

**MISSION**



Committed to the protection  
of life and property using as  
our model: Safety; Teamwork;  
Continuous Education; and Training

# Beckwourth Fire District

## Policy Manual

---

### **PHILOSOPHY AND GOALS**

(Agency Philosophy and Goals statement)

# Beckwourth Fire District

## Policy Manual

---

### **FIREFIGHTER CODE OF ETHICS**

As a firefighter and member of the Beckwourth Fire District, my fundamental duty is to serve the community; to safeguard and preserve life and property against the elements of fire and disaster; and maintain a proficiency in the art and science of fire engineering.

I will uphold the standards of my profession, continually search for new and improved methods and share my knowledge and skills with my contemporaries and successors.

I will not allow personal feelings, nor danger to self, deter me from my responsibilities as a firefighter.

I will at all times, respect the property and rights of all men and women, the laws of my community and my country, and the chosen way of life of my fellow citizens.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the fire service. I will never use my official position to obtain advantages or favors for myself, my friends or family.

I will constantly strive to achieve the objectives and ideals, dedicating myself to my chosen profession—saving of life, fire prevention and fire suppression.

As a member of the Beckwourth Fire District, I accept this self-imposed and self-enforced obligation as my responsibility.

# Beckwourth Fire District

## Policy Manual

---

### Table of Contents

<b>Mission.</b>	<b>1</b>
<b>Philosophy and Goals.</b>	<b>2</b>
<b>Firefighter Code of Ethics.</b>	<b>3</b>
<b>Chapter 1 - Board Of Directors.</b>	<b>8</b>
100 - Board of Directors By-Laws.	9
101 - Purpose Of Board Policies.	16
102 - Budget Preparation.	21
103 - Board Of Directors.	23
104 - Board Meetings.	29
<b>Chapter 2 - Fire Service Role and Authority.</b>	<b>39</b>
200 - Fire Service Authority.	40
201 - Chief Executive Officer.	42
202 - Oath of Office.	43
203 - Policy Manual.	44
<b>Chapter 3 - Organization and Administration.</b>	<b>48</b>
300 - Organizational Structure.	49
301 - Emergency Action Plan and Fire Prevention Plan.	51
302 - Department Directives.	53
303 - Training Policy.	54
304 - California Fair Political Practices Commission Filings.	55
305 - Liability Claims.	57
306 - Electronic Mail.	58
307 - Administrative Communications.	60
309 - Post-Incident Analysis.	62
310 - Annual Planning Calendar.	66
311 - Solicitation of Funds.	68
313 - Physical Asset Management.	71
314 - Purchasing and Procurement.	74
315 - Limited English Proficiency Services.	76
<b>Chapter 4 - General Operations.</b>	<b>82</b>
400 - Incident Management.	83
401 - Emergency Response.	84
402 - Fire Ground Accountability.	86
403 - Rapid Intervention/Two-In Two-Out.	88
404 - Urban Search and Rescue (USAR).	91
405 - Tactical Withdrawal.	93
406 - Response Time Standards.	97
407 - Aircraft Operations.	99

# Beckwourth Fire District

## Policy Manual

---

408 - Atmospheric Monitoring for Carbon Monoxide. . . . .	100
409 - Staging. . . . .	102
411 - Elevator Entrapments. . . . .	105
412 - Elevator Restrictions During Emergencies. . . . .	107
413 - Swiftwater Rescue and Flood Search and Rescue Responses. . . . .	108
414 - Confined Space Rescue Response. . . . .	109
415 - Wildland Firefighting. . . . .	112
417 - Carbon Monoxide Detector Activations. . . . .	113
418 - Safely Surrendered Baby Law. . . . .	115
419 - Abandoned Infants. . . . .	119
420 - Hazardous Materials Response. . . . .	121
421 - News Media Relations. . . . .	124
422 - Scene Preservation. . . . .	128
423 - Child Abuse Reporting. . . . .	131
424 - Disposition of Valuables. . . . .	133
425 - Performance of Duties. . . . .	134
426 - Adult Abuse. . . . .	136
427 - Traffic Collisions. . . . .	138
428 - Line-of-Duty Death Investigations. . . . .	141
429 - National Fire Incident Reporting System (NFIRS). . . . .	144
430 - Volunteer Program. . . . .	145
431 - Ride-Along Program. . . . .	150
<b>Chapter 5 - Fire Prevention. . . . .</b>	<b>153</b>
500 - Fire Inspections. . . . .	154
502 - Fire Investigations. . . . .	158
503 - Code Enforcement. . . . .	161
504 - Alternative Materials and Methods Requests. . . . .	163
505 - Public Education. . . . .	165
507 - Hazardous Materials Disclosures. . . . .	168
508 - Maximum Occupancy - Overcrowding. . . . .	172
509 - Juvenile Firesetter Referrals. . . . .	174
510 - Fire Watch Services. . . . .	177
<b>Chapter 6 - Emergency Medical Services. . . . .</b>	<b>179</b>
600 - Pre-Hospital Care Reports. . . . .	180
602 - Patient Refusal of Pre-Hospital Care. . . . .	183
603 - Advance Health Care Directives. . . . .	187
604 - Latex Sensitivity. . . . .	190
<b>Chapter 7 - Training. . . . .</b>	<b>192</b>
700 - Fire Equipment Driver/Operator Training. . . . .	193
703 - CPR Training. . . . .	195
709 - Health Insurance Portability and Accountability Act (HIPAA) Training. . . . .	196
710 - National Incident Management System (NIMS) Training. . . . .	198
<b>Chapter 8 - Equipment and Technology. . . . .</b>	<b>200</b>

# Beckwourth Fire District

## Policy Manual

---

802 - Vehicle/Apparatus Inspections And Maintenance. . . . .	201
804 - Information Technology Use. . . . .	203
809 - Non-Official Use of Department Property. . . . .	206
<b>Chapter 9 - Records Management. . . . .</b>	<b>207</b>
900 - Records Management. . . . .	208
901 - Release of Records. . . . .	210
903 - Patient Medical Record Security and Privacy. . . . .	214
<b>Chapter 10 - Safety. . . . .</b>	<b>221</b>
1001 - Cal/OSHA Inspections. . . . .	222
1002 - Cal/OSHA Notification of Injury, Illness, or Death. . . . .	224
1004 - High-Visibility Safety Vests. . . . .	226
1006 - Apparatus / Vehicle Backing. . . . .	227
1007 - Heat Illness Prevention Program. . . . .	229
1011 - Vehicle Safety Belts. . . . .	233
1013 - Ground Ladder Testing. . . . .	234
1015 - Personal Protective Equipment. . . . .	235
<b>Chapter 11 - Personnel. . . . .</b>	<b>246</b>
1100 - Recruitment and Selection. . . . .	247
1101 - Performance Evaluations. . . . .	251
1103 - Position Descriptions. . . . .	253
1106 - Educational Incentives. . . . .	269
1108 - Reporting for Duty. . . . .	270
1109 - Emergency Recall. . . . .	272
1110 - Discriminatory Harassment. . . . .	274
1111 - Conduct and Behavior. . . . .	279
1112 - Personnel Complaints. . . . .	282
1113 - Outside Employment. . . . .	290
1114 - Personal Projects On-Duty. . . . .	293
1115 - On-Duty Voting in Statewide Elections. . . . .	294
1116 - Personnel Records. . . . .	295
1118 - Grievance Procedure. . . . .	298
1119 - Wellness Program. . . . .	302
1120 - Physical Fitness. . . . .	305
1122 - Workplace Violence. . . . .	308
1123 - Lactation Breaks. . . . .	312
1124 - Smoking / Tobacco Products. . . . .	314
1125 - Drug and Alcohol Free Workplace. . . . .	315
1127 - Uniform Regulations. . . . .	318
1129 - Identification Cards. . . . .	321
1130 - On-Duty Injuries. . . . .	323
1133 - Return to Work. . . . .	328
1134 - Line-of-Duty Deaths. . . . .	330
1135 - Line-of-Duty Death and Injury Notification. . . . .	333
1138 - Family and Medical Leave. . . . .	337

# Beckwourth Fire District

## Policy Manual

---

1139 - Military Leave. . . . .	344
1140 - Pregnancy Disability Leave. . . . .	350
1141 - Driver License Requirements. . . . .	354
1142 - Nepotism and Conflicting Relationships. . . . .	356
1143 - Member Speech, Expression, and Social Networking. . . . .	359
1144 - Anti-Retaliation. . . . .	363
1145 - Work Period. . . . .	367
<b>Chapter 12 - Facility. . . . .</b>	<b>369</b>
1200 - Facility Security. . . . .	370
1205 - Department Use of Fire Detection and Suppression Systems. . . . .	373
1207 - Fire Station Living. . . . .	374
<b>Attachments. . . . .</b>	<b>376</b>
Admin Fee Schedule.pdf. . . . .	377
Equipment Assignment Form.pdf. . . . .	378
Personnel Evaluation Form.pdf. . . . .	379
Employee Grievance Form.pdf. . . . .	380
Gear Checkout Form.pdf. . . . .	381
Incident Report Form.pdf. . . . .	382
Public Record Request Form.pdf. . . . .	383
New FF Orientation.pdf. . . . .	384

## Chapter 1 - Board Of Directors



## Board of Directors By-Laws

### 100.1 BY LAWS

The Board of Directors recognizes the need to establish the basic responsibilities, rules, and guidelines for its members in order that they shall most efficiently and properly function as a governing Board.

The Beckwourth Fire District's Board of Directors shall be comprised of five duly elected or appointed residents residing within the boundaries of the District. Each Board member shall be elected to a term of four years, unless appointed or elected to serve a remaining term.

#### Definitions

The Beckwourth Fire District will hereafter be referred to as "the District."

The District Board of Directors will hereafter be referred to as "the Board."

The Fire Chief of the District will hereafter be referred to as "the Manager."

The Presiding Officer of the Board will hereafter be referred to as "the Chair."

Government Code Sections 54950 et seq., as amended from time to time by the California Legislature, will hereafter be referred to as "the Brown Act."

The Beckwourth Fire District was recognized in 1949 by Plumas County as a functioning fire department and granted it District status. In March 1958 the Secretary of State, State of California issued a Certificate of Existence - Local Fire District to the department under the provisions of the Fire and Life Safety Code, thereby granting it all the rights and privileges of a political subdivision.

Mailing Address: Beckwourth Fire District, 180 Main Street, Beckwourth, CA 96129

Phone: 530-832-1008 Fax: 530-832-5828 Email: [bfpd@beckwourthfire.com](mailto:bfpd@beckwourthfire.com)

Website: [www.beckwourthfire.com](http://www.beckwourthfire.com)

**Authority:** The Beckwourth Fire District shall be supervised by a governing board herein after referred to as the Board of Directors or the Board. The Board of Directors derives its authority from the District's formation documents and the enabling legislation for Community Services Districts specifically: California Code Title 6 Division 3 sections 61000-61250 and other applicable Government Codes.

**Powers:** The Board of Directors has the power to establish its own policies and procedures consistent with applicable law. These policies and procedures supersede all other written or implied policies and procedures, and if any policy or procedure is in conflict with any public agency having authority over the District, said policy or procedure shall prevail.

**Classification:** The Beckwourth Fire District shall be limited to the following services as declared in its formation documents: Fire protection, emergency medical services, emergency response search and rescue and related services.

# Beckwourth Fire District

## Policy Manual

### *Board of Directors By-Laws*

---

#### **100.2 BOARD MEETINGS**

1 Regular Board Meetings - The regular meetings of the Board will be held on the third Thursdays of each month. The time and date of the regular meetings of the Board may be amended, pursuant to State law, by a majority of the Board.

The Manager shall be present at all meetings of the Board except when excused by the Chair.

All Board members shall be present at all Board meetings unless excused by the Chair.

All Board meetings are open to the public except during executive session, consistent with the requirements of the "Brown Act."

2 Board meeting minutes will be available for review during regular office hours at the Administrative Office of the District. Copies of Board minutes are available at a cost sufficient to reimburse the District for the expense of duplication from the Manager's Secretary. Minutes that have been approved are also available on line at [www.beckwourthfire.com](http://www.beckwourthfire.com)

3 Fiscal Year - The fiscal year of the District will commence on the first day of July and end on the last day of June of the following year.

. 4 Meetings - Notice of meetings stating the time and place of the meeting and the purpose for which said meeting is called, shall be provided to Board members and the press through the Secretary of the Board. All regular committee and special meetings of the Board shall be open to the public except when the Board desires an executive session for purposes provided in the "Brown Act". Special meetings may be called by either the Chair or a majority of the Board.

5 Closed or Executive Session - Closed or Executive Session may be called by any Board member during the course of any regular or special meeting or for a future regular or special meeting, pursuant to the "Brown Act."

6. Rules of Order - Except as they conflict with the California Government Code, Robert's Rules of Order, as modified by the Board, shall govern all questions of procedures not otherwise provided in this document.

7. Quorum - A majority of the duly elected and qualified Board members will constitute a quorum. However, if no quorum is present, the Board members attending may either meet as a committee of the Board or adjourn the meeting to a time that a quorum is obtained.

8. Board Voting - The ayes and nays will be recorded upon the passage of all ordinances and upon the proposition to:

- (a) create any legal liability;
- (b) expend or appropriate money; and
- (c) at the request of any member of the Board.

The results of all votes will be recorded in the meeting's minutes. The act of a majority of Board members present at the meeting at which a quorum is present will constitute an act of the Board. However, if the Government Code or state statute should set different requirements on the voting of any matter, the vote required by the Code or statute will prevail.

# Beckwourth Fire District

## Policy Manual

### *Board of Directors By-Laws*

---

9. Agenda - The Manager is responsible for preparation of the agenda for all Board meetings. The Manager shall create and adopt an agenda format but shall have the authority to amend such format from time to time as deemed necessary and in compliance with State and Federal law. The agenda for all Board meetings will be provided by the Manager to members of the Board no later than three (3) working days prior to the meeting. If deemed an emergency and in the best interest of the District, the Manager may allow supplemental Agenda items within the seventy-two (72) hours posting requirement with permission from a majority of the Board per the Brown Act requirements.

All items submitted, and requests for the District agenda from the Public and Board members must be in writing. The deadline for submitting these items is 12:00 p.m. on Monday the week prior to the meeting. The Secretary of the Board receives all such items and forwards them to the Manager for approval.

The finalization of the agenda is left to the discretion and is the responsibility of the Chair. The Chair must explain the reasoning for non-inclusion of an item and inform the interested party or parties of its disposition.

10. Records Minutes, Resolutions, Ordinances - All ordinances, resolutions, and other proceedings of the Board will be in writing and kept in a regular book of records open to public inspection at all reasonable and proper times as prescribed by The Brown Act. Copies of the foregoing will be available upon request and upon payment, in advance, of the cost of reproduction, collation, and delivery as provided in the Board's policy.

11. Postponement of Action - State law prohibits the Board from addressing any items not previously included on the agenda. The Board may receive testimony and set the matter for a subsequent meeting.

12. Suspension of Rules - To suspend a rule to change the order of business, a super-majority vote of the members of the Board shall be required.

13. Conflict of Interest - Recusal

If a member of the Board believes that he or she may be disqualified from participation in the discussion, deliberations or vote on a particular matter due to a conflict of interest, the following procedure will be followed: (a) if the Director or Officer becomes aware of the potential conflict of interest before the Board meeting at which the matter will be discussed or acted on, the Director or Officer will notify the District's Manager who will inform the Board Chair and they will consult with the District's legal counsel if necessary to determine if it is a potential conflict of interest, so that a determination can be made whether it is a disqualifying conflict of interest; (b) if it is not possible for the Director or Officer to discuss the potential conflict with the Manager and the District's legal counsel before the meeting, or if the Director or Officer does not become aware of the potential conflict until during the meeting, the Director or Officer will immediately disclose the potential conflict during the Board meeting, so that there can be a determination whether it is a disqualifying conflict of interest; and (c) upon a determination that there is a disqualifying conflict of interest, the Director or Officer (1) will not participate in the discussion, deliberation or vote on the matter for which a conflict of interest exists, which will be so noted in the Board

# Beckwourth Fire District

## Policy Manual

### *Board of Directors By-Laws*

---

minutes, and (2) leave the room until after the discussion, vote and any other disposition of the matter is concluded, unless the matter has been placed on the portion of the agenda reserved for uncontested matters. The Director or Officer may speak on an uncontested matter during the time the general public speaks on the issue.

14. Vacancies Declared - Should any member of the Board:

- (a) die;
- (b) resign;
- (c) be declared mentally or physically unable to perform duties by a qualified
- (d) cease to be a legal voter in the District;
- (e) be convicted of any felony offense;
- (f) refuse or neglect to take his/her oath of office;
- (g) neglect to attend the duties of his/her office;
- (h) neglect to attend regular or special meetings of the Board for a period of two consecutive calendar months; or neglect to attend a minimum of six regular or special meetings in any twelve month period, said office will be declared vacant by the Board and may be filled by appointment by a majority of the remaining members of the Board. Any person so appointed shall hold his office until the next election at which a member of the governing board of the District is elected. At such election, a person shall be elected to fill the vacancy, if there is sufficient time to meet the requirements for nomination. Otherwise, the person appointed to fill the vacancy shall hold his office until the expiration of the term for which he/she has been appointed.

15. Appointments and Compensation - The Board shall receive no compensation for attending Board meetings for the District. Board members attending local, state or national meetings/conferences may receive reimbursement for their expenses while representing the District If pre-approved by the Board and budget allows.

16 Election of Officers - The Board shall elect a Chair and Vice-Chair during January. The term of office in each case shall begin upon election and shall continue for the period of one year or until successors are elected.

17. Chair Appointments - The Chair may, following the election of officers, appoint Ad-Hoc committees of the Board as soon as possible. These committee appointments shall be ratified by a majority of the Board.

18. Duties of Elected Officials and Officers

(a) Duties of the Chair - the Chair shall be the chief executive officer of the Board. It shall be his or her duty to preside at all meetings when present; to sign all contracts and other papers authorized by the Board, unless otherwise delegated pursuant to the Districts laws; to see that all ordinances of the Board are enforced, and all orders of the Board faithfully executed; subject to the direction, ratification and approval of the Board.

(b) Duties of the Vice Chair - during the absence of the Chair, the Vice Chair shall preside at the meetings of the Board and perform such other duties as pertain to that office.

# Beckwourth Fire District

## Policy Manual

### *Board of Directors By-Laws*

---

19 Duties of Appointed Officials - The Board may fix reasonable compensation where they deem appropriate.

(a) Attorney - The attorney shall be the advisor of the District in legal matters, working under the guidance of the Board.

(b) Auditor - The auditor shall audit the District's financial records in accordance with the laws of the State of California using generally accepted auditing practices.

(c) Secretary of the Board - The Secretary of the Board, or his or her designee, shall be present at all regular, special and adjourned meetings of the Board; shall keep a complete record of proceedings, including a tape recording, at meetings of the Board; shall serve as official custodian of minutes and official records; shall sign, along with the Chair, all official documents of the Board; and shall have the power to administer oaths and affirmations. The Secretary will perform such other duties as directed by the Board.

(d) Fire Chief - The Manager shall have complete administrative authority over the District and shall be responsible for the efficient operation of the system in all its departments/divisions, as designated in his or her job description. The Manager shall serve as advisor to the Board on matters of policy formation and shall be subject to the policies and direction of the Board. The Board authorizes the Manager to:

(i) Appraise and evaluate the effects of the Board policies and the manner of their execution, and the efficiency of District personnel in terms of services rendered to the people of the District.

(ii) Provide leadership to staff in identifying District needs, establishing priorities and determining the objectives, which will achieve the established goals of the District.

(iii) Encourage and assist staff in the performance of their duties and encourage their professional growth.

(iv) Ensure evaluation of personnel under his or her direction.

(v) Interpret and publicize the programs and services of the District for and to the public.

(vi) Lead the District management team in the preparation of the budget, control of expenditures, inventory control, program planning, changing priorities, and public relations.

(vii) Participate in community activities.

(viii) Continue a program of professional development to assure and enhance staff's professional growth.

(ix) Hire, evaluate, and dismiss District staff. The Manager may delegate this responsibility to his or her designee(s).

(e) Negotiate all contracts on the District's behalf

### **100.3 BOARD**

Powers of the Board - The Board recognizes its duty to formulate and approve the policy program for the operation, control, administration and planning of the District's facilities and activities within the District.

# Beckwourth Fire District

## Policy Manual

### *Board of Directors By-Laws*

---

In the discharge of their duties, Board members act as a Board and not as individuals. The individual Board member has no more authority over District policy or personnel than any other citizen. He/she has no legal or moral right to speak for the Board, unless specifically authorized to do so by action of the Board. Specifically included in the above duties are the following:

(a) To select a Manager as the Board's chief administrative officer and professional advisor, and properly delegate to him or her the authority and responsibility to execute its policies, enforce its rules and regulations, and administer the facilities, programs, and services of the District.

(b) To adopt a District budget that provides the best possible facilities, programs, and services, within the limits of fiscal responsibility, to the people of the District.

(c) To adopt a comprehensive set of Board policies and administrative procedures to govern the operation of the District. These policies and procedures shall be amended and revised as appropriate and shall be compiled and published in a Board Policies and Administrative Regulations Manual. The District shall keep a master copy of such manual, which shall be the official record of the Board policies and administrative regulation of the District.

(d) Board members, by making a request of the Chief, shall have access to information relative to the operation of the District. If the Manager cannot provide the requested information in a timely manner the Chief shall inform the individual Board Member why the information is not or cannot be made available.

(e) A Board Member's individual involvement in District personnel matters or the day-to-day operations of the District can potentially create liability, demonstrates a disregard for the proper command structure of the District, and jeopardizes the administrative appeals process. To ensure Board Members' conduct complies with Municipal Code, Personnel Policies, and California law, to affirm administrative hierarchy and the Board's delegation of authority, and to protect the integrity of the administrative appeals process, Board Members must not involve themselves or interfere in personnel matters or the day-to-day operations of the District. Such matters are under the authority of the Chief. Board Members should recognize and respect the Chiefs authority to handle personnel matters and the other operations of the District. The Board Members shall deal with personnel matters and the other operations of the District through the Chief, except for the purpose of inquiry, and no Board Member shall give orders or instructions to any subordinates of the Chief. The Chief shall take orders and instructions from the Board of Directors only when sitting in a duly convened meeting of the Board of Directors, and no individual Board Member shall give any orders or instructions to the Chief. When presented with questions or complaints from citizens or staff related to operational and personnel matters, Board Members should listen to the concerns expressed and either:

(1) confer with the Chief to advise of the concerns; or

(2) refer the individual to the Chief for resolution. Board Members must not bypass the authority of the Chief. If the concern is being made against the Chief, the Board Member should confer with the Board Chair and the District's General Counsel.

#### **100.4 BOARD CONDUCT**

##### **Orientation of Board Members and General Conduct**

# Beckwourth Fire District

## Policy Manual

### *Board of Directors By-Laws*

---

New Board Members shall be given BFD new Board of Directors orientation package and a copy of the District Bylaws.

In the meeting process, Board Members shall strive to:

- Avoid making individual pronouncements and public conjecture outside of official Board meetings about district matters not yet decided by the Board;
- Speak or act for the Board only when specifically authorized to do so by action of the Board;
- Arrive on time for meetings; stay focused;
- Raise concerns about ground rules as soon as possible;
- Don't take things personally;
- After the motion and second, encourage discussion and strive for consensus;
- Allow for minority point of view;
- Don't repeat what has been said, be concise;
- Be recognized by the chair before speaking;
- Come prepared, ready to ask questions and make decisions, do what is agreed upon;
- Follow the agenda;
  
- Respect confidentiality of Executive Session;
- Accept the principle of board unity or consensus by supporting majority decisions of the Board.

