



MEETING NOTICE AND AGENDA

Town of Washington Board of Trustees
Tuesday, April 14, 2026 6pm (or immediately following the Public Works
Authority Meeting)
Town of Washington Town Hall 204 N. Main St., Washington, OK 73093

1. **Call to Order** Time _____

2. **Roll Call**

Mayor & Trustee Joel Siria | Trustee James Andrews | Trustee Tony Brennan

3. **Pledge of Allegiance, Proclamations, & Presentations**

- A. Pledge of Allegiance
- B. Proclamations or Presentations

4. **Consent Agenda**

- A. Approve the Minutes from the Town of Washington Regular Meeting on March 10, 2026
- B. Approve Resolution 26-4.1 Authorizing TA Brandon Wansick to submit for NRWA SWPF Grant to tear down existing water tower.
- C. Approve Resolution 26-4.2 Authorizing Vehicle Allowance for TA Brandon Wansick.
- D. Approve and adopt Ordinance No 26 4.1, an ordinance approving the Washington Volunteer Fire Department Standard Operating Procedures (SOPs) developed by the Town Administrator and Fire Chief, including any amendments deemed necessary, and adopting said SOPs as the governing procedures for the Washington Volunteer Fire Department.

Motion _____ Second _____ Votes: Siria _____; Andrews _____; Brennan _____

5. **Action Items & Public Hearings**

A. New Business (if any)

Motion _____ Second _____ Votes: Siria _____; Andrews _____; Brennan _____

6. **Financial Reports**

The regular monthly financial reports for all funds are provided to Trustees for their review and information. Presented by Town Administrator Brandon Wansick for informational-purposes only.

7. **Town Administrator, Staff, and Trustee Reports**

The Town Administrator, Staff, and Trustees will provide updates regarding recent and upcoming events and projects, including events of interest and the general operations of the Town. No action will be taken.

Fire Department Report presented by Chief Justin Braziel
Police & Code Enforcement Report presented by Chief Ruben Ruiz
Town Clerk's Report presented by Town Clerk Kasey Leshner
Administration Report presented by Town Administrator Brandon Wansick

8. **Public Comments** (each speaker limited to three minutes)

9. **Executive Session**

A. Board of Trustees may consider retiring into Executive session for the purpose of:

1. Consideration and discussion of personnel matters including the duties of the Town Administrator, in accordance with 25 O.S. Section 307(B)(1).
2. Confidential communications between a public body and its attorney concerning a pending investigation being conducted by the State Auditor's Office in accordance with 25 O.S. Section 307(B)(4)

B. Consider and take any action deemed appropriate as a result of the Executive Session.

Motion _____ Second _____ Votes: Siria _____; Andrews _____; Brennan _____

10. **Adjournment** Time _____

This agenda was filed in the office of the Town Clerk and posted at _____, on the Town's website and in the lobby of the Town of Washington Town Hall, 204 N Main St., Washington, Oklahoma 73093, by Brandon Wansick, Town Administrator.

Town Administrator



Ordinance 26-4.1

AN ORDINANCE OF THE TOWN OF WASHINGTON, OKLAHOMA, AMENDING THE WASHINGTON CODE OF ORDINANCES AND ADOPTING THE REVISED BYLAWS AND STANDARD OPERATING PROCEDURES FOR THE WASHINGTON VOLUNTEER FIRE DEPARTMENT; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE

Whereas, the Town of Washington has established and maintains the Washington Volunteer Fire and Rescue Department for the protection of life and property within the Town and surrounding area as authorized by applicable Oklahoma law; and,

Whereas, the Board of Trustees finds it necessary and desirable to adopt updated bylaws and standard operating procedures to provide clear guidance regarding department organization, membership, duties, operations, discipline, safety, and administration; and,

Whereas, the revised bylaws and standard operating procedures have been reviewed and are hereby deemed in the best interests of the Town of Washington and its citizens; and,

Whereas, the Town Board desires to formally adopt the revised bylaws and standard operating procedures as the governing internal document for the Washington Volunteer Fire and Rescue Department;

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF WASHINGTON, OKLAHOMA:

Section 1. Amendment to Code of Ordinances.

Section 7-1(D)(7) of the Washington Code of Ordinances is hereby amended to read in its entirety as follows:

“Any volunteer of the Fire Department shall be dropped from the rolls by the Town Administrator, upon the recommendation of the Fire Chief, for any of the following offenses: (1) conduct unbecoming of a firefighter, (2) insubordination, (3) neglect of duty, (4) violation of rules and regulations governing the Department, or (5) conviction of a felony.”

