

CENTRAL CALAVERAS FIRE & RESCUE
PROTECTION DISTRICT



MANUAL OF POLICIES AND PROCEDURES

Our Mission....

Protect and enhance the well-being of our residents, businesses, customers
and partners.

We will accomplish this by....

Delivering exceptional service and compassionate solutions as a cohesive
team with dedication, vigilance and pride.

ADOPTED: December 14, 2000

REVISED: January 14, 2010

CENTRAL CALAVERAS FIRE & RESCUE PROTECTION DISTRICT

Policies and Procedures

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TITLE: **DISTRICT POLICIES AND PROCEDURES**

NUMBER: **1000**

ADOPTED: **May 14, 2009**

- 1000.10 Intent:** The Board of Directors (hereinafter Board) of the Central Calaveras Fire & Rescue Protection District (hereinafter District) intends this **Policies Manual** and supporting sets of **Procedures** to serve as a resource and guide for all District paid and volunteer personnel to define and describe how District business activities are conducted.
- 1000.11 Purpose:** Ensure effective District administration and operations with governance and oversight by the Board.
- 1000.12 Policy Changes:** Any District member or District resident may propose a new Policy or a revision, or deletion of any section(s) of this Policy Manual by submitting a written suggestion to the District Administrative Support person (hereinafter, **Admin**) or Director, who will forward it to the Admin. Upon receipt of the suggestion, the Admin shall submit it to the appropriate Board committee (all of which include the Fire Chief, and the Admin when policies are being updated) for review and possible editing.
- 1000.12.1 Review:** The Committee shall determine whether to return the proposal to the originator for improvement or to resolve any effects on other sections or any District procedures, or submit it, with or without edits, and with a recommendation to approve or reject it, to the Board for disposition. The Admin shall implement the Committee's recommendation, either returning it to the originator, or preparing and adding to the next Board meeting agenda a Resolution for Board approval or other action.
- 1000.12.2 Disposition:** The Board shall approve, reject, or table the Resolution pending further development
- 1000.12.3 Adoption:** Upon approval of the resolution, the Admin shall update affected section(s) of the Policy Manual, including ensuring the affected section(s) indicates the ADOPTED: (approval date) under the section TITLE; the new effective date is indicated for affected section(s) in the TABLE OF CONTENTS; and the Policy Manual cover page REVISED date shows the effective date of the latest section update.
- 1000.13 District Procedures:** Where necessary to ensure effective and cost efficient implementation of this Policy Manual, procedures shall be developed, reviewed, and approved. Two procedure series are currently maintained: a) Administration, Accounting, and Personnel procedures (AAP procedure number prefix) which includes personnel procedures; and, Standard Operation Guidelines (SOG prefix).
- 1000.13.1 Procedures and Guidelines Management:** The Board is responsible for issuing, maintaining, and controlling Administration, Accounting, and Personnel procedures. The Fire Chief is responsible and accountable for issuing, maintaining, and controlling Standard Operation Guidelines. Both the Board and Fire Chief shall ensure:
1. Any procedure issued or revised does not conflict with any section of this Policy Manual; and,
 2. The first procedure for each category establishes the process for review, approval, and publication of that category's procedures.
- 1000.13.2 New and Revised Procedures and Guidelines:** Any District member or District resident may propose a new, revised, or deletion of, a procedure by submitting a written suggestion to the Admin. The Admin shall process, through publication, the suggestion in accordance with the category's procedure control process. (See AAP-nnn or SOG-002)
- 1000.14 Policies and Procedures Awareness:**
- 1000.14.1** The Fire Chief shall ensure all new paid and volunteer employees receive a copy of this Policy Manual, and AAP and SOG documents applicable to the employee's assigned responsibilities, to read and understand, as evidenced by returning a signed acknowledgement to the Admin.
- 1000.14.2** The President of the Board shall ensure new Directors receive a copy of this Policy Manual to read and understand, as evidenced by returning a signed acknowledgement to the Admin.
- 1000.14.3** As sections of this Policy Manual are updated or AAPs or SOGs are issued or revised, the Admin shall:
1. Update, with highlighted changes, the Policy, AAP, or SOG reference manuals located in Station One and notify all District personnel of the changes by providing "read and understood" acknowledgement forms for each person to sign, date, and return to the Admin;

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2. In the event an employee does not return an acknowledgement in a timely manner, and additional requests are ineffective, notify the Fire Chief and request he encourage the employee to complete his/her responsibility; and,
3. File the signed acknowledgements in the members' personnel files.

1000.15 Policies and Procedures Availability: The Admin shall ensure reference copies of this Policy Manual and all procedure manuals are available in Station One to all members of the District and the public. This may be accomplished by availability on a PC workstation available to all members and the public in an accessible area. If workstations are not available, printed copies in binders are acceptable.

1000.16 Policy and Procedure Implementation:

1000.16.1 The Fire Chief is responsible and accountable for effectively implementing District policies and procedures not directly implemented by, nor applicable to, the Board.

1000.16.2 The Board is responsible for monitoring and verifying implementation of District Policies and Procedures, and for implementing District policies and procedures that govern Board activities.

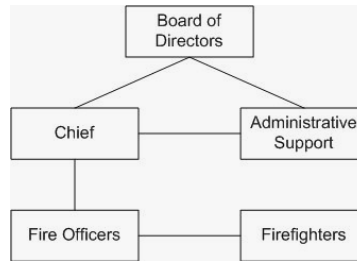
TITLE: ADMINISTRATION — Organization, Responsibilities, and Communication

NUMBER: 1101

ADOPTED: May 14, 2009

1101.01

The basic organization of the between the District's functional day-to-day District operations, the assigns operational and assigns administrative tasks that actions. The Board and Fire Chief the Admin to schedule conflicting important and urgent tasks are deadlines.



District depicts the relationships components. Besides responsibility for Fire Chief supervises the Admin and administrative tasks. The Board also support Board responsibilities and coordinate, prioritize, and work with assignments to ensure the most accomplished within agreed upon

1101.02

The Board is responsible and accountable to District residents for ensuring the District's Mission (On the cover of the Policy Manual) is achieved on a continuous basis in an ensuring effective and cost efficient manner. Toward those goals, the Board is responsible to implement, or monitor and verify implementation of, District policies.

1101.03

The Fire Chief is responsible and accountable to the Board for managing District operational and administrative activities and processes, except those specifically managed by the Board. To ensure effective District operations, the Fire Chief may assign these responsibilities to Fire Officers, Firefighters, and Admin, but retains accountability for those responsibilities.

1101.04

The District encourages open communication between all personnel at all levels, except where specific steps are defined in Section 2000, PERSONNEL – Complaint, Dispute, and Problem Resolution, and except where personnel privacy rights might be violated. No Director, Fire Chief, or Fire Officer shall, in any manner, discourage, prohibit, or forbid any member from communicating with other member(s) regarding legitimate District-related activities or issues.

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TITLE: **ADMINISTRATION — Accounting and Asset Control, General**

NUMBER: **1102**

ADOPTED: May 14, 2009

1102.01 The Calaveras County Auditor-Controller Department manages District cash assets, and processes, accounts for, and periodically reports the District's financial transactions and cash status, for a nominal fee, except for the following:

1. Managing and controlling District non-cash assets (Property, equipment, and supplies) and calculating depreciation.
2. Maintenance and use of a small balance checking account with a local bank to handle personnel reimbursements for authorized expenditures and paying small invoices when a payment delay would hurt the relationship with the vendor.
3. District Credit Card to handle authorized small, off-site business transactions and business travel expenses.
4. Payroll.
5. Cash (Currency and coin) receipts.

1102.02 The Policies that follow (Sections 1103 through 11nn) are intended to assure District assets are managed and controlled in a manner that minimizes risk of loss due to misappropriation (theft or fraud), misplacement, or any other lack of effective control. Where appropriate, District operating procedures assure equipment is handled, used, stored, and maintained to ensure a long life and avoid damage.

TITLE: **ADMINISTRATION — Currency Management**

NUMBER: **1103**

ADOPTED: May 14, 2009

1103.01 The District shall not maintain nor use a Petty Cash or similar fund consisting of US currency and coins.

1103.02 The District shall not disburse currency or coins, if on-hand, for any payment to vendors or the public, nor for reimbursement for expenses to District members.

1103.03 Currency donations or payments may be accepted only at Station One and only during normal business hours per **Section 1140.10** below. Only the Fire Chief, Admin, Board President or Board Treasurer may accept currency on behalf of the District. If currency is presented to any other member, that person shall bring the payer/donor to one of those authorized to accept currency.

1103.04 The person accepting the currency shall prepare and sign two copies of a **Receipt Acknowledgement**, indicating Payer's/Donor's name, date, amount, and purpose, giving one copy to the Payer/Donor, and the other copy, with the currency, to the Admin.

1103.05 The Admin shall:

1. Record the receipt of currency in a **Cash Receipts Journal** and notify the Fire Chief, Board President or Board Treasurer via e-mail upon receipt of the currency;
2. Prepare a County deposit slip and obtain the Fire Chief's, Board President's, or Board Treasurer's initials on the deposit slip and ensure (s)he lines out any "less cash received" or similar field;
3. Deposit shall deposit the currency with the County as soon as practical; and,
4. Provide the receipt from the County and **Cash Receipts Journal** to the Board as an Agenda (Financials – Cash Receipts) item.

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TITLE: **ADMINISTRATION — Cash (not Currency) Receipts**

NUMBER: **1104**

ADOPTED: May 7, 2009

1104.01 Checks received by the District for any reason shall be delivered to the Admin as soon as practical. The Admin shall:

1. Enter the check in the **Cash Receipts Journal**;
2. Prepare a County deposit slip for all checks pending deposit;
3. Obtain the Fire Chief's, commanding Fire Officer's, or any Director's initials on the deposit slip and ensure (s)he line out any "less cash received" or similar field;
4. Deposit the checks with the County as soon as practical; and,
5. Provide the receipt from the County and **Cash Receipts Journal** to the Board for verification as an Agenda (Financials – Cash Receipts) item.

TITLE: **ADMINISTRATION — Purchases and Payments Not Processed by the County**

NUMBER: **1105**

ADOPTED: May 14, 2009

1105.01 The Fire Chief is authorized to purchase equipment and supplies and to incur other legitimate District business expenses, provided such purchases or expenses have been budgeted. The Fire Chief may delegate this authority on a limited basis to specific District personnel to purchase equipment or supplies – Exception: The Chief may not authorize the Admin to authorize, order, or buy equipment. These delegations shall be defined by dollar limits and purposes for each person and documented in an Administration and Accounting Procedure. (See AAP-003)

1105.02 The Fire Chief may also, at his/her discretion, delegate limited, temporary authority to other District members to make specific purchases or incur expenses, provided those purchases or expenses are budgeted. This temporary delegation shall be in writing, with a copy provided to the Admin.

1105.03 The Board of Directors may vote and approve motions to authorize specific Director(s) to incur expenses or purchase equipment or supplies necessary for Board activities.

1105.04 Authorized purchases and expenses may be paid in four different ways: Submit the invoice to the County for payment; use the District Credit Card; write a check drawn on a District account at a local bank; or pay with personal funds and submit the receipt for reimbursement.

1105.05 **Submit Invoice to County Controller-Assessor:** All legitimate bills and invoices for District related items shall be submitted to the Admin for payment through the County Controller. Invoices received since the last regular Board meeting and before the second Thursday of the month will be included for approval and payment on the transmittal submitted to the Board at the regular monthly meeting.

1105.06 **District Credit Card Purchases/Expenses:** The Fire Chief, Fire Officers, and the Admin are authorized to use the District Credit Card for purchases from companies that the District does not have an existing account. The Fire Chief may authorize District Fire Officers to use the credit card while on Strike Team assignments -- acceptable charges include emergency repairs to apparatus, fuel, meals, and lodging while en route to and from the Strike Team Assignment and the District. (See AAP-nnnn for credit card dollar limits.)

1105.06.1 Whoever uses the credit card for a purchase or expense, shall, upon his/her return to Station One, submit to the Admin a valid receipt, indicating what was paid for or purchased, attached to credit card receipt for each charge.

1105.06.2 The Admin shall:

1. Submit each receipt to the Fire Chief or a Board Treasurer, if a board expense, for validation, indicated by the Chief's or Board Treasurer's initials;
2. Upon receipt of monthly credit card statement, the Admin shall verify all charges by comparing them to validated receipts received during the billing period;
3. Notify the Fire Chief and Board Treasurer of any charge on the statement for which there is no receipt, requesting resolution;
4. When all charges in the statement are verified, attach the receipts to the statement and add the statement to the transmittal for payment; and,
5. Provide the credit card statement and receipts to the Board during the transmittal approval Agenda item.

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- 1105.07 **District Check:** The District checking account may be used to reimburse District personnel out-of-pocket expenses, pay invoices submitted that will incur a finance charge if left unpaid until the next regular Board meeting, and refund overpaid property tax payments collected by the District.
- 1105.07.1 The Fire Chief, Admin, and Directors shall be authorized to sign District checks. Two authorized signatures shall be required for each check, at least one being a Director's. The check payee shall not be one of the signatories.
- 1105.07.2 The Admin shall keep the checkbook in a secure, locked location, available to the Fire Chief and Admin only.
- 1105.07.3 The Admin shall reconcile the checking account balance with monthly bank statements to ensure adequate funding will be available for anticipated expenditures, and to verify each paid check bears required signatures.
- 1105.08 **Submit Receipt for Reimbursement:** District personnel may request reimbursement for out-of-pocket purchases of goods or services related to District operations or administrative needs by submitting a completed Reimbursement Form, with original sales receipt attached, to the Fire Chief for approval. The Fire Chief chooses whether to reimburse with a District check (Section 1105.07) or paid through the County. For County payment, the Admin shall include the reimbursement in the next Transmittal submitted to the Board.

TITLE: **ADMINISTRATION — Property, Equipment, and Supplies Management**

NUMBER: **1106**

ADOPTED: May 14, 2009

- 1106.01 The Fire Chief is responsible and accountable to control and maintain all District non-cash property in a manner that ensures availability when needed. This responsibility, but not accountability, is typically assigned to Fire Officer(s).
- 1106.02 For this Policy section, "Availability when needed" means: Serviceable; Easily and quickly located; Controlled sufficiently to avoid damage, loss, or theft; and, for supplies, stored and used in a manner to avoid deterioration, expiration, and waste, and monitored to ensure quantities are sufficient.
- 1106.03 The level of control exercised is determined by various factors, including: Cost (Value); Importance to effectively providing District services; and, Potential for loss due to misplacement or theft.
- 1106.04 **Vehicles:** The Fire Chief or any Fire officer may start the process to accept delivery of new vehicles. The following shall be performed for each new vehicle (and retroactively for vehicles owned by the District as of January 1, 2009) to ensure files are complete):
1. Inspect and operate the vehicle to ensure proper functions of important features and verify there are no warranty issues.
 2. Accept the vehicle and authorize payment – **The person accepting the vehicle must not be the person who authorized its purchase nor the person who negotiated or signed the purchase agreement.**
 3. Photograph, digitally, the vehicle and provide the image file to the Admin – Provide updated images after vehicle numbers and District logos added and equipment modifications have been made).
 4. Start a vehicle maintenance file available in the Station One bay containing copies of the invoice/purchase contract, vehicle maintenance schedule and specifications, and warranty information.
 5. Provide the original invoice/purchase contract and title (pink slip, when it arrives) to the Admin.
 6. Verify with the Fire Chief or Admin that payment has been made or will be made (Section 1105).
 7. Admin tasks:
 - a. Add the vehicle to the **Assets and Depreciation Schedule** – For accounting and asset control purposes, use the California License Plate number as the "Inventory Code" (Indicate the Vehicle Number [e.g., E-124] in the vehicle's description, and set the vehicle's **Life** at 20 years;

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- b. Rename the image file to the vehicle number;
- c. File the title (pink slip) in the office safe;
- d. Add the invoice/purchase contract to the Vehicle Control file – maintain the file in a secure file cabinet (Note: Digital scans of vehicle documents is an acceptable alternative to paper files);
- e. Initiate payment(s) with the County in accordance with the purchase contract or approved budget expenditures (Section 1105.05); and,
- f. Coordinate with the Fire Chief to ensure the vehicle is added to the District’s insurance policy at its replacement value.

1106.05 **Immobile Equipment:** This is equipment that cost more than \$500 (installed) that cannot be easily (re)moved or is “permanently” installed by the vendor or contractor. The Fire Chief or any Fire officer may start the process to accept delivery or installation of the equipment. The following shall be performed for each new unit of immobile equipment:

1. Inspect the equipment and installation to verify it satisfies purchase or contract requirements.
2. Operate the equipment to verify it performs as expected and there are no warranty issues (this may be accomplished by the person who authorized or ordered it).
3. Accept the equipment and installation and authorize payment – **The person accepting the equipment must not be the person who authorized its purchase or the person who negotiated or signed the contract.**
4. Photograph, digitally, the equipment and provide the image file to the Admin.
5. Start an equipment maintenance file available in the Station One bay containing copies of the invoice/contract, equipment manuals, equipment maintenance schedule, and warranty information.
6. Provide the original invoice/contract to the Admin.
7. Verify with the Fire Chief or Admin that payment has been made or will be made (Section 1105).
8. Admin tasks:
 - a. Add the equipment to the **Assets and Depreciation Schedule** – Coordinate with the Fire Chief, County, or Board to determine the equipment’s expected useful **Life**;
 - b. Rename the image file to the next equipment number;
 - c. Add the invoice/purchase contract to the Equipment Control – maintain the file in a secure file cabinet (Note: Digital scans of equipment documents is an acceptable alternative to paper files);
 - d. Initiate payment(s) with the County in accordance with the purchase contract or approved budget expenditures (Section 1105.05); and,
 - e. Coordinate with the Fire Chief to ensure the equipment is added to the District’s insurance policy at its cost or replacement value.

1106.06 **Mobile Equipment:** This is equipment that can be easily moved or carried (often stored on vehicles) that costs either more than \$500 or costs less than \$500 but has a high potential of being misappropriated or stolen (has significant value for home use or resale). Mobile equipment that does not meet the above criteria are not subject to strict controls (not listed in the Assets and Depreciation Schedule), but should still be managed sufficiently to prevent loss. Accept and place into service mobile equipment in the same manner as immobile equipment (Section 1106.05), except:

- Permanently or indelibly mark each unit in accordance with Section 4000.11.
- For equipment assigned to specific personnel (such as protective, safety, and communication equipment), ensure each person signs a receipt and promise to return the equipment issued to them upon request.

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- Ensure equipment inventory checks and inspections are performed and documented in accordance with Section 4000.

TITLE: **ADMINISTRATION — Annual Financial Audits**

NUMBER: **1107**

ADOPTED: May 14, 2009

1107.01 An annual financial audit by a Certified Public Accountant (CPA) is required for all fire districts. It is crucial the audit be started as soon as possible after the end of each fiscal year.

1107.02 During the first regular Board meeting of the new fiscal year, the Board shall:

1. Authorize the Fire Chief and designated Director to find available CPAs qualified to perform the audit and obtain proposals for Board review and selection. The selection process is complete when the Board President or Board Treasurer and the CPA firm have signed an agreement/contract. (Note: When a multi-year agreement/contract is in force, this selection process is unnecessary.);
2. Ensure the required Annual Report of Transactions is prepared and submitted to the California State Controller before the specified deadline – This should be part of the CPA agreement and typically must be done before the audit commences;
3. Identify who will be the points-of-contact (PoCs) with the auditor(s), typically the Fire Chief, designated Director, and Admin;
4. Designate one PoC to contact the CPA and schedule the audit to begin after the year end revenue and expenditures ledger is expected, typically August, provided the County has provided the District with year-end (final) accounting statements; and,
5. Ensure sufficient resources will be available to assist the PoCs and auditor(s) efficiently complete the audit.