In personal interactions, Board members shall strive to

- Disagree without being disagreeable;
- Be honest; sensitive, trustworthy;
- Use humor;
- Be tolerant;
- Respect the opinion of others;
- Not intentionally cause anyone embarrassment;
- Act with integrity and credibility;
- Represent the people of the District;
- Make decisions based on factual information.

#### Adoption/amendment of Bylaws, Policies and Procedures

Consideration by the Board to adopt or amend these Bylaws, Policies and Procedures may be initiated by any Board member, Officer or Staff member and must be submitted to the Manager in writing for agendaing.

A three fifths (3/5) affirmative vote of all members of the Board at a properly posted regular or special meeting shall be required to add or change the policies, procedures and bylaws of the District.

Copies of all Bylaws, Policies & Procedures shall be placed in an Administrative Procedures Manual and distributed to all Board members and Department Managers.

---

## Purpose Of Board Policies

### 101.1 PURPOSE OF BOARD POLICIES

It Is the intent of the Board of Directors of the Beckwourth Fire District to maintain a Manual of Policies. Contained therein shall be a comprehensive listing of the Board's current policies, being the rules and regulations enacted by the Board from time to time. The Manual of Policies will serve as a resource for Directors, staff and members of the public in determining the manner in which matters of District business are to be conducted.

If any policy or portion of a policy contained within the Manual of Policies is in conflict with rules, regulations or legislation having authority over Beckwourth Fire District, said rules, regulations or legislation shall prevail.

### 101.2 ADOPTION/ AMMENDMENT OF POLICIES

Consideration by the Board of Directors to adopt a new policy or to amend an existing policy may be initiated by any Director. The proposed adoption or amendment shall be initiated by a Director submitting a written draft of the proposed new or amended policy to the Board President by way of the District office, and requesting that the item be included for consideration on the agenda of the next appropriate regular meeting of the Board of Directors.

Adoption of a new policy or amendment of an existing policy shall be accomplished at a regular meeting of the Board of Directors in accordance with the district's state statutes regarding the constitution of a majority vote.

Copies of the proposed new or amended policy shall be included in the agenda-information packet for any meeting in which they are scheduled for consideration (listed on the agenda). A copy of the proposed new or amended policy(ies) shall be made available to each Director for review at least 72 hours, per the Brown Act, prior to any meeting at which the policy(ies) are to be considered.

### 101.3 CONFLICT OF INTEREST

The Political Reform Act Government Code §81000, et seq., requires state and local government agencies to adopt and promulgate conflict-of-interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. § 18730) which contains the terms of a standard conflict of interest code. It can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in the Political Reform Act Therefore, the terms of 2 Cal. Code of Regs. §18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, along with the attached Appendix A in which members of the Board of Directors and employees are designated, and in which disclosure categories are set forth, constitute the conflict of interest code of the Beckwourth Fire District.

Designated employees shall file statements of economic interests with the District.

This policy shall be renewed by Resolution every even calendar year.

A Local Agency Biennial Notice, Appendix B (FPPC) shall be filled out by the Administrative Assistant and signed by the Chief every two (2) years.



# Beckwourth Fire District

## Policy Manual

### *Purpose Of Board Policies*

---

#### **101.4 CLAIMS AGAINST THE DISTRICT**

The purpose of this policy is to provide direction to District staff for processing and resolving (if possible) account adjustment requests and property damage claims against the District. Inherent in this policy is the recognition that every adjustment request or claim will be unique, and that guidelines cannot be written to accommodate every case. Therefore, staff must use discretion and good sense in handling each claim.

##### Property (Land and Improvements) Damage Claims

In the course of the District's operations - [Fire protection, medical aid] - damage to land and improvements thereon occasionally occurs due to the proximity of the District's facilities to the private property. When District employees are aware that property has been damaged in the course of their work, restorative measures are to be taken to return the property as close to its original condition as possible. When a property owner informs a District employee of damage to their property (by telephone or in person), the employee receiving the claim will document in writing the time and date, and a description of the stated circumstances and allegations. Employees should respond to questions, be cordial and respectful, but refrain from commenting on liability questions as soon as possible after information about the damage has been received, it shall be given to the appropriate Chief. The Chief, or his/her designee, shall investigate the property owner's allegations. If the owner of damaged property informs a member of the Board of Directors, the information will be given to the Chief. Directors should not independently investigate claims, but may go with staff to observe.

Investigations shall be done in a timely fashion and documented with a written report, including photographs and/or interviews, when appropriate. A copy of the report shall be submitted to the Chief.

If the investigating staff person is convinced that the damage was caused by District personnel, equipment, or infrastructure, he/she shall prepare a work order to have the damage repaired, subject to the following conditions:

- (a) Property owner agrees that the proposed repairs are appropriate and adequate;
- (b) Property owner agrees to allow District personnel access to their property to perform the repair work; District personnel have the necessary tools, equipment, and expertise to perform the necessary work;

Repair work can be accomplished within a reasonable amount of time; and,

Cost of material for the repairs will not exceed \$500.

If the cost of material for repairs is stated by claimant or estimated by staff to exceed \$500, the owner will be asked to submit their claim in writing on a District claim form [attached hereto as Appendix A].

The Chief shall review the damage claim and the proposed repair work. If he/she determines that the damage is the District's responsibility and that the proposed repair work is appropriate, he/she may authorize the work if the cost of material for the repairs will not exceed \$1,500. A report shall be submitted to the board describing the damage claim, including a description of the manner in which it was resolved.

# Beckwourth Fire District

## Policy Manual

### *Purpose Of Board Policies*

---

If the cost of material for repairs is stated by claimant or estimated to exceed \$1,500, the claim will be submitted to the Board of Directors for its consideration. The Board will consider the claim during a closed session for anticipated litigation of a regular or special meeting. Action to accept or reject the claim may be taken in open or closed session. The claimant shall be notified of the Board's action regarding their claim. Notification that a claim has been rejected shall be accompanied by proof of service.

The Board will not consider a claim of an amount in excess of the insurance deductible, including the cost of investigation, without prior written approval of the District's insurance company.

Claims in excess of the District's insurance deductible shall be forwarded to the insurance company, and the claimant shall be advised of this action. Claims for personal injury/wrongful death shall not be investigated by District staff or directors but shall be immediately forwarded to the District's insurance company.

#### Property (Vehicles and Unsecured Property) Damage Claims

All claims of damage to vehicles or other unsecured property shall be submitted to the Deputy Chief. He/she shall review the damage claim and the requested restitution. If he/she determines that the damage is the District's responsibility, he/she may authorize repairs or reimbursement of expenses to an amount not to exceed \$1,500. A report shall be submitted to the board describing the damage claim, including a description of the manner in which it was resolved.

The claim will be processed as described above if the cost of material for repairs is estimated to exceed \$1,500.

Property Damage Claims Except for damage to land and improvements estimated to cost less than \$500, all damage claims must be submitted in writing. This will ensure that a claim is valid and protect important rights of the District.

If an individual does not wish to file a claim on the District form, he/she may present the claim by letter if it conforms to Section 910 and Section 910.2, California Government Code. Section 910 specifies that a claim needs to show all of the following:

- (a) The name and post office address of the claimant.
- (b) The post office address to which the person presenting the claim desires notices to be sent.
- (c) The date, place, and other circumstances of the occurrence or transaction which gave rise to the claim asserted.
- (d) A general description of the indebtedness, obligation, injury, damage or loss incurred so far as it may be known as the time of presentation of the claim.
- (e) The name or names of the public employee or employees causing the injury, damage, or loss, if known.
- (f) The amount claimed if it totals less than ten thousand dollars (\$10,000) as of the date of presentation of the claim, including the estimated amount of any prospective injury, damage, or loss, insofar as it may be known at the time of the presentation of the claim, together with the basis of computation of the amount claimed. If the amount claimed exceeds ten thousand dollars

# Beckwourth Fire District

## Policy Manual

### *Purpose Of Board Policies*

---

(\$10,000), no dollar amount shall be included in the claim. However, it shall indicate whether the claim would be a limited civil case.

The claim shall be signed by the claimant or by some person on his behalf. Claims against local public entities for supplies, materials, equipment or services need not be signed by the claimant or on his behalf if presented on a billhead or invoice regularly used in the conduct of the business of the claimant.

If the filed letter/claim does not meet the requirements of the California Government Code §910 and §910.2, then a letter shall be sent to the claimant informing them of this fact. District staff shall provide no assistance to the claimant in filling out the claim form. Claimant must fill out the claim form in its entirety and submit it via mail, FAX, or personal delivery to the District office. Upon receipt, office staff shall date-stamp the document.

#### **101.5 PUBLIC COMPLAINTS**

A public complaint is an allegation by a member of the public of a violation or misinterpretation of a District policy, state or federal statute by which the individual has been adversely affected.

The Board of Directors of the Beckwourth Fire District desires that public complaints be resolved, then a letter shall be sent to the claimant informing them of this fact.

District staff shall provide no assistance to the claimant in filling out the claim form. Claimant must fill out the claim form in its entirety and submit it via mail, FAX, or personal delivery to the District office. Upon receipt, office staff shall date-stamp the document.

The process for resolving complaints shall be as follows:

The citizen with a complaint shall first discuss the matter with the appropriate District Secretary with the objective of resolving the matter informally. The Secretary shall then inform the Board of Directors at the next regular board meeting in the secretary's Report of the complaint and how it was handled.

If the citizen registering the complaint is not satisfied with the disposition of the complaint by the District Secretary, it shall be forwarded to the Deputy Chief. At the option of the Deputy Chief, he/she may conduct conferences and take testimony or written documentation in the resolution of the complaint. The Deputy Chief shall inform the Board of Directors at the next regular board meeting in his Chiefs Report. The Deputy Chiefs decision shall be memorialized in writing with a copy being provided to the plaintiff, and the Board of Directors.

If the citizen filing the complaint is not satisfied with the disposition of the matter by the Deputy Chief, they may request consideration by the Board of Directors by filing said request in writing within ten (10) days of receiving the Deputy Chiefs decision. The Board may consider the matter at the next regular meeting, or call a special meeting. In making the final decision, the Board may conduct conferences, hear testimony, as well as utilize the transcripts of written documentation. The Board's final decision shall be memorialized in writing with the plaintiff being provided a copy.

This policy in no way prohibits or is intended to deter a member of the community or staff from appearing before the Board to verbally present a testimony, complaint, or statement in regard to actions of the Board, District programs and services, or impending considerations of the Board.

# Beckwourth Fire District

## Policy Manual

### *Purpose Of Board Policies*

---

#### **101.6 PUBLIC CONTRIBUTIONS**

Donations from members of the public to the District for a public purpose that is within the scope of the District's responsibilities will be accepted. The District Secretary will provide a receipt for said donation and include the District's tax identification number thereon.

Donations must be clearly marked as such.

By accepting donations, the District is not claiming to be qualified by the Internal Revenue Service as being a charitable organization for which donations may be considered tax deductible. Determination of how donations to the District are to be treated relative to the donor's tax liability is strictly the responsibility of the donor.

## Budget Preperation

### 102.1 SECTION TITLE

An annual budget proposal shall be prepared by the Fire Chief and Administrative Secretary; including an itemized list of proposed large expenditures.

The proposed annual budget shall be reviewed by the Board at its regular meeting in May.

The proposed annual budget as amended by the Board during its review shall be adopted at its regular June meeting.

An annual budget proposal shall be prepared by the Deputy Chief and Administrative Secretary; including an itemized list of proposed large expenditures.

The proposed annual budget shall be reviewed by the Board at its regular meeting in May.

The proposed annual budget as amended by the Board during its review shall be adopted at its regular June meeting

After making any changes in the preliminary budget, the board shall adopt a final budget, no later than the regular meeting of the Board of Directors in September. The final budget shall establish the districts than appropriation limit

After making any changes in the preliminary budget, the board shall adopt a final budget, no later than On or before October 1 of each year, a copy of the final budget shall be forwarded to the County Auditor

### 102.2 FIXED ASSET ACCOUNTING

The purpose of this policy is to ensure proper accounting control resulting in the maintaining of accurate financial reports of fixed assets.

An accounting, or inventory, of all fixed assets shall be conducted on an annual basis. After the conclusion of said inventory, the Fire Chief shall certify its completeness and report the results thereof to the Board of Directors at its next regular monthly meeting.

Applicable purchases for inclusion in said accounting shall be the following:

Equipment, tools, and vehicles that individually have an original total cost of more than \$1500.00;

All land and building acquisitions regardless of price; and,

Additions or major improvements to the District's service infrastructure.

Permanent inventory records shall be maintained in either a paper file or electronic (computer data base) format. Said records shall be updated whenever a change in the status of a particular fixed asset occurs (e.g., original purchase, sale, destruction, loss, theft, etc.).

Information to be maintained in said inventory records shall include at least the following:

Asset number;

Description;

# Beckwourth Fire District

## Policy Manual

### *Budget Preperation*

---

Manufacturer's serial number;

Storage location;

Original cost;

Acquisition date;

Life expectancy; and,

Classification code (e.g., office equipment, vehicle, etc.).

---

## Board Of Directors

### 103.1 CODE OF ETHICS

The Board of Directors of Beckwourth Fire District is committed to providing excellence in legislative leadership that results in the provision of the highest quality services to its constituents and to comply with State laws including AB 1234 (Salinas) approved in 2006.

In order to assist in the governance of the behavior between and among members of the Board of Directors and District staff, the following rules shall be observed.

The dignity, style, values and opinions of each Director shall be respected.

Responsiveness and attentive listening in communication is encouraged.

The needs of the District's constituents should be the priority of the Board of Directors.

When a Director believes he/she may have a conflict of interest, the legal counsel shall be requested to make a determination if one exists or not.

The primary responsibility of the Board of Directors is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District are to be delegated to professional staff members of the District.

Directors should commit themselves to emphasizing the positive, avoiding double talk, hidden agendas,, gossip, backbiting, and other negative forms of interaction.

Directors should commit themselves to focusing on issues and not personalities. The presentation of the opinions of others should be encouraged. Cliques and voting blocks based on personalities rather than issues should be avoided.

Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable. Once the Board of Directors takes action, Directors should commit to supporting said action and not to create barriers to the implementation of said action.

Directors should practice the following procedures:

In seeking clarification on informational items, Directors may directly approach professional staff members to obtain information needed to supplement, upgrade, or enhance their knowledge to improve legislative decision-making.

**In handling complaints from residents and property owners of the District, said complaints should be referred directly to the Deputy Chief.**

**In handling items related to safety, concerns for safety or hazards should be reported to the Chief or to the District office. Emergency situations should be dealt with immediately by seeking appropriate assistance.**

**In presenting items for discussion at Board meetings, See Policy #5020.**

# Beckwourth Fire District

## Policy Manual

### *Board Of Directors*

---

**In seeking clarification for policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programming, said concerns should be referred directly to the General Manager or legal counsel.**

**If approached by District personnel concerning specific District policy, Directors should direct inquiries to the Administrative Secretary or the Deputy Chief. The chain of command should be followed.**

**The work of the District is a team effort. All individuals should work together in the collaborative process, assisting each other in conducting the affairs of the District.**

**When responding to constituent requests and concerns, Directors should be courteous, responding to individuals in a positive manner and routing their questions through appropriate channels and to responsible management personnel.**

**Directors should develop a working relationship with the Deputy Chief wherein current issues, concerns and District projects can be discussed comfortably and openly.**

**Directors should function as a part of the whole. Issues should be brought to the attention of the Board as a whole, rather than to individual members selectively.**

**Directors are responsible for monitoring the District's progress in attaining its goals and objectives, while pursuing its mission.**

#### **103.2 ATTENDANCE AT MEETINGS**

Members of the Board of Directors shall attend all regular and special meetings of the Board unless there is good cause for absence

#### **103.3 BOARD ELECTIONS**

The elections for Chairman and Vice Chairman shall be held as the first order of business during the first meeting of the Board of Directors in January.

**If there is a lack of a quorum for the January meeting, the election shall be rolled over until the first meeting of the Board of the New Year.**

**A simple majority of the quorum, two of three, three of four or three of five shall validate a successful vote.**

**In the case of a tied vote, two and two. The attending board members shall be encouraged to discuss the candidates and re-vote. If a tie still exists, the election shall be held over until the next meeting of the Board or when such time that an odd number of board member are present and a successful vote can be processed.**

**If an election is held over past January, the acting Chairman and Vice Chairman shall maintain their positions until a successful election or re-election is conducted.**



# Beckwourth Fire District

## Policy Manual

### *Board Of Directors*

---

#### **103.4 BOARD CHAIR**

The Chairperson of the Board of Directors shall serve as chairperson at all Board meetings. He/ she shall have the same rights as the other members of the Board in voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions.

In the absence of the Chairperson, the Vice Chairperson of the Board of Directors shall serve as chairperson over all meetings of the Board. If the Chairperson and Vice Chairperson of the Board are both absent, the remaining members present shall select one of themselves to act as chairperson of the meeting.

#### **103.5 BOARD MEMBERS**

Directors shall thoroughly prepare themselves to discuss agenda items at meetings of the Board of Directors. Information may be requested from staff or exchanged between Directors before meetings.

Information exchanged before meetings shall be distributed through the Board Secretary, and all Directors will receive all information being distributed.

Copies of information exchanged before meetings shall be available at the meeting for members of the public in attendance, and shall also be provided to anyone not present upon their request.

Directors shall at all times conduct themselves with courtesy to each other, to staff, and to members of the audience present at Board meetings.

Directors shall defer to the chairperson for conduct of meetings of the Board, but shall be free to question and discuss items on the agenda. All comments should be brief and confined to the matter being discussed by the Board.

Directors may request for inclusion into minutes brief comments pertinent to an agenda item only at the meeting that item is discussed (including, if desired, a position on abstention or dissenting vote).

Directors shall abstain from participating in consideration on any item involving a personal or financial conflict of interest. Unless such a conflict of interest exists, however, Directors should not abstain from the Board's decision-making responsibilities.

Requests by individual Directors for substantive information and/or research from District staff will be channeled through the Board Secretary.

#### **103.6 FILLING A VACANCY**

Whereas, the Board of Directors will maintain a five (5) person board.

If a vacancy should arise before the end of a term of a Director the following policies shall be followed according to Government Code 1780.

The Chairman, (or Acting Chairman if the Chair is vacant) shall notify the Administrative Assistant of the vacancy who will then:

# Beckwourth Fire District

## Policy Manual

### *Board Of Directors*

---

Notify the county elections official of the vacancy no later than 15 days after either the date on which the district board is notified of the vacancy or the effective date of the vacancy, whichever is later.

The Administrative Assistant shall post a notice of the vacancy in three or more conspicuous places at least 15 days before the district board makes the appointment.

All interested parties shall mail, hand deliver, or mail a letter of interest to the Administrative Assistant or Fire Chief after the position is posted. All letters of interest must be received prior to the closing of applications, at least 72 hours before the beginning of the scheduled board meeting.

All applicants must live and be a registered voter within the district boundaries of the Beckwourth Fire District. (The address on their voter registration must be within the district).

#### Single Applicant

If only one application is received for the vacancy, the board shall continue with the appointment process in open session at the scheduled board meeting and may skip the process set forth in section.

#### Multiple Applicants

If multiple applications are received, the board may either:

Interview all applicants in open session during the scheduled board meeting then call for a show of hands after the interview of all applicants. If at any time, an applicant receives a majority vote, elections will be terminated and that candidate will be sworn in.

Appoint an ad hoc committee to interview the applicants and provide a recommendation for the top three candidates. Those three candidates will then be interviewed and voted on as listed in 4055.5.1.1

### **103.7 COMMITTEES**

The Board President shall appoint such ad hoc committees as may be deemed necessary or advisable by himself/herself and/or the Board. The duties of the ad hoc committees shall be outlined at the time of appointment and the committee shall be considered dissolved when its final report has been made.

The following shall be standing committees of the Board

Planning Committee;  
Ordinance Committee;  
Personnel Committee;  
Finance Committee; and,  
Public Relations Committee.

The Board Chairperson shall appoint and publicly announce the members of the standing committees as necessary.

# Beckwourth Fire District

## Policy Manual

### *Board Of Directors*

---

The Board's standing committees may be assigned to review District functions, activities, and/or operations pertaining to their designated concerns, as specified below. Said assignment may be made by the Board President, a majority vote of the Board, or on their own initiative. Any recommendations resulting from said review should be submitted to the Board via a written or oral report.

All meetings of standing committees shall conform to all open meeting laws (e.g., "Brown Act") that pertain to regular meetings of the Board of Directors.

The Board's standing Planning Committee shall be concerned with the formulation of plans for arranging, realizing, and/or achieving District goals.

The Board's standing Ordinance Committee shall be concerned with proposed ordinances, resolutions and/or District policies, except those pertaining specifically to personnel.

#### **103.8 BASIS OF AUTHORITY**

The Board of Directors is the unit of authority within the District. Apart from his/her normal function as a part of this unit, Directors have no individual authority. As individuals, Directors may not commit the District to any policy, act, or expenditure.

Directors do not represent any fractional segment of the community, but are, rather, a part of the body that represents and acts for the community as a whole.

#### **103.9 MEMBERSHIP IN ASSOCIATION**

The Board of Directors shall ordinarily hold membership in and may attend meetings of such national, state, and local associations as may exist which have applicability to the functions of the District, and shall look upon such memberships as an opportunity for in-service training.

#### **103.10 ETHICS TRAINING**

All directors and designated executive staff of Beckwourth Fire District shall receive two hours of training in general ethics principles and ethics laws relevant to public service within one year of election or appointment to the board of directors and at least once every two years thereafter, pursuant to Government Code Sections 53234 through 53235.2.

This policy shall also apply to all staff members that the board of directors designates and to members of all commissions, committees and other bodies that are subject to the Ralph M. Brown Open Meeting Act.

All ethics training shall be provided by entities whose curricula has been approved by the California Attorney General and the Fair Political Practices Commission.

Directors shall obtain proof of participation after completing the ethics training.

Applicable costs for attending the training will be reimbursed by the District.

District staff shall maintain records indicating both the dates that directors completed the ethics training and the name of the entity that provided the training. These records shall be maintained for

# Beckwourth Fire District

## Policy Manual

### *Board Of Directors*

---

at least five years after directors receive the training, and are public records subject to disclosure under the California Public Records Act.

District staff shall provide the board of directors with information on available training that meets the requirements of this policy at least once every year.

Ethics training may consist of either a training course or a set of self-study materials with tests, and may be taken at home, in person or online.

Any director of Beckwourth Fire District that serves on the board of another agency is only required to take the training once every two years.

## Board Meetings

### 104.1 BOARD MEETINGS

Regular meetings of the Board of Directors shall be held on the third Wednesday of each calendar month at 6:30 pm in the Beckwourth Main Station, 180 Main Street. The date, time and place of regular Board meetings may be reconsidered annually at the annual organizational meeting of the Board.

A regular Board meeting is to meet on the date and time predetermined unless a quorum is not present.

Special meetings of the Board of Directors may be called by the Board Chairperson or by a majority of the Board.

All Directors shall be notified of the special Board meeting and the purpose or purposes for which it is called. Said notification shall be in writing, received by them at least 24 hours prior to the meeting.

Newspapers of general circulation in the District radio stations and television stations, organizations, and property owners who have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54926) shall be notified by a mailing unless the special meeting is called less than one week in advance, in which case notice, including business to be transacted, will be given by telephone during business hours as soon after the meeting is scheduled as practicable.

An agenda shall be prepared as specified for regular Board meetings in the policy and shall be delivered with the notice of the special meeting to those specified above.

Only those items of business listed in the call for the special meeting shall be considered by the Board at any special meeting.

Emergency Meetings. In the event of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board of Directors may hold an emergency special meeting without complying with the 24-hour notice required in 5010.2.1 above. An emergency situation means a crippling disaster which severely impairs public health, safety, or both, as determined by a majority of the Board.