Section 2. Adoption of Bylaws and Standard Operating Procedures.

The Revised Bylaws and Standard Operating Procedures for the Washington Volunteer Fire and Rescue Department, attached hereto as Exhibit A, are hereby approved and adopted by the Town of Washington and shall govern the internal operations of the Department, subject to the laws of the State of Oklahoma, the Town Charter, and applicable ordinances and policies of the Town.

Section 3. Authority and Administration.

The Fire Chief, Town Administrator, and other authorized officials of the Town shall have authority to administer and implement the adopted bylaws and standard operating procedures in a manner consistent with Town policy and applicable law.

Section 4. Conflicts.

In the event of any conflict between the adopted bylaws and standard operating procedures and any applicable federal law, state law, Town ordinance, or Town policy, the higher authority shall control.

Section 5. Severability.

If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid, unlawful, or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance, which shall remain in full force and effect.

Section 6. Repealer.

All ordinances, resolutions, policies, procedures, or parts thereof in conflict with the provisions of this Ordinance are hereby repealed to the extent of such conflict.

Section 7. Codification.

This Ordinance shall be codified in the September 2025 Town of Washington Code of Ordinances in Appendix D – Additional Supplemental Ordinances.

Section 8. Effective Date.

This Ordinance shall take effect and be in full force from and after its passage, approval, and publication as required by law.

ADOPTED AND PASSED by the Board of Trustees of the Town of Washington, Oklahoma, on this ____ day of _____, 20____.

SIGNED by the Mayor of the Town of Washington on this _____ day of _____, 20____.

Joel Siria Mayor, Mayor

ATTEST:

Kasey Leshner City Clerk, Town Clerk

Approved as to form this _____ day of _____, 20____.

Municipal Attorney

Washington Volunteer Fire Department



Policy Guide

Standard Operating Procedures

Washington Volunteer Fire Department

Standard Operating Procedures

Effective Date: April 14, 2026

Revision 3.2

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Washington Volunteer Fire Department

Standard Operating Procedures

Effective Date: March 17, 2026

Revision 2.0

Mission Statement

The Washington Volunteer Fire Department stands shoulder to shoulder with our community, protecting lives and property with courage, humility, and professionalism. Inspired by the spirit of the Washington Warriors, we work to turn every challenge into a safer outcome, deliver clear and caring fire and life-safety education, and help keep our town safe, strong, and beautiful through accountable service.

Vision Statement

Our vision is to deliver outstanding service by turning the challenges of a small volunteer department into strengths, using well-trained, tightly coordinated crews to protect our community. We strive to earn our community's trust on every call, constantly learning, improving, and leading by example as we wear our helmets with honor.

Washington Fire Department Oath

I do solemnly swear to support the Constitution of the United States of America, the Constitution of the State of Oklahoma, and the charter and Ordinances of the City of Washington. As a sworn member, I will obey the lawful orders of my superior officers and the rules and regulations of the Washington Fire Department. That I will protect our community, life, health, property and the environment by delivering quality life and fire safety services to all citizens and uphold the honor of the fire Service Profession to the best of my ability.

Chain of Command

The Washington Volunteer Fire Department operates under the authority of the Town of Washington and within the framework of Oklahoma law. The formal chain of command is as follows:

Washington Volunteer Fire Department Chain of Command



Position Descriptions

Town Administrator

A. Shall serve as the chief administrative officer of the Town of Washington and the ultimate authority over town operations and public safety policy, including the Fire Department, ensuring alignment with Board directives, applicable laws, and town ordinances.

B. Shall appoint and supervise the Public Safety Administrator and Fire Chief in accordance with applicable laws, ordinances, and town policies.

C. When acting in the capacity of a firefighter, shall operate under the direction of the Incident Commander and respect the authority of the Fire Chief (or their designee) on the emergency scene.

D. Shall refrain from using administrative authority to override safe operations or established incident command procedures on the fireground, except in cases of clear legal, ethical, or safety concerns and, when possible, after consultation with the Fire Chief.

E. Shall provide support, resources, and guidance to the Fire Department to help achieve its mission and vision while maintaining appropriate separation between administrative oversight and tactical decision-making at incidents.

