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| State Firemen's & Fire Marshals' Association of Texas | PAGE 1 OF 4 | REVISION NUMBER & DATE 002 – February 2009 |
| Texas Industrial Emergency Services Board Standard Procedure for Industrial Coordinator | | CREATION DATE December 1995 |
| DOCUMENT TITLE Procedure for TIESB Industrial Coordinator | | |
| DOCUMENT NUMBER SFFMA-TIESB005 | DOCUMENT AUTHOR(S) Schattel/Collier/Creamer | APPROVERS SIGNATURE |

PURPOSE

The purpose of this procedure is to define the responsibilities of the Industrial Coordinator.

SCOPE

This procedure applies to the coordination of the activities of the Industrial membership and the Texas Industrial Emergency Services Board.

RESPONSIBILITY

This procedure is intended to identify the responsibilities and tasks assigned to the Coordinator by the Executive Director, State Firemen's and Fire Marshals' Association.

PROCEDURE

1. Industrial Coordinator Assignment

The Industrial Coordinator shall be an employee of the association.

2. Industrial Coordinator Communications

The Coordinator will respond to all communications pertaining to the Industrial membership and the TIESB.

The Coordinator will inform the chairman and/or appropriate board members of pertinent communications.

The Coordinator will provide appropriate information to members and prospective members upon request.

The Coordinator may consult the chairman or an appropriate board member to respond to inquiries.

3. Dues Processing

The Coordinator will mail out the annual dues notice and yearly training summary request to current and members.

The dues notice/invoice should be mailed in November of each year.

The Coordinator will maintain records of Industrial Memberships providing the appropriate dues payment to be a Participating Member as recognized by the Texas Industrial Emergency Services Board. The record will indicate the date of receipt of this dues payment and the time period the payment represents.

The Coordinator will acknowledge receipt of payment for Participating Members and issue a membership certificate.

4. **Yearly Training Summary Processing**

The Coordinator will mail out the yearly training summary request to current members. The yearly training summary form should be mailed in November of each year. The summary is to request training information for the previous calendar year.

When a completed yearly training summary has been returned, the coordinator will determine if it is complete and properly signed.

The Coordinator will document, retain a copy, and bring to the next TIESB board meeting the completed yearly training summaries, and distribute them to the appropriate area chairmen for review.

When a yearly training summary is approved by the board, the coordinator will ensure the original copy has been appropriately signed. The original signed copy will be retained at the executive offices.

The Participating Industrial Member certificate will be mailed to the facility representative upon determination of proper receipt of the Industrial and Participating dues.

If a yearly training summary is not approved, the coordinator will provide the applicant a written response as directed by the Chairman and facilitate corrections if applicable. If approval is not possible, the coordinator will return to the applicant the Participating Industrial Membership portion of the dues payment.

5. **Vehicle Applications Processing**

The Coordinator will review all Industrial Emergency Vehicle Applications.

The Coordinator will approve an Industrial Emergency Vehicle Application if all appropriate criteria are met per the TIESB Industrial Emergency Vehicle Criteria.

Once the appropriate payment for a vehicle certificate (sticker) is posted, the Coordinator will produce, sign, and mail a window sticker for each approved vehicle.

Any Industrial Emergency Vehicle Application issues arising that are beyond the scope of the published criteria document will be brought before the board for clarification.

6. **Board Meeting Responsibilities**

The Coordinator should attend all Industrial Board meetings.

The Coordinator will mail out the meeting notice/agenda as directed by the chairman.

The Coordinator will be responsible for the publication and distribution of the written minutes of each board meeting. The distribution list will include all Industrial members, ex-officio members, Executive Board members, mutual aid organization chairmen and State Firemen's and Fire Marshals' Association of Texas office.

The Coordinator will provide each member an updated TIESB roster, status of vehicle applications, pending applications and Industrial Participating member status.

7. **Coordinator Records and Files**

The Coordinator will maintain the mail listings and contact persons for all industrial memberships.

The Coordinator will file and maintain all meeting notice/agenda and minutes of all meetings.

The Coordinator will file and maintain records of Industrial Memberships and all approved yearly training summaries for a minimum of five years.

The Coordinator will file and maintain records of vehicle registrations for a minimum of four years.

The Coordinator will maintain and update all forms used by the Board.

The Coordinator will maintain and file all procedures, statutes and references to the Texas Industrial Emergency Services Board. Board members will be provided these documents upon request.

8. **Coordinator Other Duties**

Working with the TIESB Board, SFFMA Executive Director and appropriate T*Flag representatives, the Coordinator will assist with any legislative agendas the TIESB pursues.

The Coordinator will produce marketing materials and seek out prospective members of the TIESB at the direction of the TIESB board.

Other duties as assigned

Working with the TIESB Board, SFFMA Executive Director and appropriate T*Flag representatives, the Coordinator will assist with any legislative agendas the TIESB pursues.

The Coordinator will produce marketing materials and seek out prospective members of the TIESB at the direction of the TIESB board.

Other duties as assigned

REVISION HISTORY

| DATE | CHANGED BY | CHANGES MADE |
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| 9/10/09 | Will Collier | <ol style="list-style-type: none"> 1. Modified Header to new format used in other TIESB procedures documents. 2. Changed Dues processing section, removing reference to YTS dues, and changing invoicing month to Nov from Jan, and added mention of membership cert being mailed out. 3. YTS Section changed to remove reference of dues specific to YTS, changed 'mail YTS' to 'bring' YTS to board meeting, and added mention of facilitating corrections to YTS prior to sending back and refund. 4. Added new section – Vehicle Applications Processing 5. Changed maintaining records to 5 years from 3 6. Added new section – Coordinator Other Duties 7. Added revision history table. |
| 08/27/09 | Kevin Creamer | <ol style="list-style-type: none"> 1. Deleted unnecessary hard returns 2. Set spacing before sections at 6pt to replace hard returns 3. Set paragraph indent at .5" for paragraphs and deleted unnecessary tabs 4. Strike through Will's revision date as he has not been employed here since July 2009 |
| 09/04/09 | Kevin Creamer | <ol style="list-style-type: none"> 1. Added length of time to retain vehicle registrations |
| 02/02/10 | Kevin Creamer | <ol style="list-style-type: none"> 1. Reinserted wording to disseminate YTS forms in November annually. |
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