Newspapers of general circulation in the District, radio stations and television stations which have requested notice of special meetings in accordance with the Ralph M. Brown Act (California

Government Code §54950 through §54926) shall be notified by at least one hour prior to the emergency meeting. In the event that telephone services are not functioning, the notice requirement of one hour is waived, but the Board, or its designee, shall notify such newspapers, radio stations, or television stations of the fact of the holding of the emergency special meeting, and of any action taken by the Board, as soon after the meeting as possible.

# Beckwourth Fire District

## Policy Manual

### *Board Meetings*

---

No closed session may be held during an emergency meeting, and all other rules governing special meetings shall be observed with the exception of the 24-hour notice. The minutes of the emergency meeting, a list of persons the Board or designee notified or attempted to notify, a copy of the roll call vote(s), and any actions taken at such meeting shall be posted for a minimum of ten days in the District office as soon after the meeting as possible.

Adjourned Meetings. A majority vote by the Board of Directors may terminate any Board meeting at any place in the agenda to any time and place specified in the order of adjournment, except that if no Directors are present at any regular or adjourned regular meeting, the General Manager may declare the meeting adjourned to a stated time and place, and he/she shall cause a written notice of adjournment to be given to those specified in 5010.2.2 above.

**Annual Organizational Meeting. The Board of Directors shall hold an annual organizational meeting at its regular meeting in January. At this meeting the Board will elect a Chairperson, Vice Chairperson from among its members to serve during the coming calendar year.**

**The Chairperson of the meetings described herein shall determine the order in which agenda items shall be considered for discussion and/or action by the Board.**

...

**The Chairperson and the Board Secretary shall confirm that appropriate information is available for the audience at meetings of the Board of Directors, and that physical facilities for said meetings are functional and appropriate.**

#### **104.2 AGENDAS**

The Board Secretary, in cooperation with the Fire Chief and the Board Chairperson, shall prepare an agenda for each regular and special meeting of the Board of Directors in accordance with the Ralph M. Brown Act. Any Director may call the Board Secretary and request any item to be placed on the agenda no later than 10:00 A.M. on the Monday prior to the closing of the agenda for the next meeting date (per Section 5020.4).

Any member of the public may request that a matter directly related to District business be placed on the agenda at a regularly scheduled meeting of the Board of Directors, subject to the following conditions:

During the "Public Comment" at a regularly scheduled board meeting, a member of the public may address the Board of Directors stating their request and ask that it be considered for discussion on a future agenda of the Board of Directors.

The request must be in writing and be submitted to the District Secretary together with supporting documents and information, if any, at a Board of Director's meeting. At that time, the Board of Directors will either

**Agree to place the subject on a future agenda,**

**Request more information about the subject, or**

# Beckwourth Fire District

## Policy Manual

### *Board Meetings*

---

#### **Deny the request**

The Board Secretary shall be the sole judge of whether the public request is or is not a "matter directly related to District business." The public member requesting the agenda item may appeal the Board Secretary's decision at the next regular meeting of the Board of Directors. Any Director may request that the item be placed on the agenda of the Board's next regular meeting.

No matter which is legally a proper subject for consideration by the Board in closed session will be accepted under this policy;

The Board of Directors may place limitations on the total time to be devoted to a public request issue at any meeting, and may limit the time allowed for any one person to speak on the issue at the meeting.

This policy does not prevent the Board from taking testimony at regular and special meetings of the Board on matters which are not on the agenda which a member of the public may wish to bring before the Board. However, the Board shall not discuss or take action on such matters at that meeting.

At least 72 hours prior to the time of all regular meetings, an agenda, which includes but is not limited to all matters on which there may be discussion and/or action by the Board, shall be posted in 3 conspicuous locations for public review including the District office. All information made available to the Board of Directors (except confidential information allowed by State law per legal counsel authority) shall be available for public review prior to the board meeting.

The agenda for a special meeting shall be posted at least 24 hours before the meeting in the same locations.

#### **104.3 BOARD MEETING CONDUCT**

#### **104.4 BOARD ACTIONS AND DECISIONS**

Actions by the Board of Directors include but are not limited to the following:

- Adoption or rejection of regulations or policies;
- Adoption or rejection of a resolution;
- Adoption or rejection of an ordinance;
- Approval or rejection of any contract or expenditure;
- Approval or rejection of any proposal which commits District funds or facilities, including

employment and dismissal of personnel; and,

Approval or disapproval of matters that require or may require the District or its employees to take action and/or provide services.

# Beckwourth Fire District

## Policy Manual

### *Board Meetings*

---

Action can only be taken by the vote of the majority of the Board of Directors. Three (3) Directors [five- member Board, four if seven-member Board] represent a quorum for the conduct of business.

A four fifths (4/5) vote of the Board of Directors is required for any financial loan approval in according to Government Code Section 53824, "All such notes, tax anticipation warrants, or other evidences of indebtedness shall be issued only after the adoption of a resolution by a four-fifths vote of all members of the legislative body."

A member abstaining in a vote is considered as absent for that vote. A member abstaining due to a conflict of interest does not count towards a quorum.

Example. If three of five Directors are present at a meeting, a quorum exists and business can be conducted unless the abstention is due to a conflict of interest.

However, if one Director abstains on a particular action and the other two cast "aye" votes, no action is taken because a "majority of the Board did not vote in favor of the action."

Example. If an action is proposed requiring a two-thirds vote and two Directors abstain, the proposed action cannot be approved because four of the five Directors would have to vote in favor of the action.

Example. If a vacancy exists on the Board and a vote is taken to appoint an individual to fill said vacancy, three Directors must vote in favor of the appointment for it to be approved. If two of the four Directors present abstain, the appointment is not approved.

The Board may give directions that are not formal in action. Such directions do not require formal procedural process. Such directions include the Board's directives and instructions to the General Manager.

The Chairperson shall determine by consensus a Board directive and shall state it for clarification. Should any two Directors challenge the statement of the Chairperson, a voice vote may be requested.

A formal motion may be made to place a disputed directive on a future agenda for Board consideration, or to take some other action (such as refer the matter to the General Manager for review and recommendation, etc.).

Informal action by the Board is still Board action and shall only occur regarding matters that appear on the agenda for the Board meeting during which said informal action is taken.

#### **104.5 MEETING MINUTES**

The Secretary of the Board of Directors shall keep minutes of all regular and special meetings of the Board.

Copies of a meeting's minutes shall be distributed to Directors as part of the information packet for the next regular meeting of the Board, at which time the Board will consider approving the minutes as presented or with modifications. Once approved by the Board, the official minutes shall be kept



# Beckwourth Fire District

## Policy Manual

### *Board Meetings*

---

in a fireproof vault or in a fire-resistant, locked cabinet. Members of the public may inspect copies of the approved Board meeting minutes upon written request.

Unless directed otherwise, an audio tape recording of regular and special meetings of the Board of Directors will be made. The device upon which the recording is stored shall be kept in a fireproof vault or in fire-resistant, locked cabinet until transcribed and officially approved at the next board meeting.

Motions, resolutions or ordinances shall be recorded in the minutes as having passed or failed, and individual votes will be recorded unless the action was unanimous. All resolutions and ordinances adopted by the Board shall be numbered consecutively, starting new at the beginning of each year. In addition to other information that the Board may deem to be of importance, the following information (if relevant) shall be included in each meeting's minutes:

Date,

place and type of each meeting;

Directors present and absent by name;

Administrative staff present by name;

Call to order;

Time and name of late arriving Directors;

Time and name of early departing Directors;

Names of Directors absent during any agenda item upon which action was taken;

Summary record of staff reports;

Summary record of public comment regarding matters not on the agenda, including names of commentators;

Approval of the minutes or modified minutes of preceding meetings;

Approval of financial reports;

Complete information as to each subject of the Board's deliberation;

Record of the vote of each Director on every action item for which the vote was not unanimous;

Resolutions and ordinances described as to their substantive content and sequential numbering;

Record of all contracts and agreements, and their amendment, approved by the Board;

Approval of the annual budget;

Approval of all polices, rules and/or regulations;

Approval of all dispositions of District assets;....

Approval. of all purchases of District assets; and,

# Beckwourth Fire District

## Policy Manual

### *Board Meetings*

---

Time of meeting's/adjournment

#### **104.6 RULES OF ORDER**

Action items shall be brought before and considered by the Board by motion in accordance with this policy. These rules of order are intended to be informal and applied flexibly. The Board prefers a flexible form of meeting and, therefore, does not conduct its meetings under formalized rules - Robert's Rules of Order.

If a Director believes order is not being maintained or procedures are not adequate, then he/she should raise a point of order - not requiring a second - to the Chairperson. If the ruling of the Chairperson is not satisfactory to the Director, then it may be appealed to the Board. A majority of the Board will govern and determine the point of order.

Obtaining the Floor.

Any Director desiring to speak should address the Chairperson and, upon recognition by the Chairperson, may address the subject under discussion.

Motions.

Any Director, including the Chairperson, may make or second a motion. A motion shall be brought and considered as follows:

A Director makes a motion; another Director seconds the motion; and the Chairperson states the motion.

Once the motion has been stated by the Chairperson, it is open to discussion and debate. After the matter has been fully debated, and after the public in attendance has had an opportunity to comment, the Chairperson will call for the vote.

If the public in attendance has had an opportunity to comment on the proposed action, any Director may move to immediately bring the question being debated to a vote, suspending any further debate. The motion must be made, seconded, and approved by a majority vote of the Board.

Secondary Motions. Ordinarily, only one motion can be considered at a time and a motion must be disposed of before any other motions or business are considered. There are a few exceptions to this general rule, though, where a secondary motion concerning the main motion may be made and considered before voting on the main motion.

Motion to Amend. A main motion may be amended before it is voted on, either by the consent of the Directors who moved and seconded, or by a new motion and second.

Motion to Table. A main motion may be indefinitely tabled before it is voted on by motion made to table, which is then seconded and approved by a majority vote of the Board.

Motion to Postpone. A main motion may be postponed to a certain time by a motion to postpone, which is then seconded and approved by a majority vote of the Board.

# Beckwourth Fire District

## Policy Manual

### *Board Meetings*

---

Motion to Refer to Committee. A main motion may be referred to a Board committee for further study and recommendation by a motion to refer to committee, which is then seconded and approved by a majority vote of the Board. •

Motion to Close Debate and Vote Immediately. As provided above, any Director may move to close debate and immediately vote on a main motion.

Motion to Adjourn. A meeting may be adjourned by motion made, seconded, and approved by a majority vote of the Board before voting on a main motion.

Decorum.

The Chairperson shall take whatever actions are necessary and appropriate to preserve order and decorum during Board meetings, including public hearings. The Chairperson may eject any person or persons making personal, impertinent or slanderous remarks, refusing to abide by a request from the Chairperson, or otherwise disrupting the meeting or hearing.

The Chairperson may also declare a short recess during any meeting.

Amendment of Rules of Order.

By motion made, seconded and approved by a majority vote, the Board may, at its discretion and at any meeting: a) temporarily suspend these rules in whole or in part; b) amend these rules in whole or in part; or, c) both.

#### **104.7 NEW BOARD MEMBER PACKET**

New Board of Director Orientation Package

Contents:

- (a) History of the Beckwourth Fire District
- (b) What is expected of a Board Member
  - 1. ICS 100
  - 2. NIMS 700
  - 3. Ethics Training
  - 4. Statements of Economic Interests (FPPC Form 700) Annual Statement
- (c) Robert's Rule of Order
  - 4. The Brown Act
    - (a) LAFCo
    - (b) Policy & Procedures, District & Department
    - (c) District Maps
    - (d) Notes
    - (e) Signature Page (To be signed and returned to the Administrative Assistant)

# Beckwourth Fire District

## Policy Manual

### *Board Meetings*

---

(f) Agenda, minutes request form (To be signed and returned to the Administrative Assistant)

(a) 1. **HISTORY**

The Beckwourth Fire Department was initially formed by a group of residents of the Township of Beckwourth sometime during 1948 to provide fire protection to the community. In 1949 the county of Plumas recognized the department as a functioning fire department and granted it District status. In March 1958 the Secretary of State, State of California issued a Certificate of Existence - Local Fire District to the department under the provisions of the Fire and Life Safety Code, thereby granting it all the rights and privileges of a political subdivision.

The Department and the community take its name from James "Jim" P. Beckwourth, an unsung, genuine American hero of mixed ancestry who discovered a lower, safer passage across the Sierra Nevada Mountains during the mid-1800s. Early census reports erroneously spelled his name as "Beckwith", a controversy that continues to this day.

The Department began operation with a small 1937 Chevrolet fire truck that was acquired from the City of Portola Fire Department and is currently retired on the hillside overlooking the township of Beckwourth. The truck was housed in a building that was donated by the Congregational Church of Beckwourth. The original building has undergone extensive renovation and three separate additions have been added to create the functioning fire station we have today. Moreover, the services provided by the Department have been expanded from just structure fire protection to include, but not limited to, Emergency Medical Services, comprising Advanced Life Support, Basic Life Support, rescue services, wildland fire suppression, and community fire prevention programs.

The Beckwourth Fire District owns and operates two fire stations. Station one is located at 180 Main Street, in the township of Beckwourth. Station two is located at 4076 Grizzly Road, approximately three miles north of Highway 70. Station one contains the District/Department office and training room, together with two truck bays that house a total of five pieces of fire apparatus. Station two is a shared facility with the United States Forest Service (USFS) and houses three pieces of fire apparatus. Although the Beckwourth Fire Department is essentially a volunteer department the two stations are staffed with part-time and volunteer personnel classifying it as a "Combination" Department.

In 2010 the Fire District's ISO rating was updated. Following several years of personnel training and volumes of paperwork, the District's rating changed from a District wide 9, to 5/7/10. Grizzly Ranch, Grizzly Creek Ranch, and Crocker Estates all received a 5. This higher rating is attributable to the fact that these locations are equipped with fire hydrants. The southern area of County Road, A-23 has a rating of 10 because it falls outside of the five road mile limit or a fire station. The remainder of the District has a rating of 7 due to the department's ability to shuttle water from various water sources within the District.

### **SIGNATURE PAGE**

I have received my copy of the Beckwourth Fire District's Board of Director's, Orientation package on -----

# Beckwourth Fire District

## Policy Manual

### *Board Meetings*

---

Included are:

- (a) Orientation Package
- (b) Copy of the Brown Act
- (c) Book of "Robert's Rule of Order"
- (d) Sworn into office, for a term ending,

Date Date.

I understand it is up to myself to review all the enclosed material to better prepare myself as a member of the Board of Directors, Beckwourth Fire District.

(a) 1. **WHAT IS EXPECTED OF A BOARD MEMBER**

As a new Board member you will be expected to accomplish several things within the first couple months.

- (a) 1. (a) ICS 100
- (b) NIMS 700
- (c) Ethics Training
- (d) Statements of Economic Interests (FPPC Form 700) Annual Statement

You will receive a Package of items for the next board meeting. Let the Administrative Assistant know how you would like to receive your package prior to the meeting, (e mail, USPS, dropped off at your home, if less than 2 miles) or placed in your box.

It is your responsibility to review the package prior to the meeting, bring your package, and be ready to discuss any items included. Feel free to contact the Administrative Assistant with any questions prior to the meeting.

Arrive promptly, the meetings start at 6:30 pm sharp. If you are going to be late or not able to make the meeting at all, please notify the Administrative Assistant.

Turn off, or put any cellular devices on vibrate.

Following the Roberts Rules of Order, don't be afraid to speak your thoughts. Your input on all board items is valued.

There may be times when you are asked to sit on a committee, ie; LAFCo, Fire Safe Council, Board of Supervisors.

Visit our web site at: [www.beckwourthfire.com](http://www.beckwourthfire.com)

(a) (a) **ROBERT'S RULES OF ORDER**

You will receive a "Robert's Rules of Order" book. This book is the guide on how public meetings are to be held. Items included are; Speaking in turn, Asking Questions, Fielding questions from the audience,

# Beckwourth Fire District

## Policy Manual

### *Board Meetings*

---

It is up to the President of the Board of Director to see that the Rules are followed and the meeting is conducted in an orderly and professional manner.

(a) (a) **THE BROWN ACT**

You will also receive a copy of "The Brown Act". The Brown Act will give you guidance on items you can and cannot speak on. Agenda items. Quorums. Speaking to other Board members outside of a Board meeting.

(a) (a) **LAFCO**

Land Agency Formation Commission (LAFCo). This is topic in most of our meetings. LAFCo is a state mandated organization within each County in California. LAFCo is the governing body that we must go through for any District changes.

Example:

- (a) District Boundary Changes
- (b) Sphere of Influence (SOI) changes
- (c) Annexations into the District
- (d) De-annexation out of the District
- (e) Municipal Service Reviews (MSR)
- (f) Out of Area Service Agreements (OASA)
- (a) (a) **POLICY AND PROCEDURES, DISTRICT & DEPARTMENT**

The Fire District has a District Policy and Procedure manual located in the office for your review at any time. Periodically the Board of Directors reviews different policy and procedures to add, remove or update policies or procedures as needed. This helps us keep up to current standards as our District changes and grows.

The Fire Department also has a Policy and Procedure manual. These policies and procedures are mainly developed and executed within the Fire Department and are more of an operational format. They are also available for review in the office.

Remember, your primary goal of a Board member is the financial stability of the Fire District, including, but not limited to; Budget, annexations, vehicles, buildings and grounds. Simply put, anything purchased with District funds.

The Board of Directors does not dictate the operations of the Fire Department.

## **Chapter 2 - Fire Service Role and Authority**

## Fire Service Authority

### 200.1 PURPOSE AND SCOPE

This policy describes the legal authority of the Department and the individual members.

### 200.2 POLICY

It is the policy of the Beckwourth Fire District to limit its members to only exercise the authority granted to them by law.

While the Beckwourth Fire District recognizes the authority of members granted to them, members are encouraged to use sound discretion in the exercise of their authority, and this department does not tolerate abuse of authority.

### 200.3 ORGANIZATIONAL POWERS

This department is authorized to perform the following:

- (a) Fire code enforcement
- (b) Fire suppression
- (c) Investigation and arrest of individuals suspected of starting fires
- (d) Provision of Emergency Medical Services (EMS)

### 200.4 FIREFIGHTER POWERS

Firefighters are sworn members of this department and have the following authority:

- (a) Participate in a wide range of emergency and rescue activities, including EMS, extrication and heavy rescue
- (b) Perform fire suppression duties, including the suppression of structural, aircraft, wildland and other types of fires
- (c) Investigate causes of fires
- (d) Collect and preserve evidence when a fire is of a suspicious origin
- (e) Possess peace officer status when serving as a fire investigator or Fire Marshal (Penal Code § 830.37)
- (f) Perform specialty services, including hazardous materials response, technical rescue, water rescue and additional services as authorized by the Fire Chief
- (g) Provide fire code enforcement inspection and plan review services
- (h) Provide public education and fire prevention activities and services

### 200.5 CONSTITUTIONAL REQUIREMENTS

When exercising their authority, members shall observe and comply with every person's clearly established rights under the United States and California Constitutions.



# Beckwourth Fire District

## Policy Manual

### *Fire Service Authority*

---

#### **200.6 SUPERVISORY AUTHORITY**

Any chief officer may relieve a member under his/her command from duty when, in his/her judgment, an offense committed is sufficiently serious to warrant immediate action. A report of such action shall be made immediately through the appropriate channels to the appropriate Captain, followed by written documentation of the charges, in accordance with department procedures. All such processes shall comply with established rules, regulations and applicable collective bargaining agreements.

## Chief Executive Officer

### **201.1 PURPOSE AND SCOPE**

This policy identifies the education, experience or certifications desired for the Fire Chief.

### **201.2 POLICY**

It is the policy of the Beckwourth Fire District to have a highly qualified Chief Executive Officer.

### **201.3 CHIEF EXECUTIVE OFFICER**

Higher-level college degrees in public or business management, completion of the National Fire Academy Executive Fire Officer (EFO) and the Center for Public Safety Excellence Chief Fire Officer (CFO) programs as well as experience in chief officer positions enhance the professional credibility of candidates for the rank of Fire Chief.

### **201.4 CERTIFIED FIRE CHIEF**

The Peer Assessment for Chief Executive (PACE IV) certification established by the OSFM is a desired qualification. Certified Fire Chief status may be achieved through the California Office of the State Fire Marshal (OSFM) by acquiring a PACE IV certification, holding a chief officer rank for a minimum of one year and completing the application process described in the training manual. The certification requirements are described in the State Fire Training Procedures Manual.

## Oath of Office

### **202.1 PURPOSE AND SCOPE**

This policy establishes the oath of office for all sworn personnel of this department.

### **202.2 OATH OF OFFICE**

Upon employment, all sworn personnel shall be required to affirm the oath of office expressing commitment to support and defend the Constitution of the United States and the Constitution of the State of California (CA. Const. art. XX, § 3 and Government Code § 3102). The oath shall be as follows:

I, [employee name], do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

# Policy Manual

## **203.1 PURPOSE AND SCOPE**

The Policy Manual of the Beckwourth Fire District is hereby established and shall be referred to as the "Policy Manual." The Policy Manual is a statement of the current policies, rules, and guidelines of this department. All department members are expected to conform to the provisions of this Policy Manual. All prior and existing policies, manuals, orders, and regulations that are in conflict with this Policy Manual are revoked, except to the extent that portions of the existing policies, manuals, orders, and other regulations that have not been included herein shall remain in effect where they do not conflict with the provisions of this Policy Manual.

## **203.2 POLICY**

Except where otherwise expressly stated, the provisions of this Policy Manual shall be considered guidelines. It is recognized that fire and rescue work is not always predictable, and circumstances may arise that warrant departure from these guidelines.

It is intended that the provisions of this manual be viewed using an objective standard, taking into consideration the sound discretion entrusted to the members of this department under the circumstances reasonably available at the time of any incident.

### **203.2.1 DISCLAIMER**

The provisions contained in the Policy Manual are not intended to create an employment contract, nor any employment rights or entitlements. The policies contained within this manual are for the internal use of the Beckwourth Fire District and shall not be construed to create a higher standard or duty of care for civil or criminal liability against the District/City, its officials, or members. Violations of any provision of any policy contained within this manual shall only form the basis for administrative action, training, or discipline. The Beckwourth Fire District reserves the right to revise any policy content, in whole or in part.

### **203.2.2 SEVERABILITY**

In the event that any term or provision of this Policy Manual is declared illegal, invalid, or unenforceable by any court or any federal or state government agency, the remaining terms and provisions that are not affected shall remain in full force and effect. If any provision of the Policy Manual is found to be in conflict with a local, state, or federal law, District/City policy, or collective bargaining agreement, such law, District/City policy, or collective bargaining agreement shall take precedence over that provision of the Policy Manual.

In the event that any of the terms or provisions of the Policy Manual are determined to conflict with any portion of a collective bargaining agreement, the Department will seek to resolve the conflict.

## **203.3 RESPONSIBILITIES**

The responsibility for the contents of this Policy Manual rests with the Fire Chief. Since it is not practical for the Fire Chief to prepare and maintain the Policy Manual, the following delegations have been made: Administrative Officer(s).

# Beckwourth Fire District

## Policy Manual

### *Policy Manual*

---

#### 203.3.1 FIRE CHIEF

The Fire Chief shall be considered the ultimate authority for the provisions of this manual and shall continue to issue, as needed, directives that shall modify those provisions of the manual to which they pertain. Any directive so issued shall remain in effect until such time as they may be permanently incorporated into the manual.

#### 203.3.2 STAFF

Staff shall consist of the following:

- Fire Chief
- Deputy Fire Chief
- Battalion Chief
- Administrative Officer(s)

Staff shall review all recommendations regarding proposed changes to the manual and make recommendations to the Fire Chief on final manual changes.

#### 203.3.3 OTHER PERSONNEL

Any member suggesting revision of the contents of the Policy Manual shall forward the suggestion through the chain of command, in writing, to their Captain.

### **203.4 FORMATTING CONVENTIONS FOR THE POLICY MANUAL**

The purpose of this section is to provide examples of abbreviations and definitions used in this manual.