Fire Chief

- A. Shall be the head of the Fire Department and have overall responsibility for the general condition, efficiency, and operational readiness of the department.
- B. Shall oversee fire suppression, rescue, EMS support, training, fire prevention, and all other operational activities of the department.
- C. Shall enforce department policies, SOPs, and safety practices, and ensure compliance with applicable laws, ordinances, and regulations.
- D. Shall appoint, supervise, and evaluate officers and members in accordance with town policy and applicable law, and recommend disciplinary action when necessary.
- E. Shall represent the department in coordination with town officials and the Public Safety Administrator and maintain positive relationships with outside agencies and mutual-aid partners.
- F. Shall serve as or designate Incident Command at major incidents and retain authority over fireground operations unless relieved through the established ICS structure.
- E. Shall submit annual NFIRS reports to State Fire Marshal and conduct semi-annual hydrant inspections per state law.

Assistant Fire Chief

- A. Shall act in the absence of the Fire Chief, assuming the full powers and responsibilities of the Chief when so designated or when the Chief is unavailable.
- B. Shall assist the Fire Chief with planning, supervising, and evaluating department operations, training, and personnel.
- C. Shall oversee assigned functional areas (such as training, operations, or logistics) as directed by the Fire Chief.
- D. Shall support and reinforce department policies, SOPs, and safety practices, and serve as a role model for professional conduct and performance.
- E. Shall serve as Incident Commander or a command-level officer at incidents as assigned by the Fire Chief.

Training Officer

- A. Shall develop, schedule, and track the department training calendar, ensuring minimum state requirements and operational readiness are met.
- B. Shall maintain individual training records and certification status for all members.
- C. Shall coordinate with Fire Chief and Public Safety Administrator on training budget and needs assessment.
- D. Shall deliver or arrange for training sessions and evaluate member performance during drills and exercises.
- E. Shall recommend training-related disciplinary actions or commendations to the Fire Chief.

Captains (Company Officer)

- A. Shall serve as company-level supervisors, carrying out all duties and directives from the Fire Chief and Assistant Chief and ensuring policies and SOPs are followed on all incidents and activities.
- B. Shall function as Incident Commander or company officer when assigned, directing operations to ensure safe, efficient, and coordinated tactics consistent with ICS and department training.
- C. Shall oversee the maintenance, readiness, and appearance of assigned apparatus, equipment, and station areas, delegating tasks to firefighters and verifying completion.
- D. Shall ensure that all required reports, logs, and documentation (training, incidents, maintenance, personnel issues) are accurate, complete, and submitted in a timely manner.
- E. Shall actively support and deliver training, coach company members, and maintain personal competency through continuing education and professional development.
- F. Shall perform firefighting and rescue duties as needed and model professional, respectful, and harassment-free behavior at all times.

G. Shall perform any additional duties assigned by the Fire Chief or Assistant Fire Chief to support effective department operations.

H. Shall be limited to two Captains.

Senior Firefighters

A. Shall assume leadership roles in the absence of officers, directing junior firefighters and ensuring safe operations.

B. Shall mentor probationary and new firefighters, providing guidance on skills, procedures, and department culture.

C. Shall assist Captains with maintenance, training coordination, and station operations.

D. Shall maintain advanced skills and certifications beyond basic firefighter requirements.

E. Shall model professional conduct and serve as examples of department standards.

F. Shall have 3 years of service or 1 year of service and education credits determined by the Chief.

Firefighters

A. Shall safely drive and operate fire apparatus when qualified and authorized, including operating pumps, deploying and managing hose lines, directing fire streams, raising and climbing ladders, and using fire extinguishers, forcible entry tools, generators, and other assigned equipment.

B. Shall perform fire suppression, rescue, ventilation, overhaul, salvage, and EMS support activities and shall receive, relay, and act on alarms in accordance with department procedures.

C. Shall actively participate in required training, drills, and continuing education to maintain and improve operational skills, certifications, and readiness.

D. Shall ensure all assigned apparatus, tools, and equipment are cleaned, inspected, and placed back in service and ready for the next response after each incident or training evolution.

E. Shall assist with the maintenance and upkeep of department equipment, facilities, and property as directed, helping maintain a safe, clean, and professional work environment.

F. Shall perform other duties as assigned to support the safe, effective, and efficient operation of the Washington Volunteer Fire Department.

G. Shall be voted on by the department after completion of a one-year probationary period and must have a majority vote to remain on the department.

Probationary Firefighters

A. Shall serve in a probationary status for one (1) year after acceptance by the fire department, learning and demonstrating core firefighter skills, safety practices, and professionalism under the supervision of senior members and officers.

