



FIRE INVESTIGATION TEAM Regional Procedure #02

Adopted by:
WCFA
June 11, 2014

PURPOSE

It is the intent of the Williamson County Fire Chiefs Association (WCFA) that the Williamson County (WILCO) Fire Investigation Team (FIT) serves only as support for an origin and cause fire investigation for the Authority Having Jurisdiction (AHJ).

BACKGROUND

The WILCO FIT in a cooperative effort to work with the WCFA. The WILCO FIT was initiated as a response to aid fire investigations within Williamson County.

PROCEDURE

GOAL

- A. The goals of WILCO FIT are to:
1. Concentrate investigative resources on those incidents that may require resources beyond what is available to any member agency.
 2. To broaden the training and experience opportunities for the WILCO FIT members and others interested in improving fire investigation skills.

REQUIREMENTS

- A. Fire Investigators shall be members of a fire department within Williamson County and must be in good standing with their respective fire department and said department shall participate in the Williamson County Mutual Aid Agreement.
- B. Members of the WILCO FIT shall possess, at a minimum, a current Basic Fire Investigator Certification through the Texas Commission on Fire Protection and/or State Firemen's and Fire Marshals' Association of Texas.
- C. Responding members shall have recognition and approval from their Fire Chief and Fire Marshal. (Fire Marshal approval where applicable)
- D. The approving agency is responsible for submitting and maintaining an approved member list to the WILCO FIT coordinator.
- E. Requesting agencies shall maintain an approved NFPA 921 fire investigation toolkit to support the WILCO FIT response. (see appendix A)
- F. A Chief, or his/her designee, from the requesting agency shall be present throughout the entire fire investigation.

OBJECTIVE

- A. The objective of this guideline is to establish a procedure for the Incident Commander to request a Mutual Aid Fire Investigator(s).
- B. The Incident Commander may request a Mutual Aid Fire Investigator through Williamson County Fire Communications or the Commander's respective communication entity.

REQUEST PROCEDURES

- A. The Incident Commander at the fire scene determines the need for a Fire Investigator. The IC's first choice shall be from within the department. If a Fire Investigator is not available from within the department, or if additional Investigators are needed, the IC may request a Mutual Aid Fire Investigator(s).
- B. To initiate the request for a Fire Investigator, the Incident Commander will contact Dispatch/Fire Communications by radio or by phone and request a Mutual Aid Fire Investigator(s).
- C. Dispatch / Fire Communication will then page the need request to the WILCO FIT via CRC paging system. CRC 1 will disregard pages for WILCO FIT.
- D. The below information shall be given to the assisting Fire Investigator.
 - 1. Location of Incident. (To include city and street address.)
 - 2. Type of Incident. (Such as residential, commercial, wildland, vehicle fires, or explosion, bombing, haz-mat, etc.)
 - 3. Radio channel assignment.
 - 4. Special Hazards, Considerations, or Requests.
- E. Once a WILCO FIT member(s) receives notification, they then respond to the notification by contacting the Incident Commander / requesting fire department via assigned radio channel.

TRAINING

Training will be recommended by the WILCO FIT. The purpose of this training will be to improve the quality of service provided to requesting agencies. Training recommendations can be made by the member agencies.

APPENDIX A**REQUIRED TOOLS: (recommended for NFPA 921)**

- Claw hammer
- Directional compass
- Evidence-collecting container
- Evidence labels (sticky)
- Hand towels
- Magnet
- Marking pens (Sharpie)
- Paint brushes
- Paper towels/wiping cloths
- Pen knife
- Pliers/wire cutters
- Rake
- Rulers
- Screwdrivers (multiple types)
- Sieve
- Soap and hand cleaner
- Styrofoam cups
- Tape measure
- Tape recorder
- Tongs
- Tweezers
- Twine
- Voltmeter/ohmmeter
- Writing/ drawing equipment

ADDITIONAL ITEMS COULD BE SUPPLIED BY APPARATUS:

- Absorption material
- Axe
- Broom
- Hatchet
- Hydrocarbon detector
- Ladder
- Lighting
- Pry bar
- Rope
- Saw
- Shovel
- Water
- Camera and film

SAMPLE AUTHORIZATION LETTER

To: Bobby Copeland
Williamson County Fire Investigators Team (WILCO FIT) Coordinator

Date:

I, *Chief* _____ of the _____ *Fire Department* do hereby authorize (*rank and name of individual*) to participate with the Williamson County Fire Investigators Team. (*rank and name of individual*) is in good standing with the _____ *Fire Department* and complies with the requirements set forth in the Williamson County Fire Investigators Team guidelines.

Chief _____

Fire Marshal _____

Participant _____

Williamson County Emergency Communications Use only:

Participants contact device number: _____

Device carrier: _____ (example: AT&T, Verizon, Sprint etc.)