#### 203.4.1 ACCEPTABLE ABBREVIATIONS

The following abbreviations are acceptable substitutions in the manual:

- Policy Manual sections may be abbreviated as “Section 106.4” or “§ 106.4.”

#### 203.4.2 DEFINITIONS

The following words and terms shall have these assigned meanings, unless it is apparent from the content that they have a different meaning:

**Adult** - Any person 18 years of age or older.

**District/City** - The District/City of Beckwourth Fire District.

**Miscellaneous** - Members and volunteers who are not sworn employees.

**Department/BFD** - The Beckwourth Fire District.

**Employee** - Any person employed by the Department.

**Fire Code** - The 2018 edition of the International Fire Code (IFC) (2019 California Fire Code, Title 24, Part 9) as adopted by the State of California and the incorporated California amendments (Health and Safety Code § 18928).

# Beckwourth Fire District

## Policy Manual

### *Policy Manual*

---

**Firefighter/Sworn, appointed, or elected** - Those members, regardless of rank, who perform fire suppression duties as part of their primary duties as sworn, appointed, or elected members of the Beckwourth Fire District.

**Manual** - The Beckwourth Fire District Policy Manual.

**May** - Indicates a permissive, discretionary, or conditional action.

**Member** - Any person employed or appointed by the Beckwourth Fire District, including:

- Full- and part-time employees
- Sworn, appointed, or elected firefighters
- Reserve firefighters
- Miscellaneous employees
- Volunteers

**On-duty** - Member status during the period when the member is actually engaged in the performance of assigned duties.

**Order** - A written or verbal instruction issued by a superior.

**Rank** - The job classification title held by a firefighter.

**Shall or will** - Indicates a mandatory action.

**Should** - Indicates a generally required or expected action, absent a rational basis for failing to conform.

**Supervisor** - A person in a position of authority regarding hiring, transfer, suspension, promotion, discharge, assignment, reward, or discipline of other department members, directing the work of other members, or having the authority to adjust grievances. The supervisory exercise of authority may not be merely routine or clerical in nature but requires the use of independent judgment.

The term "supervisor" may also include any person (e.g., firefighter-in-charge, lead, or senior worker) given responsibility for the direction of the work of others without regard to a formal job title, rank, or compensation.

### **203.5 DISTRIBUTION OF THE POLICY MANUAL**

Copies of the Policy Manual shall be distributed to the following:

- Fire Chief
- Captains
- Battalion Chiefs
- Fire Prevention Office
- Each fire station

# Beckwourth Fire District

## Policy Manual

### *Policy Manual*

---

An electronic version of the Policy Manual will be made available on the department network for access by all employees. The electronic version will be limited to viewing and printing specific chapters or sections. No changes shall be made to the electronic version without authorization from the Fire Chief or the authorized designee.

#### **203.6 POLICY MANUAL ACCEPTANCE**

As a condition of employment, all members are required to read and obtain necessary clarification of this Policy Manual. All are required to sign a statement of receipt acknowledging that they have received a copy or have been provided access to the Policy Manual and understand that they are responsible to read and become familiar with its content.

#### **203.7 REVISIONS TO POLICIES**

All revisions to the Policy Manual will be provided to each member on or before the date the policy becomes effective. Each member will be required to acknowledge that they have reviewed the revisions and shall seek clarification from an appropriate supervisor as needed.

Members are responsible for keeping informed of all Policy Manual revisions.

Each Division Chief will ensure that members under their command are aware of any Policy Manual revision.

All department members suggesting revision of the contents of the Policy Manual shall forward their written suggestions to their supervisors, who will consider the recommendations and forward them to the command staff as appropriate.

## **Chapter 3 - Organization and Administration**



## Organizational Structure

### 300.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the organizational structure of the Beckwourth Fire District. This policy also provides guidance regarding the department's reporting process through the chain of command.

### 300.2 POLICY

It is the policy of the Beckwourth Fire District to organize its resources in a manner that allows for effective and efficient service delivery to the public. To ensure effective organizational communication, members should generally adhere to the established chain of command unless there is a good faith and reasonable basis for utilizing an alternate channel of communication.

### 300.3 CHAIN OF COMMAND

Respect for rank is essential for administrative and operational efficiency. All members of the Beckwourth Fire District shall adhere to the chain of command. All members shall be thoroughly familiar with the Incident Command System (ICS) and operate within its parameters throughout the duration of all emergency incidents.

A supervising or commanding officer will be identified for each department member. This supervisor/commanding officer is the first step in the organizational chain of command, followed by the next level of commanding officer as set forth in the department's organizational structure. In the event that no supervisory officer is available, rank will be determined by seniority in rank.

Members of the Beckwourth Fire District shall generally conduct department business through the established chain of command. Members shall consult with and report to their commanding officer/supervisor when making recommendations for changes, alterations or improvements concerning department matters. Members shall forward all reports and recommendations through the chain of command. The submission should include written comments from the member's immediate supervisor to indicate whether the supervisor approves of the recommendation. No memo or recommendation should be stopped in the chain of command before it reaches its intended destination/officer.

Other than the exceptions set forth below, no member of the Beckwourth Fire District shall initiate contact with any member of the governing board or with any other local, regional, state, or federal official regarding any matter affecting the Beckwourth Fire District without having first informed the Fire Chief through the chain of command.

### 300.4 DIRECTIVES AND ORDERS

Members shall comply with lawful directives and orders from any [department\_agency] supervisor or person in a position of authority, absent a reasonable and bona fide justification.

A member who believes any written or verbal order to be unlawful or in conflict with another order shall:

# Beckwourth Fire District

## Policy Manual

### *Organizational Structure*

---

- (a) Immediately inform the supervisor issuing the order, and also the member's immediate supervisor or the [agencyHead], of the conflict or error of the order.
- (b) Provide details explaining the grounds for believing there is a conflict or error.
- (c) Request clarification, guidance, and direction regarding following the order.
- (d) Request the order in writing, absent exigent circumstances, should the conflict or perceived error be unresolved.
- (e) Respectfully inform the supervisor of the intention to disobey what is reasonably believed to be a conflicting or unlawful order.

A member's decision to disobey an order that is believed to be unlawful is not a bar to discipline should the order be determined as lawful.

### **300.5 ALTERNATE CHANNELS OF COMMUNICATION**

All members shall endeavor to keep their supervisors informed of any matters that may affect the safety, welfare, or operations of the Department.

As a general matter, any concern about a workplace situation should first be raised with the member's immediate supervisor. It is recognized, however, that there may be occasions where the use of the normal chain of command may not be appropriate. If an issue is of a personal nature, involves a sensitive matter, is of significant importance to the Department, or involves other members or supervisors, the member may consult directly with the Division Chief, the Fire Chief, or a representative of the Admin Officer/Fire Chief.

All members are free to make or prepare to make, in good faith, any complaint that identifies ethical or legal violations, including fraud, waste, abuse of authority, gross mismanagement, violations of the law or practices that may pose a threat to health, safety, and security without fear of actual or threatened discrimination, retaliation, or reprisal. Such complaints may be made to any supervisor or directly to the Admin Officer/Fire Chief. Nothing in this policy shall diminish the rights or remedies of a member pursuant to any applicable federal law, provision of the U.S. Constitution, applicable law, ordinance, or collective bargaining agreement.

Any form of reprisal or retaliation against any member for making or filing a complaint in good faith or for participating in the investigation of a complaint is prohibited. Any member engaging in any form or type of reprisal or retaliation is subject to discipline.

---

## Emergency Action Plan and Fire Prevention Plan

### 301.1 PURPOSE AND SCOPE

The purpose of this policy is to provide for member and visitor safety in the event of an emergency at any department facility and ensure compliance with state regulations mandating all employers to develop and maintain an Emergency Action Plan (EAP) and a Fire Prevention Plan (FPP) (Labor Code § 142.3; 8 CCR 3220; 8 CCR 3221).

### 301.2 POLICY

The Beckwourth Fire District is committed to preparing for natural or human-created emergency incidents and providing for the safety of its members and visitors.

### 301.3 EMERGENCY ACTION PLAN AND FIRE PREVENTION PLAN

The Fire Chief Division Chief will develop and maintain an EAP and FPP to provide for the safety of department members and visitors in the event of an emergency. The EAP and FPP will address the specific requirements contained in 8 CCR 3220 and 8 CCR 3221, and will address all buildings, facilities and regular places of work or visitor access that are controlled by the Department. The plan also will address actions that members of the Department must take to ensure their safety and that of visitors from fire and other emergencies.

- (a) The EAP shall be in writing and its elements shall include, but are not limited to (8 CCR 3220):
  1. Emergency evacuation procedures, including escape procedures and emergency escape route assignments.
  2. Procedures to be followed by members who remain to conduct critical facility operations before they evacuate.
  3. Procedures to account for all members and visitors after an emergency evacuation has been completed.
  4. Rescue and medical duties.
  5. Means of reporting fires and other emergencies.
  6. Names and regular job titles of persons or departments that can be contacted for further information or an explanation of duties under the plan.
  7. The alarm system that will be used to notify members and visitors in the event of a fire or other emergency situation.
  8. The types of evacuations to be used in emergency circumstances.
- (b) The FPP shall be in writing and its elements shall include, but are not limited to (8 CCR 3221):
  1. Potential fire hazards and their proper handling and storage procedures, potential ignition sources (e.g., welding, smoking) and their control procedures,

# Beckwourth Fire District

## Policy Manual

### *Emergency Action Plan and Fire Prevention Plan*

---

and the type of fire protection equipment or systems that can control a fire involving them.

2. Names and regular job titles of those responsible for maintaining the equipment and systems installed to prevent or control ignitions or fires.
  3. Names and regular job titles of those responsible for controlling the accumulation of flammable or combustible waste materials.
  4. Procedures to control the accumulation of flammable and combustible waste.
  5. Maintenance procedures for heat-producing equipment to prevent accidental ignition of combustible materials.
- (c) The written EAP and FPP shall be kept at each department workplace or facility and made available for member and visitor review.

#### **301.4 TRAINING**

The Department will provide state-mandated training supporting the EAP and FPP to all members and also to those persons who become members at the time they are assigned to the facility, as described in the Emergency Action Plan and Fire Prevention Plan Training Policy (8 CCR 3220; 8 CCR 3221).

## Department Directives

### **302.1 PURPOSE AND SCOPE**

The purpose of this policy is to establish a process to make immediate changes to department policy. Department directives will immediately modify or change and supersede the sections of this manual to which they pertain.

### **302.2 POLICY**

It is the policy of the Beckwourth Fire District to make any immediate changes to policy and procedure in accordance with the current collective bargaining agreement and as permitted by Government Code § 3500 et seq. Generally the establishment of department directives is management's prerogative but employee participation may be sought in the development of those policies. It is the policy of the Department to comply with any meet-and-confer requirements between labor groups and authorized department representatives.

### **302.3 RESPONSIBILITIES**

The Fire Chief shall issue all department directives.

All department officers shall be responsible for communicating department directives to all members in their command.

Department directives will be rescinded upon incorporation into the manual.

## Training Policy

### 303.1 PURPOSE AND SCOPE

It is the policy of this department to administer a training program that will provide for the professional growth and continued development of its members. By doing so, the Department will ensure its members possess the knowledge and skills necessary to provide a professional level of service that meets the needs of the community.

### 303.2 POLICY

The Department seeks to provide ongoing training and encourages all members to participate in advanced training and formal education on a continual basis. Training is provided within the confines of funding, the requirements of a given assignment, staffing levels and legal mandates.

Whenever possible, the Department will use courses certified by the California Office of the State Fire Marshal (OSFM), the California Fire Service Training and Education System (CFSTES), the U.S. Department of Homeland Security or other accredited entities.

### 303.3 OBJECTIVES

The objectives of the training program are to:

- (a) Enhance the level of emergency services to the public.
- (b) Increase the technical expertise and overall effectiveness of department members.
- (c) Provide for continued professional development of department members.
- (d) Reduce risk and enhance safety.

### 303.4 TRAINING PLAN

A training plan will be developed and maintained by the Training Officer. It is the responsibility of the Training Officer to maintain, review and update the training plan on an annual basis, ensuring that all mandated training is achieved. All training records will be maintained in accordance with established records retention schedules.

### 303.5 TRAINING NEEDS ASSESSMENT

The Training Officer will conduct an annual training needs assessment. The needs assessment will be reviewed by command staff. Upon approval by the Fire Chief, the needs assessment will form the basis of the training plan for the following year.

# California Fair Political Practices Commission Filings

## 304.1 PURPOSE AND SCOPE

The purpose of this policy is to provide a uniform method for complying with the Fair Political Practices Commission (FPPC) requirements, for designated members to report all potential economic conflicts of interest to the District/City.

## 304.2 POLICY

It is the policy of the Beckwourth Fire District to comply with state requirements, and designate certain job classifications as required to file a Statement of Economic Interests (Government Code § 87300).

## 304.3 PROCEDURE

The District/City requires certain job classifications to file a Statement of Economic Interests (Government Code § 87300). These job classifications have been identified based on the opportunity for personal gain that could result from official actions as a member of this department.

## 304.4 DEPARTMENT RESPONSIBILITIES

All Statement of Economic Interests filings shall be screened for compliance by the Conflict of Interest Filing Officer. Members in designated classifications are required to disclose certain economic interests, which may include investments, interests in real property, income and business interests. All information provided by members on the Statement of Economic Interests is a matter of public record.

### 304.4.1 FILING REQUIREMENTS

Members in designated job classifications must file the following type of statements:

- Assuming office statement within 30 days after assuming office
- Annual statement due by April 1 each year
- Leaving office statement within 30 days after leaving the position

### 304.4.2 FILING PROCESS

The filing process is administered by the Conflict of Interest Filing Officer and includes the following procedures:

- A Statement of Economic Interests form and filing instructions shall be distributed annually to designated department members. Additionally, forms shall be sent to designated members upon notice of appointment or termination.
- A completed Statement of Economic Interests shall be returned to the Conflict of Interest Filing Officer by the date indicated on the instructions.

# Beckwourth Fire District

## Policy Manual

### *California Fair Political Practices Commission Filings*

---

- The Conflict of Interest Filing Officer shall screen the Statement of Economic Interests for completeness, potential conflicts of interest and to ensure all designated members have filed a statement, in accordance with FPPC regulations.
- Upon completion of the screening process, the Conflict of Interest Filing Officer shall retain the original for a period of time in accordance with the FFPC and the department's established records retention schedules.
- A list of all department members with potential conflict situations will be compiled and maintained in the Fire Chief Command.
- Any change to the FPPC filing process shall be submitted to the governing body for review and approval.

#### 304.4.3 REPORTING REQUIREMENTS

All members are required to report potential conflicts of interest even if they are not in a designated classification. All members are disqualified from participating in government decisions in which they have, or appear to have, a financial interest (Government Code § 87100). When a potential conflict of interest situation arises, it must be reported immediately through the chain of command to the member's immediate supervisor and then the Conflict of Interest Filing Officer.

#### 304.4.4 DESIGNATED CLASSIFICATIONS

The Beckwourth Fire District has designated the following classifications as required to complete a Statement of Economic Interests document in accordance with FPPC regulations:

- Members of the Board of Directors)



## Liability Claims

### **305.1 PURPOSE AND SCOPE**

This policy provides guidelines for the management of all claims, including personal injury and property loss or damage, filed against the Department.

### **305.2 POLICY**

It is the policy of this department to evaluate and resolve claims in a timely manner, as appropriate.

### **305.3 RESPONSIBILITY**

The Fire Chief should designate a risk manager to receive, investigate and evaluate any claim for loss or damage received by the Department.

Any member of this department who becomes aware of any potential for a claim or lawsuit, or who receives a formal written claim against the Department, shall forward the information to the risk manager as soon as practicable.

### **305.4 RESPONSE TO CLAIMS**

The risk manager will investigate all claims for money or damages received and will resolve claims as appropriate and within guidelines approved by the Fire Chief and the department's governing body.

If a claim is deficient or incomplete, the risk manager should notify the claimant within 20 days and specify the defects (Government Code § 910.8).

The risk manager should ensure the claim is accepted or rejected by the department's governing body within 45 days. Notice of acceptance or rejection should be given to the complainant in writing and in compliance with state law. If a claim is rejected because it was filed late, the notice should state that the claim was returned as untimely but that the claimant may apply promptly to the Department for a leave to file a late claim (Government Code § 912.4; Government Code § 913; Government Code § 911.3).

The risk manager should ensure an application for permission to file a late claim is acted upon by the department's governing body within 45 days (Government Code § 911.6).

## Electronic Mail

### 306.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the proper use and application of the electronic mail (email) system provided by the Department.

### 306.2 POLICY

Beckwourth Fire District members shall use email in a professional manner in accordance with this policy and current law (e.g., California Public Records Act).

### 306.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to emails or anything published, shared, transmitted or maintained through file-sharing software or any Internet site that is accessed, transmitted, received or reviewed on any department technology system.

The Department reserves the right to access, audit and disclose, for whatever reason, any message, including attachments, and any information accessed, transmitted, received or reviewed over any technology that is issued or maintained by the Department, including the department email system, computer network or any information placed into storage on any department system or device. This includes records of all keystrokes or Web-browsing history made at any department computer or over any department network. The fact that access to a database, service or website requires a username or password will not create an expectation of privacy if it is accessed through department computers, electronic devices or networks.

### 306.4 RESTRICTED USE

Messages transmitted over the email system are restricted to official business activities, or shall only contain information that is essential for the accomplishment of business-related tasks or for communications that are directly related to the business, administration or practices of the Department.

Sending derogatory, defamatory, obscene, disrespectful, sexually suggestive, harassing or any other inappropriate messages on the email system is prohibited and may result in discipline.

Email messages addressed to the entire department are only to be used for official business related items that are of particular interest to all users. In the event that a member has questions about sending a particular email communication, the member should seek prior approval from his/her supervisor.

It is a violation of this policy to transmit a message under another name or email address or to use the password of another to log into the system unless directed to do so by a supervisor. Members are required to log off the network or secure the workstation when the computer is unattended. This added security measure will minimize the potential misuse of a member's email, name or password.

# Beckwourth Fire District

## Policy Manual

### *Electronic Mail*

---

#### **306.5 EMAIL RECORD MANAGEMENT**

Email may, depending upon the individual content, be a public record under California Public Records Act and must be managed in accordance with the established records retention schedule and in compliance with state law.

The Custodian of Records shall ensure that email messages are retained and recoverable as outlined in the Records Management Policy.

---

## Administrative Communications

### 307.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines, format and authority levels for the various types of administrative communication documents in existence within the Department.

### 307.2 POLICY

It shall be the policy of this department to control the use of the name of the Department and the use of letterhead, and to ensure that official administrative communications follow a specific format and are released only by persons with the authority to do so.

### 307.3 PERSONNEL ORDERS

Personnel orders may be issued periodically by the Fire Chief to announce and document promotions, transfers, hiring of new personnel, separations, personnel and group commendations, or other changes in status.

### 307.4 CORRESPONDENCE

In order to ensure that the letterhead and name of the Department are not misused, all external correspondence shall be on department letterhead. Members of the Department may use letterhead only for official business and with approval of their supervisor.

### 307.5 MEMORANDUMS

Memorandums are a necessary and important component of effective operations at all levels of the Department. For the purposes of clarity and to ensure appropriate distribution of written communications, all memorandums between department members shall utilize a standardized format.

Memorandums typically are used to memorialize and/or summarize communication and facts. Memorandums can be generated by a supervisor and sent to subordinates or a group of subordinates to give direction, clarify a policy decision or request an action by another division. A memorandum also may be written by line-level members to communicate information. If the recipient is of higher rank than the member's immediate supervisor or is outside the Department, the information should be approved by the proper chain of command before being forwarded to the recipient.

Recommendations for a standardized department memorandum format: a standard heading including the name of the Department, the date of the memorandum, the intended recipient of the memorandum, the name, rank and division of the department member creating the memorandum, and a brief statement of the subject of the memorandum.

### 307.6 FACSIMILE COVER SHEETS

All outgoing facsimile transmissions should include a standard department cover sheet as the first page of the transmission. The name of the member sending the facsimile should be clearly printed on the cover sheet along with all other pertinent information.

# Beckwourth Fire District

## Policy Manual

### *Administrative Communications*

---

#### **307.7 SURVEYS**

All surveys made in the name of the Department shall be authorized by the Fire Chief or the authorized designee.

## Post-Incident Analysis

### 309.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a uniform Post-Incident Analysis (PIA) to identify strengths and weaknesses within the Department. This policy describes the various types of PIA that can be used in the evaluation of department performance. A PIA may also be used to identify equipment needs, staffing deficiencies and training needs. The information collected during the PIA process also may be useful in justifying future funding requests for equipment, personnel and/or training.

### 309.2 POLICY

The PIA is a valuable tool to improve the overall operations of the fire service. It is the policy of this department to use the PIA as a tool for Incident Commanders (ICs), Fire Marshals, Captains, Shift Commanders and command staff to identify areas of strength and weakness within the Department on an incident-by-incident basis, for the purpose of continuous improvement.

The PIA may additionally be utilized in department-wide training to communicate continuous improvement of emergency scene operations and fireground safety.

#### 309.2.1 RESPONSIBILITIES

The ICs, Fire Marshals, Captains, Shift Commanders and command staff have shared responsibility for the overall effectiveness of the PIA process.

The IC should informally analyze every incident to improve personnel, unit and system performance. After every major incident or special event, the IC should develop a PIA to determine strengths, weaknesses and lessons learned about the incident operation.

Anyone may request a PIA of a particular incident. Any PIA requests must be made through the chain of command.

Any significant safety issue that is identified in the PIA should be addressed immediately, if it was not already resolved prior to the PIA being completed. If appropriate, a report should be sent to the International Association of Fire Chiefs (IAFC) Near-Miss Reporting System on any significant safety issues.

### 309.3 POST-INCIDENT ANALYSIS

A PIA should be completed within 30 days of an incident and may result in recommendations for changes to procedures, staffing, equipment use, policy and/or training to better enable the Department to serve the community.

A PIA should include lessons learned from the observation of effective and efficient methods of mitigating a major incident. These include all strategic decisions, operational issues, built-in fire protection devices and anything else that assisted in mitigating the incident.

(a) A PIA may include:

1. Evaluation of the overall operational effectiveness.

# Beckwourth Fire District

## Policy Manual

### *Post-Incident Analysis*

---

2. Evaluation of safety procedures.
  3. Evaluation of the success or failure of tactical objectives.
  4. Evaluation of the application and effectiveness of policies and/or procedures.
  5. Specific knowledge that might be beneficial.
- (b) The information gained from a PIA should be used by company officers and staff teams to:
1. Reinforce the incident management system.
  2. Evaluate current training programs and/or identify training needs.
  3. Evaluate current policies and procedures.
  4. Identify and prioritize planning needs for the future.
  5. Identify equipment problems/concerns.
  6. Evaluate fire prevention inspection and public education effectiveness.

#### **309.4 AFTER ACTION REVIEW**

The After Action Review (AAR) should be used immediately after training, incidents or other important function that can be used to better future response. The components of an AAR as described in the IRPG are:

1. What was planned?
2. What actually happened?
3. Why did it happen?
4. What can we do next time to make it better?

#### **309.5 TYPES OF POST-INCIDENT ANALYSIS**

##### **309.5.1 HOT WASH**

An incident “hot wash” should be performed at the incident scene prior to the release of equipment or personnel. A hot wash is a meeting of all involved personnel on-scene. It is an informal briefing of the incident, the actions taken and problems encountered. An IC may present an analysis with key companies or crews while they are on-scene. The advantage to this is that crews are present and all aspects of the call are still fresh. One disadvantage to a hot wash might occur at medical incidents, when some members may be caring for patients and are unable to participate.