1107.03 Upon completion of the audit and certified Audit Reports are received from the CPA:

1. The Admin shall provide each Director and Fire Chief a copy of the report; send copies to County agencies that require them, typically the Controller-Assessor department; and make a copy available for Public review in Station One.
2. In the event the report contains findings, observations, or comments that need to be resolved, the Finance Committee shall to analyze each “problem” to identify cause(s); develop preventive and corrective actions that eliminate or mitigate each cause; and submit the actions, in the form of proposed Policy or Procedure improvements, to the Board for approval.

TITLE: **ADMINISTRATION — Identification Cards**

NUMBER: **1110**

ADOPTED: **December 14, 2000**

1110.10 The District issues each paid and volunteer Firefighter a laminated picture identification card. Firefighters are obliged to carry their cards and may use their cards only to identify themselves as a member of the District staff. Firefighters are required to return their identification cards to the District upon termination of service.

1110.11 The Fire Chief or designee is responsible for preparing and distribution of the identification cards, recovering them when a Firefighter/Employee leaves the District staff or his or her name is removed from the District Roster.

TITLE: **ADMINISTRATION — Driver Licenses**

NUMBER: **1120**

ADOPTED: **May 7, 2009**

1120.10 As soon as practical after appointment and determination of the need for a Class “B” drivers license by the Fire chief, the district shall provide appropriate driver training and testing and, upon successful completion, submit required forms and to the DMV to secure a California Class “B” Driver License for the new member.

1120.11 Firefighters shall report any changes in their driver license status or class to the Fire Chief. Failure to do so may result in disciplinary action.

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1120.12 The Fire Chief and those Firefighters possessing a Class B or higher driver license are encouraged to assist Firefighters who wish to upgrade their current driver license whenever possible. Toward that end, the Fire Chief should ensure one or more District members are authorized by the California Department of Motor Vehicles (DMV) to test Firefighters for the purpose of upgrading their license class.

1120.13 The Fire Chief shall maintain a confidential driving record for each Firefighter from the California DMV "Pull" Record Program.

TITLE: **ADMINISTRATION — Incident Reports**

NUMBER: **1130**

ADOPTED: **December 14, 2000**

1130.10 The responding driver or senior Firefighter shall complete and sign an **Incident Report**. Include in the Incident Report:

- Incident number.
- Apparatus number.
- All times from initial response through return to quarters, including time of response, time of arrival, time of release and time of arrival back to station or other home base.
- Location of scene (address if available).
- Type of call.
- Summary of actions taken.
- Names of Firefighters who responded with the equipment.

1130.11 The Fire Chief uses Incident Reports data to complete a monthly report to the Board and daily reports to the office of the State Fire Marshal.

1130.12 The Fire Chief or District Administrative Support person ensures Incident, Board and county reports are filed and retained for at least fifteen years. They constitute the official record of actions taken by the District. Uses of these records include:

- Evidence in the event of litigation; and,
- Awards committee determination of "Firefighter of the Year" award recipient.

TITLE: **ADMINISTRATION — Normal Business Operations**

NUMBER: **1140**

ADOPTED: **September 14, 2006**

1140.10 Normal Station One **business hours** are between 0800 and 1600, Monday through Friday. During those hours, the office is open and the public is welcome.

1140.11 Stations Two, Three, Four and Five are not regularly open or open to the public.

1140.12 During times any station is unmanned, prominently post a sign indicating that personnel are unavailable and secure the station.

Exception: When personnel are dispatched for Code 3 response.

TITLE: **ADMINISTRATION — Strike Team or Task Force Compensation**

NUMBER: **1150**

ADOPTED: **September 14, 2006**

1150.10 District Duty on a Strike Team or Task Force is compensated by the Department of Forestry at predetermined rates depending on the rank of the Firefighter and the type of the equipment.

1150.11 Since compensation for each engine and staff is to the District, it is District policy compensate the firefighters. Paid firefighters are paid overtime for all hours over and above their regular paid hours for the pay period. Volunteer firefighters are paid at a rate of \$13.50/hour for their time, rate to be reviewed annually

TITLE: **ADMINISTRATION — Automatic Aid**

NUMBER: **1160**

ADOPTED: **December 14, 2000**

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1160.10 The District may participate in automatic aid agreements with fire districts that border the Central Calaveras Fire & Rescue Protection District. These agreements will be considered separately and when signed by both participating districts, become a part of this policy.

TITLE: **ADMINISTRATION — Safety Investigations**

NUMBER: **1170**

ADOPTED: **December 14, 2000**

1170.10 The Fire Chief is the Board designated Safety Officer, who may assign the function to another qualified member. The Safety Officer or designee shall :

1. Investigate and review accidents that caused damage to property or injury to District members or civilians; and,
2. Report findings and recommendations to the Board for final review and action. The review and report should be completed in time for the next regular Board meeting after the accident.

1170.11 The Safety Officer may ask the Board to establish a Safety Committee to hear and advise on safety related issues, accidents in which she or he was a principle or unresolved complaints. Any member may request that an unresolved safety issue be considered by this committee without fear of retribution or other adverse action.

TITLE: **ADMINISTRATION — District Records**

NUMBER: **1180**

ADOPTED: **December 14, 2000**

1180.10 Member Records:

1180.10.1 A **Personnel File** shall be maintained in a locked file in Station One for each District member entered into the District member's roster, except members of the Board of Directors.

1180.10.2 A **Medical File** shall be maintained in a locked file in Station One for all District personnel.

1180.10.3 Refer to **Paragraph 1220.11** for personnel and medical file review and access authority and procedures.

1180.11 Training Records:

1180.11.1 The Fire Chief and District Administrative Support person are responsible for filing and retaining training records in the Station One office in a manner that readily supports a review or verification of a member's training, qualifications or certifications.

1180.12 Operations Records:

1180.12.1 All District operations records shall be filed in an organized, secure and retrievable manner in Station One files. These records include, but are not limited to, policy, procedure, standard operating procedure and directive historical reference copies, Board of Directors minutes, resolutions and correspondence, incident reports, safety reviews, and vehicle and equipment ownership and maintenance documents.

1180.13 DMV Records:

1180.13.1 A Department of Motor Vehicles training and testing activities file shall be maintained in the Station One office. The purpose of this file is to collect all records and data regarding the District's driver testing in one location to support DMV reviews of the process.

1180.14 Records Retention:

1180.14.1 Unless otherwise specified in another section of this manual, all District records are retained at least **fifteen years** after they were generated, or, in the case of District members or equipment, after the member separated from the District or the equipment was disposed of or otherwise written off.

TITLE: **PERSONNEL — Scope**

NUMBER: **1200**

ADOPTED: **December 14, 2000**

1200.10 Personnel policies and procedures documented herein, should be considered a set of integrated working regulations, rather than a collection of unrelated sections, subsections, sentences, or phrases being interpreted in isolation or out of context.

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- 1200.11** The Board intends to periodically assess and update policies and procedures governing conduct, definitions, job descriptions, duties, responsibilities, performance expectations, etc., to meet changing District needs.
- 1200.12** Professional growth and training are encouraged.
- 1200.13** The Fire Chief shall fully inform employees regarding their duties and responsibilities and provide appropriate direction to ensure safety and effectiveness.
- 1200.14** The Fire Chief shall:
- Inform employees of performance expectations.
 - Fairly evaluate employees periodically.
 - Counsel employees regarding how their level of performance might be improved.
 - Give employees reasonable opportunities to improve and enhance their skills and abilities.
- 1200.15** All district members are subject to the provisions of the Government Code relating to political activities. District personnel are prohibited from using District work time, District-owned vehicles, or wearing District uniforms for political activities.

TITLE: **PERSONNEL — Definitions**
NUMBER: **1201**

ADOPTED: **December 14, 2000**

- 1201.10** **Administrative Leave:** Voluntary or involuntary absence from work, granted or imposed, by the Board, with full compensation.
- 1201.11** **Anniversary Date:** The date appointed to a paid position, date accepted as a volunteer firefighter or promotion date.
- 1201.12** **At-will:** Termination or removal from service by Board decision with or without cause. At-will District members include: temporary employees, probationary employees, temporary positions, volunteers and the fire chief.
- 1201.13** **Compensatory Time Off:** An employee option to take time off in lieu of paid overtime.
- 1201.14** **Continuous Employment:** Time of employment uninterrupted from the date of appointment.
- 1201.15** **Demotion:** Change of rank from a higher position to a rank in a lower position.
- 1201.16** **Dismissal:** Termination of employment resulting from disciplinary action or termination for cause.
- 1201.17** **Employee Status (Classification):** Determined by combinations of rank or title, employment status (probationary or regular), time in-service (step), tenure of the funded position (temporary or regular), hours of assigned work (part-time or full-time), whether on shift or not, and whether the major portion of an employee's duties serve line or support functions.
- 1201.18** **Layoff:** Termination of employment without prejudice due to lack of funds or work or changes of duties or reorganization, or to permit reinstatement of another employee under certain specific conditions.
- 1201.19** **Promotion:** Change of rank from a lower position to a rank of higher position or more responsibility.
- 1201.20** **Reduction in Force (RIF):** An adjustment in staffing levels that results in separation from service of one or more employees.
- 1201.21** **Release:** Separation in which the member is not qualified or able to perform the essential functions of the job with or without accommodation and no other job is available. Also, termination of District service during probationary employment status.
- 1201.22** **Resignation:** Voluntary written termination by a member of his or her service with the District.
- 1201.23** **Retirement:** Voluntary withdrawal from, or termination of, an eligible employee's service with the District, usually with some retirement entitlements.
- 1201.24** **Service Credit:** Time earned in paid employment status, which is used to determine employment seniority or employment entitlements. The Board of Directors shall determine employee classifications receiving service credit.
- 1201.25** **Separation From Service:** Termination of employment.

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1201.26 Time-in-service: The total time earned as a volunteer, firefighter trainee or paid employee. The Board, as it applies to benefits or other forms of compensation, determines Time-in-service.

TITLE: **PERSONNEL — Classifications**

NUMBER: **1202**

ADOPTED: **July 11, 2002**

1202.10 Personnel classifications encompass the organization of job titles, benefit levels, compensation levels, tenure of the funded positions, hours of work and employee status.

1202.11 Administrative classifications or job titles describe job duties.

1202.12 Administrative positions that qualify as exempt from overtime payment, according to criteria outlined by the Fair Labor Standards Act, are so designated within the position's job description (Only applies when the District has over five regular employees).

1202.13 Classifications used by the District include:

1202.13.1 Employee: Any person holding a probationary, regular, temporary or part-time paid position.

1202.13.2 Exempt Employee: Employment position, defined by Board resolution, paid strictly a monthly salary, with no overtime compensation, except when authorized by the Board.

1202.13.3 Full-time Employee: Any employee whose position is not classified as temporary, who regularly works 40 or more hours per week and has successfully completed conditions of the probationary period prescribed for the position working.

1202.13.4 Job Title: Name given to a specific funded position having a written description of duties and responsibilities.

1202.13.5 Member: All recognized District employees, officers, directors and volunteers.

1202.13.6 Nonexempt Employee: Employment position, defined by Board resolution, which may be paid for overtime hours as defined in **paragraph 1280.14** or when authorized by the Fire Chief.

1202.13.7 Overtime: Compensation paid to nonexempt employees for previously authorized hours worked that exceed the regular work hours. This includes any hours exceeding eight hours/day or 40-hours/week for the Admin and shifts not regularly scheduled and call back hours for District career firefighters.

1202.13.8 Paid Position: Any combination of duties regularly assigned to be performed by one person and having an assigned rate of compensation.

1202.13.9 Part-time Employee: Any employee, whose position is not classified as temporary, who works less than 30 hours per week and has successfully completed conditions of the probationary period prescribed for that position.

1202.13.10 Personnel: Same meaning as **member (paragraph 1202.13.5)**.

1202.13.11 Probationary Employee: Any employee appointed to a budgeted position, full-time or part-time, but has not completed the probationary period as prescribed for that position, or any employee who, after due process, has been placed on probationary status. In both cases, a probationary employee is not considered to have regular status in the position in which he or she is employed. A probationary employee serves at-will.

1202.13.12 Rank: A designation applied to job titles for purposes of employee status within the chain of command.

1202.13.13 Regular Employee: A part-time or full-time employee not classified as temporary.

1202.13.14 Step: The designation of level of compensation within a rank or job classification.

1202.13.15 Temporary Employee: An employee serving at-will to fill a temporary full-time or part-time position.

1202.13.16 Temporary Position: A funded, at-will position, not seasonal in nature and having a duration of unknown length.

1202.13.17 Temporary Reclassification: An employee who is temporarily working out of class for a specified period of time.

1202.13.18 Volunteer: Any community member at large who is willing and able to provide service or support to or for the District without charge, regular compensation or expectation of formal recognition by the District.

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1202.13.19 Volunteer Firefighter: Any community member accepted by the District, and logged in the District's volunteer Firefighter register, to serve at-will to provide service to or for the District without charge or regular compensation.

TITLE: **PERSONNEL — Administration**

NUMBER: **1210**

ADOPTED: **December 14, 2000**

1210.10 The Fire Chief, selected and appointed by the Board of Directors and serving at the will and discretion of the Board, is responsible for implementing and administering personnel policies and procedures.

1210.11 The Fire Chief shall specify such administrative procedure, forms, records, reports and audits necessary for administering these policies.

1210.12 Unless otherwise specifically prohibited, the Fire Chief may delegate certain functions related to administering personnel to a subordinate.

1210.13 The Fire Chief, or his or her designee, is responsible for maintaining personnel files in accordance with federal and state guidelines on confidentiality and privacy, and for making such records available to the employee or other authorized persons at reasonable times.

1210.14 Under recruitment and promotional guidelines established by the Board, the Fire Chief is authorized to select qualified individuals to fill budgeted, vacant positions through employee promotion or through an open recruitment process.

1210.15 The Fire Chief is authorized to discipline, demote, suspend and terminate employees and volunteers.

TITLE: **PERSONNEL — Personnel and Medical Files**

NUMBER: **1220**

ADOPTED: **May 7, 2009**

1220.10 The Fire Chief, with Admin support, shall:

1. Maintain a **Personnel File** and **Medical File** for each District employee and volunteer Firefighter;
2. Maintain a **DMV Records File** for driver test data and a **Training Records File** kept separate from the personnel and medical files, in accordance with **Section 1180**.
3. Keep all personnel-related records (except Training Records) in a secure, locked location with access restricted to the Fire Chief and Admin; and
4. Ensure individual employees and volunteer are allowed access to review their personnel and DMV files with due notice to Fire Chief or Admin; and
5. Ensure training records are available for public view in Station One.

1220.11 Personnel and medical files are confidential.

1220.11.1 Access to personnel files is limited to the Fire Chief, Administrative Support employee (for file maintenance) and the member addressed in the file.

1220.11.2 Medical files may be reviewed only by the Firefighter, Fire Chief and the District designated doctor. Access is also afforded to the District Administrative Support person for file maintenance.

1220.11.3 No outside person or agency may review personnel or medical files, except by subpoena or court order. Should an employee or volunteer Firefighter wish someone else to review the data in his or her personal or medical file, he or she must so indicate in writing. Such written approval is retained in that file.

1220.12 Should an outside the district request for verification of any District member's status or history with the District be received, it will be answered "yes" or "no". No further information may be issued subject to proper authorization from that employee or volunteer Firefighter. Inquiries regarding references for employment may be answered only after written permission from the employee or volunteer Firefighter has been inserted in the file.

1220.13 In the case of dismissed members, only the fact that they were dismissed may be released. The circumstances surrounding separation may not be given, except through subpoena.

TITLE: **PERSONNEL — Firefighter Service Awards and Recognition**

NUMBER: **1230**

ADOPTED: **December 14, 2000**

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- 1230.10** The District recognizes extended length of service to recognize Firefighters' service and to encourage other Firefighters to remain in service.
- 1230.10.1** Upon completion of five years of service and at each five years service thereafter, a lapel pin signifying the number of year's service shall be awarded.
- 1230.10.2** Furthermore, any Firefighter who has served for fifteen years or more and separates in good standing from District fire service, shall be awarded a badge inscribed with both the rank held upon retirement and the word "retired."
- 1230.11** In addition to the foregoing, a **Firefighter of the Year** award is presented to the most deserving Firefighter for the year December 1 through November 30. This award is presented at the Annual Christmas Party.

TITLE: **PERSONNEL — Authorized Employee Benefits**

NUMBER: **1240** ADOPTED: **May 14, 2009**

- 1240.10 Medical benefits, including dental and vision, for employee, employee and spouse, or employee, spouse and family based on the current Group Medical Plan to eligible employees. The District bears 100% of the cost of medical insurance for the employee, spouse, and dependent children.
- 1240.11 Paid vacation time accrual for those eligible employees. Vacation accrual rates are established in **Section 1340**.
- 1240.12 Paid sick leave accrual for eligible employees. Paid sick leave accrual rates are established in **Section 1350**.
- 1240.13 Employees shall be granted paid time off for jury duty. The paid time off shall be the regular pay rate minus the amount paid for the jury duty
- 1240.14 Annual uniform allowance to cover maintenance and repairs.
- 1240.15 Paid holidays for eligible employees. Currently recognized paid holidays are listed in **Section 1330**.
- 1240.16 District payment of the currently Board-approved percentage of an employee's contribution into CalPers on behalf of eligible employees. The Fire Chief and career Firefighters employer contribution rate is 11.499%, while the Admin employer contribution rate is 8.863 %.
- 1240.17 Employee benefits and accruals are determined based on calendar years.

TITLE: **PERSONNEL — Benefit Eligibility**

NUMBER: **1250** ADOPTED: **July 11, 2002**

- 1250.10** Full-time regular employees are eligible for the following benefits:
- Medical (See **paragraph 1240.10**)
 - Supplemental PERS contribution (See **paragraph 1240.16**)
 - Paid Vacation Time (See **Section 1340**)
 - Paid Holidays (See **Section 1330**)
 - Paid Sick Leave (See **Section 1350**)
 - Retirement.
- 1250.11** Part-time and temporary employees are not eligible for benefits unless so approved by the District Board of Directors.
- 1250.12** Probationary Employees working within a job position classified **full-time regular** are eligible for all benefits awarded to regular employees beginning at date of hire.

TITLE: **PERSONNEL — Continuity**

NUMBER: **1260** ADOPTED: **December 14, 2000**

- 1260.10** No service credit is awarded for time served as a volunteer prior to paid employment.
- 1260.11** No service credit is awarded to regular employees during periods of leaves of absence.

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Exception: Up to twelve work weeks of service credit shall be awarded to paid employees during absences allowed by the Family and Medical Leave Act of 1993.

1260.12 For employees, the length of continuous service with the District is used, in part, as the basis for consideration in promotions, demotions and layoffs. Service credit is awarded as one point per pay period.

1260.13 Continuous service with the District starts with the date of appointment and continues until one of the following occurs:

- Employee is discharged for cause;
- Employee voluntarily terminates her or his employment; or,
- Employee is laid off.

1260.14 Continuity of an employee's service is not broken by absence for the following reasons and his or her length of service will accrue for the period of such absence:

- Absence by reason of industrial disability;
- Authorized absence without pay for less than 120 days in a calendar year; or,
- Absences governed by applicable state and/or federal laws such as military or National Guard service.

1260.15 Continuity of an employee's service is not broken by absence for the following reasons and his or her length of service will not accrue for the period of such absence:

- Authorized individual leaves of absence that exceed 120 days; or,
- Lay offs in accordance with Reduction in Force **Section 1830**.

