

Collin County Fire Marshal's Office  
Standard Operating Guidelines



# **Authority of the County Fire Marshal's Office**

## **Policy Statement**

The Office of the County Fire Marshal is authorized by State Law and through Commissioners Court Order. The office shall exercise its legal authority as prescribed by statute, and serve at the will of the Court.

## **Reason for Policy**

State law authorizes commissioner's courts to establish an Office of County Fire Marshal, and prescribes certain activities that may be performed by the County Fire Marshal. Failure to act within that authority may result in disciplinary action up to, and including, termination. Contact your immediate supervisor if you need assistance with interpretation, resolution of problems, or permission in special situations.

## **Legal Authority of the Collin County Fire Marshal's Office**

### ***Appointment of a County Fire Marshal***

Texas Local Government Code, Chapter 352, Subchapter B authorizes commissioners court to establish the Office of County Fire Marshal.

### ***Fire Investigations, Authority to Conduct***

Texas Local Government Code, Section 352 authorizes the County Fire Marshal to investigate the cause, origin, and circumstances of any fire in the unincorporated areas of the county, including the right to enter and examine a structure where a fire has occurred.

If the county fire marshal determines that further investigation of a fire or of an attempt to set a fire is necessary, the marshal may subpoena witnesses and documents; administer oaths; take and preserve written statements, affidavits, and depositions; and file criminal charges for arson, attempted arson, conspiracy to defraud, failure to cooperate, or any other crime against a person the marshal believes to be guilty.

## **Organization**

### **Policy Statement**

The Department organization shall reflect the public service needs of the community.

### **Reason for Policy**

CCFMO organizational structure should reflect the agency's vision to provide the best possible public service. As such, the FMO organization is designed to provide functional grouping of similar operational activities, a logical chain of command, and efficient use of taxpayer funds. FMO personnel are expected to understand their respective roles and responsibilities within the organization, how each function interacts with and affects

others, their respective chains of command, and how to practice good financial stewardship. Failure to comply may be grounds for disciplinary action, up to and including termination. Contact your immediate supervisor if you need assistance with interpretation, resolution of problems, or permission in special situations.

## **Organizational Structure**

- **Fire Prevention:** The Fire Prevention Services Branch is responsible for the effective prevention of fires through periodic inspection of commercial or public buildings, licensed facilities, and other buildings in the unincorporated county.
- **Fire Investigation:** The Fire Investigation Services Branch is responsible for the effective investigation of fires and explosions in the unincorporated county, preparing arson cases for prosecution, maintaining fire records, and providing juvenile intervention services.
- **Emergency Operations:** The Emergency Operations Services Branch is responsible for effective planning, mitigation, and recovery from emergencies and disasters -- natural, accidental, or deliberate, including hazardous materials response, and providing assistance and training to first responders.
- **Administrative Services:** The Administrative Services Branch is responsible for effective day-to-day support of all CCFMO operations, and for the timely preparation and distribution of public outreach information.

## **General Expectations**

### **Policy Statement**

The Department shall establish general expectations of behavior for all personnel, both paid and non-paid. The intent is to provide legal, non-discriminatory, and consistent guidance for department work practices and actions.

### **Reason for Policy**

The purpose of this document is to provide general direction so that personnel can seek clarification on issues related to the subject of acceptable standard of operation. This document establishes only the framework within which the department wishes to operate. Personnel should refer to specific departmental policies, guidelines, and recommended practices, where applicable. Failure to comply may be grounds for disciplinary action, up to and including termination. Contact your immediate supervisor if you need assistance with interpretation, resolution of problems, or permission in special situations.

### ***General Behavior***

All FMO personnel are expected to maintain high standards of excellence when representing the department -- in the office, on scene, during conferences or seminars or any other county related activity. No personnel shall act or behave, privately or in an

Insignificant the injury may appear. Violation of safety standards, including failure to report or correct unsafe conditions, will not be tolerated.

## **Fires To Be Investigated, Rules and Procedures**

### **Policy Statement**

In accordance with Section 352.013(b) of the Texas Local Government Code, the Collin County Fire Marshal's Office may provide advice to the Commissioners Court to adopt rules and procedures for determining which fires warrant investigation by the county fire marshal. The CCFMO shall begin such investigations within 24 hours of notification of a fire that warrants investigation under adopted rules and procedures.