If the analysis takes place while on-scene, it is the responsibility of the IC to:

- Meet in a safe area, even if it requires relocating to another area.
- Ensure that the meeting area is inaccessible by the public and media.
- Consider the impact of company downtime.
- Consider public perception.

# Beckwourth Fire District

## Policy Manual

### *Post-Incident Analysis*

---

#### 309.5.2 INFORMAL PIA

An informal PIA is used following smaller multi-company incidents, such as structure fires, medical incidents or special operations incidents. The IC or a designated representative should arrange for and conduct the informal analysis.

#### 309.5.3 COMPANY-LEVEL PIA

A company-level PIA is highly encouraged and should be a standard communication tool for all company officers. It is appropriate for significant incidents involving single companies as well as multiple-company stations where more than one company participated in the incident.

Company-level analysis promotes unity and teamwork, enhances communication, improves company performance and is a useful tool for evaluating the health and welfare of crew members following certain traumatic incidents. A company-level PIA can take place while returning from a call using the headsets, at the fire station or any location that provides privacy.

#### 309.5.4 FORMAL PIA

- (a) A formal PIA should be conducted following all:
  - 1. Multiple-alarm structure fires.
  - 2. Multiple-alarm brush fires.
  - 3. Multiple-alarm Emergency Medical Services (EMS) incidents.
  - 4. Multiple-alarm special operations incidents.
  - 5. Major disaster drills.
  - 6. Unusual incidents identified by the IC or other staff officers.
- (b) A formal PIA should be considered for:
  - (a) A building fire in which three or more rooms are severely damaged by fire, or where unusual extinguishment problems existed.
  - (b) Any incident in which an unusual event occurs, (e.g., explosion, collapse).
  - (c) Any fire resulting in a fatality.
  - (d) Any fire resulting in injury to firefighters that is serious enough to require transport to a medical facility.
  - (e) Any "close call" incident where firefighters could have been injured.
  - (f) Any hazardous materials incident with multi-company involvement.
  - (g) Any specialty rescue operation with multi-company involvement.
  - (h) Any incident, at the IC's discretion or at the direction of a senior officer.
- (c) The Training Section Division Chief is responsible for scheduling and facilitating the presentation of all formal PIAs. This will include:
  - 1. Setting a presentation date and location within three days (whenever possible) of the incident.



# Beckwourth Fire District

## Policy Manual

### *Post-Incident Analysis*

---

2. Supervising the completion of an incident analysis packet that should include a summary of the incident, drawings and identification of any lessons learned.
3. Developing a written After Action Report (AAR) summarizing the PIA and submitting it to the Fire Chief for approval and distribution.
4. Notifying Shift Commanders.
5. Coordinating/scheduling with other departments or outside agencies that worked the incident.
6. Arranging move-up and/or cover companies from other departments.

The Shift Commander is responsible for notifications to all members of the shift who are scheduled to attend the PIA. All members should be notified within one week if a formal PIA is being arranged to allow them to prepare or gather any necessary documentation.

Copies of the formal AAR should be posted at each fire station for all personnel to review.

A copy of all PIAs and AARs shall be forwarded to the Fire Chief for approval prior to distribution, including any determinations or conclusions reached through the PIA presentations.

# Annual Planning Calendar

## 310.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that there is a master schedule of annual activities that will assist with overall planning and coordination of department resources, training and other activities.

### 310.1.1 DEFINITIONS

Definitions related to this policy include:

**Target hazard** - A building or occupancy that is unusually dangerous in terms of life loss, or that has a high potential for property damage. A target hazard is often the subject of a target hazard assessment and training by virtue of its potential to overload equipment and personnel resources; involve atypical hazards; require special technical advice; require a multi-agency response; involve complex firefighting operations; have a significant impact on the community if the target were destroyed.

## 310.2 POLICY

The Beckwourth Fire District will comply with all mandatory training requirements and inspections.

## 310.3 RESPONSIBILITIES

The Fire Chief Division Chief is responsible to create and maintain a calendar that includes a schedule of all training required for compliance with state and federal regulations as well as required inspections. The calendar should include at a minimum:

- All necessary National Incident Management System (NIMS) and Occupational Safety and Health Administration (OSHA) training.
- All required Emergency Medical Technician (EMT) and EMT-Paramedic (EMT-P) recertification training as necessary to meet the local Emergency Medical Service (EMS) and state requirements.
- Training required for job specific duties and functions, including emergency response roles, the Incident Command System (ICS) and FIRESCOPE training, wildland interface training and target hazard training. Training may include manipulative exercises, didactic classroom work and simulations.
- An annual vehicle inventory.
- An inspection and review of all plot plans and pre-fire attack plans.
- Protective clothing inspections.
- Hose and ladders, including aerials inspections.
- Vehicle and pump capacity inspection and testing.

# Beckwourth Fire District

## Policy Manual

### *Annual Planning Calendar*

---

- Biennial Inspection Terminal (BIT) inspections of all tractor-type vehicles, performed by the California Highway Patrol (CHP) according to the California Department of Transportation (DOT) guidelines (Vehicle Code § 34501.12).
- All other training and inspections required by any federal, state or local agency.

---

## Solicitation of Funds

### 311.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that fundraising activities associated with the Department are consistent with its mission, values and legal status. This policy applies to all fundraising activities involving the Department or the use of the department name, insignias, equipment or facilities.

#### 311.1.1 DEFINITIONS

Definitions related to this policy include:

**Fundraising** - The collection of money through donations, sales or event programming for the purpose of charitable donation or organizational budget enhancement.

### 311.2 POLICY

It shall be the policy of this department that all fundraising activities involving on-duty members or use of department equipment, and that provide financial benefit to the Department, must be authorized by the Fire Chief or the authorized designee prior to initiating solicitations.

Authorized fundraising activities should not indicate or imply that a donation will influence services provided by the Department. Members engaged in fundraising activities are expected to act ethically regarding the solicitation of funds, the interaction with donors or potential donors and the maintenance of fundraising records.

Members are prohibited from soliciting any goods or services from local businesses, groups or individuals for the purpose of providing incentives, prizes or give-aways to attendees of department-sponsored or hosted events, or to events when members attend as representatives of the Department.

### 311.3 PROCEDURES

Fundraising activities or events involving the Department should incorporate the following elements:

- (a) Compliance with applicable federal, state and local laws and regulations
- (b) Compliance with department and governing-body policies
- (c) A benefit to the Department that is consistent with the department mission
- (d) An accurate description of the purpose for which funds are requested.
- (e) A limitation on the frequency of solicitations to avoid placing undue pressure on donors
- (f) Identification of the individual soliciting funds as a volunteer, a member of this department or a hired solicitor

# Beckwourth Fire District

## Policy Manual

### *Solicitation of Funds*

---

- (g) An admonishment that encourages donors to seek independent advice if there is reason to believe that a proposed gift might significantly affect the donor's financial position, taxable income or relationship with other family members.
- (h) The assurance that donor requests to limit the frequency of contacts, to prohibit solicitation by telephone or other technology and to reduce or cease sending printed or electronically transmitted material concerning the Department will be honored
- (i) Respect of the donors' privacy and a commitment that the Department will not sell or otherwise make available donors' names and contact information

Commercial or corporate sponsorship of fundraising activities or events may be allowed provided that it has been preapproved by the Fire Chief or the authorized designee.

#### **311.4 DEPARTMENT-SPONSORED EVENTS**

The following also apply to department-sponsored fundraising events:

- (a) Fundraising events should be clearly identified by a sign indicating the name, product, service, price and purpose of the event.
- (b) At least one member should be present during the entire event.
- (c) Individuals participating in the event should be briefed and supervised to ensure their activities are consistent with this policy.
- (d) Individuals participating in the event should not be compensated by a commission or a percentage of the amount collected.
- (e) Funds raised should be deposited no later than the next business day.
- (f) All donors should receive a receipt for the amount of their donation.
- (g) Fundraising activities should not delay emergency response or otherwise compromise the mission of the organization.
- (h) Fundraising that takes place on public-owned or private property will be done with the knowledge and approval of the property custodian or owner.
- (i) Fundraising that occurs on public ways or near roadways will be coordinated with the responsible law enforcement agency for the protection of pedestrians, motorists and event participants.

#### **311.5 FUNDRAISING ON BEHALF OF OTHERS**

Fundraising for the benefit of a non-profit charitable third party (e.g., blood drive, burn victims, surviving families) having no direct affiliation with the Department is permissible provided that the fundraising standards and event prerequisites listed above are followed.

Any materials associated with a third-party fundraising activity shall be approved by the Fire Chief or the authorized designee prior to the activity. In addition, there should be a written agreement between the Department and the organizers of the activity that includes:

# Beckwourth Fire District

## Policy Manual

### *Solicitation of Funds*

---

- (a) Written proof that the event is for a charitable purpose.
- (b) Assignment of responsibility to the organizers for all direct costs incurred for the event.
- (c) Assignment of responsibility to the organizers for the collection and reporting of any applicable taxes.
- (d) Written instructions regarding the maintenance of funds raised on behalf of others. The funds shall be maintained in a separate fund and not commingled with other department funds.

The Department reserves the right to require additional conditions including, but not limited to, evidence of insurance coverage or appropriate indemnification.

# Physical Asset Management

## 313.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for maintaining a system of inventory and accountability over the department's physical assets.

### 313.1.1 DEFINITIONS

Definitions related to this policy include:

**Physical assets** – Any tangible items of value, including but not limited to:

- Materials.
- Machinery.
- Tools and equipment.
- Apparatus, ambulances, and command and support vehicles.
- Office supplies.
- Furniture.
- Firefighting tools and appliances, including hose, power tools, and communications devices.

**Physical asset management** – The process of tracking and maintaining the department's physical assets.

## 313.2 POLICY

It is the policy of the department to accurately inventory, track, maintain, and dispose of its physical assets owned by the Department in a manner that controls costs, avoids waste, and promotes the department's mission.

## 313.3 RESPONSIBILITIES

The Fire Chief or the authorized designee should be responsible for the inventory, maintenance, and disposal of department physical assets, including:

- (a) Maintaining compliance with federal, state law, and local laws regarding physical asset management, inventory control, and reporting requirements.
- (b) Maintaining compliance with any grant requirements associated with physical asset purchases.
- (c) Developing procedures for the implementation of this policy, including:
  1. Procedures for disposal of all department-owned physical assets in accordance with federal, state, and local law.
  2. Procedures for safe disposal of hazardous waste.
  3. Procedures for handling surplus and obsolete physical assets.

# Beckwourth Fire District

## Policy Manual

### *Physical Asset Management*

---

4. Procedures to inventory assets according to internal reporting deadlines (e.g., quarterly, annually).
- (d) Developing a physical asset management plan to track the department's physical assets and maintain accurate and complete records related to these assets. The plan should include:
1. A minimum value of the physical assets that are subject to this policy, the plan, and the implementing procedures.
  2. An inventory control and recordkeeping system to account for the movement, storage, maintenance, use, loss, damage, destruction, and disposal of the department's physical assets.
  3. Routine internal and external audit practices.
  4. Procedures to access physical assets for reuse, transfer, recycling, or disposal.
- (e) Designating members as appropriate to assist with inventory under the physical asset management plan.
- (f) Annual physical asset acquisition planning.

#### **313.4 SURPLUS OR OBSOLETE ASSETS**

When the department no longer utilizes a physical asset, the asset should be identified as surplus or obsolete. If the physical asset retains value, the item should be stored as surplus or handled in accordance with the procedures established pursuant to this policy. If the physical asset is deemed obsolete, the item shall be disposed of in accordance with this policy.

##### **313.4.1 STORAGE**

When practicable, physical assets that retain value but are not being utilized should be stored in lieu of disposal. Physical assets in storage are subject to routine inventory and revaluation. If the physical asset's value is less than the cost of storage, the Department should pursue disposal of the item in accordance with this policy.

##### **313.4.2 TRANSFERS**

When a physical asset is transferred from one department to another, the value of the physical asset should transfer with the asset. Interdepartment transfers shall be documented through the inventory control and recordkeeping system implemented by the physical asset management plan.

##### **313.4.3 SEALED BID AUCTION**

Surplus equipment that still retains a certain value should be presented to the Board of Directors. The Board will decide what the actual value of the item is, and offer for sale at a sealed bid auction. All bids will be opened by the Board at a regular board meeting. Any bid offered that did not win the auctioned item should be returned or shredded. Bidder determines final fate of losing bids.



# Beckwourth Fire District

## Policy Manual

### *Physical Asset Management*

---

#### **313.5 LOSS, DAMAGE, OR DESTRUCTION**

Loss, damage, or destruction of department physical assets shall be handled in accordance with the procedures established pursuant to this policy and the Use of Department-Owned and Personal Property Policy, as applicable.

#### **313.6 USAGE MONITORING**

Physical asset performance should be regularly monitored for functionality, utility, wear-and-tear, and cost-effectiveness. Usage monitoring of the department's physical assets should include the duration of use (e.g., daily use and number of hours in use), user satisfaction, costs of operating the asset, and the asset's contribution to employee performance and overall productivity.

#### **313.7 MAINTENANCE**

Routine maintenance of physical assets should be proactive to limit interruption of the department's daily operations. Employees should report any physical asset performance issues to a supervisor.

Maintenance requests and reports shall be recorded in the inventory control and recordkeeping system implemented by the physical asset management plan. The Executive Board or the authorized designee shall routinely evaluate maintenance expenditures to determine whether continued maintenance is beneficial.

#### **313.8 DISPOSAL**

Physical assets slated for disposal should be evaluated for salvage value (e.g., items containing reusable materials like aluminum or copper) or transferred or disposed of in accordance with the procedures established pursuant to this policy.

#### **313.9 INVENTORY AND REPORTS**

Routine inventory of physical assets should be conducted for purposes of loss control, revaluation, retagging, documenting asset movement and condition, disposition and acquisition planning, and obtaining adequate insurance coverage.

All internal controls and inventories related to physical asset management shall be accurately documented and subject to both internal and external audit. Inventory reports should include an explanation of any discrepancies from the previous period.

All inventory documentation shall be retained and stored in accordance with the records retention schedule.

#### **313.10 TRAINING**

Members and supervisors accountable for the proper care, use, transfer, maintenance, storage, loss, and disposition of all department physical assets should receive training regarding their responsibilities under the physical asset management plan.

##### 313.10.1

---

## Purchasing and Procurement

### 314.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the purchasing and procurement of goods and services.

### 314.2 POLICY

It is the policy of the department to conduct purchasing and procurement in an efficient and cost-effective manner consistent with federal, state, and local laws, rules, and requirements in order to protect the integrity of the department and maintain public trust.

### 314.3 PURCHASING COORDINATOR

The Fire Chief should designate a member to coordinate department purchases. The member's responsibilities should include:

- (a) Remaining familiar with and updating agency practices in accordance with applicable federal, state, and local purchasing and procurement laws, rules, and requirements.
- (b) Obtaining authorization from the Fire Chief or the authorized designee for each purchase.
- (c) Reviewing proposed purchases to determine the most appropriate method of procurement.
- (d) If the procurement method selected is one other than competitive bidding, documenting why another method was selected.
- (e) Assisting other members involved with the purchasing and procurement of goods or services in following purchasing requirements and rules applicable to the method of procurement.
- (f) Forwarding all contracts and purchase orders to the Fire Chief or the authorized designee for review, approval, and execution.

### 314.4 REVIEWS

The Fire Chief should ensure that a review of purchasing and procurement activities is conducted annually to determine compliance with any applicable federal, state, and local laws, rules, and requirements.

### 314.5 PURCHASING AUTHORIZATION

Administrative Officer/ Finance Specialist

Shall have the authority to purchase small items such as office supplies, vehicle parts, or other misc. items costing less than \$500.00. The summary of these purchases shall be included in the monthly expenditures presented to the Board of Directors, at the monthly meeting.

For purchases between the amounts of \$500.00-\$2000, approval must be granted by the District Fire Chief.

# Beckwourth Fire District

## Policy Manual

### *Purchasing and Procurement*

---

Monthly recurring bills through accounts payable are sometimes over the \$500 threshold, these bills are already known to be above the normal threshold. In order to expedite the accounts payable process, the Finance Specialist has the ability to approve these payments without receiving additional approval from the Fire Chief. If there is an unusually high amount, approval will be required before payments are issued.

No bills are to be paid without attached invoices showing itemized charges.

All disbursement checks require two signatures.

District Fire Chief:

The Fire Chief shall have the authority to purchase items for the district in the amounts of \$2000 or less.

Any purchases of \$2000.00 or more shall require Board authorization.

For items costing \$5000.00 or more, District will provide written quotes for the Board consideration.

## Limited English Proficiency Services

### 315.1 PURPOSE AND SCOPE

This policy provides guidance to members when communicating with individuals with limited English proficiency (LEP) (42 USC § 2000d).

#### 315.1.1 DEFINITIONS

Definitions related to this policy include:

**Authorized interpreter** - A person who has been screened and authorized by the Department to act as an interpreter and/or translator for others.

**Interpret or interpretation** - The act of listening to a communication in one language (source language) and orally converting it to another language (target language), while retaining the same meaning.

**Limited English proficiency (LEP) individual** - Any individual whose primary language is not English and who has a limited ability to read, write, speak, or understand English. These individuals may be competent in certain types of communication (e.g., speaking, understanding) but still exhibit LEP for other purposes (e.g., reading, writing). Similarly, LEP designations are context-specific; an individual may possess sufficient English language skills to function in one setting, but these skills may be insufficient in other situations.

**Qualified bilingual member** - A member of the Department, designated by the Fire Chief or the authorized designee, who has the ability to communicate fluently, directly, and accurately in both English and another language. Bilingual members may be fluent enough to communicate in a non-English language but may not be sufficiently fluent to interpret or translate from one language into another.

**Translate or translation** - The replacement of written text from one language (source language) into an equivalent written text (target language).

### 315.2 POLICY

It is the policy of the Department to reasonably provide LEP individuals with meaningful access to services, programs, and activities, while not imposing undue burdens on the [Department\_Agency] or its members.

The Department will not discriminate against or deny any individual access to services, rights, or programs based upon national origin or any other protected interest or right.

### 315.3 LEP COORDINATOR

The Fire Chief or the authorized designee should delegate certain responsibilities to an LEP coordinator.

The responsibilities of the coordinator should include but not be limited to:

# Beckwourth Fire District

## Policy Manual

### *Limited English Proficiency Services*

---

- (a) Coordinating and implementing all aspects of the department's LEP services to LEP individuals.
- (b) Developing procedures that will enable members to access LEP services, including telephonic interpreters, and ensuring the procedures are available to all members.
- (c) Maintaining and making available to members, as appropriate, a list of all qualified bilingual members and authorized interpreters. The list should include information regarding:
  - 1. Languages spoken.
  - 2. Contact information.
  - 3. Availability.
- (d) Ensuring signage stating that interpreters are available free of charge to LEP individuals is posted in appropriate areas and in the most commonly spoken languages.
- (e) Reviewing existing and newly developed documents to determine which are vital documents and should be translated, and into which languages the documents should be translated.
  - 1. Content on the department website should be included in this review and should be translated on the website, if appropriate.
- (f) Annually assessing demographic data and other resources, including contracted language services utilization data and data from government and community-based organizations, to determine if there are additional documents or languages that are appropriate for translation.
- (g) Identifying standards and assessments to be used to qualify individuals as qualified bilingual members or authorized interpreters.
- (h) Periodically reviewing efforts of the Department in providing meaningful access to LEP individuals, and, as appropriate, developing reports, developing new procedures, or recommending modifications to this policy.
- (i) Receiving and responding to complaints regarding department LEP services.
- (j) Ensuring appropriate processes are in place to provide for the prompt and equitable resolution of complaints and inquiries regarding discrimination in access to department services, programs, and activities.
- (k) Requiring third parties providing department services, rights, or programs through contract, outsourcing, licensing, or other arrangement to establish reasonable policies and procedures to prohibit discrimination or denial of access or services based upon national origin or any other protected interest or right.

#### **315.4 FOUR-FACTOR ANALYSIS**

Because there are many different languages that members could encounter, the Department will utilize the four-factor analysis outlined in the U.S. Department of Justice (DOJ) Guidance to Federal Financial Assistance Recipients, available at the DOJ website, to determine which

# Beckwourth Fire District

## Policy Manual

### *Limited English Proficiency Services*

---

measures will provide meaningful access to its services and programs. It is recognized that contacts and circumstances will vary considerably. This analysis, therefore, must remain flexible and will require an ongoing balance of the following four factors, which are:

- (a) The number or proportion of LEP individuals eligible to be served or likely to be encountered by department members, or who may benefit from programs or services within the jurisdiction of this department.
- (b) The frequency with which LEP individuals are likely to come in contact with department members, programs, or services.
- (c) The nature and importance of the contact, program, information, or service provided.
- (d) The cost of providing LEP assistance and the resources available.

#### **315.5 TYPES OF LEP ASSISTANCE AVAILABLE**

Members should never refuse service to an LEP individual who is requesting assistance, nor should they require an LEP individual to furnish an interpreter as a condition for receiving assistance. The Department will make every reasonable effort to provide meaningful and timely assistance to LEP individuals through a variety of services.

The Department will utilize all reasonably available tools, such as language identification cards, when attempting to determine an LEP individual's primary language.

LEP individuals may choose to accept department-provided LEP services at no cost, or they may choose to provide their own.

Department-provided LEP services may include but are not limited to the assistance methods described in this policy.

#### **315.6 WRITTEN FORMS AND GUIDELINES**

Vital documents or those that are frequently used should be translated into languages most likely to be encountered. If English versions of any vital documents are published on the department website, the translated versions of the same document must also be posted on the website. The LEP coordinator will arrange to make all translated documents available to members and other appropriate individuals, as necessary.

#### **315.7 AUDIO RECORDINGS**

The Department may develop audio recordings of important or frequently requested information in a language most likely to be understood by those LEP individuals who are representative of the community being served.

#### **315.8 QUALIFIED BILINGUAL MEMBERS**

Bilingual members may be qualified to provide LEP services when they have demonstrated through established Department procedures a sufficient level of skill and competence to fluently communicate in both English and a non-English language. Members utilized for LEP services must demonstrate knowledge of the functions of an interpreter/translator and the ethical issues involved when acting as a language conduit.

# Beckwourth Fire District

## Policy Manual

### *Limited English Proficiency Services*

---

When a qualified bilingual member from this department is not available, personnel from other District/City departments who have been identified by the [department\_agency] as having the requisite skills and competence may be requested.

#### **315.9 AUTHORIZED INTERPRETERS**

Any person designated by the Department to act as an authorized interpreter and/or translator must have demonstrated competence in both English and the involved non-English language, must have an understanding of the functions of an interpreter that allows for correct and effective translation, and should not be a person with an interest in the transaction involving the LEP individual. A person providing interpretation or translation services may be required to establish the accuracy and trustworthiness of the interpretation or translation in a legal or other proceeding.

Authorized interpreters must pass a screening process established by the LEP coordinator that demonstrates their skills and abilities in the following areas:

- (a) The competence and ability to communicate information accurately in both English and in the target language.
- (b) Knowledge, in both languages, of any applicable specialized terms or concepts and of any particularized vocabulary or phraseology used by the LEP individual.
- (c) The ability to understand and adhere to the interpreter role without deviating into other roles, such as counselor or legal adviser.
- (d) Knowledge of the ethical issues involved when acting as a language conduit.

##### **315.9.1 SOURCES OF AUTHORIZED INTERPRETERS**

The Department may contract with authorized interpreters who are available over the telephone. Members may use these services with the approval of a supervisor and in compliance with established procedures.

Other sources may include:

- Qualified bilingual members of another department within the District/City.
- Individuals employed exclusively to perform interpretation services.
- Contracted in-person interpreters, such as court interpreters, among others.
- Interpreters from other agencies who have been qualified as interpreters by this department, and with whom the Department has a resource-sharing or other arrangement that they will interpret according to department guidelines.