TITLE: **PERSONNEL — Hours of Work and Tours of Duty**

NUMBER: **1270**

ADOPTED: **January 14, 2010**

1270.10: Within guidelines established or ordered by the Board of Directors, **the Fire Chief**, by the nature and variety of his or her duties and responsibilities, is granted the flexibility to vary his or her daily and weekly work schedule to reasonably accommodate daily work loads, evening meetings, evening and weekend training sessions, nighttime and weekend incidents, and other District needs.

1270.10.1 The Fire Chief may be requested respond to all **major incidents** at night, and on weekends, via the senior fire officer on scene, when not out-of-fire district.

1270.10.2 The Fire Chief shall perform a sufficient number of weekly administrative hours to conduct routine daily business in a timely and efficient manner.

1270.10.3 Within guidelines established or ordered by the Board, the Fire Chief or his or her designated representative shall assign personnel work schedules.

1270.11 **On-Duty Time** begins when an employee or volunteer reports to his or her designated shift, or incident supervisor, or is paged to respond to an incident or reports to a training exercise. On-Duty Time ends when an employee completes an assigned shift or reports to the supervisor that he or she will no longer be available, or after the conclusion of a paged incident or training exercise.

1270.11.1 On-Duty Time for employees normally begins at 08:00-hrs in the morning for regular (40-hr) workweek schedule, i.e. the Fire Chief and Administrative Assistant, plus additional hours of work for Board of Director Meetings scheduled the second Thursday of each month @ 18:30-hrs, with the exception of listed holidays on Page-11, Section-1330 of District's adopted Policies & Procedure Manual. Hours of duty for operational personnel shall be a rotating 56-hr workweek schedule (A, B, & C Platoons) commencing @ 07: 55-hrs through 07: 55-hrs daily, there is no holiday exception noted for operational (24-hr shift-duty) personnel.

1270.11.2 **Volunteer Firefighter Duty Squad:**

On a rotating basis, one district Volunteer Firefighter or Volunteer Fire Officer shall be assigned to operations personnel from 1800-hrs on Fridays through Midnight, Sundays. He or she shall be certified at the minimum of CICCS Firefighter (Type-II) level. If the scheduled personnel can't perform the duty assigned for that weekend, the individual shall be responsible for finding coverage and notifying the duty officer for the assigned platoon in

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advance. The duty squad member assigned shall have the option to respond from his or her private residence, or as a crewmember on a piece of district fire apparatus.

1270.11.3 Operations (24-hr) Personnel Work Schedule:

0755-0800: Off Going Shift Pass-On

0800-0815: On Coming Shift PPE Checks

0815-0915: Apparatus/Communication Checks

0915-0930: Break

0930-1130: Assigned Details (Facility, Apparatus, Equipment, PPE & Grounds Inspections/Checks)

1130-1200: Food Preparation

1270.11.3 Operations (24-hr) Personnel Work Schedule (continued):

1200-1300: Lunch Break

1300-1400: Assigned Details/Crew Proficiency (CPT) Training

1400-1415: Break

1415-1600: Assigned Details/ Crew Proficiency (CPT) Training

1270.11.4 Firefighter Standby Time: 1600-0755: Designated Firefighter Standby Time, except:

- Tuesdays of each month, except following a holiday, are designated **Volunteer Firefighter Training** commencing at 1830-hrs. The assigned Fire Officer, acting Fire Officer or designee shall be responsible as lead trainer for the scheduled session.
- The discretion of the Fire Chief, or his/her designate, may schedule **Saturday training** sessions to adhere to mandatory training mandates, continuing education, or crew proficiency, as necessary.
- **Physical Fitness Training** shall be performed during standby hours.
- Visitors shall be allowed in the fire station from 1600 – 2200-hrs, or as approved by the Fire Chief.

1270.12 Daily/Shift Duty Officer Designation:

The district's designated duty officer shall be the **on-duty** A, B, or C Platoon company officer or acting company officer. He or she **shall assume** command of any incident over which the **District** has primary jurisdiction, until relieved by a senior fire officer, and shall be the point-of-contact for the fire protection district with the ECC/Command Center during their tour of duty IAW- Page-13, Section-1370.11 of the district's adopted Policies & Procedure Manual. The on-duty company officer or acting company officer shall up-channel or relay any pertinent information or correspondence to the district fire chief, or his or her designate as applicable in timely manner.

1270.13 Administrative Assistant (Part-Time) Work Schedule:

0800-1115: Administrative Duties/Details

1115-1145: Lunch

1145-1400: Administrative Duties/Details

1270.14 General:

1270.14.1 Employees are assigned routine duties, responsibilities and daily work projects.

1270.14.2 Employees are encouraged to take appropriate breaks and a lunch hour in accordance with state employee regulation.

1270.14.3 Under directions, guidelines and work objectives assigned by the Fire Chief, employees are responsible for work assignments for their respective schedules.

1270.14.4 Employees and volunteers are responsible for maintaining emergency equipment readiness and availability regardless of time of day.

1270.14.5 In general, employees are not entitled to a reduction in work hours worked the day following an incident or incidents. In such cases, the Fire Chief may use flexible scheduling of work hours for that day.

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Exception: If, in the judgment of the Fire Chief, the unusual length of an incident, lack of rehabilitation because of multiple incidents or the physical demands of a particular incident jeopardize the ability of employees to work subsequent incidents in a safe and effective manner, work hours may be waived to accommodate an opportunity for employees to rehabilitate.

TITLE: **PERSONNEL — Compensation and Stipends** REVISED: **May 2, 2008**
NUMBER: **1280**

1280.10 General:

1280.10.1 The Board is responsible to adopt and authorize compensation plans for employees and job classifications and stipends for volunteer Fire Fighters.

1280.10.2 Compensation plans may be based on combinations of job or employee classification.

1280.10.3 Stipends shall be paid to eligible volunteer staff at least once a year, in December. The Board may elect to pay half-yearly or quarterly.

1280.10.4 The Fire Chief is authorized to approve salary advancements from step to step within a job classification based on time-in-service and satisfactory performance, per the adopted Pay Schedule.

1280.10.5 With Board concurrence, the Fire Chief is authorized to disapprove salary advancements from one step to a higher step based upon unsatisfactory performance.

1280.10.6 Overtime compensation is addressed in **Section 1310**.

1280.11 Employee Compensation:

1280.11.1 Fire Chief: Monthly salary is determined by Board resolution. This position is exempt.

1280.11.2 Temporary, Part-time Fire Chief: Monthly salary is determined by Board resolution. This position is exempt.

1280.11.3 Fire Fighter/EMT: Minimum monthly starting (probationary period) salary, regular status monthly salary, and any step increases are determined by Board resolution. This position is nonexempt.

1280.11.4 Administrative Support: Minimum starting hourly rate and any step increases are determined by time in service and step salary range. This position is nonexempt.

1280.12 Volunteer Fire Fighter/EMT Stipends:

1280.12.1 Eligibility:

1280.12.1.1 To be eligible for stipends, the volunteer must:

- Attend 20 training sessions or more a year, unless specifically excused by the Fire Chief or designee.
- Respond to emergency and non-emergency calls, unless prior notice was provided to the Fire Chief or designee that he or she will be unavailable.
- When responding to a call and cancelled en-route, it is the volunteers responsibility to let the on duty officer know they were responding and need to be put on the run sheet.

1280.12.2 Stipends:

1280.12.2.1 Certified EMT responding to a medical call: \$20.00 per call

1280.12.2.2 Certified First Responder responding to medical call: \$15.00 per call.

1280.12.2.3 All other emergencies (PSA, Fires, MVAs, and Stand-bys etc.): \$20.00 per call.

1280.12.2.4 District Fire Captain: \$25.00 per call.

1280.12.2.5 Volunteer Fire Fighter attending scheduled training session or work party: \$10.00 per session or work party assignment.

1280.12.2.6 Resident Firefighter: \$75.00 per 24-hour shift to be paid monthly.

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1280.12.2.7 Training Instructor who presents a class during a scheduled training session: \$10.00 per session.

1280.12.2.8 With board concurrence, the Fire Chief may pay any District employee or volunteer for extra work performed for the District. The amount will be determined at the time the job is accomplished. (Red Flag days, Fire Standby, work sessions etc.) Standby time is \$10.00/hour.

TITLE: **PERSONNEL — Disability and Salary Continuation**
NUMBER: **1290** ADOPTED: **December 14, 2000**

1290.10 Section 4850 of the California Labor Code inures to the benefit of regular full-time employees classified in the Safety Category by PERS, injured or otherwise temporarily disabled while working on behalf of the District.

1290.11 Sick leave may not be deducted for any on-the-job injury if a Workers Compensation claim is filed.

1290.12 Employees injured off the job may use accrued sick leave, vacation time and compensatory time off (CTO) for continuation of salary. Employees continue to receive all eligible benefits during this time period.

1290.12.1 The Federal Family and Medical Leave Act of 1993 and California CFRA inure to the benefit of regular full-time employees.

1290.13 Volunteers appropriately responding to and from incidents (See **Section 5010**), and volunteers working incidents or participating in District-sponsored activities, are entitled only to benefits awarded by the Districts' Worker's Compensation Plan.

TITLE: **PERSONNEL — Return To Work**
NUMBER: **1300** ADOPTED: **December 14, 2000**

1300.10 Purposes:

1300.10.1 To protect employees and volunteers from sustaining further harm when performing duty after having been absent as a result from illness or injury.

1300.10.2 To ensure employees and volunteers returning from long-term absence can effectively and safely perform the skills and tasks associated with their classification and job description.

1300.11 Injury:

1300.11.1 Any illness or injury occurring either on-duty or off-duty as defined in NFPA Standard 1582 "Medical Requirements for Firefighters."

1300.11.2 The employee or volunteer must submit a medical release to the administrative office at least 24 hours prior to her or his scheduled return to work date. The release must be in writing, in prescription form or on the medical professional's letterhead from the qualified medical professional treating the injury or illness.

1300.12 Fit for Work:

1300.12.1 Must comply with NFPA 1582 "Return to Duty Medical Evaluation."

1300.13 Administrative Release:

1300.13.1 In addition to the medical release and prior to official return to duty, employees must receive administrative clearance to return to work. Administrative Release constitutes an inspection of the employee's injury file to confirm all necessary documents have been received. The District reserves the right, at District's expense, to refer the employee to a medical provider or specialist of the District's choice to further substantiate the employee's medical release.

1300.14 Orientation to Duty:

1300.14.1 Prior to assuming the duties and responsibilities of their position or classification, employees and volunteers who return to work from an extended absence are required to spend a specific amount of time training and re-orienting themselves to the duties and responsibilities of their classification following an outline, prepared by the Fire

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Chief, of skills, tasks and items to be practiced and reviewed as well as a time frame for completion. This orientation period is construed as a conditional or performance based pass/fail requirement.

TITLE: **PERSONNEL — Overtime**
NUMBER: **1310**

ADOPTED: **December 14, 2000**

1310.10 Overtime shall be paid at a rate of time-and-one-half (1.5T).

1310.11 Exempt employees are normally not paid for overtime hours. The Board may authorize overtime pay to exempt employees for specific instances or grant executive leaves to the Fire Chief when unusual circumstances require extended work.

1310.12 Nonexempt employees specifically ordered back to duty at the request of the Fire Chief for an emergency (emergency callback) shall be compensated for a minimum of two hours for each callback, paid at time and a half (1.5T).

1310.13 Off-duty nonexempt employees who respond to a toned alarm within the District's boundaries, not specifically requested by the Fire Chief, shall be compensated a minimum of one hour or for actual time on incident, whichever is more, at time and a half (1.5T).

1310.14 Compensation for actual hours of callback, additional overtime and off-duty alarm responses shall be computed to the nearest one-fourth (1/4) of an hour.

1310.15

TITLE: **PERSONNEL — Compensatory Time Off**
NUMBER: **1320**

ADOPTED: **January 10, 2002**

1320.10 In lieu of cash payment for hours worked in excess of a nonexempt employee's normal working hours, employees may elect to accrue and maintain a maximum of 40 hours of compensatory time off (CTO).

Exception: Exempt employees may not accrue CTO.

1320.11 For record keeping purposes, CTO hours represent hours previously earned at 1.5T which have been converted to straight time.

1320.12 Upon termination of employment and/or retirement, or upon written request, CTO may be cashed out.

1320.13 Employees may utilize accrued CTO to take time off from work for any reason, as long as:

- He or she provides the Fire Chief sufficient notice to arrange relief; and,
- Her or his absence will not create a hardship on the District.

TITLE: **PERSONNEL — Holidays**
NUMBER: **1330**

ADOPTED: **September 14, 2006**

1330.10 All eligible employees are entitled to paid holidays. A "holiday" is a paid day off, regardless of number of hours regularly worked each day.

1330.11 The District recognizes and observes the following days as paid holidays:

- | | |
|--------------------|------------------------|
| • New Years Day | Martin Luther King Day |
| • Presidents Day | Memorial Day |
| • Independence Day | Labor Day |
| • Columbus Day | Veterans Day |
| • Thanksgiving Day | Day After Thanksgiving |
| • Christmas Eve | Christmas |
| • New Years Eve. | |

1330.12 When a paid holiday falls on a workday during an eligible employees' scheduled vacation period, that day shall be considered a paid holiday, not vacation time.

1330.13 When a holiday falls on Saturday or Sunday, eligible employees may elect to take the holiday day on the Friday prior to or the Monday after.

TITLE: **PERSONNEL — Vacation Time**
NUMBER: **1340**

ADOPTED: **September 14, 2006**

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- 1340.10** Each full-time employee is entitled to paid vacation time each year.
- 1340.11** With sufficient notification and as long as it does not place a burden on District operations, personnel may take vacation time in any increments of time.
- 1340.12** Employees planning to take vacation time are encouraged to notify the Fire Chief as early as possible in advance of the vacation. The Fire Chief shall approve vacation requests with reasonable regard for the desires of the employee insofar as they are consistent with the needs of the District.

1340.13 Paid vacation time for accrues monthly at a rate equal to: (24-hr shift employees)

- 1-4 years of service: 168 hours per year 14 hours/month
- 5-9 years of service: 216 hours per year 18 hours/month
- 10-14 years of service: 240 hours per year 20 hours/month
- 15+ years of service: 288 hours per year 24 hours/month

Paid vacation time for accrues monthly at a rate equal to: (40-hr employees)

- 1-4 years of service: 80 hours per year 6.67 hours/month
- 5-9 years of service: 120 hours per year 10 hours/month
- 10-14 years of service: 160 hours per year 13.33 hours/month
- 15+ years of service: 176 hours per year 14.67 hours/month

- 1340.13.1** Employees can rollover accrued vacation into the next year only after admitting a letter to the fire chief for approval.
- 1340.13.2** No employee may use vacation time until he or she has been in District service for at least six months, or with approval by the Fire Chief.
- 1340.14** Upon separation from service, retirement or death, employees (in the case of death, the deceased employee's spouse), shall be paid for 100% of unused vacation time at the current hourly rate for their rank and step.
- 1340.15** Payment for accrued vacation time, with the exception of separation from service, retirement or death, is not allowed.

TITLE: **PERSONNEL — Sick Leave**

NUMBER: **1350**

ADOPTED: **January 17, 2010**

- 1350.10** Sick leave is provided to continue an employee's income and benefits during periods of illness or off-the-job injury.
- 1350.11** Policies related to absences due to on-the-job injury are found within **Section 1290**.
- 1350.12** Employees must notify the Fire Chief or his designee when they will be absent from work due to illness or injury.
- 1350.13** For shift duty personnel Sick leave shall be taken from 8am-8pm or 8pm-8am, unless an on duty employee needs to be relieved from duty due to illness. Administrative Staff may take sick leave in one hour increments.
- 1350.14** The Fire Chief or his designee may grant the use of sick leave for a member to stay home and care for the illness of an immediate family member for up to 12 hours, unless otherwise approved by the Fire Chief. Immediate family member shall be defined as a spouse, son, daughter or parent.
- 1350.15** Unused sick leave may accrue without limitation.
- 1350.16** Sick leave accrues on a daily basis computed at a rate of 5 hours/month, 60 hours per year for full-time employees. Sick leave accrues on a daily basis computed at a rate of 7 hours/month, 84 hours per year for 24 hour shift employees.
- 1350.17** Upon separation from service, death, or retirement, payment of accrued sick leave is not allowed

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TITLE: **PERSONNEL — Emergency and Family Leave**

NUMBER: **1360**

ADOPTED: **December 14, 2000**

- 1360.10** Eligible employees under FMLS and CFRA are entitled to a total of 12 workweeks of unpaid leave during any 12-month period for one or more of the following reasons:
- 1360.10.1** Birth of a son or daughter of the employee and to care for such son or daughter.
- 1360.10.2** Placement of a child with the employee for adoption or foster care.
- 1360.10.3** To care for a spouse, son, daughter, stepson, stepdaughter, parent, stepparent, grandparent, step-grandparent, sibling, stepsibling, parent-in-law, sibling-in-law, if such named family members have a serious health condition.
- 1360.10.4** A serious health condition that makes the employee unable to perform the functions of the position of such employee.
- 1360.10.4.1** **Serious Health Condition:** An illness, injury, impairment of physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility or continuing treatment by a health care provider.
- 1360.11** The entitlements to leave under Paragraphs 1360.10.1 and 1360.10.2 for a birth or placement of a son or daughter expire at the end of the 12-month period beginning on the date of such birth or placement.
- 1360.12** Employees should attempt to provide advance written notification to the Fire Chief before starting any leave. In the absence of the employee's written notice, or when the employee's leave is not consistent with the notice, the District reserves the right to unilaterally designate or confirm the start date and end date of a leave in writing.
- 1360.12.1** Upon receipt of an employee's notice to take leave, the Fire Chief should ask the employee if he or she wishes to apply unused sick leave or vacation time to the leave.
- 1360.12.1.1** An eligible employee may elect to substitute any accrued paid vacation or sick leave for leave provided under **Paragraphs 1360.10.1, 1360.10.2, 1360.10.3 or 1360.10.4** for any part of the 12-week period of such leave.
- 1360.13** **Intermittent Leave:**
- 1360.13.1** Leave under **Paragraphs 1360.10.1 and an employee may not take 1360.10.2** intermittently or on a reduced leave schedule, unless the employee and the District, decided by the Fire Chief, agree otherwise.
- 1360.13.2** Leave under **Paragraphs 1360.10.3 and 1360.10.4** may be taken intermittently or on a reduced leave schedule when medically necessary. Taking leave intermittently or on a reduced leave schedule shall not result in a reduction in the total amount of leave to which the employee is entitled beyond the amount of leave actually taken.
- 1360.14** Except as provided in **Paragraph 1360.14**, leave granted under **Paragraph 1360.10** may consist of unpaid leave. Where an employee is otherwise exempt under the FLSA, unpaid leave does not affect the exempt status of the employee under such section.
- 1360.15** **Bereavement Leave:** Employees are entitled to three days paid bereavement leave to discharge the customary obligations arising from the death of an immediate family member. The Fire Chief may extend bereavement leave under special circumstances.
- 1360.15.1** **Immediate Family:** Includes spouse, son, daughter, stepson, stepdaughter, parent, stepparent, grandparent, step-grandparent, sibling, and stepsibling, parent-in-law or sibling-in-law.

TITLE: **PERSONNEL — Shift and Duty Officer Relief**

NUMBER: **1370**

ADOPTED: **January 14, 2010**

- 1370.10** In the event that regular career employees are not available, the Fire Chief is authorized to fill employee absences with off-duty employees or qualified volunteers or qualified interns in a manner that ensures maintenance of the District's established level-of-service.
- 1370.11** In the event interns or volunteers are used for duty coverage, a minimum of two interns, two volunteers or a combination thereof shall be used, and shall be under the direct and constant supervision of the Fire Chief or his designee. At no time will an apparatus respond to emergency or non-emergency calls without a responding officer for supervision.

