

## Notifications Policy

### Purpose:

To establish clear expectations regarding when the Fire Chief shall notify the Board of Commissioners of significant operational events or incidents that may affect the District, its personnel, or the community.

### Policy

The Fire Chief shall notify the Board of Commissioners in a timely manner upon the occurrence of any significant incident, including but not limited to those listed below. Notification shall be made as soon as practicable following the event, by phone, text, or email, depending on the urgency of the matter. Notifications will not include any information protected by privacy laws.

### Significant Events

Any on-duty injury that requires more treatment than simple first aid.

The death of any member of the ESD, regardless of the circumstances.

Any death from a fire within the ESD.

Any mass casualty incident within the ESD.

Any working structure fire.

Any fire resulting in damage or loss that is likely to exceed \$50,000.00

Any fire involving a public assembly.

Any fire involving critical infrastructure.

Any incident utilizing mutual aid from 3 or more outside fire agencies.

Any activation of a regional response plan or command-level participation in a unified command.

Any hazmat incident requiring evacuation, shelter-in-place orders, or specialized regional team deployment.

Any vehicle accident that results in:

- a) Serious injury or death
- b) damage to property other than ESD property.
- c) taking the apparatus out of service for repairs.
- d) serious injury or fatality to any person if the accident involved a District vehicle.

Discipline involving suspension or dismissal of an employee or volunteer.

Any arrest or criminal investigation involving a District employee or volunteer.

Any lawsuit, legal claim, or notice of potential litigation against the District.

Any incident likely to receive significant media coverage or public concern.

Any community complaint or controversy that could impact the District's reputation or operations.

Damage to District facilities that impairs operations or results in loss of use.

Any time that flags are lowered to half-staff

Any situation the Fire Chief reasonably believes may warrant Board awareness due to operational, financial, or political implications.

Emergency Authority

This policy does not limit the Fire Chief's authority to act in emergency situations. Notification is for awareness and governance purposes, not operational approval. Notification is from the Fire Chief to each individual Commissioners. Any follow up communication must be in compliance with the Texas Open Meetings Act.