##### **315.9.2 COMMUNITY VOLUNTEERS AND OTHER SOURCES OF LANGUAGE ASSISTANCE**

Language assistance may be available from community volunteers who have demonstrated competence in either monolingual (direct) communication and/or in interpretation or translation (as noted in above), and have been approved by the Department to communicate with LEP individuals.

Where qualified bilingual members or other authorized interpreters are unavailable to assist, approved community volunteers who have demonstrated competence may be called upon when

# Beckwourth Fire District

## Policy Manual

### *Limited English Proficiency Services*

---

appropriate. However, members must carefully consider the nature of the contact and the relationship between the LEP individual and the volunteer to ensure that the volunteer can provide neutral and unbiased assistance.

While family or friends of an LEP individual may offer to assist with communication or interpretation, members should carefully consider the circumstances before relying on such individuals. For example, children should not be relied upon except in exigent or very informal and non-confrontational situations.

#### **315.10 CONTACT AND DOCUMENTATION**

Although all public contacts, services, and individual rights are important, this [department\_agency] will utilize the four-factor analysis to prioritize service to LEP individuals so that such services may be targeted where they are most needed, according to the nature and importance of the particular activity involved.

Whenever any member of this department is required to complete a report or other documentation that involves a situation in which interpretation services were provided to any involved LEP individual, such services should be noted in the related report or documentation. Members should document the type of interpretation services utilized and whether the individual elected to use services provided by the Department or some other identified source.

#### **315.11 RECEIVING AND RESPONDING TO REQUESTS FOR ASSISTANCE**

The Department will take reasonable steps to develop in-house language capacity by hiring or appointing qualified members proficient in languages representative of the community being served.

##### **315.11.1 EMERGENCY ASSISTANCE**

Department members will make every reasonable effort to promptly accommodate LEP individuals who appear to be in need of emergency assistance. A member who determines that a person in need of emergency assistance is an LEP individual should attempt to gather sufficient information to determine what type of assistance the person needs and to initiate an appropriate response to the situation. As soon as possible, if language assistance is still needed and the language is known, the member should attempt to locate a qualified bilingual member to assist with the situation.

If a qualified bilingual member is not available or the member is unable to identify the primary language used by the LEP individual, the member should contact the contracted interpretation service for assistance.

#### **315.12 COMMUNITY OUTREACH**

Community outreach programs and other such services offered by this department are important to the ultimate success of local government and achievement of the department's mission. This department will continue to work with community groups, local businesses, and neighborhoods to provide equal access to such programs and services.



# Beckwourth Fire District

## Policy Manual

### *Limited English Proficiency Services*

---

#### **315.13 TRAINING**

To ensure that all members who may have contact with LEP individuals are properly trained, the Department will provide periodic training on this policy and related procedures, including how to access authorized telephonic and in-person interpreters and other available resources.

New members should receive LEP training. Those who may have contact with LEP individuals should receive periodic refresher training. Training records should be maintained in each member's personnel file in accordance with the established records retention schedule.

##### **315.13.1 TRAINING FOR AUTHORIZED INTERPRETERS**

All members on the authorized interpreter list must successfully complete prescribed interpreter training. To complete interpreter training successfully, an interpreter must demonstrate proficiency in and ability to communicate information accurately in both English and in the target language, demonstrate knowledge in both languages of any specialized terms or phraseology, and understand and adhere to the interpreter role without deviating into other roles, such as counselor or legal adviser.

Members on the authorized interpreter list must receive refresher training annually or they will be removed from the authorized interpreter list. This annual training should include language skills competency (including specialized terminology) and ethical considerations.

Authorized interpreters will receive annual refresher training.

## **Chapter 4 - General Operations**

# Incident Management

## 400.1 PURPOSE AND SCOPE

The purpose of this policy is to establish operational guidelines for members of the Department to use in the management and mitigation of all-hazards emergency incidents.

### 400.1.1 DEFINITIONS

Definitions related to this policy include:

**All-hazards** - An incident, natural or manmade, that warrants action to protect life, property, the environment, and public health or safety, and to minimize disruptions of government, social or economic activities.

## 400.2 POLICY

It is the policy of the Beckwourth Fire District to utilize the Incident Command System (ICS) or other National Incident Management System (NIMS)-compliant incident management system for managing all emergency incidents. All incident-related activities should be managed in accordance with established ICS/NIMS methods and procedures.

## 400.3 PROCEDURES

The Fire Chief should ensure the Department adopts written ICS/NIMS procedures that are compatible with neighboring jurisdictions. These procedures should be available to members.

Emergency incidents shall be managed utilizing trained and qualified personnel for the specific tactical, supervisory or command level assignments.

Whenever an emergency incident occurs in the jurisdiction of the Beckwourth Fire District, it is the responsibility of the Incident Commander (IC) to assess the potential for the incident to involve property, structures or persons within either a State Responsibility Area (SRA) or a Federal Responsibility Area (FRA). If the incident involves or threatens to involve any SRA or FRA, the IC shall immediately notify the California Department of Forestry and Fire Protection (CAL FIRE) or the United States Forest Service (USFS) and Fire Control of the incident.

The IC shall also send notification through the chain of command to the on-duty Captain..

The IC should assess the potential for the incident to involve or negatively impact any persons or property in neighboring jurisdictions. If the IC determines that the potential exists, he/she shall immediately direct Dispatch to notify the appropriate jurisdiction of the incident.

# Emergency Response

## 401.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure a safe and appropriate response to emergencies while maintaining the safety of department members and the public by requiring operators of department vehicles to conform to applicable California laws and regulations during an emergency response (Vehicle Code § 21055).

### 401.1.1 DEFINITIONS

Definitions related to this policy include:

**Emergency response** - Any call for service or assistance involving fire, explosion or violent rupture; human rescue; human entrapment; illness or injury; hazardous materials release or threat of contamination; flooding; threatened or actual acts of violence; any explosive, bomb or threatened bombing; any act of terrorism; any natural disaster; any release, spill or threat of release of radioactive materials; any spill, release or threat of release of any active biological agent; or any other circumstance that presents a threat to life-safety or to property.

## 401.2 POLICY

It is the policy of the Beckwourth Fire District to appropriately respond to all emergency calls.

## 401.3 EMERGENCY CALLS

Fire personnel dispatched to an emergency shall proceed immediately, shall continuously operate emergency lighting equipment, including at minimum a steady forward facing red light, and shall sound the siren as reasonably necessary (Vehicle Code § 21055).

Responding with emergency lights and siren does not relieve personnel of the duty to continue to drive with due regard for the safety of all persons. The use of any other warning equipment without a red light and siren does not provide any exemption from the Vehicle Code.

Personnel should only respond with emergency lights and siren when so dispatched to an emergency or when circumstances reasonably indicate an emergency response is required.

Personnel not authorized to respond with emergency lights and siren shall observe all traffic laws and proceed without the use of emergency lights and siren.

## 401.4 MULTIPLE EMERGENCY VEHICLE RESPONSES

When more than one apparatus responds to an emergency, emergency vehicle operators should remain alert to the presence of other emergency vehicles and exercise due caution. Personnel must further exercise due caution in recognizing that traffic yielding to one emergency vehicle may not expect other emergency vehicles to follow.

## 401.5 INITIATING AN EMERGENCY RESPONSE

If a member believes an emergency response to any call is appropriate, the member shall ensure Fire Control is immediately notified.

# Beckwourth Fire District

## Policy Manual

### *Emergency Response*

---

#### **401.6 RESPONSIBILITIES OF RESPONDING PERSONNEL**

Emergency vehicle operators shall exercise sound judgment and care, with due regard for life and property while operating a vehicle en route to an emergency response.

In addition, emergency vehicle operators should reduce speed at all intersections and should come to a complete stop at all blind street intersections or intersections where there is either a red light, a flashing red light or a stop sign. Emergency vehicle operators should also come to a complete stop at intersections whenever they reasonably believe they cannot account for traffic in approaching lanes or when vehicles have not yielded the right-of-way. After coming to a complete stop, emergency vehicle operators should only proceed when it is safe to do so.

The decision to continue an emergency response is at the discretion of the emergency vehicle operator or company officer. If, in the judgment of either individual, the roadway conditions or traffic congestion does not permit such a response without unreasonable risk, the response may be continued without the use of red lights and siren at the legal speed limit. In such an event, the vehicle operator or the company officer should ensure Fire Control is promptly notified. Personnel shall also discontinue the emergency response when directed by any supervisor.

#### **401.7 FAILURE OF EMERGENCY EQUIPMENT**

If the emergency equipment on the vehicle should fail to operate, the vehicle operator must terminate the emergency response and respond accordingly. In all cases, the vehicle operator or company officer shall notify Fire Control of the equipment failure so that another apparatus may be assigned to the emergency response.

---

## Fire Ground Accountability

### 402.1 PURPOSE AND SCOPE

The purpose of this policy is to increase firefighter safety by establishing accountability systems for keeping track of all personnel operating at the scene of an emergency incident.

#### 402.1.1 DEFINITIONS

Definitions related to this policy include:

**Personnel Accountability Report (PAR)** - A roll call of all operations members assigned to an incident at specified times; a PAR is designed to account for each member's location and activity and to verify their safety.

### 402.2 POLICY

It is the policy of this department that supervisors periodically account for members working under their direction at emergency incidents and that all members participate in accountability systems.

### 402.3 RESPONSIBILITIES

A personnel accountability system should be used primarily to track personnel, not resources. However, on small incidents one individual may be responsible for tracking both personnel and resources.

A written personnel accountability system, such as the Incident Command System (ICS) Form I-201 for Incident Commanders, and a status board should be maintained. Individual crew names must be posted in a conspicuous location in the cab of department vehicles.

Supervisors are responsible for tracking all personnel on emergency incidents. Personnel should be accounted for from the time of dispatch to the time of demobilization.

Supervisors should implement sufficient tracking methods for personnel at the individual, company, division, group and unit levels to account for personnel during all phases and at all locations of an incident, including travel between locations and assignments.

The Incident Commander should designate an accountability officer to monitor who is in charge of each area; what crews are assigned to each area; where each area is located; and the area assignment.

Area supervisors should be assigned to keep track of all crews assigned to their area. Company officers should know the location and assignment of each firefighter in their crew.

All members are responsible for participating in the accountability system, including checking in at approved locations, including members who arrive on-scene individually or in privately-owned vehicles.

# Beckwourth Fire District

## Policy Manual

### *Fire Ground Accountability*

---

#### **402.4 REPORTING**

Ongoing, routine tactical accountability should be accomplished through periodic reporting or visual observation. This can be accomplished through concise reports that include conditions, actions and needs, also called a CAN report. Members should also make the following reports:

- Emergency situations
- Inability to meet objective with revised timeline and/or resource requests
- Notification of completed actions

##### **402.4.1 PERSONNEL ACCOUNTABILITY REPORTS (PAR)**

A PAR should be conducted within the first 10 minutes of an incident and every 20 minutes thereafter for personnel at the scene. In addition, PARs should be conducted after any change in conditions that may alter or affect firefighter safety, such as an increase in fire conditions or after ordering an emergency evacuation of an area.

A PAR should be conducted for each division, group and organizational element where operations personnel are working. If any person involved in the operation is unaccounted for, emergency procedures should be initiated.

The Incident Commander may discontinue regular PARs when incident stabilization is achieved and hazards are sufficiently reduced.

## Rapid Intervention/Two-In Two-Out

### 403.1 PURPOSE AND SCOPE

The purpose of this policy is to increase firefighter safety by implementing procedures for safeguarding and rescuing firefighters while operating in environments that are immediately dangerous to life and health (IDLH).

This policy applies to all members assigned to an incident and is designed to ensure immediate assistance for members who become lost, trapped or injured by adhering to the two-in/two-out standard and designating rapid intervention groups (RIG) (29 CFR 1910.134(g)(4)).

#### 403.1.1 DEFINITIONS

Definitions related to this policy include:

**Immediately dangerous to life and health (IDLH)** - An atmospheric concentration of any toxic, corrosive or asphyxiant substance that to an unprotected person poses an immediate threat to life, would cause irreversible adverse health effects or would impair an individual's ability to escape from a hazardous area. Interior atmospheric conditions at structure fires beyond the incipient stage are considered IDLH, as are a variety of rescue types.

**Initial rapid intervention group (IRIG)** - A group of at least two members located outside the IDLH atmosphere to initially monitor and provide emergency rescue for responders until a larger, more formalized rapid intervention group (RIG) is created. One of the two members may be assigned to an additional role, as long as the individual is able to perform assistance or rescue activities without jeopardizing the safety or health of any firefighter at the incident. An IRIG is also known as two-in/two-out.

**Rapid intervention group (RIG)** - A formalized designated group of individuals or companies whose sole function is to prepare, monitor and provide for effective emergency rescue of responders in IDLH atmospheres.

### 403.2 POLICY

It is the policy of the Beckwourth Fire District to ensure that adequate personnel are on scene before interior operations begin in any IDLH environment. However, nothing in this policy is meant to preclude firefighters from performing emergency rescue activities before an entire team has assembled.

### 403.3 PRE-DEPLOYMENT

Prior to initiating any fire attack in any IDLH environment with no confirmed rescue in progress, members should ensure that there are sufficient resources on-scene to establish two-in/two-out procedures (29 CFR 1910.134(g)(4)).

- (a) Members should ensure that at least two firefighters using self-contained breathing apparatus (SCBA) enter the IDLH environment and remain in voice or visual contact with one another at all times.



# Beckwourth Fire District

## Policy Manual

### *Rapid Intervention/Two-In Two-Out*

---

- (b) At least two additional firefighters should be located outside the IDLH environment.
  - 1. One of the two outside firefighters may be assigned to an additional role so long as the individual is able to perform assistance or rescue activities without jeopardizing the safety or health of any firefighter working at the incident.

#### **403.4 INITIAL DEPLOYMENT**

A written personnel accountability system will be maintained whenever companies are operating at IDLH incidents. Individual crew names will be posted in a conspicuous location in the cab of department vehicles.

During the initial phase of an incident, confirmed rescues should take priority. When a confirmed rescue is in progress during the initial phase of an incident, emergency rescue activities may be performed before a designated IRIG has assembled.

All members operating in IDLH environments should be tracked and accounted for at all times, except when it would preclude firefighters from performing emergency rescue activities during the initial phase of the incident.

#### **403.5 RIG DUTIES**

The RIG should be assembled from resources at the scene, whose sole function is to prepare for, monitor and provide effective emergency rescue for responders.

- (a) To the extent possible, visual, voice and signal line communication should be maintained between those working in the IDLH environment and the RIG outside the IDLH environment.
- (b) RIG members should not be involved in any other duties that divert attention or resources away from their primary mission of responder rescue.
  - 1. Acceptable duties may include identifying and preparing access and emergency rescue egress points from affected areas, the pre-positioning of exterior ladders, forcible entry and other rescue equipment as needed at strategic locations.
- (c) Additional companies may be assigned to the RIG as conditions warrant. For large incidents with multiple points of entry, multiple RIGs should be considered.

#### **403.6 EMERGENCY DEPLOYMENT OF A RIG**

When a firefighter-down or firefighter-missing broadcast is transmitted, all non-emergency radio traffic should be cleared from the radio channels that the missing or trapped firefighter is using. Non-affected personnel should switch to other tactical frequencies. At least two individuals should be dedicated solely to monitoring the tactical channel. One person should be responsible for gathering information on the identity, location and condition of trapped or missing firefighter, while the second person should communicate and offer support on the tactical channel.

For an emergency deployment of a RIG, a Rescue Branch Director position should be activated to coordinate the rescue as well as any fire activities in support of the rescue effort. Other divisions

# Beckwourth Fire District

## Policy Manual

### *Rapid Intervention/Two-In Two-Out*

---

and groups may support the Rescue Branch Director's efforts by diverting fire spread through horizontal or vertical ventilation to draw fire away from the affected rescue areas and by placing hose streams to check fire spread and protect rescue efforts.

The RIG supervisor should notify the Rescue Branch Director before making entry for emergency rescue. The Rescue Branch Director should provide any assistance that is appropriate to the situation. Additional resources should be ordered as needed, including additional RIGs, medical treatment and transportation groups or other organizational elements.

---

## Urban Search and Rescue (USAR)

### 404.1 PURPOSE AND SCOPE

The purpose of this policy is to describe the Federal Emergency Management Administration (FEMA) Urban Search and Rescue (USAR) Response System as a resource for disaster response.

### 404.2 POLICY

It is the policy of the Beckwourth Fire District to utilize the FEMA USAR resources in the event of an urban disaster, as appropriate.

### 404.3 RESOURCES

USAR is a multi-hazard discipline and may be used for a variety of disasters, including hurricanes, earthquakes, typhoons, storms, tornadoes, floods, dam failures, technological accidents, terrorist activities and hazardous material releases.

USAR task forces have four areas of specialization: searches, to find victims who are trapped after a disaster; rescues, which include safely digging victims out of collapsed concrete or metal; technical: structural specialists who help make rescues safe for the rescuers; medical: caring for victims before and after a rescue.

If a disaster warrants national USAR support, FEMA may deploy task forces within six hours of notification and can provide additional teams as necessary to support the Beckwourth Fire District's efforts to locate victims and manage recovery operations.

The following resources are generally available from the FEMA USAR Response System:

- Air Search Team (fixed-wing)
- Airborne Reconnaissance (fixed-wing)
- Canine - Avalanche/Snow
- Canine - Disaster Response
- Canine - Land/Cadaver
- Canine - Water
- Canine - Wilderness
- Canine - Wilderness Tracking and Trailing
- Cave Search and Rescue Team
- Collapse Search and Rescue Team
- Mine and Tunnel Search and Rescue Team
- Mountain Search and Rescue Team

# Beckwourth Fire District

## Policy Manual

### *Urban Search and Rescue (USAR)*

---

- Radio Direction Finding Team
- Swift Water and Flood Search, and Dive Rescue Team
- USAR Incident Support Team
- USAR Task Force
- Wilderness Search and Rescue Team

More information about the specific capabilities and sustainability of USAR resources may be obtained on the FEMA website.

## Tactical Withdrawal

### 405.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for tactical withdrawals from any scene or location when confronted by violent individuals or threatening situations, circumstances or events. The violence or threat need not be specifically directed at department members to justify the application of this policy.

### 405.2 POLICY

The Beckwourth Fire District is committed to the safety of its members. It is the policy of the Beckwourth Fire District to allow members to withdraw from the scene or general location of an emergency call for service when they are confronted by violent individuals, violent or potentially violent situations or any other circumstance presenting a real or perceived imminent threat to member safety.

### 405.3 THREAT ASSESSMENT

All members of the Department are expected to continually evaluate their surroundings while responding to incidents or participating in the mitigation of emergency or non-emergency events. The actions and conduct of persons at an event should be a primary element of the ongoing scene-safety evaluation. Certain types of events, certain actions taken by individuals involved in events and a variety of other circumstances should trigger a heightened awareness and consideration of personnel safety. Situations or circumstances that should initiate such consideration include:

- (a) Gang-related activity, particularly any event involving violent encounters, confrontations or conflicts between members of rival gangs.
- (b) Any situation involving shots fired, or on any scene where shooting occurs or is heard in the immediate vicinity.
- (c) Any time a subject challenges or threatens members of the Department with violence or harm.
- (d) Any scene where members of the Department are attacked in any way. Examples include rocks, bottles or other projectiles thrown or launched at members or department vehicles or apparatus; individuals attempting to gain access to department vehicles or apparatus; or any direct act of violence committed against members of this department.
- (e) Any event involving civil disturbance, large-scale demonstrations or protests. This includes any event involving a large gathering of people where the nature of the activity appears to include violent confrontation or the perceived threat of violent confrontation between opposing groups, or between the protesters and law enforcement personnel or other government representatives.

# Beckwourth Fire District

## Policy Manual

### *Tactical Withdrawal*

---

Any member who believes that there is a threat of violence to personnel at any incident should promptly relay that information to the appropriate supervisor as quickly as possible.

The Incident Commander (IC), scene supervisor or senior ranking member has the authority to initiate a tactical withdrawal and the responsibility for ensuring that all members on-scene or at risk due to the threat are notified of the action. Authority for the decision resides primarily with on-scene personnel and should not be delayed while seeking approval or confirmation from a higher authority, who may not be at the incident scene.

In the event that a credible threat to personnel is discovered at a level of the incident command structure above an on-scene supervisor, a tactical withdrawal may be ordered and initiated down the chain of command to the on-scene supervisor. In that event, the supervisor has the responsibility for ensuring that all members on-scene or at risk due to the threat are notified of the initiation of a tactical withdrawal.

#### **405.4 CONDUCTING TACTICAL WITHDRAWALS**

##### **405.4.1 WITHDRAWAL OPTIONS**

The following guidelines should be applied when the decision has been made to initiate a tactical withdrawal:

- (a) During the response to an incident:
  - 1. If a tactical withdrawal occurs during the response phase of an incident the department member responsible for initiating the withdrawal is responsible for notifying all responding units and Fire Control of the withdrawal action. The relay of the withdrawal decision to individual units may be conducted by the member, or he/she may choose to have Fire Control notify all responding units to cancel their response or to respond to a defined staging area.
- (b) After arrival at an incident:
  - 1. When units are on-scene at an incident and a decision is made to initiate a tactical withdrawal, the IC or ranking supervisor is responsible for notifying all involved units (including those assigned to the incident but that have not yet arrived) of the withdrawal action. The IC should also notify Fire Control of the tactical withdrawal, and if time and circumstances allow, the situation and reason for the withdrawal. Individual unit supervisors are responsible for notifying all of their assigned personnel of the withdrawal.

##### **405.4.2 WITHDRAWAL GUIDELINES**

The following guidelines should be applied when the decision has been made to initiate a tactical withdrawal:

- (a) Whenever a tactical withdrawal is initiated, a defined staging area will be established at a safe location away from the incident scene and all involved units and personnel should withdraw to that staging area. Whenever practicable, all involved units should

# Beckwourth Fire District

## Policy Manual

### *Tactical Withdrawal*

---

withdraw from the incident scene as a single group. If that is not practicable, individual units should attempt to congregate together, forming the fewest and largest groups practicable, and withdraw in those groups.

- (b) After all units have been initially notified of a tactical withdrawal, individual unit supervisors are responsible for personnel accountability ensuring all members of their crew are accounted for and withdrawing as directed. The on-scene supervisor is responsible for accounting for all units assigned to the call and ensuring that all units are withdrawing as directed.
- (c) Whenever a tactical withdrawal is initiated, Fire Control should immediately notify and request an immediate response by the appropriate law enforcement agency to provide security for the withdrawing units.
- (d) Once the IC or scene supervisor believes that all units and personnel have withdrawn from an incident, he/she should conduct a Personnel Accountability Report (PAR) of all units assigned to the incident to confirm they have safely withdrawn. Individual unit supervisors shall confirm that all members of their crew are accounted for and safe.
- (e) Once all involved units have gathered at the staging area, the IC or scene supervisor should again conduct a PAR to confirm that all personnel are safe. If any person involved in the operation is unaccounted for, emergency procedures should be initiated.

#### **405.5 PATIENT CARE CONSIDERATIONS**

Special consideration should be taken when a tactical withdrawal is initiated after members have begun providing medical assessment or medical care at an incident scene. If a tactical withdrawal is initiated at a time that members are providing medical services to sick or injured patients, those members should, whenever practicable, attempt to maintain their care of medical patients and evacuate those patients as part of the withdrawal process.

In the event that violence or the threat of violence forces members to abandon any patient under their care, the involved member should immediately notify the appropriate law enforcement agency of the location of the patient and request immediate assistance in securing the scene to allow for safe and timely medical treatment and evacuation of the patient. The members should remain on the call and wait for law enforcement clearance or other information indicating that it is safe to enter the incident scene. Once it is safe to do so, the members should attempt to locate the patient and resume medical evaluation, treatment and transport per protocol. In the event that law enforcement personnel and department members are unable to relocate the patient, the patient may be deemed to have self-extracted and the appropriate documentation should be prepared.