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- 1370.12** In the event an intern covers duty, the intern will continue to receive the intern stipend. Volunteers shall receive firefighter base pay.
- 1370.13** In the event of absence of the Fire Chief, he or she shall designate a duty officer to assume the duties of the Fire Chief and the command of any incident over which the District has primary jurisdiction.
- 1370.14** The incident commander may relinquish command of an incident in accordance with the guidelines established by the Incident Command System.

TITLE: **PERSONNEL — Equal Opportunity**

NUMBER: **1400**

ADOPTED: **December 14, 2000**

- 1400.10** In the recruitment, selection, training, utilization, performance evaluation, promotion, discipline, demotion, termination, or any other personnel action, there shall be no discrimination by the District or by a fellow employee on the basis of race, creed, color, religious belief, sex, age, national origin, ancestry, physical or mental disability.

TITLE: **PERSONNEL — Americans With Disabilities Act (ADA)**

NUMBER: **1410**

ADOPTED: **December 14, 2000**

- 1410.10** It is District policy and practice to comply fully with the Americans with Disabilities Act and ensure equal opportunity in employment for all qualified persons with disabilities. The District is committed to ensuring non-discrimination in all terms, conditions and privileges of employment. All employment practices and activities, whether provided or conducted by the District or another entity on our behalf, shall be conducted on a non-discriminatory basis.
- 1410.11** The District is also committed to not discriminating against any qualified employee or applicant because he or she is related to or associated with a person with a disability.
- 1410.12** The District follows applicable state or local laws that provide individuals with disabilities greater protection than the Americans with Disabilities Act.
- 1410.13** Recruiting, advertising and job application procedures are reviewed and provide persons with disabilities meaningful employment opportunities. Upon request, applications are available in alternative, accessible formats, as is assistance in completing the application. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position, not any disabling condition.
- 1410.14** Pre-employment physical examinations are required only for those positions in which there are bona fide job-related physical requirements, and are given to all persons entering the position only after conditional job offers. Medical records are kept separate and confidential.

TITLE: **PERSONNEL — Minimum Employment Standards**

NUMBER: **1420**

ADOPTED: **December 14, 2000**

- 1420.10** Refer to **Section 1500** for position-specific requirements.

TITLE: **PERSONNEL — Examination and Appointment Procedures**

NUMBER: **1430**

ADOPTED: **December 14, 2000**

- 1430.10** The process for filling open employment positions with the District are determined and planned for each vacancy, i.e., proposed by the Fire Chief and concurred with by the Board, based on guidelines documented in the District procedures.

TITLE: **PERSONNEL — Probationary Appointments**

NUMBER: **1440**

ADOPTED: **December 14, 2000**

- 1440.10** The probation period is used by the District to facilitate effective evaluation of new or promoted employees. The period for new and promoted probationary appointments is determined for each position by the Fire Chief based on guidelines documented in District procedures.

TITLE: **PERSONNEL — Regular Appointments**

NUMBER: **1450**

ADOPTED: **December 14, 2000**

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1450.10 The regular appointment of a probationary employee is effective on the first day following the successful completion of the probationary period. The Fire Chief makes such appointment based on guidelines documented in District procedures.

TITLE: **PERSONNEL — Training and Education**

NUMBER: **1460**

ADOPTED: **January 14, 2010**

1460 Training is essential to firefighter safety and is necessary to guarantee that competence and confidence is instilled in all members of the CCFRPD. The District is responsible for ensuring firefighter safety, effectiveness, improvements and safe conditions during training activities.

1460.10 **Safety Officer:** During every training exercise, the Fire Chief or designee shall designate a Safety Officer, who is responsible to identify unsafe practices and order them stopped or altered.

1460.11 **Continuing Education:** All volunteer and paid Firefighters are encouraged to continue education in any and all aspects of fire service. With prior Fire Chief approval, the District reimburses Firefighters for the cost of tuition, supplies, transportation and necessary meals for classes, seminars or conferences. An expense report is required for reimbursement. Mileage will be reimbursed at Internal Revenue Service allowable rates.

1460.11.1 The Fire Chief or designee is responsible to maintain a continuing awareness of training classes both within and outside the county, by posting on the Station #1 bulletin board announcements of all training classes that come to his or her attention.

1460.11.2 The Fire Chief should prioritize attendance at classes keeping in mind District coverage as well as budget limitations.

1460.12 **Medical Certification:** All personnel must meet the qualifications as an Emergency Medical Technician or Medical First Responder and keep such certifications current as set forth in the Manual of Policies and Procedures for the position they currently serve.

1460.13 **Training Records:** It shall be the responsibility of District to maintain all training certifications in each members training file as well as recording all training events in the departments data base. It shall be the responsibility of each member receiving training to affix his/her name to the sign-in sheet for the current training session. The person in charge of training for that session shall complete the sign in sheet and file it with the Administrative Assistant. It shall be the responsibility of each member attending outside training to provide copies of certificates to the Administrative Assistant for placement in the members training file and recording in the department's data base.

1460.14 **Continuing Education – Outside Training**

1460.14.1 **Volunteers:** All Volunteers are encouraged to continue education in any and all aspects of the fire service. It is suggested however that an educational track be chosen in which the member can achieve a completed certification in a chosen field. Emphasis should be placed emphasis on the California State Fire Marshal Training Tracks, such as Fire Officer, Hazardous Materials, Technical Rescue, Public Education, Fire Investigation, Fire Instructor, etc. With Prior approval from the Fire Chief, the District may reimburse the firefighter the cost of tuition, supplies, and necessary meals and lodging. If the class is being attended at a college or university, the District, at the Fire Chiefs discretion, may elect to have the District pay all extra cost such as lab fees, parking fees, library fees, health fees etc. If a District vehicle is not provided, mileage shall be paid at the Internal Revenue Service rates based on travel from Station #1. An expense/reimbursement report shall be submitted upon completion of training.

1460.14.2 **Intern-Firefighters** – Refer to the intern policy in regards to training standards and responsibility.

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1460.14. Paid Staff Non-Required Training - All paid staff are encouraged to continue education in any and all aspects of the fire service. It is suggested that an educational track be chosen in which the member can achieve a completed certification in a chosen field. Primary emphasis should be placed on the California State Fire Marshal Fire Officers Training Tracks. Other tracks such as Hazardous Materials, Technical Rescue, Public Education, Fire Investigation, Fire Instructor, etc can also be considered. With prior approval from the Fire Chief, the District may reimburse the firefighter the cost of tuition, supplies, and necessary meals and lodging. If the class is being attended at a college or university, the District, at the Fire Chiefs discretion, may elect to have the District pay all extra cost such as lab fees, parking fees, library fees, health fees etc. If a District vehicle is not provided, mileage shall be paid at the Internal Revenue Service rates based on travel from Station #1. Time off to attend training shall be the members own responsibility. Time off for training may be duty exchange, vacation, or compensatory time off. An expense/reimbursement report shall be submitted upon completion of training.

1460.14.4 Paid Staff Required Training – Paid staff who are required by the Fire Chief or Board of Directors to attend training shall be paid regular time while on duty or time and one- half off duty while attending class. Overtime will only be paid for class time and travel time. If possible the member on duty attending class shall return to duty to upon conclusion of class each day. The District shall pay the firefighters cost of tuition, supplies, and necessary meals and lodging. If a District vehicle is not provided, mileage shall be paid at the Internal Revenue Service rates based on travel from Station #1. An expense/reimbursement report shall be submitted upon completion of training.

TITLE: **PERSONNEL — Paid and Unpaid Position Descriptions**
NUMBER: **1500** ADOPTED: **December 14, 2000**

The Board of Directors shall include in this manual a position or job description for regular paid and unpaid positions.

TITLE: **PERSONNEL — Unpaid Position: MEMBER OF THE BOARD OF DIRECTORS**
NUMBER: **1510** ADOPTED: **December 14, 2000**

1510.10 Duties and Responsibilities:

1. Maintain regular attendance and participation at scheduled Board meetings.
2. Participate as a member of Board appointed committees and local or state professional organizations.
3. Become familiar with the Fire Protection District Law of 1987.
4. Become familiar with laws governing open meetings (The Brown Act) and operate accordingly.
5. Become familiar with laws governing public employees and public agencies.
6. Become familiar with the District's operational philosophy, policies, procedures, personnel, chain of command, services, programs, facilities and resources.
7. Become familiar with how the District is funded and how funds are administered at the County and District level.
8. Study and ratify the District's annual budget and compensation program.
9. Refer questions, concerns and issues pertaining to District operations to the Fire Chief; If not resolved; add the issue to the next Board meeting for discussion.
10. Be an independent voice representing District-wide issues and concerns.
11. Keep an open mind to new ideas and encourage innovation that increases the level of services being provided.
12. Practice open and timely two-way communication.
13. Utilize the member's specific background, experience and expertise while developing projects, policies, procedures, contracts and issues that are similar in nature to the member's professional background or empirical knowledge.

1510.11 Limits of Authority:

1. Individual Board members do not have authority to encumber District funds or enter into any contract or arrangement without express consent of the Board.
2. Individual Board members do not have authority to direct, assign, order or otherwise supervise District staff without express consent of the Board.

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TITLE: **PERSONNEL — Paid Position: FIRE CHIEF**
NUMBER: **1520**

ADOPTED: **December 14, 2000**

1520.10 Scope of Employment:

1520.10.1 The Fire Chief, employed by the Board of Directors, shall be their chief executive officer. The Fire Chief reports directly to the Board of Directors and carries out the policies, directives and procedures established by the Board.

1520.10.2 The Fire Chief's primary role is to administer, plan, organize and supervise the delivery of fire services within the District.

1520.10.3 The Fire Chief is responsible to:

- Apply diligence and safely minimize losses associated with fire;
- Assist in rescue operations;
- Assist with the treatment and stabilization of victims of medical emergencies; and,
- Demonstrate compassion, concern, understanding and patience for all citizens in every situation encountered.

1520.11 Scope of Authority:

1520.11.1 Under those policies and guidelines established by the Board of Directors, the Fire Chief has full supervisory and command authority over all District personnel, except Board members, equipment, resources, facilities, programs, operations and the adopted budget.

1520.11.2 As a condition of employment, the Fire Chief shall maintain minimum DOT Title 22 EMS requirement for administrative position, and possess a valid California Motor Vehicle Operator's license.

1520.12 Duties and Responsibilities:

1520.12.1 Typical Fire Chief duties and responsibilities:

1. Administer, plan, organize and supervise Fire District operations.
2. Implement, or manage implementation of, policies, procedures and directives issued by the Board.
3. As District Safety Officer, accept ultimate responsibility for safety during all District activities, and, to that end, respond to incidents and other events to either personally supervise safety during the activity or assign others to perform that function.
4. Respond to reported smoke in the District to investigate possible fire or other source of smoke activity, including investigating the cause of illegal fires and providing activity reports to other emergency agencies.
5. Respond to fires and evaluate, develop and manage methods of attack, deploying personnel and equipment for best utilization to suppress fires and achieve quick extinguishment to minimize injury and property loss.
6. At the conclusion of fire suppression activities, initiate fire cause and origin investigations, notifying proper authorities of findings and assisting in any further investigations.
7. Confer with various committees of the Board on District policy, long range planning and coordination of District activities with other fire districts and public agencies.
8. Respond to reported vehicle accidents to initiate extrication of victims, and, upon arrival of District personnel, direct the method and actions necessary to safely extricate any victims.
9. Respond to emergency medical service calls to initiate patient evaluation and follow appropriate protocols to establish procedures to stabilize and comfort the patient until other emergency medical personnel or paramedic units arrive on the scene.
10. Analyze, prepare and supervise the budget.
11. Prepare Board meeting materials and reports for review.
12. Manage selection, hiring, evaluation and promotion of District personnel.
13. Keep employees and volunteers informed regarding duties and responsibilities and manage employee and volunteer performance and development (See **Paragraphs 1200.13 and 1200.14**).
14. Provide personnel counseling and disciplining.
15. Interface with citizens and citizen groups.
16. Attend workshops and seminars to keep abreast of modern practices in the delivery of fire services and legislative issues.
17. Develop automatic and mutual aid agreements.
18. Formulate and recommend policies for Board review and adoption.
19. Develop standard operating procedures and provide administrative directives necessary to ensure safe, effective and efficient operations.

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20. Develop and conduct regular, weekly firefighter training sessions.
21. Evaluate outside agencies' training courses and schedules to identify courses appropriate for District personnel.
22. Attend training courses designed to keep trainers abreast of new training methods, procedures and tools.
23. Research, develop and implement advanced fire suppression and EMS methodologies and equipment and recommend purchase of new equipment.
24. Develop and maintain a resource network of fire service professionals and attends meetings of local and state fire service organizations.

1520.13 Desirable Qualifications:

- High School graduate or GED
- Valid California Motor Vehicle Operator's License at time of appointment
- Current motor vehicle proof of insurance at time of appointment
- NFA (National Fire Academy) Executive Fire Officer or CFTES (California Fire Training and Education Service) Chief Officer Certification
- Minimum ten years fire service experience in combination as a volunteer and paid firefighter
- Minimum five years full-time paid experience working in an administrative position within a fire district
- Knowledge and experience in the principles of wild land/urban intermix fire protection
- Knowledge and experience with recruiting and retaining volunteers
- Knowledge of the financing and funding of special districts

1520.13 Desirable Qualifications (continued):

- Knowledge and experience in building and maintaining public relations programs
- Knowledge and experience working within the California Mutual Aid system and the Incident Command System (ICS)
- Ability to communicate effectively both orally and in writing
- Knowledge of public employment laws and experience in directing, supervising counseling and disciplining of personnel
- Knowledge of modern principles and practices of structural and wild land fire suppression
- Knowledge and experience in budget development and budget administration
- Knowledge and experience in fire prevention, public safety education, fire codes and fire code development.

1520.14 Employment Conditions:

When the Fire Chief is expected to respond to calls and participate in firefighting, he or she may be subject to some or all of the following employment conditions:

- Currency as certified EMT-1, in CPR, at Hazardous Materials Operations Level;
- A valid California Class B Motor Vehicle Operator's license;
- Physical condition, as prescribed in NFPA 1582-1992, *Firefighter Professional Qualifications*, and fitness as determined by the District's required biannual physical (under 40 years of age) or annual physical (over 40 years of age), including, but not limited to, entire back x-rays, hearing and vision and weight proportioned to height; or,
- Residence within a reasonable driving distance from the assigned station.

TITLE: **PERSONNEL — Paid Position: FIRE CAPTAIN / EMT**

NUMBER: **1530**

ADOPTED: **July 22, 2010**

1530.10 Scope of Employment

Under the direction of the Fire Chief, the Fire Captain commands the activities of the engine company and the personnel assigned to his/her shift. As a Captain of Central Calaveras Fire District, it is his/her responsibility to apply diligence, and safety to minimize losses associated with fire, to perform rescue operations, to treat and stabilize victims of medical emergencies and to demonstrate compassion, concern, understanding and patience for all citizens in every situation encountered.

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During his/her assigned shift, the Fire Captain is also responsible for the supervision and direction of personnel as they perform routine duties and carry out assignments pertaining to apparatus maintenance, equipment and facility maintenance and other activities as may be assigned to the shift by the Fire Chief. The Fire Captain is also responsible for the completion of administrative and fire prevention assignments as assigned by the Fire Chief. Other attributes for a Fire Captain are, but not limited to:

- Knowledge of structural and wild land fire suppression, emergency medical care, rescue and fire prevention methods
- Ability to think clearly, adopt reasonable and effective course of action, act quickly, and give appropriate orders and directions under emergency conditions.
- Ability to effectively lead, supervise, maintain discipline, promote harmony, and cooperate with other officers and personnel.
- Ability to prepare clear and concise incident reports.
- Ability to interact with the public and promote a positive public image.
- Knowledge, ability and experience in preparing and delivering training classes, drills and other training related activities.
- Ability to establish and maintain effective relationships with others.

1530.11 Minimum Qualifications/Knowledge/Skills/Experience:

- CCFRPD Fire Captain shall meet the qualification of Engineer and possess a California State Fire Marshal Fire Officer Certification upon appointment.
- Mountain Valley EMSA EMT-1 and CPR Health Care Provider (current certification)
- Class A, Class B or Class B Firefighter's license.
- ICS-100,200, 300, 400 Certification and NIMS 700
- Firefighter II
- Driver/Operator 1A, 1B
- Meet all requirements as set forth in CCFRPD Policies and Procedures 1532

1530.12 As a condition of Employment

The Fire Captain shall maintain a level of physical fitness, which allows him/her to adequately perform all activities related to the heat and stress of structural and wild land firefighting, performing rescues, providing emergency medical services, as well as activities related to the completion of assigned routine duties and project work.

The Fire Captain shall maintain current as a certified EMT-1, in CPR, at Hazardous Materials Operations Level; possess a valid California Class A or Class B (Firefighters) Motor Vehicle Operator's license; and a satisfactory level of physical fitness as determined by the District.

1530.13 Duties and Responsibilities

Responds to alarms and commands the activities of the engine company insuring that assigned personnel are appropriately dressed, adequately trained, and properly briefed to insure the rapid, efficient, and effective mitigation of incidents. The Fire Captain often works as incident commander until relieved. The Fire Captain is called upon to make decisions as to the best method of performing rescues, extinguishing structural and wild land fires and extricating victims of vehicle accidents.

The Fire Captain directs the placement and size of hose lines, the placement of ladders, the ventilation of buildings, and may be required to perform and/or assist in the performance of all emergency operations. The Fire Captain directs the overhauling and securing of buildings following a fire to ensure there is no rekindle and to preserve the scene for fire investigations. Other Duties for a Fire Captain are, but not limited to:

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1. Assists in medical aids and rescues.
2. Supervises the cleaning of quarters, apparatus, and equipment.
3. Develops lesson plans and delivers training to personnel assigned to his/her shift.
4. Develops lesson plans and delivers training to volunteers when scheduled shift days fall on volunteer training night.
5. Maintains discipline and enforce District policies, SOGs, rules and regulations.
6. Completes ongoing shift work, project work, fire prevention activities, public education programs, and public service assistance as may be assigned by the Fire Chief.
7. Formally evaluates personnel assigned to his/her shifts and recommends ways to improve knowledge, skills and abilities.
8. Keeps abreast of modern principles and practices of structural and wild land fire suppression.
9. Is responsible for writing incident reports, entering activities into the daily log and maintaining such records as required by District policies, procedures and administrative directives.
10. Occasionally acts as the District's duty officer in the absence of the Fire Chief.
11. Studies the location of streets, fire hydrants, sprinkler systems, and alarm systems.
12. Conducts inspections of commercial occupancies and becomes familiar with the floor plans, type of construction and hazards associated with each occupancy.
13. Drives and operates fire apparatus, staff vehicles and utilities.
14. Greets and assists the public in a helpful positive manner.

TITLE: **PERSONNEL — Paid Position: FIRE LIEUTENANT / EMT**

NUMBER: **1531**

ADOPTED: **July 22, 2010**

1531.10

Under the direction of the Fire Chief, the Fire Engineer commands the activities of the engine company and the personnel assigned to his/her shift. As a Engineer of Central Calaveras Fire District, it is his/her responsibility to apply diligence, and safety to minimize losses associated with fire, to perform rescue operations, to treat and stabilize victims of medical emergencies and to demonstrate compassion, concern, understanding and patience for all citizens in every situation encountered.

