will have thirty (30) days form receipt of their written warning, to report back to the Fire and Rescue Association a time period for their company of said violated standard. A compliance period cannot exceed one (1) year. A copy of all documentation will be provided to the Fire or Rescue Company, Washington County Volunteer Fire & Rescue Association and will be kept on file in the respective companies file located in the Washington County Volunteer Fire & Rescue Association Office (Administrative Planners office).
- B. Second Violation: If a second violation has been validated by the Standards Committee and Washington County Volunteer Fire & Rescue Association for the same standard that a written warning was levied, with in a one (1) year period or



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the compliance date agreed upon has expired a fine will be levied to the Fire or Rescue Company. The fine will be determined by the Washington County Volunteer Fire & Rescue Association not to exceed one thousand dollars (\$1000.00). A copy of all documentation will be provided to the Fire or Rescue Company, WCVFRA, Board of County Commissioners, and the WCVFRA-Administrative Planner.

C. Third Violation: Any further violations of or continued noncompliance with the same standard will result in the suspension of the offending Fire or Rescue Company from the WCVFRA as per Article 1, Section 5 of the Associations Constitution and by-law's.

C.1. If a third violation is levied to any Fire or Rescue Company a thirty-five (35) day grace will be granted to allow for the appeals process to occur. If the levied violation stands after appeal, said violation will take effect.

V. APPEALS PROCESS FOR STANDARDS VIOLATIONS:

- A. Any Fire or Rescue Company receiving a violation of an adopted standard will have thirty (30) days to submit in writing an appeal to the President of the Washington County Volunteer Fire & Rescue Association. The President of the Association will have ten (10) days to appoint an appeals committee, consisting of five (5) individuals for the Fire and Rescue Association membership body. This appeals committee will investigate the request for appeal and report back to the Association within thirty (30) days and or the next monthly meeting of the Association.
- B. All necessary documentation will be made available form the President of the Washington County Volunteer Fire and Rescue Association to the appeals committee.



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VI. FUNDING ALLOCATIONS:

- A. All fines that are levied to a Fire or Rescue Company will be designated to an escrow account that will be designed towards a county wide Fire and Rescue educational facility. The escrow account will be established by the Washington County Volunteer Fire and Rescue Association.

VII. COMPLIANCE EXTENSIONS:

- A. An extension of the compliance date may be granted for the compliance of an adopted standard if warranted by the Fire and Rescue Association within thirty (30) days of the due date.

VIII. NOTIFICATION OF VIOLATION(S):

A certified letter will be sent to the company in violation Chief and President within seven (7) days of the decision of the Fire and Rescue Association.

IX. RE-ENTRY PROCEDURE:

In the event a Fire or Rescue Company received its third violation under section IV.C. Upon re-entering the Washington County Volunteer Fire and Rescue Association the said company will re-enter under the current apparatus and equipment standard at which they were suspended.