B. Shall complete all required onboarding, medical evaluations, background checks, and introductory training within the specified one-year probationary time frame.

C. Shall actively participate in drills, meetings, and calls as permitted, focusing on building competence, confidence, and understanding of department operations, policies, and culture.

D. Shall work closely with assigned mentors, senior firefighters, and officers, accepting coaching, feedback, and evaluation to support successful completion of probation.

E. Shall not operate apparatus or perform high-risk tasks except as specifically authorized and supervised, in accordance with department training and safety policies.

F. Upon completion of their one-year probationary period, must be approved by majority vote of fire department members; they should be subject to periodic performance reviews during probation and may be released from service if standards, training requirements, or conduct expectations are not met.

Secretary-Treasurer

A. Shall call roll and record attendance at all meetings.

- B. Shall maintain accurate minutes of all meetings and department records.
- C. Shall manage department correspondence and ensure proper filing of all documentation.
- D. Shall assist with financial record-keeping and reporting as directed by the Fire Chief.

Membership Eligibility

- A. Shall be 18 years or older (note: age 45+ may affect pension eligibility).
- B. Shall provide physician clearance if disclosing disabilities.
- C. Shall possess high school diploma or GED.
- D. Shall pass background check and complete department application.
- F. All members meeting requirements set fourth throughout this policy shall have membership paid to the Oklahoma Firefighters Pension, and the Oklahoma State Firefighters Association, as well as quarterly clothing allowance check.

Authority Under Oklahoma State Law

(Reference: Title 11 O.S. § 29-204)

The Washington Volunteer Fire Department maintains full compliance with Oklahoma statutes governing volunteer fire departments. The Fire Chief serves as department head per state law, with detailed duties outlined in position descriptions above.

Operational Policies

Duty to Perform Requirements

- A. Shall attend at least 50% of all scheduled training sessions throughout the calendar year to maintain operational readiness and skills proficiency.
- B. Shall respond to at least 10% of department calls annually, with minimums of 5% in the first half of the year (January–June) and 5% in the second half (July–December); failure to meet call volume requirements will result in a written

reprimand after three (3) months of poor performance, with possible dismissal after six (6) months of inactivity.

C. Shall attend at least 75% of all regularly scheduled monthly department meetings.

D. All attendance requirements may be excused at the discretion of the Fire Chief for valid reasons, including work obligations, military duties, or personal medical/family emergencies.

E. Shall maintain consistent participation and professionalism to support department effectiveness and community trust, with performance tracked for evaluations and advancement.

F. Failure to meet minimum standards without approved excuse may result in counseling, probation, or removal per the disciplinary process.

Financial Management and Purchasing Policy

A. Shall recognize the department maintains two separate accounts: the Town of Washington account (maintained by the town, subject to all municipal budgeting/spending laws) and the County account (voter-approved funds overseen by County Commissioners/County Clerk).

B. For Town Account purchases exceeding \$2,000, the Fire Chief shall notify the Town Administrator prior to spending and submit all receipts to the Town Administrator for logging in the town's budgeting software.

C. For County Account funds (restricted to apparatus, equipment, training, and maintenance, etc...exclusively for fire department use):

Purchases over \$5,000 shall be presented to the Town Board for documentation purposes only, except for exigent circumstances constituting an emergency involving public safety (not approval).

D. The Fire Department shall submit an annual Financial Plan that outlines all revenue and expenses (regardless of source or purpose) will be used by the Washington Fire Department for the upcoming Fiscal Year. This shall be provided to the Town Administrator as part of the annual municipal budgeting process. Monthly progress shall be monitored by the FD Secretary-Treasurer, Town

Administrator and included in the monthly Treasures report to the Washington Board of Trustees.

All member-voted purchases require requisition review by the Town Administrator before county submission.

E. Shall maintain complete documentation of all transactions, including receipts, justifications, and approvals, retaining records per applicable retention schedules.

F. Shall not commingle funds or use restricted county funds for non-permitted purposes, violations subject to disciplinary and legal action.

Substance Abuse and Fitness Testing Policy

A. Shall not respond to calls for service, operate department vehicles or equipment, or participate in training while under the influence of alcohol, illegal substances, or impairing prescription medications that cause obvious impairment.

B. May be required, at the Fire Chief's discretion, to submit to substance testing, medical evaluation, or mental fitness assessment at department expense to ensure the safety of the community, members, and department operations.

C. Shall complete any requested substance test or evaluation within a reasonable timeframe as specified by the Fire Chief.