During his/her assigned shift, the Fire Engineer is also responsible for the supervision and direction of personnel as they perform routine duties and carry out assignments pertaining to apparatus maintenance, equipment and facility maintenance and other activities as may be assigned to the shift by the Fire Chief. The Fire Engineer is also responsible for the completion of administrative and fire prevention assignments as assigned by the Fire Chief. Other attributes for a Fire Engineer are, but not limited to:

- Knowledge of structural and wild land fire suppression, emergency medical care, rescue and fire prevention methods
- Ability to think clearly, adopt reasonable and effective course of action, act quickly, and give appropriate orders and directions under emergency conditions.
- Ability to effectively lead, supervise, maintain discipline, promote harmony, and cooperate with other officers and personnel.
- Ability to prepare clear and concise incident reports.
- Ability to interact with the public and promote a positive public image.
- Knowledge, ability and experience in preparing and delivering training classes, drills and other training related activities.
- Ability to establish and maintain effective relationships with others.

1531.11 Minimum Qualifications/Knowledge/Skills/Experience:

- EMT-1 and CPR (current certification)
- Class A, Class B or Class B Firefighter's license.
- Mountain Valley EMSA EMT-1 and CPR Health Care Provider (current certification)
- ICS-200, Certification and NIMS 700
- Driver/Operator 1A, 1B
- Firefighter I, Firefighter II or equivalent

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- Meet all requirements as set forth in CCFRPD Policies and Procedures 15323
- MUST possess CICC S-290, S-230/231 within one year of appointment
- MUST possess a California State Fire Marshal Fire Officer Certification with 18 months of appointment.

1531.12 As a condition of Employment

The Fire Engineer shall maintain a level of physical fitness, which allows him/her to adequately perform all activities related to the heat and stress of structural and wild land firefighting, performing rescues, providing emergency medical services, as well as activities related to the completion of assigned routine duties and project work.

The Fire Engineer shall maintain current as a certified EMT-1, in CPR, at Hazardous Materials Operations Level; possess a valid California Class A or Class B (Firefighters) Motor Vehicle Operator's license; and a satisfactory level of physical fitness as determined by the District.

1531.13 Duties and Responsibilities

Responds to alarms and commands the activities of the engine company insuring that assigned personnel are appropriately dressed, adequately trained, and properly briefed to insure the rapid, efficient, and effective mitigation of incidents. The Fire Engineer often works as incident commander until relieved. The Fire Engineer is called upon to make decisions as to the best method of performing rescues, extinguishing structural and wild land fires and extricating victims of vehicle accidents.

The Fire Engineer directs the placement and size of hose lines, the placement of ladders, the ventilation of buildings, and may be required to perform and/or assist in the performance of all emergency operations. The Fire Engineer directs the overhauling and securing of buildings following a fire to ensure there is no rekindle and to preserve the scene for fire investigations. Other Duties for a Fire Engineer are, but not limited to:

15. Assists in medical aids and rescues.
16. Supervises the cleaning of quarters, apparatus, and equipment.
17. Develops lesson plans and delivers training to personnel assigned to his/her shift.
18. Develops lesson plans and delivers training to volunteers when scheduled shift days fall on volunteer training night.
19. Maintains discipline and enforce District policies, SOGs, rules and regulations.
20. Completes ongoing shift work, project work, fire prevention activities, public education programs, and public service assistance as may be assigned by the Fire Chief.
21. Formally evaluates personnel assigned to his/her shifts and recommends ways to improve knowledge, skills and abilities.
22. Keeps abreast of modern principles and practices of structural and wild land fire suppression.
23. Is responsible for writing incident reports, entering activities into the daily log and maintaining such records as required by District policies, procedures and administrative directives.
24. Occasionally acts as the District's duty officer in the absence of the Fire Chief.
25. Studies the location of streets, fire hydrants, sprinkler systems, and alarm systems.
26. Conducts inspections of commercial occupancies and becomes familiar with the floor plans, type of construction and hazards associated with each occupancy.
27. Drives and operates fire apparatus, staff vehicles and utilities.
28. Greets and assists the public in a helpful positive manner.

TITLE: **PERSONNEL — Paid Position: FIREFIGHTER / EMT**

NUMBER: **1532**

ADOPTED:

September 14, 2006

1532.10.1 Scope of Employment:

CENTRAL CALAVERAS FIRE & RESCUE PROTECTION DISTRICT

Policies and Procedures

1532.10.1 Under supervision of the Fire Chief, the firefighter assists the Chief to ensure the operational readiness of assigned apparatus and equipment.

1532.10.2 The firefighter is responsible for coordinating specific programs or tasks assigned by the Fire Chief.

1532.10.3 Firefighters are responsible to:

- Apply diligence and safely minimize losses associated with fire;
- Perform rescue operations;
- Treat and stabilize victims of medical emergencies; and,
- Demonstrate compassion, concern, understanding and patience for citizens in each situation encountered.

1532.10.4 As a condition of employment, the firefighter shall maintain:

- Currency as certified EMT-1, in CPR, at Hazardous Materials Operations Level;
- A valid California Class B Motor Vehicle Operator's license;
- Physical condition, as prescribed in NFPA 1582-1992, *Firefighter Professional Qualifications*, and fitness as determined by the District's required biannual physical (under 40 years of age) or annual physical (over 40 years of age), including, but not limited to, entire back x-rays, hearing and vision and weight proportioned to height; and,
- Residence within a reasonable driving distance from the assigned station.

1532.11 Duties and Responsibilities:

Typical firefighter duties and responsibilities:

1. Respond to alarms, performing rescue, emergency medical and fire suppression operations.
2. Safely use fire fighting and rescue tools, equipment and apparatus.
3. Assist in routine duties, apparatus and equipment maintenance, and special work projects, station and grounds maintenance and perform other related work, as required.
4. Participate in fire prevention, public education and fire inspection activities.
5. Participate in training and drills.
6. Assist in the training of firefighting personnel.
7. Complete specific tasks and programs as assigned by the Fire Chief.
8. Drive apparatus and other District vehicles.

1532.12 Qualifications, Knowledge, Skills and Experience:

- At least 18 years old.
- High School graduate or GED.
- Valid California Motor Vehicle Class C Operator's License, upgraded to Class B within 30 days of appointment..
- Current motor vehicle proof of insurance at time of appointment.
- CFTES Firefighter 1 Certificate
- EMT-1 and CPR Certificate
- Ability to apply knowledge gained in training to practical operation of fire suppression and emergency medical care, rescue and fire prevention tasks
- Ability to safely use tools, drive apparatus and vehicles and carry out a wide variety of assigned tasks
- Ability to think clearly, adopts reasonable and effective courses of action, and act safely and quickly under emergency conditions.
- Mechanical aptitude

1532.12 Qualifications, Knowledge, Skills and Experience (continued):

- Ability to understand maps, pre-plans, training materials and District policies, procedures and administrative directives
- Computer skills
- Ability to work in a team environment
- Ability to interact with the public and promote a positive public image.

TITLE: **PERSONNEL — Paid Position: FIREFIGHTER / EMT (LIMITED TERM)**

CENTRAL CALAVERAS FIRE & RESCUE PROTECTION DISTRICT

Policies and Procedures

NUMBER: 1533

ADOPTED: September 14, 2006

1533.10 Scope of Employment:

1533.10.1 Scope of employment is IAW Section 1532.10 of the CCFRPD Manual of Policies & Procedures for the Firefighter / EMT position.

1533.10.2 This position is for a specified term not to exceed one year. Subsequent terms are by the approval of the Board of Directors.

1533.11 Duties and Responsibilities:

Complies with all the roles, responsibilities, and duties IAW Section 1532.11 of the CCFRPD Manual of Policies & Procedures for the Firefighter / EMT position.

1533.12 Qualifications, Knowledge, Skills and Experience:

Qualifications, knowledge, skills, and experience shall be IAW Section 1532.12 of the CCFRPD Manual of Policies & Procedures for the Firefighter / EMT position.

TITLE: **PERSONNEL — Paid Position: ADMINISTRATIVE SUPPORT**

NUMBER: 1540

ADOPTED: December 14, 2000

1540.10 Scope of Employment:

1540.10.1 Under Fire Chief direction, plan, organize and conduct varied and increasingly responsible administrative activities. Performs other duties assigned by the Fire Chief.

1540.10.2 Perform secretary, receptionist, bookkeeper and clerical duties.

1540.10.3 Under Board of Directors President direction, provide clerical and bookkeeping support to the Board during and between meetings.

1540.11 Duties and Responsibilities:

Typical Administrative Support duties and responsibilities:

1. Prepare and distribute Board meeting packets and agendas.
2. Record, transcribe and edit Board meeting minutes.
3. Post public notices of Board meeting agendas.
4. Receive bills and process payments; make deposits, maintain journals, ledgers and records of payments and expenditures, balance, audit, and account for cash, warrants and other funds.
5. Secure Board approvals of payments and other expenditures.
6. Maintain record files of official actions of the Board and District.
7. Write letters of correspondence, memorandums, reports, agendas, requisitions, resolutions, warrants and other materials from rough draft to clear copy.
8. Assist the Fire Chief prepare annual budgets.
9. Perform bookkeeping, database management and word processing operations.
10. Answer the telephone and otherwise greet the public, give information to organizations, insurance companies, other agencies and employees, as requested.
11. Maintain employee records relating to training, time sheets, evaluations, health insurance, workers compensation injuries, sick leave, vacation, etc.
12. Evaluate and continually improve office operation procedures.
13. Maintain complete and accurate files covering all District operations.
14. Provide information and handle complaints.
15. Open and distribute mail.

1540.12 Qualifications, Knowledge, Skills and Experience:

- At least 18 years old.
- High School graduate or GED.
- Valid California Motor Vehicle Operator's License at time of appointment.
- Current motor vehicle proof of insurance at time of appointment.
- Business office experience.
- Knowledge of basic accounting and bookkeeping procedures.

CENTRAL CALAVERAS FIRE & RESCUE PROTECTION DISTRICT

Policies and Procedures

- Familiarity with Windows platform desktop computers and business software.
- Word processing, database and spreadsheet software skills.
- Ability to analyze data and draw logical conclusions.
- Ability to understand and carry out oral and written instructions.
- Effective use of English vocabulary, grammar and spelling.
- Ability to communicate effectively both orally and in written form.

TITLE: **PERSONNEL — Unpaid Position: RESIDENT FIREFIGHTER**

NUMBER: **1550** ADOPTED: **May 2, 2008**

1550.10 Current pay is a stipend specific in Section 1280.12.2.6 This is a limited term position with a limit of three (3) years service.

1550.11 Resident Firefighter is **an at-will position** and may be accepted in the District without meeting all qualification, knowledge, skills and experience criteria, based on being able to meet those criteria after attending appropriate training and certification activities. Resident Firefighters are not permitted to participate directly in firefighting or other emergency activities until deemed qualified by the Fire Chief or Training Officer based on accumulated training, certification and experience.

1550.12 Supervision Received:

Works under the direction and guidance of a chief officer or his/her designate.

1550.13 Typical Resident firefighter duties and responsibilities:

Respond to alarms, performing rescue, emergency medical and fire suppression operations. Safely use fire fighting and rescue tools, equipment and apparatus. Assist in routine duties, apparatus and equipment maintenance, and special work projects, station and grounds maintenance and perform other related work, as required. Respond to alarms, performing rescue, emergency medical and fire suppression operations. Safely use fire fighting and rescue tools, equipment and apparatus. Assist in routine duties, apparatus and equipment maintenance, and special work projects, station and grounds maintenance and perform other related work, as required.

1550.14 Qualifications, Knowledge, Skills and Experience:

At least 18 years old.

High School graduate or GED.

DMV printout is required and should show proof of Class C License.

Requires a background check.

Requires six months experience (paid or volunteer) or be attending a fire academy and/or taking 7 units in fire science.

California State EMS-First Responder or EMT-1 and CPR Certified within one year.

No medical restrictions and be in good health based on district provided physical.

TITLE: **PERSONNEL — Unpaid Position: VOLUNTEER FIREFIGHTER/EMT/1ST RESPONDER**

NUMBER: **1560** ADOPTED: **December 14, 2000**

1560.10 Current pay is a stipend specified in Section 1280.12.

1560.11 Volunteer Firefighter/EMT/First Responder members is **an at-will position** and may be accepted in the District without meeting all qualification, knowledge, skills and experience criteria, based on being able to meet those criteria after attending appropriate training and certification activities. Volunteer Firefighter/EMT/First Responder members are not permitted to participate directly in firefighting or other emergency activities until deemed qualified by the Fire Chief based on accumulated training, certification and experience.

1560.12 Typical firefighter duties and responsibilities:

1560.13 Respond to alarms, performing rescue, emergency medical and fire suppression operations.

Safely use fire fighting and rescue tools, equipment and apparatus.

CENTRAL CALAVERAS FIRE & RESCUE PROTECTION DISTRICT

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Assist in routine duties, apparatus and equipment maintenance, and special work projects, station and grounds maintenance and perform other related work, as required.

1560.14 Qualifications, Knowledge, Skills and Experience:

At least 18 years old.

High School graduate or GED.

DMV printout is required and should show proof of Class C License

Desire six months experience (paid or volunteer) or Fire Academy Graduate

California State EMS-First Responder or EMT-1 and CPR Certified within one year

No medical restrictions and be in good health based on district provided physical

TITLE: **PERSONNEL — Unpaid Position: VOLUNTEER FIRE CAPTAIN**

NUMBER: **1570**

ADOPTED: **September 14, 2006**

1570.10 Salary Grade:

Current pay is a stipend IAW Section 1280.12 of the CCFRPD Manual of Policies & Procedures.

1570.11 General Purpose:

Performs a variety of administrative, company officer level of supervision and technical work in the supervision and administration of fire suppression, emergency first aid, hazardous materials, and fire prevention activities, **an at-will position.**

1570.12 Supervision Received:

Works under the Direction and Guidance of a Chief Officer or his/her designate.

1570.13 Essential Duties and Responsibilities:

1570.13.1 Supervises subordinate staff in their assigned duties as directed.

1570.13.2 Determines methods of fire suppression; supervises laying of hose lines, directing of water streams, placing of ladders, ventilation of buildings, rescuing of persons, and placing of salvage covers.

1570.13.3 Supervises maintenance of departmental equipment, supplies and facilities; maintains station log, inventories, records and reports.

1570.13.4 Instructs and drills firefighters in use of tools, raising of ladders, and rescue and salvage work, etc.

1570.13.5 Monitors and observes departmental activities to ensure that conduct and performance conform to district standards IAW-CCFRPD Manual of Policies & Procedures.

1570.13.6 Incidents requiring disciplinary intervention shall follow the chain of command and be documented in writing.

1570.13.7 Carries out duties in conformance with Federal, State, County and district laws and ordinances.

1570.13.8 Responds to alarms received **when available** and directs routes to be taken; directs work of paid & volunteer firefighters pending arrival of a superior fire officer; supervises the laying of hose lines, placement of ladders, direction of water streams, ventilation of buildings, rescuing persons and placement of salvage covers.

1570.13.9 Responds to multiple alarm fires/emergencies **when available**; assumes command in the absence of superior officer.

1570.13.10 Participates in the operation of departmental in-service training activities.

1570.13.11 Drive, Operate, Inspect and Instruct district fire personnel in operation of all district fire apparatus.

CENTRAL CALAVERAS FIRE & RESCUE PROTECTION DISTRICT

Policies and Procedures

- 1570.13.12 Attend a minimum of 65% of scheduled district training.
- 1570.13.13 Instructs in service training classes according IAW-IFSTA Manuals
- 1570.13.14 Prepares variety of reports and records including personnel records, and requisitions.
- 1570.13.15 Assist Volunteer Battalion Chief in the research and evaluation of products, tools and equipment.
- 1570.13.16 Assist Volunteer Battalion Chief in maintaining and programming District radios.
- 1570.13.17 Assist in the evaluation, implementation and training of our new SCBA equipment, and breathing support equipment.
- 1570.13.18 Assist in the maintaining of the districts domestic firefighting water distribution systems.
- 1570.13.19 Report apparatus write-ups and perform first echelon of maintenance on district fire apparatus.

1570.14 **Peripheral Duties:**

- 1570.14.1 Performs the duties of subordinate personnel as needed.
- 1570.14.2 Adheres to all CCFRPD Standard Operation Guidelines (SOG's) and amendments.
- 1570.14.3 Attends conferences and meetings to keep abreast of trends in the field; represents the district fire/ems department in a variety of local, county, state and other meetings.
- 1570.14.4 Coordinates activities with other supervisors or county departments and exchanges information with officers in other departments.
- 1570.14.5 Maintains contact with general public, department officers and other county officials in the performance of fire district activities.

1570.15 **Desired Minimum Qualifications:**

- 1570.15.1 Any combination of education that would provide the required knowledge and skills is qualifying. Three years of experience in the rank of firefighter and or engineer. Possession of a valid California state drivers license "Class B" and California State or International Fire Service Accreditation Congress (IFSAC) Firefighter-I & Firefighter-II, Maintain a HazMat First Responder Operational (FRO) level certification and shall be minimum EMS-FR level and CPR certified.

TITLE: **PERSONNEL — Standards of Conduct: Purpose and Scope**

NUMBER: **1600**

ADOPTED: **December 14, 2000**

- 1600.10 The District exists by public approval and its function is to serve the public interest. The District is committed to its residents, providing outstanding service and a superior return on the tax dollars spent. In return, our organization strives to set the highest standards of professional service and behavior.
- 1600.10.1 District employees and volunteers conduct official business with the highest ethical standards and believe the Standards of Conduct contained herein reflect the fundamental values necessary for our success.
- 1600.10.2 The Fire Chief shall provide Standards of Conduct familiarity training based on this manual.
- 1600.11 The District's *Standards of Conduct* are established for the guidance of all paid and volunteer firefighters. The *Standards of Conduct* policies herein represents only a partial list of the District's and the public's expectations of District firefighters and is not intended to encompass all possible *Standards of Conduct* rules and violations.
- 1600.12 As a condition of employment or as a condition of volunteer membership, District members must self-govern themselves by ordinary and reasonable rules of behavior, taking care to commit no act that has the potential to bring discredit upon the District or its members. Policies pertaining to reasonable rules of behavior and performance expectations are herein referred to as *Standards of Conduct*.

CENTRAL CALAVERAS FIRE & RESCUE PROTECTION DISTRICT

Policies and Procedures

1600.13 Infractions of any *Standards of Conduct* policy may lead to disciplinary action up to and including discharge.

TITLE: **PERSONNEL — Standards of Conduct: Values and Ethics**

NUMBER: **1610**

ADOPTED: **December 14, 2000**

1610.10 All District firefighters are responsible to attend *Standards of Conduct* training classes.

1610.11 The District exists to serve the public and the quality of our service is defined as performing up to the expectations of our citizens. All members must fulfill individual responsibilities with integrity, honesty and professionalism.

1610.12 All members must recognize that people are the District's most valuable resource and fundamental to the District's success as an organization are the needs to:

- Treat each other with dignity;
- Support each others' strengths;
- Help each other improve on weaknesses
- Practice open and timely two-way communications; and,
- Promote mutual trust and respect for one another.

1610.13 All members must participate in training and career development opportunities.

1610.14 All members are encouraged to take pride in the services provided by the District and in the quality of work performed.

TITLE: **PERSONNEL — Standards of Conduct: Firefighter/EMTs/FIRST RESPONDERS**

NUMBER: **1620**

ADOPTED: **December 14, 2000**

1620.10 Keep yourselves in readiness to perform their duty at all times.

1620.11 When responding to alarms, exert your greatest energy and ability in the performance of your duty under any and all circumstances.

1620.12 Participate in training activities as directed; be thoroughly familiar with all equipment necessary to perform the requirements of the position and perform work as may be required.