#### **405.6 NOTIFICATIONS**

Whenever a tactical withdrawal is initiated, the circumstances of the incident, including the incident location, will be relayed up the chain of command to the on-duty Captain. The Captain should

# Beckwourth Fire District

## Policy Manual

### *Tactical Withdrawal*

---

ensure that all Division Fire Suppression Command personnel are immediately notified of the location and circumstances of the incident.

The Captain should coordinate with Fire Control and law enforcement to ensure additional calls for service to the affected area are screened and determined safe for entry.



## Response Time Standards

### 406.1 PURPOSE AND SCOPE

The purpose of this policy is to establish turnout, travel and response time goals and objectives for emergency incidents.

#### 406.1.1 DEFINITIONS

Definitions related to this policy include:

**Dispatch processing time** - The time elapsed between receipt of the alarm or telephone call and the dispatch of emergency response units.

**Response time** - The time elapsed between the dispatch center receiving the first notification of the emergency and the arrival of the first emergency response unit. Response time combines dispatch, processing, turnout and travel times.

**Travel time** - The time elapsed between the emergency response unit beginning travel to the emergency and when the emergency response unit arrives.

**Turnout time** - The time elapsed between dispatch notifying firefighters of the emergency and when the emergency response unit begins travel.

### 406.2 POLICY

It is the policy of the Beckwourth Fire District to document all department response times to emergency incidents and establish response time baselines and performance objectives.

### 406.3 PERFORMANCE OBJECTIVES

Response times should be measured at 90 percent of fractile time and reported against an established department Standards of Cover document, if available.

Performance objectives may include:

- (a) One minute or less for dispatch processing time.
- (b) One minute or less for turnout time for Emergency Medical Services (EMS) incidents.
- (c) One minute 20 seconds or less for turnout time for non-EMS incidents.
- (d) Four minutes or less for the arrival of the first engine company at a fire suppression incident.
- (e) Eight minutes or less for the arrival of a full first-alarm assignment at a fire suppression incident.
- (f) Four minutes or less for the arrival of a unit with first responder or higher level capability at an EMS incident.
- (g) Eight minutes or less for the arrival of an advanced life support (ALS) unit at an EMS incident when this service is provided by the Department.

# Beckwourth Fire District

## Policy Manual

### *Response Time Standards*

---

#### **406.4 EVALUATIONS**

The Department shall annually evaluate its level of service, deployment delivery and response time objectives. The evaluation shall be based on data relating to level of service, deployment and the achievement of each response time performance objective in the geographic area of the jurisdiction.

## Aircraft Operations

### 407.1 PURPOSE AND SCOPE

This policy describes standards for the safe operation of firefighting and medical evacuation aircraft that may be working with ground personnel at any incident involving the tactical use of aircraft.

### 407.2 POLICY

The Beckwourth Fire District will follow Incident Command System (ICS) standards when firefighting or medical evacuation aircraft are in tactical use at any emergency incident.

### 407.3 ICS STANDARDS

Members should follow the department's ICS standards for managing firefighting aircraft operations, including the identification, establishment and management of aircraft landing zones any time that firefighting or medical evacuation aircraft are in tactical use at any emergency incident.

### 407.4 MEDICAL EVACUATION LANDING ZONE CONSIDERATIONS

The Beckwourth Fire District should develop guidelines for its own medical evacuation (medivac) landings or enter into local operating agreements for the use of medivac aircraft as applicable. In creating those guidelines, the Department should identify:

- Responsibility and authority for selecting and designating a landing zone and determining the size of landing zone needed.
- Responsibility for securing the area and maintaining that security once the landing zone is identified.
- Consideration of the helicopter provider's minimum standards for proximity to vertical obstructions and surface composition (e.g., dirt, gravel, pavement, concrete, grass).
- Consideration of the helicopter provider's minimum standards for horizontal clearance from structures, fences, power poles, antennas or roadways.
- Responsibility for notifying the appropriate law enforcement or transportation agencies (e.g., California Highway Patrol (CHP), California Transportation Authority (CalTrans)) if a roadway is selected as a landing site.
- Procedures for ground personnel to communicate with flight personnel during the operation.
- Procedures for determining whether an engine or other specific apparatus should be on standby at the landing zone.

# Atmospheric Monitoring for Carbon Monoxide

## 408.1 PURPOSE AND SCOPE

This policy establishes procedures for measuring atmospheric concentrations of carbon monoxide (CO) at an incident for the safety of members working in potentially hazardous conditions.

### 408.1.1 DEFINITIONS

Definitions related to this policy include:

**Calibration** - The process of resetting the values for each sensor in the instrument.

**Spanning** - The process of using the calibration gasses to check the calibration of the instrument, also known as bump testing.

## 408.2 POLICY

Exposure to CO can be hazardous to the health of those exposed. It is the policy of the Beckwourth Fire District to mitigate the health risks associated with exposure to CO by its members and the public.

## 408.3 RESPONSIBILITIES

Captains should ensure that atmospheric monitoring instruments are spanned or calibrated to manufacturer's specifications on a weekly basis, if they have not been used, and prior to use.

The instruments should be stored in operating condition.

The Incident Commander or the authorized designee is responsible for measuring atmospheric concentrations of CO at any location containing or suspected of containing elevated levels of CO.

## 408.4 PROCEDURES

Carbon monoxide may be present as a by-product of combustion, an emission from internal combustion engines, a chemical reaction or a leak from an industrial process. Carbon monoxide has approximately the same vapor density as air. When measuring for atmospheric concentrations of CO at an incident, instruments do not have to be placed near the floor or ceiling to obtain accurate readings.

Positive pressure ventilation may be used to reduce the CO concentration, as well as the presence of other toxic gases in the atmosphere. Gasoline-powered smoke ejectors should not be used to positive-pressure ventilate.

All members shall use self-contained breathing apparatus (SCBA) in any atmosphere containing 25 parts per million or greater of CO (OSHA). An atmospheric concentration of CO that is below the threshold limit value (TLV) does not necessarily indicate an adequate level of oxygen or eliminate the possibility of other toxic gases or products of combustion being present.

Members shall also use a SCBA in any atmospheric concentration of CO that is below the TLV where there is also the presence of visible smoke and in any atmosphere containing less than 19.5 percent oxygen (8 CCR 5144; 29 CFR 1910.134).

# Beckwourth Fire District

## Policy Manual

### *Atmospheric Monitoring for Carbon Monoxide*

---

#### **408.5 EMERGENCY MEDICAL TREATMENT**

A person with acute CO exposure may exhibit the signs and symptoms of headache, flushing, nausea, vertigo, weakness, irritability, unconsciousness, and in persons with pre-existing heart disease and atherosclerosis, chest pain and leg pain.

An affected or incapacitated person should be removed from further exposure and have appropriate emergency medical procedures implemented, including any listed on the Safety Data Sheet (SDS) for CO.

All personnel with the potential for becoming exposed to CO or being present during an exposure should be familiar with emergency procedures, the location and proper use of emergency equipment, and the methods of protecting themselves during rescue operations.

#### **408.6 DOCUMENTATION**

Each time an atmospheric monitoring instrument is spanned or calibrated, the testing will be entered on a log. The log should be submitted to a Captain once a month and retained in accordance with established records retention schedules. The log documents will serve as a history of an instrument's performance.

## Staging

### 409.1 PURPOSE AND SCOPE

An incident scene can quickly become congested with emergency equipment if the equipment is not managed effectively. The purpose of this policy is to provide guidelines for staging at emergency incidents.

### 409.2 POLICY

It is the policy of the Beckwourth Fire District to safely stage resources at emergency incidents.

### 409.3 RESOURCE STAGING

Staging areas are locations designated within the incident area to temporarily position resources that are available for assignment. Resource staging at emergency incidents will be conducted using the procedures, guidelines and positions identified in the department's Incident Command System (ICS).

As incident resources grow, the Incident Commander (IC) should identify a staging area manager to maintain the staging area resources so they are ready for assignment. At the conclusion of the incident, the staging area manager should demobilize units with the approval of the IC.

#### 409.3.1 REGULAR STAGING

When establishing a staging location and conducting staging activities Beckwourth Fire District personnel should consider the following:

- (a) During initial attack operations or on smaller, short-term incidents, identifying and selecting a primary staging location for incoming units should be based primarily on placing incoming resources in a safe location while providing for their rapid deployment when needed. Generally, resources will stage one block from the incident until assigned by the IC.
- (b) During extended attack or multiple-alarm incidents, the IC should establish a secondary staging location early and assign a staging area manager. A radio designation of "staging" should be utilized. Additional location factors should be considered when identifying and establishing staging areas:
  1. **Private property** - Whenever practicable, staging areas should be established using public property as opposed to private property. If it is necessary to utilize private property, the incident management team should attempt to contact the property owner and obtain permission to utilize the property.
  2. **School property** - Whenever practicable, the incident management team should contact the school administration or property manager for permission to use school property prior to establishing a staging area. If school property is utilized, the staging area should be configured to create the least possible disruption to scheduled school activities, including traffic flow in and around the

# Beckwourth Fire District

## Policy Manual

### Staging

---

school and the orderly movement of vehicles carrying students. When school property is used for staging purposes, the local media should be notified. The notification should emphasize that the school property is being used to support an incident occurring away from the school and that the school is not involved in the emergency.

3. **Church property** - Whenever practicable, the incident management team should contact the church administration or property manager for permission to use the property prior to establishing a staging area. If church property is utilized, the staging area should be configured to create the least possible disruption to scheduled church activities, including traffic flow in and around the property.
4. **Commercial property** - Whenever practicable, the incident management team should contact the owner or property manager for permission to use the property prior to establishing a staging area. If commercial property is utilized, the staging area should be configured to create the least possible disruption to normal business, including traffic flow in and around the property.
5. **Major transportation infrastructure** - Whenever practicable, consideration should be given to avoiding disruption of major transportation infrastructure, including freeways and main traffic arteries, airports, train facilities and transit centers.
6. **Election polling facility** - In the event that an incident requiring a staging area occurs on a scheduled public election day, the staging area should not directly impact any public polling facility or inhibit the normal flow of traffic in or around a public polling facility. If a negative impact to a public polling facility is unavoidable, the appropriate election official should be immediately notified of the circumstances of the disruption.

#### 409.4 STAGE-AWAY OPTION

The stage-away option should be used in any incident where there may be a violent encounter. A violent encounter should be anticipated in, but not limited to, the following categories of calls for service:

- Shootings or shots-fired
- Stabbings
- Civil disturbances
- Criminal gang activity
- Attempted suicides
- Domestic disputes, including family fights
- Unknown assaults

# Beckwourth Fire District

## Policy Manual

### *Staging*

---

- Bomb incidents

It is the policy of the Beckwourth Fire District to use a nonstandard and defensive response profile when responding to calls for service involving known or suspected violent subjects. When responding to calls involving known or suspected violent subjects, department members should take the following actions:

- (a) Whenever possible, Fire Control should determine if violent subjects are involved in any call for service and, if so, include that information in the initial dispatch. The responding units should be advised to stage away from the scene. Any time Fire Control or any of the responding crews receive additional information indicating that violent subjects are at the scene of a call, the response should be upgraded to a stage-away incident.
- (b) The officer of the first-in responding unit will normally identify a staging point for all responding units. The staging point should be located two or more blocks away from the incident scene, out of direct line of sight of the incident, and should not require that the responding units drive by the incident to reach the staging point. The company officer should also confirm with Fire Control that law enforcement is responding to the incident.
- (c) All responding units should acknowledge the call to stage-away and confirm the staging location via radio while en route to the incident. All units should avoid driving by or through the line of sight of the incident until it is determined to be safe to enter the scene.
- (d) All units should report "on-scene staging" upon arrival at the staging point.
- (e) All units should remain staged away from the incident scene until notified that law enforcement has determined that the scene is safe to enter or until reliable information is received confirming that no violent subjects remain at the scene.

In the event that the first-in unit arrives at an incident scene and encounters unanticipated violence or violent subjects, the officer or senior member of that crew should immediately notify Fire Control of the circumstances and request law enforcement support. All other responding units should be directed to stage-away unless members of the first-in unit determine it is safe for additional personnel to respond directly to the scene.



# Elevator Entrapments

## 411.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure the safe and effective rescue of people who may become trapped in an elevator.

## 411.2 POLICY

People trapped in an elevator are typically not in danger unless there is a medical emergency or fire. During any rescue effort, the priorities are the safe extrication of people in the elevator and the safety of firefighters during the operation.

## 411.3 RESPONSIBILITIES

The Fire Chief or the authorized designee shall establish guidelines for personnel entering elevator shafts and for the use of commercial elevator technicians for emergency and non-emergency extrications.

The Fire Chief or the authorized designee shall identify department-approved rescue procedures and appropriate applications. Procedures that have the potential to cause damage to private property should be avoided if reasonably practicable.

Fire prevention personnel are responsible for tracking elevator entrapment responses, identifying problematic installations and working with building owners and vendors to resolve further responses.

## 411.4 PROCEDURE

On-scene personnel should consider the following:

- Is the elevator inoperative?
- If so, are people inside?
- What is the condition of the people inside?
- Has an elevator repair person been notified and what is the estimated time of arrival?
- What is the location of the inoperative elevator? Is it between floors or at a landing?
- What is the type of elevator? Is it hydraulic or cable?
- Where is the elevator equipment room? (Generally, above for a cable elevator and below for a hydraulic elevator).

Various methods may be utilized to extricate people from an inoperative elevator. Use of a specific method should be based on the unique circumstances of each incident and the expertise of the fire personnel on scene. Elevator entrapment rescue procedures typically include, but are not limited to, the following:

- Moving the elevator car

# Beckwourth Fire District

## Policy Manual

### *Elevator Entrapments*

---

- Use of an adjacent elevator car
- Forcing the elevator doors open
- Breaching the elevator shafts
- Use of roof or side emergency exits

#### **411.5 TRAINING**

The Training Officer should ensure that written procedures with diagrams are available for each elevator entrapment rescue procedure, including hydraulic or cable elevators and elevators with multiple-door configurations. The Training Officer is responsible for ensuring that all personnel are properly trained in department-approved elevator entrapment rescue procedures.

# Elevator Restrictions During Emergencies

## 412.1 PURPOSE AND SCOPE

This policy provides guidelines for elevator use during emergency incidents.

## 412.2 POLICY

Extreme caution shall be used when determining whether to use an elevator during a response to a fire emergency. Only elevators that have been determined to be uninvolved and equipped with fire service operation controls shall be used.

## 412.3 USE OF STAIRWELLS

The operation of elevators under fire conditions can be erratic and dangerous. Elevators are subject to serious malfunction from the effects of heat, smoke and water on drive machinery and/or control equipment.

At every emergency incident in a high-rise building, when there is a potential for elevators and/or firefighters to be exposed to the effects of heat, smoke, flame, chemicals, explosion or water (e.g., reported fires, fire alarms, smoke investigations), stairwells will be used to gain access to above-ground locations.

The initial fire attack/investigation teams shall use stairwells to reach the reported emergency location and make a visual assessment of actual conditions that might affect elevator use.

These teams shall advise the Incident Commander which stairwell is being used and shall describe the stairwell by identification number and the geographical location in the building. Information regarding the safety of elevators and the floor conditions of the reported fire floor and all preceding floors shall be relayed immediately to the Incident Commander, who shall make the final determination of whether the elevators are safe to use.

## 412.4 USE OF ELEVATORS

Most high-rise building incidents will only require an investigation. Elevators may be used by the initial investigation team only when building personnel, such as engineering or security employees, are on the reported fire floors and the following conditions are met:

- They have checked the floor where the report or alarm originated, as well as the floors immediately above and below that floor.
- They are in contact with lobby personnel via radio or phone.
- They are able to provide information that conditions are safe.

# Swiftwater Rescue and Flood Search and Rescue Responses

## 413.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidance for operating at a swiftwater or flood search and rescue incident.

## 413.2 POLICY

It is the policy of the Beckwourth Fire District to utilize the Incident Command System (ICS) for managing swiftwater or flood search and rescue incidents.

## 413.3 PROCEDURE

Upon notification of a potential water rescue incident, department members and Fire Control personnel are authorized to order and should dispatch or request the appropriate specialized water rescue resources immediately. Ordering of resources should not be delayed pending the verification of a water rescue situation or the confirmation that a victim has been seen or located.

Rescuers conducting search and rescue operations around flood waters, and particularly around swiftly moving water, are confronted with a unique set of challenges and face risks not encountered in other types of rescue operations. Operating in a swiftwater environment requires specialized knowledge, training and equipment to ensure the safety of both rescuers and victims. Tools, equipment and procedures routinely used in other types of rescue situations may not be appropriate when confronting a swiftwater rescue and may even exacerbate the situation and increase risks to the safety of rescue personnel.

Department members should apply the following guidelines when responding to swiftwater or flood search and rescue incidents:

- (a) Members should not wear structural firefighting personal protective equipment (PPE) (e.g., turnouts, bunker gear, bunker boots) or wildland fire PPE when responding to, or participating in, a swiftwater or flood search and rescue incident.
- (b) Only properly trained members currently certified for in-water rescues should approach or enter any body of water, whether still or moving, and only when sufficient equipment and trained personnel are available to safely conduct the operation.
- (c) Non-certified, not currently certified, non-equipped or under-equipped members may utilize ropes, throw-bag ropes, rescue rings, floatation devices or other appropriate equipment to attempt water rescues, as long as the attempt does not require the member to enter the water in any way.
- (d) Department members should use extreme caution when parking or positioning fire apparatus alongside swiftly moving water and should remain vigilant for any signs of erosion or changing conditions that could threaten apparatus or personnel at the incident.

# Confined Space Rescue Response

## 414.1 PURPOSE AND SCOPE

This policy provides guidance on various confined space entries.

### 414.1.1 DEFINITIONS

Definitions related to this policy include:

**Confined space** - An area with limited access and egress, with the possible existence of hazards such as oxygen deficient, flammable or toxic atmosphere or physical hazards (e.g., tanks, pipes, culverts, sewers, vaults, manholes, voids in a structural collapse or any area not intended for continuous human occupancy).

**Confined space entry** - Entry occurs when any part of an entrant's body breaks the plane of an opening to a confined space.

**Confined space entry permit** - An Occupational Safety and Health Administration (OSHA) required list of all hazards inherent to a confined space and the protections necessary for an entrant.

## 414.2 POLICY

It is the policy of the Beckwourth Fire District to provide training and equipment to members to reasonably ensure their safety while performing confined space rescues.

## 414.3 PROCEDURES

Department members should be trained to identify and measure atmospheric hazards within confined spaces. Reasonably practicable attempts at self-rescue or nonentry rescue should be made prior to any entry rescue operation.

Department members should adhere to National Institute for Occupational Safety and Health (NIOSH) safety standards when performing a confined space rescue.

Any time there is questionable action or lack of movement by the worker inside the confined space, a verbal check should be made. If there is no response, department rescue personnel should conduct a survivability profile and a risk analysis, based on the information documented on the entry permit.

### 414.3.1 PRECAUTIONS

No ignition sources should be introduced into the confined space when atmospheric hazards are attributable to flammable or explosive substances or lighting and electrical equipment.

Members should perform continuous atmospheric monitoring during all confined space rescue operations. If atmospheric conditions change adversely, members should exit the confined space until appropriate precautions for any new hazards are developed and implemented.

Work-time should be closely monitored because heat stress emergencies may be caused by a warm atmosphere inside a confined space.

# Beckwourth Fire District

## Policy Manual

### *Confined Space Rescue Response*

---

#### **414.4 TACTICAL GUIDELINES**

##### **414.4.1 PRIMARY ASSESSMENT**

- Upon arrival, the first-in company should establish command and provide a Report of Conditions.
- Assess immediate hazards to rescuers, contact witnesses or otherwise look for clues as to the cause of the confined space emergency.
- Conduct a survivability profile of the victims, including the number, location and condition of the victims and how long they have been trapped.
- Establish communication with the victims, if possible.
- If applicable, locate any confined space permit indicating information about the space.
- Make a determination whether the operation will be a rescue or a recovery.

##### **414.4.2 SECONDARY ASSESSMENT**

- Determine the type of confined space and what type of products are used or stored in the space.
- Identify any known hazards that are present (e.g., electrical, mechanical, stored energy).
- Determine the stability of the confined space and conduct a hazardous materials size-up.

##### **414.4.3 INCIDENT COMMANDER RESPONSIBILITIES**

- Determine if adequate technician-level trained personnel are on-scene to safely complete the rescue.
- Determine if the proper equipment is at the scene to safely complete the rescue (e.g., atmospheric monitoring equipment, explosion-proof lighting and communications, self-contained breathing apparatus (SCBA), ventilation equipment and victim removal equipment).
- Establish a perimeter and ventilation, if needed, and make assignments that include a hazards officer.
- Ensure all utilities are locked-out, including electrical, gas and water.
- Evaluate the structural stability of the confined space and surrounding area.
- Remove or restrict the flow of any product in or flowing into the confined space.
- Ensure all entry and back-up personnel are wearing the proper level of personal protective equipment (e.g., helmet, gloves, proper footwear, eye protection, appropriate skin protection, a Class III harness and safety tag line, SCBA and any

# Beckwourth Fire District

## Policy Manual

### *Confined Space Rescue Response*

---

additional equipment deemed necessary for the safety of personnel, given the totality of the circumstances.

- Ensure the appropriate method of extrication is determined and constructed.
- Ensure department-approved procedures are followed to perform the rescue.

#### 414.4.4 VICTIM ASSESSMENT

- If possible, the entry team should bring a supply of breathable air for the victims.
- Rescuers shall not remove their SCBA and give it to the victims.
- If indicated and practicable, complete C-spine precautions should be taken.
- After treatment for immediate life-threatening injuries, the victims should be packaged appropriately for extrication (e.g., backboard, rescue basket).

#### 414.4.5 VICTIM TRANSFER

Immediately after reaching the point of egress, the victims should be transferred to awaiting medical personnel.

#### **414.5 TERMINATION OF THE RESCUE**

At the conclusion of the rescue, the Incident Commander should:

- Ensure all rescue personnel are accounted for.
- Ensure all tools and equipment used for the rescue/recovery are removed (unless there has been a fatality, then consideration may be given to leaving tools and equipment in place for investigative purposes).
- Ensure proper decontamination procedures are implemented if personnel or equipment have been contaminated during the operation.
- Determine if a formal critical incident stress debriefing or a routine debriefing and critique are warranted, and if so, implement as appropriate.

## Wildland Firefighting

### 415.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance for wildland firefighting incidents.

### 415.2 POLICY

It is the policy of the Beckwourth Fire District to utilize the Incident Command System (ICS) methods and procedures for managing wildland firefighting operations.

### 415.3 INCIDENTS INVOLVING STATE OR FEDERAL RESPONSIBILITY AREA

Whenever a wildland fire event occurs in the jurisdiction of the Beckwourth Fire District it is the responsibility of the Incident Commander to assess the potential for the fire to involve either a State Responsibility Area (SRA) or Federal Responsibility Area (FRA). If the incident either involves or threatens to involve an SRA or FRA, the Incident Commander shall immediately notify the California Department of Forestry and Fire Protection (CalFire) or the U.S. Forest Service (USFS) Fire Control of the incident. The Incident Commander shall also send notification up the chain of command to the on-duty Captain, the Division Fire Suppression Division Chief and the Fire Chief.

Whenever a wildland fire event occurs in the jurisdiction of the Beckwourth Fire District it is also the responsibility of the Incident Commander to assess the potential for the fire to involve areas in bordering jurisdictions. If the Incident Commander determines there is any potential for the incident to involve bordering jurisdictions, he/she should immediately direct Fire Control to notify the appropriate jurisdiction.



# Carbon Monoxide Detector Activations

## 417.1 PURPOSE AND SCOPE

This policy establishes guidelines for the safe and efficient handling of calls associated with carbon monoxide (CO) detector activations.