### **Reason for Policy**

In populous counties, it is impractical for the county fire marshal to investigate each and every fire. Further, it is not always necessary. The cause of many fires is clearly accidental and can be readily determined and documented by the local fire department. Thus, the CCFMO can concentrate its efforts on fires of undetermined cause, criminal arson fires, fires that result in injury or death, commercial fires, fires caused by juveniles, and other fires of special interest or circumstances. This operating practice provides a great savings benefit to county taxpayers.

Failure to comply may be grounds for disciplinary action, up to and including termination. Contact your immediate supervisor if you need assistance with interpretation, resolution of problems, or permission in special situations.

### **Definitions**

**Fires Warranting Investigation.** Any fire listed below and reported to CCFMO.

1. Any fire suspected to be intentionally set;
2. Any structure fire for which the Incident Commander for the responding agency is unable to determine the origin and cause;
3. Any vehicle fire for which the Incident Commander for the responding agency is unable to determine the origin and cause;
4. Any significant outdoor fire (defined as an outdoor fire where vegetative fuels are involved AND at least 100 homes are threatened and there is some evacuation; OR for which Texas Forest Service resources are requested) for which the Incident Commander for the responding agency is unable to determine the origin and cause.
5. Any fire that causes bodily injury that requires transport to a hospital or results in death;
6. Any fire that occurs in a commercial establishment, public building, or multi-family dwelling of four or more units;

7. Any fire involving fire alarm or automatic sprinkler system malfunctions or false alarms;
8. Any fire resulting from a suspected violation of outdoor burn bans, outdoor burning rules, or fireworks restrictions; and
9. Any fire suspected to have been started by juveniles.
10. Any other fire that the Fire Marshal determines warrants an investigation.

## **Procedures and Responsibilities**

### ***General***

1. CCFMO shall investigate any fire listed in this policy in accordance with established CCFMO policies and procedures.
2. The Incident Commander, or designee, shall contact the CCSO dispatcher to request an CCFMO investigation for any fire that occurs in an unincorporated area of the county and is listed as a "Fire Warranting Investigation" as defined by this policy.
3. The dispatcher shall contact the on-duty investigator and/or inspector as follows:

<b><u>Type of Fire</u></b>	<b><u>Investigator</u></b>	<b><u>Inspector</u></b>
ANY fire suspected to be intentionally set	X	
Any STRUCTURE fire, unable to determine the origin and cause	X	
Any VEHICLE fire, unable to determine the origin and cause	X	
Any SIGNIFICANT OUTDOOR FIRE, unable to determine the origin and cause. A significant outdoor fire is defined as: <ul style="list-style-type: none"> <li>➤ At least 100 homes are threatened AND some evacuation; OR</li> <li>➤ Texas Forest Service resources are requested; OR</li> <li>➤ There is property damage over \$200</li> </ul>	X	
Any fire with BODILY INJURY that requires transport to a hospital or results in DEATH;	X	
Any fire suspected to have been started by JUVENILES	X	
Any fire in VIOLATION of outdoor burn ban, rules, or fireworks restrictions	X	X
Any COMMERCIAL, MULTI-FAMILY DWELLING, or PUBLIC BUILDING fire	X	X
Any fire alarm/ automatic sprinkler system MALFUNCTION or false alarm		X

**From:** [Curtis Maberry](#)  
**To:** [Gunaratnam Rachael](#)  
**Subject:** RE: NTSB Investigation (PLD21FR002): Interview transcript for review (Maberry)  
**Date:** Tuesday, January 4, 2022 11:55:24 AM  
**Attachments:** [image001.png](#)

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[CAUTION] This email originated from outside of the organization. Do not click any links or open attachments unless you recognize the sender and know the content is safe.

Rachael

Our office uses NFPA 921 and NFPA 1033 guidelines for fire investigation. We have no written SOP's at the time of the incident.

Respectfully submitted



**C.D (Dale)Maberry**  
**Assistant Fire Marshal ( [REDACTED] )**  
**Collin County Fire Marshal's Office**  
[REDACTED]

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**From:** Gunaratnam Rachael <[REDACTED]>  
**Sent:** Thursday, December 30, 2021 12:12 PM  
**To:** Curtis Maberry <[REDACTED]>  
**Subject:** RE: NTSB Investigation (PLD21FR002): Interview transcript for review (Maberry)  
**Importance:** High

\*\*\*\* **WARNING:** External Email. Do not click links or open attachments that are unsafe. \*\*\*\*

Ass. Fire Marshal Maberry,

I'm sorry to bother you during the holidays. I had a quick follow up question regarding procedures. You mentioned in your interview that there were no natural gas procedures for the CC Fire Marshal's office. Do you have fire investigation procedures that your office currently uses? Or do you have a policy in place on what guidance your office follows to investigate a fire incident? I need to include this for my factual report.