1620.13 Be courteous and respectful when dealing with the public.

1620.14 Exercise precautionary measures to avoid injury to self and others while in the performance of their duty.

1620.15 Accept responsibility for safe keeping of and properly caring for all property in your charge.

1620.16 Conserve supplies and metered services (electricity, fuel, propane, etc.).

1620.17 When assigned to act in a higher rank, accept responsibility for the performance of the duties of that position.

1620.18 In the event two or more firefighters find themselves in a position, which requires initiative action, the senior member present assumes command, unless otherwise directed by the Fire Chief.

1620.19 When a firefighter receives an order that is in conflict with a previous order, inform the person who issued the conflicting order before proceeding.

1620.20 Punctuality is expected. All members are expected to report to any given assignment (including meetings, classes, etc.) promptly and on time.

1620.21 When in charge of an engine company, return to your assigned station promptly upon completion of an assignment or release from an incident.

1620.22 Follow administrative directives as additions to these *Standards of Conduct*.

1620.23 Firefighters responding to alarms are under the direct command of the Fire Chief, or, in the case the Chief is absent, the senior officer.

CENTRAL CALAVERAS FIRE & RESCUE PROTECTION DISTRICT

Policies and Procedures

- 1620.24 Firefighters shall respond to alarms when their assigned engine is dispatched, or in the event of a dispatching error, should have been dispatched.
- 1620.25 Respond to alarms dressed in the required safety equipment and wear protective equipment throughout the course of the incident.
- 1620.26 When responding as an engine company be responsible for the equipment and tools assigned to that apparatus. Clean apparatus and equipment after use, ensuring that apparatus is ready to respond.
- 1620.27 Ensure any and all valuables found or received at the scene of an emergency are inventoried and secured pending return to the rightful owner.
- 1620.28 Secure and report any and all contraband and illegal devices to the proper authorities.
- 1620.29 Properly caring for, and cleaning and safekeeping of, District issued equipment and clothing.

TITLE: **PERSONNEL — Standards of Conduct: Unacceptable Behavior for All Members**
NUMBER: **1630** ADOPTED: **December 14, 2000**

- 1630.10 The following are unacceptable behavior while on-duty, on District property or using or in District vehicles:
 - 1630.10.1 Falsifying or mutilating personnel or other District records or documents.
 - 1630.10.2 Unauthorized use or possession of District or employee property.
 - 1630.10.3 Reporting for duty or responding to any incident while under the influence of alcohol, drugs (including prescription medicines that may compromise performance) or other compound.
 - 1630.10.4 Using or consuming tobacco products, alcoholic beverages or drugs within any District vehicle or facility and within, or in close proximity to, any property or person to which the District is providing service.
 - 1630.10.5 Gambling.
 - 1630.10.6 Possession of, or carrying, an unauthorized weapon or explosive.
 - 1630.10.7 Violating criminal laws.
 - 1630.10.8 Fighting, throwing objects, horseplay, practical jokes or other disorderly conduct that may endanger the well-being of any member or the public, damage District property or interfere with District operations.
 - 1630.10.9 Engaging in acts of dishonesty, fraud, theft or sabotage.
 - 1630.10.10 Conspiring with anyone to permit circumvention or evasion of any law or regulation pertaining to Fire and Panic Safety.
 - 1630.10.11 Threatening, intimidating, excessive arguing, coercing, using abusive or vulgar language, or interfering with the performance of other employees.
 - 1630.10.12 Insubordination, refusal to obey orders from the Fire Chief, officer or acting officer, refusal to comply with instructions or failure to perform or complete assigned reasonable duties.
 - 1630.10.13 Damaging or destroying District property through careless or willful acts.
 - 1630.10.14 Failure to report any accident or personal injury.
 - 1630.10.15 Unauthorized access to District records, misuse or removal without authorization of employee records, District records or confidential information of any kind.
 - 1630.10.16 Wrongful or injurious exercise of authority while on duty, at the scene of emergency, while conducting District business or representing the District in any capacity.
 - 1630.10.17 Engaging in political activities of any kind, while on District time, which take place within District facilities, within District vehicles or within District property.
- 1630.11 The following are unacceptable by all District members at all times:
 - 1630.11.1 Belonging to any organization, association or society which advocates an intention to overthrow the government of the United States of America or which membership therein may be deemed as unbecoming a public servant.

CENTRAL CALAVERAS FIRE & RESCUE PROTECTION DISTRICT

Policies and Procedures

- 1630.11.2** Using an uniform, badge, attire having the District name or logo, or prestige associated with being a member of the District, for the purpose of personal gain or for any unauthorized purpose which might be construed by others that the member is acting in an official capacity or otherwise representing the District.
- 1630.11.3** Lending your name or approve the use of same, as a member of the District, to any commercial enterprise.
- 1630.11.4** Lending the name of the District or its prestige or approve the use of same for any commercial enterprise.
- 1630.11.5** Receiving a reward, fee or valuable gift from any person for service incident to the performance of duty, except as authorized by the Fire Chief or Board of Directors. If a reward, gift or fee is offered or inadvertently accepted, immediately notify the Fire Chief or a Director and obtain instructions.
- 1630.11.6** Directly or indirectly interceding with a member of the Board of Directors in their own behalf or against another member without first utilizing the proper chain of command or grievance procedures.
- 1630.11.7** Directly or indirectly soliciting the influence or intercession of any person or persons to effect their promotion, their position or for other personal gain.
- 1630.11.8** Furnishing information relative to the business of the District to persons not directly connected to the District without prior approval of the Fire Chief or the Board.
- 1630.11.9** Offering or providing a gratuity to any government employee or official on behalf of, or in pursuance of, District business without Board approval.
- **Gratuities:** Meals, drinks, gifts, expenses, cash or any other item of value, including personal service.
- 1630.11.10** Giving, paying, promising, or offering to the public or suppliers (vendors) or their families, anything of value whether cash or any other property for the purpose of securing or appearing to secure preferential treatment.
- 1630.11.11** Engaging in religious or political activities as representatives of the District.
- 1630.11.12** Disclosing or otherwise revealing to any person, information pertaining to events, circumstances, medical condition or problem, cause, results, prognosis, property damage, names of affected parties or victims, etc., this pertains to any incident, directly or indirectly, without approval of the Fire Chief.

TITLE: **PERSONNEL — Standards of Conduct: Station Conduct for All Members**
NUMBER: **1640** ADOPTED: **December 14, 2000**

- 1640.10** When reporting for duty or training, be neat and clean in personal appearance and dress in the attire designated by the Fire Chief (See **Section 1700**).
- 1640.10.1** Be punctual.
- 1640.11** In the event that off-going shift personnel are involved in an incident during shift change, on-coming shift personnel shall make every attempt to promptly relieve off-going personnel at the scene of the incident.
- 1640.12** While on-duty, have your turnout gear (and wild land gear during the fire season) with you at your assigned station, while on the apparatus or other vehicles, if away from the station, while participating in drills or training or when on other District duty.
- 1640.13** Keep your person, attire, workspace, living quarters and lockers in a neat and clean condition.
- 1640.14** Keep wearing apparel, uniforms and other personal belongings, when not in use, in a locker, closet, desk or other place provided for this purpose.
- 1640.15** Do not go off duty before change of shift or the end of assigned duty hours, unless properly relieved or authorized.
- 1640.16** Do not work on personal projects or conduct personal business during assigned work hours.
- 1640.17** Do not loan, sell, give away or appropriate for your own use any personal or financial aid of any subordinate to promote private personal interests or those of any supervisor.
- 1640.18** Notify the administration within 24 hours of any change of residence or telephone number.
- 1640.19** Notify the Fire Chief as soon as possible of any inability to report to duty.

CENTRAL CALAVERAS FIRE & RESCUE PROTECTION DISTRICT

Policies and Procedures

1640.20 Maintain an adequate and dependable means of communications to provide a method of contact regarding (re)call to duty during off-duty hours.

1640.21 Comply with District policies, procedures, rules of safety and administrative directives.

TITLE: **PERSONNEL — Standards of Conduct: Fire Chief, Officers and Acting Officers**
NUMBER: **1650** ADOPTED: **December 14, 2000**

1650.10 The following standards are in addition to those in **Section 1640**:

1650.10.1 Acting officers have full authority and are responsible for executing the duties of that position. They are granted all privileges of the rank. Regular officers have authority in command over members acting in the same grade.

1650.10.2 Fully perform assigned or delegated duties and responsibilities.

1650.10.3 Enforce District policies, procedures, safety rules and administrative directives.

1650.10.4 Initiate disciplinary actions for substantial violations of District policies, procedures, safety rules or administrative directives according to **Section 1910**, Disciplinary Procedures.

1650.10.5 Be fair and firm in dealing with subordinates.

1650.10.6 Maintain order and discipline.

1650.10.7 Address promptly any questions from subordinates regarding the District policies, procedures, safety rules or administrative directives and decide, in emergency situations, any immediate action to be taken.

1650.10.8 Ensure all reports relative to incidents, alarms and provided services are timely, complete and accurate.

1650.10.9 Promptly document daily shift activities and information to be passed along to oncoming shifts.

1650.10.10 Ensure inventories, records, check lists, etc., are timely, complete and accurate.

1650.10.11 Ensure all orders, directives, communications and records pertaining to operations are preserved until their purpose has been served or until no longer needed.

1650.10.12 In conducting the business of the District, personally administer the duties for which you are specifically responsible.

1650.10.13 Exercise caution in your actions and avoid placing other member's lives in needless jeopardy.

1650.10.14 Ensure all personnel under your command are ready and able to respond to emergency incidents at any time and in a prompt and expedient manner.

1650.10.15 Do not allow personnel to undertake or become involved in any activity, which may unreasonably interfere with the ability of personnel to immediately respond to an emergency incident.

1650.10.16 Ensure those under your command strive to meet performance standards relating to reflex and roll-out time:

1650.10.16.1 Medical Aid: During daylight hours: 45 seconds from time of alarm until rollout.

1650.10.16.2 Fires and Vehicle Accidents: During daylight hours: 90 seconds from time of alarm until rollout.

1650.10.17 Locate incident addresses on run books and direct apparatus to each incident by the most direct route.

1650.10.18 Extinguish all fires with the least possible danger to life and property. Before leaving the scene or fire, ensure necessary precautions are taken to prevent rekindling and ensure the property is left in a safe condition.

1650.10.19 Perform all duties or assignments assigned by the Fire Chief or designated representative.

1650.10.20 Maintain constant, ongoing communications with the Emergency Command Center, Fire Chief or Incident Commander at the scene of incidents.

1650.10.21 Report to the Fire Chief all acts of valor or merit performed by members of their command.

1650.10.22 Conflict of authority shall be strictly avoided. Do not interfere in matters of operations for which another officer of equal rank is responsible, except with the other's consent or by order of a superior officer.

1650.10.23 Evaluate the performance of those under your command.

1650.10.24 Provide basic training of new personnel.

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- 1650.10.25** Report accidents, injuries or other events requiring a special report before going off duty. In the event such officer is injured and unable to physically or mentally complete such report, an acting officer is required to complete the report before going off duty.
- 1650.10.26** Report any public encounter subject to civil or criminal action that occurred during your shift before going off duty.

TITLE: **PERSONNEL — Personal Appearance: General Standards**
NUMBER: **1700** ADOPTED: **December 14, 2000**

- 1700.10** Appropriate attire and a good personal appearance serve three basic functions:
1. Enhance rapport with the public, by showing the public the District and its employees are professional and serious about the District's functions.
 2. A well-groomed and well-dressed employee will receive more respect from the public and coworkers, improving the work environment and building employee morale.
 3. Safety considerations pertaining to using Self Contained Breathing Apparatus (SCBA) and protective clothing require regulation of grooming standards for head and facial hair. Safety considerations pertaining to using mechanical equipment and tools require some restrictions on wearing jewelry while on duty.
- 1700.11** No regulations pertaining to grooming standards are intended to be discriminatory.
- 1700.12** Do not wear jewelry that may hang down, become caught, transfer heat to the skin, interfere with dexterity and the ability to manipulate emergency equipment or otherwise has the potential to injure or interfere with the performance of duties.
- 1700.13** Wear uniforms consisting of officially approved T-shirts, pants, foot wear, coats, jackets and ball caps, as appropriate for current or expected weather conditions while on duty.
- 1700.13.1** The Fire Chief may designate appropriate uniform attire during work hours. All on-duty employees shall wear the same designated uniform attire.
- 1700.13.2** Do not wear designated attire showing signs of extensive wear, discoloration, staining or extensive mending.
- 1700.13.3** When conducting official business with the public away from the station, including engine company inspections, the designated attire is dress uniform and badge.
- 1700.13.4** When responding to medical incidents, wear official District attire with Fire District identification.
- 1700.13.5** Keep one complete change of uniform and other duty attire available at duty station while on duty.

TITLE: **PERSONNEL — Personal Appearance: Grooming Standards**
NUMBER: **1710** ADOPTED: **December 14, 2000**

- 1710.10** Keep hair clean and neatly trimmed to present a well-groomed appearance while on duty. Long hair presents unnecessary hazards while working around equipment or wearing safety equipment.
- 1710.11** Do not wear any hairstyle that allows it to extend more than 1/2 inch below the top of the shirt collar.
- 1710.12** Do not allow facial hair or hair extending over the forehead to come between the skin and the seal of SCBA face piece in a manner that adversely affects the seal.
- 1710.13** Hair may touch the top of the ears, but may not cover either ear in any manner.
- 1710.14** Do not wear a "pony tail" or similar hairstyle.

TITLE: **PERSONNEL — Personal Appearance: Uniform Standards**
NUMBER: **1720** ADOPTED: **December 14, 2000**

- 1720.10 Dress Uniform Shirt:**
- 1720.10.1** Official tailored uniform shirt, short or long sleeve.
- 1720.10.2** District-issued patch sewn on left sleeve, 1-1/2" below shoulder seam.
- 1720.10.3** American Flag, 1-1/2"x 3-1/2" with gold trim sewn on right sleeve, 1-1/2" below shoulder seam. (or TBD)

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- 1720.10.4** District-issued badge with appropriate rank over left pocket:
- 1720.10.4.1 Ranks up through Captain:** Silver badge with gold center.
- 1720.10.4.2 Ranks above Captain:** Gold badge with blue center.
- 1720.10.5** Standard nametag above right pocket with first and last names.
- 1720.10.6** Collar insignia displaying appropriate rank:
- 1720.10.6.1 Ranks up through Captain:** Silver.
- 1720.10.6.2 Ranks above Captain:** Gold.
- 1720.10.7 Service award pins:** Above right pocket or cloth service award pin sewn on the bottom of right sleeve.
- 1720.10.8** A maximum of two small affiliation pins are allowed, worn above service pins.
- 1720.11 Dress Uniform or Station Pants:**
- 1720.11.1** Official uniform and station pant.
- 1720.11.2** Black belt.
- 1720.12 T-Shirts, Sweatshirts and Ball Caps:**
- 1720.12.1** Dark blue cotton T-shirt and sweatshirt with fire service logo and Fire District identification or letters.
- 1720.12.2** Dark blue baseball cap printed with approved District logo or design.

TITLE: **PERSONNEL — Status Changes: Promotions**
NUMBER: **1810**

ADOPTED: **December 14, 2000**

- 1810.10** A promotion is the formal classification change of an employee who is regularly employed within the District from his or her current rank and pay scale to a higher rank and higher pay scale. Employees who work out of their classification in relief of a higher-ranking officer are not considered promoted.
- 1810.11** As far as is practicable and feasible, vacancies in positions within the District are filled by promotion of qualified regular employees. When qualified District candidates are not available to fill a vacancy, the District may open the vacancy as an employment opportunity to qualified candidates not employed by the District.
- 1810.12** Promotional appointments within the District are subject to a six-month probationary period. A promoted employee whose performance is deemed unsatisfactory during the probationary period may be reclassified to his or her prior rank and salary.
- 1810.13 Procedures:**
- 1810.13.1** Promotions are based on a combination of:
1. Competitive Examination;
 2. Performance Evaluations — Historical;
 3. Performance Evaluations — Acting in Rank;
 4. Recommendations of Other Officers; and,
 5. Evaluation of the candidate's ability to meet the minimum standards for knowledge, skills and experience as outlined within the Position Description for the desired position
- 1810.13.2** To qualify for promotional standing in any examination, a candidate must possess the minimum qualifications necessary for the position.
- 1810.13.3** Promotional examinations conform to criteria and character as outlined in **Section 1430**.
- 1810.13.4** Consider qualified candidates' prior performance evaluations during the selection process for promotion.
- 1810.13.5** If there is only one in-house candidate desirous of promotion, he or she is required to satisfactorily pass the assessment or promotional examination and perform satisfactorily during the probationary period. If the candidate fails either the promotional examination process or fails to perform satisfactorily during the

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probationary period, the Fire Chief shall retest for the vacancy or fill the vacancy through open competition from outside the District.

1810.13.6 Should a vacancy occur and there are no in-house candidates interested in competing, the Fire Chief may make an acting appointment to that rank until the position is filled from other sources.

1810.13.7 The District has the discretion to fill future positions, which might be created having special qualifications, regardless of rank, through open advertising and competition.

TITLE: **PERSONNEL — Status Changes: Demotions**

NUMBER: **1820**

ADOPTED: **December 14, 2000**

1820.10 A demotion is any reduction of an employee within a respective job classification to a position, classification (rank) or step having a lesser salary or responsibilities.

1820.11 Any employee may be demoted for cause as set forth in **Section 1900**, Disciplinary Action.

1820.12 When an employee is demoted, the employee's compensation may be adjusted to the salary prescribed for the rank to which demoted.

1820.13 Voluntary demotion may be initiated by any employee who wishes to vacate a position in favor of a lesser position and salary, provided:

1. The employee meets the minimum qualifications for the lesser position.
2. The District is able to fill the position to be vacated without creating operational problems.

1820.13.1 Any request for voluntary demotion must be written and include the effective date of demotion, the reason for the request and the position and rank requested.

TITLE: **PERSONNEL — Status Changes: Reduction in Force (RIF)**

NUMBER: **1830**

ADOPTED: **December 14, 2000**

1830.10 Economic conditions and other unforeseen circumstances may require adjustments in staff levels by means of a personnel Reduction in Force (RIF). These possibilities include, but are not necessarily limited to, reduction in salary, reduction in benefits, alternative staffing configurations and furlough days.

1830.11 Based upon level of service, priorities and need, the Board of Directors may direct the Fire Chief to implement a RIF based on:

- A reduction of the number of employees per classification (rank);
- Reduction of the number of employees overall;
- Elimination of a position(s); or,
- Any combination thereof.

1830.12 These policies provide general guidelines for work force reduction and recall procedures. The Fire Chief is authorized, with Board consent, to waive some RIF guidelines and consider work requirements, efficiency and conduct of individual employees and their length of service in determining the order in which employees are affected by the RIF. In order to ensure the best potential for maintenance of levels of service, the Fire Chief may retain certain employees without regard to length of service, due to the employee's special knowledge, skill, training or experience.

1830.13 Any employee may be separate from service under RIF conditions in the event his or her position was abolished by the Board, or when a shortage of work or funds requires a RIF

1830.14 When possible, at least 30 days notice should be given to an employee scheduled to be separated due to RIF.

1830.15 The names of employees separated from service or demoted due to a RIF are placed on a Reemployment Eligibility List (REL). The REL consists of the names of all employees separated, demoted or reassigned as the result of any RIF. The REL takes precedence over all other eligibility lists in making appointments to the classification in which the employee worked.

1830.16 The name of any person separate from service due to a RIF shall continue on the appropriate REL for a period of two years.

