

State Firemen's & Fire Marshals' Association of Texas	PAGE 1 OF 4	REVISION NUMBER & DATE 001 - June 2006
Texas Industrial Emergency Services Board Standard Procedure for Participating Industrial Membership		CREATION DATE July 1993
DOCUMENT TITLE Procedures for Participating Industrial Membership		
DOCUMENT NUMBER SFFMA-TIESB002	DOCUMENT AUTHORS Butch Schattel, Don Davis	APPROVERS SIGNATURE

PURPOSE

The purpose of this procedure is to define the criteria and process for an Industrial Member to be approved as a participating Industrial Member.

SCOPE

This procedure applies to any Industrial facility, company, or organization that desires to be recognized as a participating Industrial Member that meets the qualification of State Firemen's and Fire Marshals' Association of Texas, By-Laws, Article III, Section 6.4, (A).

REFERENCES/DEFINITIONS

Texas Industrial Emergency Services Board - A standing committee of Industrial representatives that administer the training program requirements, emergency response vehicle registration, and membership requirements of industry for participating in the State Firemen's and Fire Marshals' Association of Texas.

Participating Member - An industrial facility, company, or organization that meets the requirements set forth by the Texas Industrial Emergency Services Board.

Member - A member facility, company, or organization that meets the requirements as a non-participating member but is represented by the State Firemen's and Fire Marshals' Association of Texas.

Constitution and By-Laws - State Firemen's and Fire Marshals' Association of Texas Constitution and By-Laws as amended, Article III, Section 6.

Industrial Coordinator - The staff member designated by the Executive Director, State Firemen's and Fire Marshals' Association of Texas, to coordinate activities for the enrollment of participating memberships.

RESPONSIBILITY

This procedure provides guidelines for the timely action required by the applicant, the TIESB Coordinator, the appropriate review committee, the presentation at a called board meeting, approval or disapproval, and documentation.

BOARD CRITICAL

The Board's ability to provide timely accurate assessments for the approval of the applicant is necessary to maintain membership credibility.

REVIEW

This procedure will be reviewed at the first board meeting of the year.

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TRAINING

It shall be the responsibility of the Industrial Coordinator to provide a copy of this procedure to each new member.

PROCEDURE

1. Qualification of the Applicant

State Firemen's and Fire Marshals' Association of Texas, By-Laws, Article III, Section 6.4, (A), states: Each industrial organization or installation that wishes to become a participating industrial member must be a current member of the State Firemen's and Fire Marshals' Association of Texas, and employ a minimum of 10 employees at the specific installation. To meet the minimum 10 employee participation requirement, several installations, each having less than 10 employees and belonging to a common business organization, may be grouped together to qualify as a single participating industrial member.

2. Responsibility of the applicant

Upon request, the Industrial Coordinator will provide the applicant appropriate information for Participating Industrial Membership: information for determining the annual dues requirement, TIESB Training Requirements Standard, Yearly Training Summary for completion, and other applicable information.

The applicant will return to the Industrial Coordinator the completed Yearly Training Summary representing the preceding calendar year. The appropriate membership fee will also be remitted prior to approval.

3. Industrial Coordinator Responsibilities

The Industrial Coordinator will provide primary communication with the applicant/member. The Coordinator will provide invoices, Yearly Training Summary forms, and other applicable information. The coordinator should document all communication with the applicant/member.

The Coordinator will review the Yearly Training Summary submitted by the applicant/member to determine if required information is completed with appropriate approval signatures.

The original copy of the Yearly Training Summary will be retained by the Coordinator. The Coordinator will provide a copy(s) of the applicant's Yearly Training Summary to the Chairman of the appropriate review committee.

Whenever the applicant's summary has been approved by the board, the coordinator will ensure the original summary receives the appropriate approval. The summary will be maintained in the Coordinator's files.

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Upon final approval, the appropriate certificates will be submitted to the applicant/member.

The Coordinator will provide a report at each called board meeting the status of all approved and pending Participating Memberships.

4. Review Area Committee Responsibilities

The Board Chairman assigns board members to serve on the Review Area Committee of which their facility is assigned. A Chairman will be appointed for each Review Area Committee.

Committee members will not be assigned to assess or recommend approval of Yearly Training Summaries for the facility for which they represent.

Upon receipt of the applicant's summary, the Chairman will assign not less than two committee members for the review process. The review processes will include the requirements of the TIESB Training Standard and/or other applicable standards. The committee Chairman may contact the applicant regarding questionable responses that could affect approval.

The consensus of the review committee will be presented for board action at the next called board meeting.

5. Actions by the Board

A standard agenda item for all regular board meeting will provide an opportunity for the Review Area Chairman to submit a recommendation for each Yearly Training Summary reviewed.

A Participating Industrial Member shall be approved by a two-thirds majority affirmative vote at a regular board meeting.

The Industrial Coordinator will ensure appropriate signatures are affixed to the newly approved summary.

The Board will determine the appropriate response to an applicant's Yearly Training Summary voted not acceptable. The Industrial Coordinator will provide the applicant a written response of the board's decision.

6. Review Area Designations

The Review Area Committees are designated by four geographic areas:

Review Area I, the Sabine Neches Region, includes Jefferson and Orange Counties.

Review Area II, the Channel Industries area, includes Harris, Chambers, and Liberty Counties.

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Review Area III, the Coastal-Bend area, includes all coastal counties between Texas City and Corpus Christi.

Review Area IV, Inland, is designated as all other areas of the state.

REVISION HISTORY		
DATE	CHANGED BY	CHANGES MADE
6/14/06	D.H. Davis	<ol style="list-style-type: none"> 1. Grammatical corrections made throughout document. 2. Last sentence in #5, changed Training Coordinator to Industrial Coordinator. 3. Added revision history table.