If you could send me a copy of either procedure or policy that was in place on June 28<sup>th</sup>, I would appreciate it.

Thank you,

Rachael

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**From:** Curtis Maberry <[REDACTED]>  
**Sent:** Wednesday, September 29, 2021 12:30 PM  
**To:** Gunaratnam Rachael <[REDACTED]>  
**Subject:** RE: NTSB Investigation (PLD21FR002): Interview transcript for review (Maberry)

[CAUTION] This email originated from outside of the organization. Do not click any links or open attachments unless you recognize the sender and know the content is safe.

Attached is the signed copy of the interview.

Respectfully submitted



**C.D (Dale)Maberry**  
**Assistant Fire Marshal (9402)**  
**Collin County Fire Marshal's Office**  
[REDACTED]

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**From:** Gunaratnam Rachael <[REDACTED]>

## Personal report on Jason A Browning

PRINT

### Current Certifications

Certification	Date Issued	Renewal Date
Instructor II	2/14/2000	10/31/2022
Master Structure Firefighter	11/19/2014	10/31/2022
Master Arson Investigator	11/19/2014	10/31/2022
Master Fire Investigator	11/19/2014	10/31/2022
Master Fire Inspector	11/19/2014	10/31/2022
Head of Department Suppression	8/24/2012	10/31/2022
Fire and Life Safety Educator 1	11/14/2018	10/31/2022
Plan Examiner 1	9/18/2019	10/31/2022

### Field Examiner / CTBS / TIMP

Training	Acquired Date
Field Examiner	6/8/2017
Courage To Be Safe course	7/9/2012
Traffic Incident Management Program	3/2/2016

### Current Employment

Employer Employer	Start Start Date Date	Status Status
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## Personal report on Crystal M Morgan

PRINT

### Current Certifications

Certification	Date Issued	Renewal Date
Advanced Structure Firefighter	8/3/2017	10/31/2022
Driver Operator-Pumper	6/3/2016	10/31/2022
Instructor I	5/24/2017	10/31/2022
Fire Officer I	8/2/2017	10/31/2022
Advanced Fire Inspector	3/17/2020	10/31/2022
Plan Examiner 1	4/21/2020	10/31/2022
Basic Fire Investigator	7/5/2021	10/31/2022
Basic Arson Investigator	7/12/2021	10/31/2022

### Field Examiner / CTBS / TIMP

Training	Acquired Date
Field Examiner	3/5/2020
Courage To Be Safe course	10/23/2014
Traffic Incident Management Program	9/3/2015

### Current Employment

Employer	Start Date	Status
Collin Co. Fire	9/13/2021	FullTime

## Personal report on Matthew D Jones

PRINT

### Current Certifications

Certification	Date Issued	Renewal Date
Fire Officer I	7/10/2015	10/31/2022
Driver Operator-Pumper	4/5/2013	10/31/2022
Advanced Fire Investigator	12/21/2021	10/31/2022
Basic Wildland Firefighter	5/7/2013	10/31/2022
Instructor I	6/29/2015	10/31/2022
Advanced Structure Firefighter	12/21/2021	10/31/2022
Hazardous Materials Technician	12/11/2013	10/31/2022
Advanced Fire Inspector	12/21/2021	10/31/2022
Advanced Arson Investigator	12/21/2021	10/31/2022
Plan Examiner 1	11/1/2019	10/31/2022
Fire and Life Safety Educator 1	11/1/2019	10/31/2022

### Field Examiner / CTBS / TIMP

Training	Acquired Date
Field Examiner	10/7/2014
Training Courage To Be Safe course	Acquired 10/25/2012 Date

## Personal report on Curtis D Maberry

PRINT

### Current Certifications

Certification	Date Issued	Renewal Date
Advanced Structure Firefighter	7/28/1995	10/31/2022
Instructor II	2/27/2006	10/31/2022
Hazardous Materials Technician	11/6/2008	10/31/2022
Driver Operator-Pumper	3/3/2003	10/31/2022
Advanced Fire Investigator	9/28/2015	10/31/2022
Advanced Arson Investigator	2/25/2008	10/31/2022
Advanced Fire Inspector	5/8/2012	10/31/2022

### Field Examiner / CTBS / TIMP

Training	Acquired Date
Field Examiner	2/7/2012
Courage To Be Safe course	1/10/2013
Traffic Incident Management Program	3/10/2016

### Current Employment

Employer	Start Date	Status
Collin Co. Fire Marshal	10/12/2015	FullTime