1830.17 The Fire Chief shall use the REL when a vacancy arises before hiring from any other eligibility list.

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- 1830.18** Persons who refuse re-employment will be removed from the REL.
- 1830.19** At the time of an employee's separation from service as the result of an RIF, the employee is required to submit to a medical examination, at District expense, unless the employee submitted to a medical examination for the District within the prior twelve months.
- 1830.20** An employee appointed from a REL is required to submit to a medical examination at District expense.
- 1830.21** The Fire Chief shall notify employees being recalled by certified letter. If the employee does not respond to make arrangements or return to work within ten working days of the mailing date of the letter, the employee will be removed from the REL.

TITLE: **PERSONNEL — Disciplinary Action: General**

NUMBER: **1900**

ADOPTED: **December 14, 2000**

- 1900.10** This policy applies to all District employees not serving at-will. The disciplinary action process is not required for members serving at-will, specifically: Probationary and temporary employees, volunteers and the Fire Chief.
- 1900.11** Before entering into the disciplinary process, the Fire Chief, or designee, is encouraged to take pre-disciplinary action to help the employee develop suitable corrective action or avoid the undesirable conduct (**Section 1910**). Since no action is taken in behalf of the District, such discussions, warnings, coaching and counseling are not considered discipline, except when, during the process, a disciplinary action is deemed necessary.
- 1900.12** Disciplinary actions may be taken against an employee for cause.
- 1900.13** Disciplinary actions may be based upon, but not necessarily limited to:
1. Violations of District rules and regulations
 2. Violations of Standards of Conduct
 3. Refusal or inability to improve job performance in accordance with written or oral direction after a prescribed time period
 4. Failure to perform assigned duties
 5. Failure to carry out orders or directives
 6. Absence without leave
 7. Physical altercations
 8. Acts that are discriminatory in nature toward another persons race, creed, color, national origin, sex, age, religious beliefs, political affiliation or a perceived mental or physical disability
 9. Spousal or child abuse conviction
 10. Sexual or any other form of harassment
 11. Disobedience
 12. Disorderly Conduct
 13. Discourteous treatment of the public or other District member or employee while on duty or when recognized as, or acting as, a representative of the District
 14. Violation of any lawful or reasonable regulation or order made or given by a superior officer
 15. Neglect of duty
 16. Dishonesty
 17. The use, possession, sale, purchase, transfer, or being under the influence of, alcoholic beverages, illegal drugs or other intoxicants while on District premises or while on District business
 18. Conviction of a felony or conviction of a misdemeanor involving moral turpitude or immoral conduct. A plea or verdict of guilty, conviction, or a conviction following a plea of "No Contest" (*nolo contendere*), to a charge of a felony or any misdemeanor involving moral turpitude is deemed to be a conviction within the meaning of this policy.
 19. Known use of or conviction for use or sale of illegal drugs.
- 1900.14** Any member demoted during his or her probationary period following a promotional appointment may be reinstated in the position from which he or she was promoted, unless the reasons for cancellation of the promotional appointment would be cause for dismissal from service or employment.
- 1900.15** Any disciplinary actions that may result in written reprimand, suspension without pay, demotion, reduction or dismissal shall be documented to the member.

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1900.16 The following classifications (ranks) are authorized to take the disciplinary actions indicated against members under his or her supervision. Any disciplinary action initiated by any supervisory member shall be in accordance with **Section 1910**.

- **Firefighters:** Referral to Chief
- **Fire Chief:** Any actions, including discharge (termination).
- **Board of Directors:** Board of Directors involvement in disciplinary actions is generally limited to actions initiated against the Fire Chief. The Board of Directors is also the body of appeal.

TITLE: **PERSONNEL — Disciplinary Action: Pre-disciplinary Action Process**

NUMBER: **1910**

ADOPTED: **December 14, 2000**

1910.10 Pre-disciplinary actions include discussions, warnings, coaching and counseling. The pre-discipline process attempts to eliminate the causes of problems before they seriously hamper employee effectiveness. If the action did not require a written document, the Fire Chief should place a record of pre-disciplinary actions in the employee's personnel file.

1910.11 **Discussion:** Any mutual exchange of ideas between the Fire Chief and an employee designed to provide direction, clarification, or explanation of duties, standards, policies, rules and guidance with the respect to performance or behavior.

1910.12 **Coaching:** Structured or unstructured training designed to assist a member to develop skills and capabilities or increase knowledge.

1910.13 **Counseling:** Discussion between supervisor and member to gain insight into and correct member's performance or behavioral problems.

1910.14 **Oral Warning:** Spoken notice to the member that his or her performance or behavior must be improved. The warning:

- Defines the areas where improvement is necessary;
- Sets up goals to achieve this improvement; and,
- Informs the employee that failure to improve will result in disciplinary action.

1910.14.1 The Fire Chief shall document that an oral warning was given, obtain the employee's signed acknowledgement of receipt of the warning and file the record in the employee's personnel file. The employee's signature signifies receipt of the warning — not necessarily agreement with its contents.

1910.15 **Written Warning:** Written notice to the employee that, unless his or her behavior or performance improves, further disciplinary action will be taken. The written warning contains the same information as oral warnings, with the addition that it advises the member of the potential consequences of failing to improve his or her performance or behavior.

1910.15.1 The Fire Chief shall file a copy of the warning in the employee's personnel file, after the employee signed it to acknowledge receipt of the warning. The employee's signature signifies receipt of the document — not necessarily agreement with its contents.

TITLE: **PERSONNEL — Disciplinary Action: Process**

NUMBER: **1920**

ADOPTED: **December 14, 2000**

1920.10 The Fire Chief may apply any of the following disciplinary actions depending on the severity of the cause for taking such action. The Fire Chief must notify the Board of disciplinary actions taken at the next Board meeting. Only the Board may apply these actions to the Fire Chief. Any disciplinary action should be taken only after investigation and verification of facts to validate and justify the action.

1920.11 **Disciplinary Action Categories**

1920.11.1 **Written Reprimand:** Written notice to the employee that his or her performance is seriously below standard and that continuation or repetition of that performance may result in suspension, demotion or discharge. The reprimand:

- States the facts upon which the action is based;
- Defines the areas where improvement is required;
- Sets up goals to achieve this improvement; and,

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- Informs the member that failure to improve will result in more serious action.
- 1920.11.2 Suspension:** Written notice to the employee that he or she is being temporarily removed from service, with or without pay, for up to 30 calendar days. Suspensions are normally administered in cases involving misconduct, ongoing or repeated failure to perform assigned duties or chronic behavioral problems for which there seems to be no other appropriate response short of demotion or discharge.
- 1920.11.3 Demotion or Reduction:** Written notice to the employee that she or he is being removed from her or his present position or salary step to one of lower rank or salary step. A reduction in salary step may be used as an interim step prior to demotion. Typically, a demotion is imposed when a member is no longer able or willing to perform the duties of his or her present position, but may still function effectively at a lower level.
- 1920.11.4 Dismissal:** Written notice to the employee that his or her service with the District is being terminated.
- 1920.12 Notice of Intent:** The Fire Chief shall present a **written notice of intent to discipline** to the employee and ask him or her to sign to acknowledge receipt. The employee's signature signifies receipt of the document, not necessarily agreement with its contents. In the case of the Board applying a disciplinary action against the Chief, the Board must provide written notice of intent to the Chief. Provide a copy of the acknowledged notice to the employee. If the employee is not available, send the notice by certified mail to the person's last known address.
- 1920.12.1** Under appropriate circumstances and at the Fire Chief's option, the Chief may offer an alternative course of action for a first drug or alcohol abuse disciplinary action (See **Paragraph 2310.15**).
- 1920.13 Hearing:** Subsequent to delivering the notice of intent to the employee, the Fire Chief shall meet with the employee to provide the employee the opportunity to state his or her case, present mitigating circumstances or otherwise argue against the proposed discipline. During this hearing, the Chief shall provide a non-participative audience for the employee to state her or his position and opinions — it is not a forum for discussion or argument.
- 1920.14 Final Notice of Discipline:** After the hearing, provided the Fire Chief is still convinced discipline is appropriate, he or she shall serve the employee with a **written final notice of discipline** and ask the employee to sign it to acknowledge receipt. The employee's signature signifies receipt of the document, not necessarily agreement with its contents. The action shall become effective and be implemented when served to the employee.
- 1920.14.1** Provide a copy of the final notice to the employee and file a copy in the employee's personnel file.

TITLE: **PERSONNEL — Disciplinary Action: Right of Appeal**
NUMBER: **1930** ADOPTED: **December 14, 2000**

- 1930.10** Any regular employee, other than probationary employees, may appeal a final notice of discipline within five working days of receipt of the notice. If the employee does not file an appeal within the time allotted, the right of appeal is considered waived by the employee.
- 1930.11** The appeal must be in writing and submitted to any Director or the District Administrative Support person, either of whom must provide it to the Board President or designee.
- 1930.12** The Board President or designee shall, if a regular meeting is more than one week in the future, schedule a special meeting at a date and time convenient to the employee, any witnesses and a quorum of Board Members, to hear, discuss and act on the appeal. The Board shall review the circumstances and disciplinary action and interview the employee, witnesses and the Fire Chief in an effort to make a decision regarding the action and appeal.
- 1930.13** The Board may amend, modify or revoke any or all of the charges in the notice, or may amend, modify or cancel the disciplinary action.
- 1930.14** The employee, if not satisfied with the result of the appeal process, may pursue binding arbitration to resolve the issue. The employee and District shall bear the costs of binding arbitration equally. The results of the binding arbitration are final, with no further appeal mechanism available.

TITLE: **PERSONNEL — Complaint, Dispute and Problem Resolution**
NUMBER: **2000** ADOPTED: **December 14, 2000**

- 2000.10** Any member of the District may bring before the Fire Chief or Board any complaint, dispute or problem (hereinafter "matter") involving interpretation or application of policies, rules, regulations, resolutions,

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procedures or directives, pending or approved, working conditions, operations or member interfaces. It is recommended the member first discuss the matter with the Fire Chief to obtain a quick resolution. If the matter involves another member (e.g., personal issues), it is recommended the member raising the matter attempt to resolve it with the other member(s) without Chief or Board involvement.

- 2000.11** The member may orally present the complaint, dispute or problem to the Fire Chief or Board within 30 calendar days after the member knew, or reasonably should have known, of the circumstances, which form the basis for the matter.
- 2000.11.1** If a Board hearing is preferred, the member should notify a Director of the nature of the matter and ask that it be placed on the agenda for the next regular Board meeting. The Director shall notify the District Administrative Support person to add the agenda item, under "New Business" or as a closed session item, as appropriate, without further investigation or judgment. The Director shall also inform the member reporting the matter that he or she must attend that Board meeting to ensure the matter can be pursued.
- 2000.12** When the matter is brought before the Fire Chief, the Chief, or designee, shall hold discussions with the member and other directly involved members and attempt to resolve the matter in a timely manner. The Chief shall include a report of the matter and disposition in the "Chief's Report" during the next regular Board meeting. The disposition may include having referred the matter to the Board as defined in **paragraph 2000.11.1**.
- 2000.13** For matters submitted directly to the Board or referred by the Chief, the Board shall address it when previously scheduled agenda item is reached. "Addressing" the matter includes reviewing the facts of the matter and hearing any oral information presented by the member who originally submitted the matter and other involve parties. When possible, the Board should reach a decision during the meeting that resolves the matter. However, when that is not practical, the Board may continue the matter to the next meeting, pending further investigation.
- 2000.14** Unless the complaint, dispute or problem is a personnel issue, the Board shall document its resolution in the meeting minutes. If a personnel issue addressed during a closed session, the Board shall summarize any decisions reached for public disclosure purposes before the meeting is adjourned and document the resolution in a separate record that is filed in the personnel files of the member involved.

TITLE: **PERSONNEL — Separation: Categories**
NUMBER: **2100**

ADOPTED: **December 14, 2000**

2100.10 Resignation:

- 2100.10.1** Any member resigning is encouraged to give the Fire Chief 30 days advance written notice. The Fire Chief should notify the Board of Directors of resignations during the next regular meeting.
- 2100.10.2** The following are considered resignations **not** in good standing, where the member is eligible for reinstatement **only if** exceptional circumstances explain why the member did not contact the District.
1. Absence from regularly scheduled work assignment of five or more consecutive workdays without notice to the Fire Chief.
 2. Failure to return from leave of absence as arranged with the District.
 3. Failure to return from reduction in force upon recall.

2100.11 Release:

- 2100.11.1** Members who are unable to perform satisfactorily during the probationary period may be released from District service.
- 2100.11.2** Probationary status employees may be released from service at-will, with or without cause.

2100.12 Retirement:

- 2100.12.1** An employee planning to retire from District service should give the Fire Chief at least 30 days advance written notice. Retirement usually includes eligibility for benefits under the District's contract with the Public Employment Retirement System (PERS).

2100.13 Reduction in Force:

- 2100.13.1** Refer to **Section 1830**.

2100.14 Dismissal:

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2100.14.1 Upon appropriate notification to the employee of his or her dismissal, the Fire Chief shall provide written notification to the County payroll department of the action. The Chief may instruct the payroll department to withhold payment of any entitlement pending return of District equipment in the employee's possession.

2100.15 **Death in the Performance of Duties or Otherwise:**

2100.15.1 Death of a member while on duty or off duty is a **Separation in Good Standing** where his or her spouse receive entitlements as specified in **Paragraph 2010.14**.

TITLE: **PERSONNEL — Separation: Employee Entitlements**

NUMBER: **2110**

ADOPTED: **December 14, 2000**

2110.10 Employee entitlements upon separation are determined in accordance with guidelines in documented District procedures

TITLE: **PERSONNEL — Separation: Volunteer Fire Fighter/EMT Entitlements**

NUMBER: **2120**

ADOPTED: **December 14, 2000**

2120.10 Any volunteer Fire Fighter/EMT who resigned or is otherwise separated from District service is entitled to receive the stipends accrued up to the point of separation, provided he or she has returned all District property, in acceptable condition, assigned to him or her. The District will pay the stipends in December of the year of separation, unless the Board elects to pay the stipends upon separation.

TITLE: **PERSONNEL — Discrimination/Harassment: Policy**

NUMBER: **2200**

ADOPTED: **December 14, 2000**

2200.10 The following:

2200.10.1 Establish the District's policy on the subjects of discrimination and harassment, guidelines for handling violations of the policy and the related complaint-handling procedure; and,

2200.10.2 Applies to all District members.

2200.11 Harassment and discrimination are contrary to basic standards of conduct between individuals and are prohibited by Federal and State law. Members have a right to work in an environment that is free from all forms of harassment or discrimination. Violation of this policy may result in disciplinary action up to and including dismissal.

2200.12 Harassment in any form, whether based on sex, race, color, religion, belief, national origin, age, marital status, sexual orientation or physical or mental ability or disability, will not be tolerated and will lead to disciplinary action, up to and including dismissal.

2200.13 Any members who feel he or she has been discriminated against on the basis of sex, or sexually or in any other manner harassed, should immediately report such incidents following the procedure described below without fear of reprisal. Confidentiality will be maintained to the extent permitted by the circumstances. The District shall not retaliate against any member for reporting incidents of harassment.

2200.14 Harassment includes, but is not limited to, conduct (oral, written, physical or visual) which, in the member's opinion, impairs his or her ability to perform the job, causes personal offense or affects self-esteem. Discrimination includes, but is not limited to, conduct that has the purpose or effect of creating an intimidating, hostile or offensive working environment or otherwise adversely affects an individual's employment opportunities.

2200.15 **Sexual Harassment:**

2200.15.1 Unsolicited and unwelcome sexual advances, suggestions, comments, innuendoes, etc., be they written, oral, physical or visual are all sexual harassment.

2200.15.2 Sexual harassment also manifests itself in other forms such as demeaning or derogatory remarks or displays of visually explicit objects or pictures. Examples:

1. Submission to that conduct or communication is made either explicitly or implicitly a term or condition of employment;
2. Submission to, or rejection of, that conduct or communication by a member or employee is used as a basis for decisions affecting the member or employee;

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3. Such conduct or communication has the potential to affect a member's or employee's performance or attitude negatively or create an intimidating, hostile or otherwise offensive environment.

2200.16.3 Examples of conduct which may be deemed sexual harassment:

1. Written: sexually suggestive or obscene letters, notes or invitations.
2. Oral: sexually derogatory comments, slurs, jokes, remarks or epithets.
3. Physical: Assault (Touching), attempted rape, impeding or blocking movement.
4. Visual: leering, making sexual gestures or displaying sexually suggestive objects, pictures, cartoons or posters.
5. Sexual advances which are unwanted. This may include situations, which began as reciprocal attractions, but later ceased to be reciprocal.
6. Hazing or work environment affected if requests for sexual favors are not met.
7. Implying or actually withholding support for appointment, promotion, transfer, or initiating a rejection on probation or adverse action or suggesting that a poor performance report will be prepared if requests for sexual favors are not met.

TITLE: **PERSONNEL — Discrimination/Harassment: Complaint Process**

NUMBER: **2210**

ADOPTED: **December 14, 2000**

2210.10 Before proceeding with the following process, members are encouraged to first discuss the matter with the offending member and attempt to eliminate or resolve the discrimination or harassment condition.

2210.11 Any member who believes he or she is a victim of sexual or other harassment or discrimination should file a complaint within 24 hours without fear of reprisal or embarrassment. The complaint may be oral or written (preferred) delivered to the Fire Chief (preferred, when practical) or any Board member. Failure to do so impairs the District's ability to promptly remedy.

2210.12 Whoever, Fire Chief or Board member, receives a discrimination or harassment complaint shall at all times endeavor to maintain the member's confidentiality and deliver a copy, or appropriate notes, if the complaint was oral, to the Fire Chief, or, if the complaint involves the Chief, the Board President.

2210.13 Within 24 hours of the filing of a formal or informal complaint, even if it is withdrawn, the Fire Chief, Board President, or designee, shall start an investigation.

2210.14 A written record of any investigation shall be maintained.

2210.15 All discussions resulting from said investigations shall be kept confidential as possible under the circumstances. Confidentiality cannot be guaranteed in the event of legal action.

2210.16 The member who initiated the complaint has the right to be accompanied by an advocate when discussing alleged incidents. Said member shall be advised of this right prior to the commencement of such discussions.

2210.17 Upon conclusion of the investigation, appropriate action shall be taken by the Fire Chief or Board against the offender where discrimination or harassment is found. The nature of disciplinary action or sanctions administered shall be made known to the complainant. If the findings are inconclusive or do not support the allegations, such findings shall be provided to the complainant, but not included in either party's personnel file.

2210.18 Appropriate action shall be taken to remedy the victim's loss, if any, resulting from the harassment.

2210.18.1 Action taken to remedy a discrimination or harassment situation shall be done in a manner that protects potential future victims.

2210.18.2 The District shall make every effort to protect any member complaining of discrimination or harassment from any form of reprisal or retaliation.

TITLE: **PERSONNEL — Drug and Alcohol Abuse: General**

NUMBER: **2300**

ADOPTED: **December 14, 2000**

2300.10 Purpose and Scope:

2300.10.1 The District's missions are centered on protecting and serving the public. Public trust is an essential element to the effective performance of any Firefighter. This concept is rooted in the public having confidence in the integrity of its Firefighters. This confidence may be severely damaged by Firefighters abusing drugs or alcohol in

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any manner. It is essential that all members maintain a state of alertness and an ability to act in a rational manner with clear thought processes which are unaffected by the use of any drugs or alcohol.

2300.10.2 The Board is concerned with the physical safety of all District members (volunteers and employees), potential damage to property and equipment, mental and physical health of members, productivity, work quality, medical insurance costs and the harm done to members and their families by inappropriate use of controlled substances. Therefore, the Board's goal is to establish and maintain a work environment that is safe and productive and free from the adverse effects of drugs, alcohol or other controlled substances.