D. Shall be placed on immediate administrative suspension without pay or privileges pending review of test or evaluation results.

E. Shall be cleared to return to duty only with acceptable results, including negative tests (except verified prescription medications), clear medical/mental evaluations, and a physician's note confirming fitness for duty.

F. Testing methods may include breathalyzer, blood tests, Drug Recognition Expert (DRE) evaluation, or other methods approved by department administration.

G. Shall comply fully with all testing procedures, with refusal or tampering resulting in immediate disciplinary action up to and including dismissal.

Incident Reporting Requirements

- A. Shall complete accurate and detailed incident reports after every response using, compiling information from the scene, dispatch, and other sources to provide a complete operational picture.
- B. Shall ensure the Incident Commander (IC) on major incidents is responsible for final report submission, while all firefighters contribute observations and complete individual sections as assigned.
- C. Shall include all relevant details—times, actions, conditions, personnel involved, equipment used, and outcomes—to support training, accountability, and legal requirements.
- D. Shall submit reports within 24 hours of incident conclusion or as directed by the Fire Chief, with incomplete or late reports subject to disciplinary review.
- E. Shall maintain confidentiality of sensitive information and follow data security protocols for all records per department policy and applicable laws.

Emergency Response and Vehicle Operations

- A. Shall respond to all calls safely with "due regard" for public safety, prioritizing arrival over speed and strictly adhering to all Oklahoma motor vehicle laws.
- B. Shall not respond to structure fires in personal vehicles unless explicitly authorized by the Fire Chief, or superior; medical calls in personal vehicles are permitted only when apparatus is already en route.
- C. Shall operate department apparatus only when qualified, demonstrating defensive driving, proper apparatus handling, and strict compliance with emergency vehicle protocols.
- D. Shall immediately report any vehicle accidents, near-misses, or equipment malfunctions to the Incident Commander and Fire Chief for investigation and corrective action.
- E. Shall understand that violations of response protocols or safe driving practices will result in immediate suspension pending review and progressive discipline up to termination.
- F. Shall attend and pass Emergency Vehicle Operation class before being authorized to operate a department vehicle in emergency mode.

Harassment and Discrimination Policy

A. Shall maintain a professional, respectful environment free from all forms of harassment, discrimination, hazing, bullying, or retaliation, including conduct based on sex, gender identity, race, religion, age, disability, or other protected characteristics under Oklahoma law (Title 25 O.S. § 1101 et seq.) and Title VII of the Civil Rights Act.

B. Shall prohibit sexual harassment, defined as unwelcome sexual advances, requests for sexual favors, verbal/physical sexual conduct, sexually oriented jokes/gestures, or display of explicit materials, whether on duty, at department facilities, on calls, or through off-duty communications (email, social media, text) that impact work performance or create a hostile environment.

C. Shall recognize that prohibited conduct includes general harassment (abusive, obscene, or threatening behavior intended to bully, shame, or instill fear), assault (offensive physical contact or credible threats), sexual assault (non-consensual sexual acts), and hazing (rituals involving abuse or humiliation), regardless of gender or sexual orientation of those involved.

D. Shall report any observed or experienced harassment immediately and confidentially to the Fire Chief, or Town Administrator without fear of retaliation; anonymous reporting options shall be available, and all complaints will receive prompt, thorough, impartial investigation per HR best practices.

E. Shall cooperate fully in investigations, understanding that false reports, non-cooperation, or retaliation against complainants will result in disciplinary action up to and including termination.

F. Shall participate in mandatory annual harassment prevention training; violations will follow progressive discipline (counseling, warnings, suspension, dismissal) based on severity, prior incidents, and remediation efforts, consistent with state law and fair labor standards.

Disciplinary Procedures

A. Shall receive progressive discipline beginning with documented counseling (informal, not placed in permanent file) for minor policy violations or performance issues.

B. Shall progress to formal oral warning, written warning, final written warning, and discharge/dismissal for repeated or serious violations.

C. Shall recognize that discipline may accelerate based on violation severity, prior incidents, impact on safety or department operations, and Oklahoma Volunteer Firefighters Act requirements.

D. Shall have the right to respond to disciplinary actions, present mitigating circumstances, and appeal decisions through the chain of command to the Town Administrator.

E. Shall understand that egregious violations (endangerment, substance abuse, harassment, gross insubordination) may result in immediate dismissal without progressive steps.

This document shall be reviewed annually and updated as needed. All members shall read, understand, and sign acknowledgment of these procedures upon acceptance and annually thereafter.