2300.10.3 The Board acknowledges that substance abuse is a complex health problem that has both a physical impact and an emotional impact on affected members, their families and their social and business relationships. A substance abuser is a person who uses substances for non-medical reasons, and this use detrimentally affects job performance or interferes with normal social adjustment at work. Substance abuse is both a management and a medical problem. It is the intention and policy of this District to provide assistance to any member who suffers from an alcohol or chemical dependency.

2300.10.4 Each member is responsible for managing his or her own behavior in compliance with District policies. If a member has an alcohol or drug problem, he or she is expected to seek assistance for that problem. The failure to take this step will be considered willful, and subsequent job performance deficiencies may be treated as a disciplinary matter.

2300.11 Rationale:

2300.11.1 The Fire Chief and all District members are responsible for their own physical and mental condition and for conducting themselves in a manner in which their work performance remains free from the adverse effects of drug or alcohol abuse.

2300.11.2 All members are expected to report for duty, when either responding to incidents as a volunteer or when reporting for work as an employee, fit for duty and to perform those duties:

1. Free from the use of drugs or alcohol; and,
2. In a manner that will not present a hazard to themselves, fellow members nor the general public.

2300.11.3 Members are prohibited from being under the influence of drugs, alcohol or other controlled substances when responding to alarms as volunteers in private vehicles or when responding to alarms in District owned vehicles or during hours of work as a paid employee.

2300.11.4 The use of any uncontrolled substance that could impair the fitness of a member to perform his or her work is prohibited.

2300.11.5 The District does not wish to overly intrude into the private lives of its members to accomplish the goal of establishing and maintaining a work environment that is free from the adverse effects of drugs or alcohol abuse. Therefore, in conformance with this goal, policies have been established to provide three different methods of dealing with confirmed, suspected or admitted drug or alcohol abuse which:

1. Allow the District to serve the best interests of the public; and,
2. Support District members who may be involved in chemical dependency.

2300.11.6 These methods are:

1. Disciplinary action for confirmed on duty drug or alcohol use.
2. Non-disciplinary member-initiated referral for admitted use or abuse.
3. Non-disciplinary, District-initiated referral for suspected use or abuse.

2300.12 Substance Abuse Indicators and Traits:

2300.12.1 The Fire Chief and officers are required to be alert for impaired job performance or behavior that exhibits traits consistent with drug or alcohol abuse and maintain a pro-active role in the early detection of possible substance abuse problems. In most cases, these traits will be accompanied by clear evidence of the employee's deteriorating job performance.

2300.12.2 In the absence of any deterioration of job performance or a specific incident giving rise to "**reasonable suspicion**," the Fire Chief and supervisors must be able to document enough indicators or traits to meet the "reasonable suspicion" requirement before any testing will take place. The Fire Chief is responsible to ensure all

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members are thoroughly familiar with methods and procedures available to address drug or alcohol abuse problems.

TITLE: **PERSONNEL — Drug and Alcohol Abuse: Disciplinary Process**
NUMBER: **2310** ADOPTED: **December 14, 2000**

- 2310.10** The sale, possession, purchase or transfer of drugs, alcohol or other controlled substances by any District member on District property, in District property (vehicles) or work sites is prohibited (except when as prescribed by a physician). Violation of this policy will result in the **immediate** initiation of dismissal proceedings.
- 2310.11** For the purpose of applying the following, being under the influence of drugs, alcohol or other controlled substances means being impaired in any way from fully and proficiently performing job duties or having a detectable amount of said substances in one's body.
- 2310.12** The use of alcohol or drugs while on duty is considered abuse. Any member whose conduct, appearance, speech or other characteristics create a reasonable suspicion of involvement with, or influence of, said substances will be taken to a medical facility and be subject to testing at District expense.
- 2310.12.1** Any member who is reasonably suspected of involvement with or on-duty use of drugs and/or alcohol and refuses to cooperate in the drug or alcohol testing becomes subject to dismissal.
- 2310.12.2** Immediately prior to drug or alcohol testing, the member shall complete a consent and release form. Refusal to complete a consent and release form is grounds for dismissal.
- 2310.13** When the test results are "positive," the Fire Chief:
- 2310.13.1** Shall send the member, or have him or her taken, home;
- 2310.13.2** Shall suspend the member for the rest of the workday plus the next nine work days; and,
- 2310.13.3** Initiate disciplinary action in accordance with **Section 1920**, for the confirmed use of illegal drugs, the illegal or improper use of controlled or uncontrolled substances, or alcohol intoxication on duty, up to and including dismissal.
- 2310.14** The member may request the samples taken for the test be sent to a second laboratory of his or her choice for confirmation testing at his or her expense.
- 2310.15** Depending on the circumstances, the Fire Chief may mandate an employee subject to discipline for confirmed use of other controlled substances, or for alcohol abuse, to successfully complete a District-approved detoxification or rehabilitation program, as an alternative to disciplinary action and as a condition of continued employment.
- 2310.15.1** The Fire Chief shall place any employee mandated to complete a detoxification and rehabilitation program on probationary status until successful completion of said program. During this probationary period, the member shall:
1. Faithfully comply with maintenance and therapeutic measures of the detoxification or rehabilitation program;
 2. Remain drug and alcohol free; and,
 3. Be subject to testing without cause.
- 2310.15.2** Any violation of the conditions and requirements of a detoxification or rehabilitation program, or confirmed use of alcohol or drugs following completion of a detoxification and rehabilitation program is cause for disciplinary action.

TITLE: **PERSONNEL — Drug and Alcohol Abuse: Routine Testing**
NUMBER: **2320** ADOPTED: **December 14, 2000**

- 2320.10** The District retains the right to require **routine drug or alcohol testing or screening** of members under the following conditions:
1. Routine physical examinations;
 2. Promotional examinations; or,
 3. Immediately following any serious vehicle accident
- 2320.11** A member's positive test result is "cause" for discipline. The Fire Chief shall initiate disciplinary action in accordance with **Section 1920**, and inform the member that he or she has the right to request the samples taken for the test be sent to a second laboratory of his or her choice for confirmation testing at his or her expense.

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2320.12 If the original test is confirmed positive by the second test, the Fire Chief shall continue the disciplinary process in accordance with **Section 1920**.

TITLE: **PERSONNEL — Drug and Alcohol Abuse: Reasonable Suspicion Testing**
NUMBER: **2330** ADOPTED: **December 14, 2000**

2330.10 The District may initiate drug or alcohol screening for any incident in which there is **reasonable suspicion** that a member is under the influence of, or impaired to **any** degree, by drugs or alcohol while on duty. Reasonable suspicion is an expressible belief by the Fire Chief and at least one other person that, based upon specific facts and reasonable inferences drawn from those facts, a member is under the influence of, or impaired to **any** degree, by drugs or alcohol.

2330.11 Circumstances that constitute a basis for determining reasonable suspicion include, but are not limited to:

1. Direct observation of drug or alcohol use
2. The member's body shows evidence of drug use (e.g., "track marks, etc.)
3. The member is found to be in possession of alcohol or drugs while on duty
4. Spontaneous unusual, abnormal, erratic or unacceptable behavior
5. A documented pattern of unusual, abnormal, erratic or unacceptable behavior
6. An unusual or suspicious pattern of sick leave usage
7. A serious on-duty injury under suspicious circumstances
8. A major on-duty accident under suspicious circumstances
9. Reporting to work unfit for duty
10. The presence of physical symptoms of drug or alcohol use (i.e., glassy or bloodshot eyes, the odor of alcoholic beverage on the person or on his or her breath, slurred speech, poor coordination or reflexes)
11. Being under any suspension or probation that may be related to substance abuse
12. Being under current investigation for a disciplinary infraction that may be related to substance abuse
13. Information is provided by a reliable and credible source.

2330.12 When the Fire Chief is initiating testing on the basis of reasonable suspicion, he or she shall document, **in writing**, the specific facts, symptoms or observations that formed the basis for his or her determination that reasonable suspicion existed sufficient to warrant testing the member.

TITLE: **PERSONNEL — Drug and Alcohol Abuse: Off-duty DUI Conviction**
NUMBER: **2340** ADOPTED: **December 14, 2000**

2340.10 The Fire Chief shall, upon becoming aware of any off-duty member's arrest and conviction for driving under the influence of alcohol, review the circumstances to determine the effects the incident may have on:

1. District Operations: Loss of License or restricted license;
2. Policies pertaining to Standards of Behavior; or,
3. Other effects resulting from such arrest and conviction.

2340.11 Based on the circumstances determined during the review, the Fire Chief may initiate disciplinary action in accordance with **Section 1920**.

TITLE: **ILLNESS AND COMMUNICABLE DISEASE AND INJURY PROTECTION**
NUMBER: **3000** ADOPTED: **December 14, 2000**

3000.10 The Board and Fire Chief shall communicate to paid and volunteer Firefighters/EMTs pertinent safety and health issues in accordance with these guidelines:

1. Make available Federal, State, Country and professional organization bulletins or literature concerning disease and related data.
2. Scheduled, regular training meetings.
3. Distribute a training schedule indicating subjects and places to all staff.
4. Hold reviews and critiques of calls whenever appropriate.
5. Post rosters delineating State and Federal Laws and Regulations Station 1.

3000.11 All members are encouraged to report any safety violation or unsafe conditions and any recommendation for change to the Fire Chief immediately, without fear of reprisal. However, should a member wish to remain anonymous, he or she may do so by submitting an unsigned written report giving full details of the incident as well as the names of witnesses involved.

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- 3000.12** The District recognizes that the duties of a Firefighter/EMT often require strenuous physical exertion and it is necessary for all Firefighters/EMTs to be physically fit in order to both reduce risk of injury to themselves and fully support fire fighting activities. Toward that end, the District may provide a physical exam for each new Firefighter prior to acceptance as a Firefighter responding to calls. Further, each Firefighter may be examined for physical fitness periodically as required in **Section 1500** for the member's position. Such physical exams shall, whenever possible, be scheduled for the month of January. The Fire Chief shall use the recommendation of the examining physician as a basis for assignment of duties.
- 3000.12.1** Refusal to submit to a scheduled medical exam is grounds for dismissal.
- 3000.12.2** The examining physician shall complete a Department of Motor Vehicles (DMV) Medical Exam Report whenever the Firefighter has a need for (in the opinion of the Fire Chief) a Commercial Class A, B or Ambulance Driver License. Firefighter and Non-Commercial Class B License requires only that the driver complete a DMV Health questionnaire to satisfy licensing requirements.
- 3000.12.3** A licensed doctor of medicine or osteopathy, designated by the District to provide professional expertise in the areas of occupational safety and health as they relate to emergency services, shall conduct the physical, or medical, examination.
- 3000.12.4** The examination shall include examination of the following components:
1. Vital signs: Pulse, respiration, blood pressure and if indicated temperature.
 2. Dermatological system.
 3. Ear, eyes, nose mouth and throat.
 4. Cardiovascular System
 5. Respiratory System
 6. Gastrointestinal System
 7. Hernia
 8. Endocrine and Metabolic System
 9. Musculoskeletal System – body posture when lifting heavy objects.
 10. Neurological System
 11. Visual Acuity and Peripheral Vision.
 12. Electrocardiogram
 13. Genitourinary analysis.
- 3000.13** Physical examination results shall be entered on a standardized form approved by the District and shall, along with a tape of the Electrocardiogram, be retained in the Firefighter's medical file.

TITLE: **EQUIPMENT – Inventory Verifications and Inspections**

NUMBER: **4000**

ADOPTED: May 7, 2009

4000.10 Inventory Verifications: The Fire Chief shall ensure:

1. District equipment, including issued personal safety gear, hardware, and vehicular, are physically inventoried at least semi-annually.
2. Vehicular equipment are physically inventoried and inspected each week, with any missing items noted on the check off sheet, promptly reported to the Fire Chief and Admin, and, if critical, promptly replaced.
3. All employees and volunteers shall return all equipment the District issued to them to the District upon leaving the District.
4. All employees and volunteers shall replace equipment lost or damaged through negligence or willful act. The District reserves the right to recover the cost of such items through legal action or by deduction from stipends or salary, if necessary.
5. The Admin is notified when any mobile equipment's storage location, vehicle assignment, or in-service status changes.

4000.11 Equipment Identification: The Fire Chief shall ensure:

1. All mobile equipment (Section 1106.06) are indelibly or permanently marked with "Central Calaveras Fire & Rescue," "CCF&R," or "CCFR&PD" in a conspicuous place. If stenciled, use black on a white background whenever practical.

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2. Multiple units of a same-make-and-model are marked each with a unique inventory control number obtained from the Admin.
3. Hoses are marked on the female end with yellow and purple tape and stenciled within one foot of the male end.

4000.12 **Vehicle Checks:** The Fire Chief shall ensure:

1. All emergency vehicles are checked each week.
2. Following each response, the drivers of responding vehicles perform a “post response” vehicle check to ensure it is ready for the next dispatched call.

4000.10.1

TITLE: **EMERGENCY RESPONSE — District Vehicles**
NUMBER: **5010** ADOPTED: **December 14, 2000**

5010.10 Code 3 dispatch shall use emergency lights and siren. Responding engines should be staffed with three Firefighters, if possible. Rescue vehicles may respond with one Firefighter. In no case, may a District vehicle be driven with more people than there are seat belts. The driver shall not move a vehicle until all persons on board are properly attired and have their seatbelts fastened.

5010.11 During fire calls, rescue vehicles shall be staffed with at least one EMT if available and report in as being on standby at a station. They shall await orders from either the Fire Chief or the Command Center and respond only when directed to do so. The only exception to this is when a motor vehicle accident is reported and both an engine and a rescue vehicle should respond.

5010.12 The driver may elect not use the radio when there are two or more persons on board.

5010.13 Firefighters responding to a dispatched call shall wear safety clothing and equipment designated by the Fire Chief for the type of incident expected; refer to Section 1 of the District Standard Operating Guidelines.

5010.14 Drivers may not back up a vehicle without assistance, unless he or she is alone and has established that it is safe to do so by making a “walk around” inspection.

5010.15 Drivers shall place wheel chocks to prevent accidental rolling.

TITLE: **EMERGENCY RESPONSE — Private Vehicles**
NUMBER: **5020** ADOPTED: **December 14, 2000**

5020.10 Labor Code section 3600.4 governs district members responding to a call in private vehicles either to the scene of the emergency or to the station. Specifically:

5020.10.1 No member is permitted to respond in a private vehicle either to the station or scene of an emergency, unless that private vehicle is operated by him or her self or another District member.

5020.10.2 Any member responding to a call to either the station or scene of an emergency in a private vehicle shall operate the vehicle safely and in conformance with the California Vehicle Code regulations applicable to operating private motor vehicles — This includes ensuring the vehicle is registered and the operator is insured to operate the motor vehicle.

NAME: **BOARD OF DIRECTORS — Members and Organization**
NUMBER: **6010** ADOPTED: **May 7, 2009**

6010.10 Membership:

6010.10.1 The Central Calaveras Fire and Rescue Protection District Board of Directors (Board) consists of five members elected at large. Each Board member’s term is four years.

6010.10.2 Elections for Board positions are held during the month of November in odd-numbered years, with each election alternating for two members and three members.

6010.10.3 Newly elected Board members shall be sworn in and take office as the first order of business during the December Board meeting following the election.

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6010.10.4 In the event of a Board member position becoming vacant between the elections, the Board shall ask the public for volunteers interview the potential Board members and appoint a replacement member to complete the vacated term.

6010.11 Basis of Authority:

6010.11.1 The Board is the **unit of authority** within the District. Apart from his or her normal functions as a part of the unit, Directors have no individual authority regarding District matters or operations. The Board is responsible to the electors for all actions taken by the Board and is ultimately responsible for the operation of the District's rescue, emergency response and fire protection service delivery system.

6010.11.2 Board members represent and act for the community as a whole, without bias for or against any fractional segment or community served by the District.

6010.11.3 The laws governing the authority, responsibility and liability of the Board, including Directors' powers and duties, are governed by the Fire Protection District Act of 1987.

6010.11.4 Through these policies and procedures, the Board may assign or delegate daily District fire protection system operations to the Fire Chief.

6010.12 Officers:

6010.12.1 Board officers consist of President, Vice President, Treasurer and Secretary. In the event there are less than four directors seated, the Vice President shall temporarily assume Treasurer responsibilities until new Director(s) are sworn into office. The term of each office is one year.

6010.12.2 Officers for the coming year shall be nominated and elected during the December organizational meeting, after new Directors are installed. The new officers take office immediately after the December Organizational meeting is adjourned.

6010.12.3 No Director may serve in the same office in consecutive years.

To:

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6010.12.2 Officers for the coming year shall be nominated and elected during the December Organizational meeting, after new Directors are installed. The new officers take office immediately after the December Organizational meeting is adjourned.

6010.12.3 No Director may serve in the same office in consecutive years.

6010.12.4

NAME: **BOARD OF DIRECTORS — Meetings**

NUMBER: **6020**

ADOPTED: **January 10, 2002**

6020.10 Brown Act:

6020.10.1 The Board operates its activities and meetings in conformance with the Ralph M. Brown Act, Government Code sections 54950-59962 and the following:

6020.11 Regular Meetings:

6020.11.1 Regular meetings are scheduled for and held on the second Thursday of each month at 6:30 PM at Station #1, unless changed during the previous meeting.

6020.12 Annual Organizational Meeting:

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- 6020.12.1** The regular December meeting is an annual **Organizational Meeting**. During the meeting:
1. New members are installed, replacing outgoing members.
 2. Officers are nominated and elected and take office.
 3. District decision-making and spending authorities and delegations are reviewed and updated for the coming year.
 4. Salary and stipend levels are reviewed and adjusted, when appropriate or at the May meeting. (**Section 1280**).
 5. Benefit authorizations, including District PERS contributions, are reviewed and adjusted, when appropriate or at the May meeting. (**Section 1240**).
 6. This manual is reviewed and either verified as current or changes are proposed in accordance with **Paragraph 1000.12**.
- 6020.13 Meeting Agendas:**
- 6020.13.1** The District Administrative Support person, acting as Board Clerk, and based on input from the Board President, prepares an agenda for each regular Board meeting. Any Director or the Fire Chief may ask the Clerk to add an item, but the cut-off for additions is not later than 12:00 PM, five days before the scheduled meeting.
- 6020.13.2** The Board Clerk posts meeting agendas at least three days before the meeting in prominent locations in the Post Offices of each town served by the District and at each Fire Station.
- 6020.14 Board Meeting Summary Report:**
- 6020.14.1** The Board Clerk posts a **Board Meeting Summary Report** within five days after each meeting in prominent locations in the Post Offices of each town served by the District and at each Fire Station. The summary reports Board members who attended and agenda items that required and resulted in a decision based on a board vote, with the Fire Chief's Report attached. Discussion topics, opinions, public comments and non-agenda items are not normally included in the report.
- 6020.15 Board Meeting Minutes:**
- 6020.15.1** The Board Clerk posts **Board Meeting Minutes** within five workdays after approval of the minutes by the Board.
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District Member Acknowledgement

All district members are encouraged to read and understand, and ask questions about parts not readily understood, this manual effective December 14, 2000 and inclusive of all revisions through May 14, 2009, giving particular attention to the **PERSONNEL sections**. After being provided a copy and given ample time to do this, all District members are required to sign the acknowledgement below and return this page to the Fire Chief or District Administrative Support person.

I, the undersigned, acknowledge receipt of this manual. Further, I certify that I have read the manual and understand and will comply with the District's policies and procedures.

Print Name

Signature

Date