## 417.2 POLICY

Exposure to CO can be hazardous to health. It is the policy of the Beckwourth Fire District to respond to all reports and alarms indicating the presence of CO and mitigate the health risks associated with exposure to CO by its members and the public.

## 417.3 RESPONSIBILITIES

### 417.3.1 FIRE CONTROL RESPONSIBILITIES

Any dispatcher who determines that a call for service involves a CO detector activation should inform responding personnel of this information via voice over the radio and by a notation in the electronic event (if the responding apparatus are equipped with Mobile Data Computers). The dispatcher should attempt to ascertain if people at the scene are displaying symptoms of CO poisoning and consider whether a medical aid response should also be dispatched. The responding medical aid personnel should also be advised of the CO detector activation.

### 417.3.2 ARRIVING UNITS

Arriving units should establish National Incident Management System/Incident Command System (NIMS/ICS) practices according to the Incident Management Policy. In addition, arriving units shall:

- (a) Assess for necessary rescue and safely move potential victims from the affected location. Activate a medical response if necessary.
- (b) Evaluate the situation through interviews prior to entering the building.
- (c) Assess airflow ventilation conditions and general building conditions.
- (d) Wear structural turnouts and self-contained breathing apparatus (SCBA) to investigate the building using a CO detector, if available.
  1. Atmospheric monitoring results require the use of SCBA pursuant to the Atmospheric Monitoring for Carbon Monoxide Policy.
- (e) Have face pieces on and air flowing:
  1. Whenever information is inadequate to rule out toxic levels of CO.
  2. If anyone has displayed symptoms of CO poisoning.

### 417.3.3 INVESTIGATING PERSONNEL

Personnel investigating a reported CO detector activation should take the following actions:

- (a) Remove occupants and unnecessary personnel from the affected area.

# Beckwourth Fire District

## Policy Manual

### *Carbon Monoxide Detector Activations*

---

- (b) Utilize a Handling Carbon Monoxide Calls information card, if available.
- (c) Examine the activated detector to ensure that it is a CO detector and is in good condition.
- (d) Determine if the activated detector is low-oxygen or CO-detecting, if possible.
- (e) Interview the occupant and/or reporting party to obtain background information on the activation, the past history of the activated detector and activities in the building at the time of the activation.
- (f) Check the premises and adjoining areas for CO sources, such as vehicles, open flame devices or closed fireplace dampers.
- (g) Check appliances for improper use, poor maintenance or obvious faulty installation or operation.
- (h) If responding personnel carry a CO detector, it may be used to assist in determining a source of CO.
- (i) If the source of CO is identified, personnel should take the following actions:
  - 1. If the source is a vehicle, open flame device or other source not intended for interior use, remove the source from the building or shut off the device and ventilate the building thoroughly.
  - 2. If the source is an improperly operating appliance, shut off the appliance and the appliance's main line valve and ventilate the building thoroughly.
    - (a) Encourage the occupant to have the appliance serviced by a reputable service technician or a plumbing and heating contractor.
    - (b) Do not attempt to repair or alter an appliance or heating unit.
  - 3. Do not ventilate the building with gasoline-powered smoke ejectors.
  - 4. Do not shut off the building's main gas valve unless necessary to control the problem.
- (j) If the source of CO is not identified, personnel should take the following actions:
  - 1. Consider requesting a response by the gas company. If it is necessary to leave the scene prior to arrival of the gas company, the occupants should be advised to remain out of the building until a gas company representative arrives.
  - 2. Complete any required property notification and provide a copy to the property owner or tenant.

## Safely Surrendered Baby Law

### 418.1 PURPOSE AND SCOPE

This policy establishes the guidelines to comply with the Safely Surrendered Baby (SSB) Law (Health and Safety Code § 1255.7).

This policy addresses infants who are less than 72 hours old and are surrendered under the terms of the SSB Law pursuant to Penal Code § 271.5 and Health and Safety Code § 1255.7. This policy does not address illegal desertion or abandonment of an infant as defined in Penal Code § 271. For an abandoned infant, see the Abandoned Infants Policy.

#### 418.1.1 DEFINITIONS

Definitions related to this policy include:

**Coded identification bracelets** - Two small coded bracelets to be placed on the ankles of the surrendered infant and one large coded bracelet provided to the person surrendering the infant.

**Medical questionnaire** - The SSB Law requires that a medical questionnaire be offered to the person surrendering the infant for the purpose of collecting medical information critical to the health and survival of the infant.

**Safe-surrender site** - Any department facility designated by the local governing body (Health and Safety Code § 1255.7).

### 418.2 POLICY

It is the policy of the Beckwourth Fire District to provide an option to protect infants by allowing parents or persons with lawful custody to safely and confidentially surrender infants at any fire station that has been designated as a safe-surrender site (Health and Safety Code § 1255.7).

### 418.3 PROCEDURE

The Fire Chief shall identify personnel qualified to take custody of surrendered infants and ensure that such qualified personnel are available to receive any surrendered infants (Health and Safety Code § 1255.7).

The Fire Chief Division Chief shall ensure that department facilities designated as safe-surrender sites display the California state-approved Infant Safe logo.

The following procedures will be used by personnel at all department facilities that have been designated as safe-surrender sites (Health and Safety Code § 1255.7).

(a) Site preparation:

1. All department facilities designated as safe-surrender sites will display the California state-approved Infant Safe logo near the front door, adjacent to a 9-1-1 call box if possible. In addition, fire station lobbies should display public outreach brochures obtained from the state or the local child welfare agency.

# Beckwourth Fire District

## Policy Manual

### *Safely Surrendered Baby Law*

---

2. Each safe-surrender site shall have a person designated as responsible to order, maintain and inventory, on a monthly basis, Safe Surrender Kits that contain coded identification bracelets, the medical information questionnaire and a fact sheet regarding the SSB Law.
  3. Each designated safe-surrender site shall have a person responsible for maintaining any donated blankets and maintaining current contact information for the local child welfare agency.
- (b) Accepting a surrendered infant:
1. Qualified personnel shall accept a surrendered infant, even if the infant appears older than 72 hours. If the infant appears to be older than 72 hours, the receiving personnel should immediately notify law enforcement and the appropriate child welfare agency, as provided in the Abandoned Infants Policy.
  2. The receiving personnel shall notify the Fire Control of a "medical aid" at the station and request an ambulance and a paramedic unit, if one is not available in quarters. Avoid radio traffic declaring an "infant safe surrender," to maintain confidentiality.
  3. If it appears that the infant has been the victim of child abuse or neglect, law enforcement personnel should be requested.
- (c) Following acceptance of an infant:
1. Receiving personnel shall open a Safe Surrender Kit and place the small coded bracelets on the infant's ankles and make a good faith effort to give the large coded bracelet to the person surrendering the infant to facilitate reclaiming the infant.
  2. Receiving personnel shall make a good faith effort to provide the fact sheet from the kit to the surrendering person. The law requires that the medical questionnaire also be offered to the surrendering person. This is a voluntary document, however, and can be declined by the surrendering person.
  3. The surrendering person should be encouraged to accompany the infant to the hospital to give the medical history directly to the hospital staff and should be reassured that the same protection from prosecution and the ability to surrender the child is available at the hospital.
  4. If the surrendering person does not wish to accompany the infant to the hospital, the surrendering person should be encouraged to complete the medical questionnaire and should be given assistance, if needed.
  5. If the surrendering person is unwilling to complete the questionnaire and unwilling to accompany the infant to the hospital, personnel should make a good faith effort to provide the surrendering person the following items from the kit:

# Beckwourth Fire District

## Policy Manual

### *Safely Surrendered Baby Law*

---

- (a) The business reply envelope containing the medical questionnaire, which can be filled out later and returned by mail.
- (b) The fact sheet
- (c) The surrendering person's copy of the coded bracelet
- (d) Medical assessment and documentation:
  - 1. A qualified health care professional shall assess the infant to identify any immediate treatment needs and complete a Pre-Hospital Care Report (PCR) for the infant. The bracelet code number shall be included on the infant's PCR in the patient name field.
  - 2. If the surrendering person is the birth mother, a qualified health care professional should attempt to assess and treat her as necessary and pursuant to established Emergency Medical Services (EMS) protocols. If treated, the mother should be listed as "Jane Doe" to protect her anonymity.
  - 3. **DO NOT** use the parent's name on the PCR (Health and Safety Code § 1255.7(d)(2)).
- (e) Transportation to the hospital:
  - 1. Paramedics shall accompany the infant and surrendering person (if the person is willing to accompany the infant) to the nearest emergency room with labor and delivery capabilities.
  - 2. The receiving hospital will take custody of the infant and make immediate notification to the local child welfare agency.
  - 3. Department personnel will coordinate with the hospital to confirm that the above required notification has been made as soon as possible but in no event later than 48 hours after the Department has taken custody of the infant.
- (f) Additional notifications and media concerns:
  - 1. The receiving personnel shall notify their appropriate supervisor as soon as practicable.
  - 2. The supervisor will notify the Captain, duty officer and the department Public Information Officer.
  - 3. The Public Information Officer may, as circumstances dictate, provide the following limited facts to the media:
    - (a) Date, time and fire station where the infant was surrendered
    - (b) Local child welfare agency representative's name and telephone number

# Beckwourth Fire District

## Policy Manual

### *Safely Surrendered Baby Law*

---

- (c) Under no circumstances shall the surrendering person's name be released to the public or media (Health and Safety Code § 1255.7(k))
- (g) Individuals who return to claim an infant:
  - 1. If a parent or individual who voluntarily surrendered an infant requests return of the infant while the Department still has physical custody, the infant shall either be returned to the parent or individual or the receiving personnel should contact the local child welfare agency if any personnel at the safe-surrender site know or reasonably suspect that the child has been the victim of child abuse or neglect. The voluntary surrender of an infant is not in and of itself a sufficient basis for reporting child abuse or neglect. Possession of the ankle bracelet identification, in and of itself, does not establish a right to custody of the child and members may seek assistance from the child welfare agency.
  - 2. If a parent or individual who voluntarily surrendered an infant requests return of the infant after the Department has given up physical custody, the person should be directed to call the child welfare agency that has custody of the infant. Department personnel should assist the person with the telephone call, as needed.
  - 3. Notify Fire Control that the company is engaged in a "public assist" at the fire station.
  - 4. The identity of the surrendering individual must still be kept anonymous and confidential.
  - 5. Do not make any judgments about time frames or the individual's ability to care for the infant. The local child welfare agency will determine whether the infant is released to the individual.
- (h) Community donations:
  - 1. Community groups, volunteers, foundations and individuals may express interest in helping with this program. Some may want to donate baby supplies, such as baby food, diapers or blankets, directly to the fire station. The following guidelines are established:
    - (a) The only item a fire station may accept is a small, new baby blanket in the original wrapper. Donated blankets may be stored with the Safe Surrender Kits.
    - (b) Donors who wish to donate any other baby-related items, such as clothes, baby food or diapers, should be directed to a local social service agency and/or reputable charities.

## Abandoned Infants

### 419.1 PURPOSE AND SCOPE

This policy provides guidance to Beckwourth Fire District personnel who encounter abandoned infants or children. This policy does not apply to infants who are surrendered within 72 hours of birth under the Safely Surrendered Baby Law (Health and Safety Code § 1255.7), as provided in the Safely Surrendered Baby Policy.

#### 419.1.1 DEFINITIONS

Definitions related to this policy include:

**Abandoned child** - Any child, who is not in the care of a parent or guardian, an adult family member, a responsible sibling, a responsible caregiver, a law enforcement officer, a social services representative or another person who is providing a safe environment for the child, except those surrendered within the guidelines of the Safely Surrendered Baby Policy (Health and Safety Code § 1255.7).

### 419.2 POLICY

It is the policy of the Beckwourth Fire District to make the safety, health and well-being of an abandoned child a primary consideration. Notification to the appropriate law enforcement agency regarding the child should be the secondary consideration.

### 419.3 MEDICAL PROCEDURE

Abandoned children who have apparent medical needs or are unable to provide information regarding their health history or acute medical conditions, nutrition and allergy history or other significant health information should be treated as medical patients, receive the appropriate pre-hospital medical evaluation and be delivered to an appropriate medical facility for further evaluation.

### 419.4 MANDATED REPORTER REQUIREMENTS

Non-volunteer firefighters, paramedics, EMT 1 and II and other department members certified under Health and Safety Code Division 2.5 § 1797 et seq. are designated as mandated reporters (Penal Code § 11165.7). Mandated reporters shall notify a police or sheriff's department or a child welfare agency as soon as practicable and shall send a written report concerning the abandoned child to that same agency within 36 hours (Penal Code § 11166(a)).

If a mandated reporter of this department relinquishes control of an abandoned child to a law enforcement officer and, by mutual agreement, the officer assumes responsibility for complying with the mandated reporter requirements, the department mandated reporter may forego submitting a written report (Penal Code § 11166(h)).

### 419.5 RELINQUISHING CONTROL

Department members may relinquish control of an abandoned child at any time to a law enforcement officer or to a representative of a child welfare agency having jurisdiction over

# Beckwourth Fire District

## Policy Manual

### *Abandoned Infants*

---

abandoned children. Members may also relinquish control of an abandoned child to a physician, nurse or social services representative at a receiving medical facility or to a representative from a licensed children's shelter or other facility approved by the child welfare agency having jurisdiction over abandoned children.

Members should not release an abandoned child to a parent, family member, guardian or other person without first notifying a law enforcement officer and a representative of a child welfare agency having jurisdiction over abandoned, abused or neglected children.



---

# Hazardous Materials Response

## 420.1 PURPOSE AND SCOPE

Hazardous materials HAZMAT may include toxic, flammable, corrosive, explosive, radioactive, or reactive materials; materials that can cause health hazards; or a combination of these materials. The purpose of this policy is to provide a general framework for handling a HAZMAT incident.

Training related to HAZMAT response is addressed in the Hazardous Materials Training Policy.

## 420.2 POLICY

It is the policy of the Beckwourth Fire District to protect the safety of the public and responders to HAZMAT incidents and to comply with all applicable state and federal laws during the management and mitigation of all HAZMAT incidents (29 CFR 1910.120).

## 420.3 RESPONSIBILITIES

All HAZMAT responses should be managed using the National Incident Management System (NIMS) and the Incident Command System (ICS) in accordance with California regulations for emergency response and applicable federal laws.

### 420.3.1 INITIAL ACTIONS

If available, information should be provided by Fire Control to the units responding to a HAZMAT incident including the name and type of the material involved (e.g., hydrochloric acid and corrosive), the size and quantity of the containers involved, the nature of the problem (e.g., spill, leak) and any known dangerous properties of the materials.

The first arriving unit approaching the incident should use caution, approach from upwind and upgrade of the incident, establish Incident Command (ICS), and begin a size-up of the situation. The purpose of the size-up by the first-in company is to determine the nature and severity of the HAZMAT incident and formulate an initial Incident Action Plan (IAP). While it may be necessary to take immediate action to make a rescue or evacuate an area, any action should be taken with an awareness of the risk to department personnel and making appropriate use of available protective equipment. It is important to avoid the premature commitment of personnel to potentially hazardous locations. In some cases, isolating the incident and denying entry until more resources arrive may be the safest approach.

In assessing the incident, all available references should be used to determine the hazards that are or potentially could be present. These references may include, but are not limited to, the U.S. Department of Transportation (DOT) Emergency Response Guidebook, the National Institute for Occupational Safety and Health (NIOSH) Pocket Guide to Chemical Hazards, Safety Data Sheets (SDS), HAZMAT business plans, manifests, or bills of lading, National Fire Protection Association (NFPA) placards, U.S. DOT placards, and United Nations substance identification numbers. Other sources of information may be available, such as the Chemical Transportation Emergency Center (CHEMTREC®), facility personnel, department specialists, or manufacturers of the materials involved.

# Beckwourth Fire District

## Policy Manual

### *Hazardous Materials Response*

---

The hazards presented by a HAZMAT incident may change significantly as the materials interact with other materials, the surrounding environment, and the actions taken by responders. Responders should consider site topography, surroundings, other potential hazards, and prevailing weather conditions. The initial perimeter established for the incident may need to be expanded to establish the appropriate control zones for the response (e.g., exclusion zone, contamination reduction zone, support zone).

#### **420.4 INCIDENT ACTION PLAN**

The primary goal of the IAP will be to protect the safety of the public and responders. The initial IAP should focus on identifying a safe approach for other arriving units, determining the type of hazard and the scope of the incident, isolating the area and denying entry to the public, determining incident-specific personal protective equipment (PPE), and initiating notifications. The initial IAP may be a written document or may be notes kept and controlled by the Incident Commander (IC). The initial IAP should include the following minimum information:

- (a) Incident name, agency or unified command, and command post location.
- (b) Information for responding units on the best route of travel, staging locations, and minimum isolation distances to maintain the safety of responding members.
- (c) The information available on the products involved or an indication that the products are not yet known.
- (d) The incident control objectives and goals.
- (e) An incident site safety plan and designation of an Incident Safety Officer.
- (f) A communications plan including radio frequencies and contact telephone numbers. When a HAZMAT incident response will be prolonged and will extend beyond an initial operational period, a written IAP should be developed. The written IAP should utilize standard NIMS/ICS forms that may include but are not limited to:
  - ICS-201 Incident Briefing.
  - ICS-202 Incident Objectives.
  - ICS-203 Organization Assignment List.
  - ICS-204 Assignment List.
  - ICS-205 Incident Radio Communications Plan.
  - ICS-206 Medical Plan.
  - ICS-207 Incident Organization Chart.
  - ICS-208 Safety Message/Plan.

#### **420.5 RESOURCE CONSIDERATIONS**

Most HAZMAT incidents will require the Incident Commander IC to request additional resources in order to implement the IAP and safely mitigate the hazard.

# Beckwourth Fire District

## Policy Manual

### *Hazardous Materials Response*

---

The response to a HAZMAT incident may require numerous specialized resources to achieve incident stabilization and return to normal operations. The IC should consider involving:

- (a) Specialized HAZMAT teams at the technician and/or specialist levels for assistance with mitigating the release of material. Teams may be operated by local or regional fire agencies, military, or private industry.
- (b) Specialized operators or contractors to address post-response mitigation, removal, cleanup, and required disposal of material.
- (c) Local law enforcement for assistance with scene security and evacuation, if necessary.
- (d) Activation of local or regional California HAZMAT emergency response teams for assistance.
- (e) United States Coast Guard assistance for spills affecting waterways.
- (f) Public works and road departments for diking, diversion, or other activities.

Resources shall be coordinated using NIMS/ICS as the response is reinforced. It is important that duties assigned to personnel are suitable for their level of training under federal regulations and California law (Government Code § 8607). It is also important to consider the limitations of available (PPE) and the limitations of chemical detection or monitoring equipment on hand when preparing to commit personnel to a potentially hazardous area.

#### **420.6 NOTIFICATIONS**

Managing the response to a HAZMAT incident may involve required notifications to various local, regional, state, or federal agencies. ICs should consider notifying the following agencies when applicable or required:

- (a) The public, media, and other affected entities, such as schools and businesses
- (b) Adjoining jurisdictions that may be impacted by incident activities
- (c) Local and regional elected officials and emergency management personnel
- (d) California Governor's Office of Emergency Services
- (e) California Office of the State Fire Marshal
- (f) California State Department of Public Health
- (g) California Environmental Protection Agency
- (h) California State Department of Transportation
- (i) California Highway Patrol
- (j) United States Environmental Protection Agency National Response Center

---

## News Media Relations

### 421.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for communicating with representatives of the media and to establish procedures for interacting with media representatives at emergency scenes. Additionally, this policy establishes an operating framework for integration of the Public Information Officer into the incident management system.

### 421.2 POLICY

It is the policy of the Beckwourth Fire District to establish and maintain a positive working relationship with the media in order to effectively communicate timely and accurate information.

### 421.3 PUBLIC INFORMATION OFFICER DESIGNATION

As soon as practicable after basic fire and rescue operations are completed on the fireground or at any significant fire incident, the Incident Commander will designate a Public Information Officer if the Department does not have a full time Public Information Officer. The Public Information Officer shall interface with and provide timely and relevant information to representatives of the media during critical command stages. A single Public Information Officer will be designated for each incident, including incidents operating under Unified Command and multijurisdictional incidents.

In multiagency or multijurisdictional incidents, it may be necessary to establish a joint information center with a Public Information Officer and Assistant Public Information Officer. In all cases, the Public Information Officer shall be responsible for coordinating the dissemination of information to the media.

Upon arrival at the scene of the incident, the designated Public Information Officer will report to the Incident Commander, obtain an incident briefing, and be assigned the Public Information Officer radio designator for the incident.

### 421.4 DISSEMINATION OF INFORMATION

The Public Information Officer should gather and disseminate the following information as deemed appropriate:

- (a) Incident response information, including the number of units and personnel on scene
- (b) Appropriate human interest or safety information
- (c) Nature of the incident and expertise of the fire personnel deployed (e.g., high rise, technical rescue)
- (d) A description of any particular hazards present at the incident
- (e) Identification of life-saving or heroic acts that may have occurred including any rescue scenarios
- (f) Projected duration of the incident

If appropriate, the Public Information Officer may coordinate a brief interview with the company officer or a crew member.

# Beckwourth Fire District

## Policy Manual

### *News Media Relations*

---

#### **421.5 RESTRICTED INFORMATION**

The Public Information Officer shall ensure that legally protected information is not released to the media. The Public Information Officer should consult with the Fire Chief or the authorized designee about any issues or concerns regarding legally protected information.

Refer to the Line-of-Duty Death and Injury Notification and Communication Policy for additional considerations regarding communication with the media concerning a line-of-duty death.

#### **421.6 MEDIA INQUIRIES**

All media inquiries received by incident personnel shall be forwarded to the Public Information Officer for response. The Public Information Officer will endeavor to provide accurate information that is available at the time while clearly communicating that any such information is preliminary. The following communication strategies may be employed:

- (a) Reporters should be directed to assemble in a designated staging area to wait until additional information can be obtained.
- (b) If necessary to remain with media representatives, the Public Information Officer may request assistance from the Incident Commander in gathering information. Media representatives may be allowed to take photographs and video, provided they do not interfere with incident operations or create a safety hazard.
- (c) Prior to releasing the names or identifying information of persons seriously injured or deceased, the Public Information Officer shall confirm that the next of kin has been notified. Next of kin notifications are generally handled by law enforcement and/or hospital personnel. The Public Information Officer should contact the Fire Control supervisor to confirm that notification has been made.
- (d) The names of deceased or seriously injured persons shall not be transmitted over the radio.

The Public Information Officer or the authorized designee should not speculate as to the cause of an incident. The Public Information Officer may escort media representatives on a tour of a fire-damaged area following knockdown after receiving authorization from the Incident Commander and in coordination with operations personnel. The Public Information Officer will be responsible for ensuring that all media personnel wear proper protective clothing as warranted.

#### **421.7 MEDIA ACCESS**

Authorized members of the media shall be provided access to scenes of floods, storms, fires, earthquakes, explosions, and other emergency scenes. Access by the media is subject to the following conditions (Penal Code § 409.5(d)):

- (a) The media representative shall produce valid press credentials that shall be prominently displayed at all times while in areas otherwise closed to the public. Media representatives may not bring or facilitate the transport of an unauthorized person into a closed area unless it is for the safety of the person.

# Beckwourth Fire District

## Policy Manual

### *News Media Relations*

---

- (b) Media representatives may be prevented from interfering with emergency operations and criminal investigations.
  - 1. Reasonable effort should be made to provide a safe staging area for the media that is near the incident and that will not interfere with emergency or criminal investigation operations. All information released to the media should be coordinated through the Public Information Officer or other designated spokesperson.

#### **421.7.1 TEMPORARY FLIGHT RESTRICTIONS**

If the presence of media or other aircraft pose a threat to public or personnel safety or significantly hamper incident operations, the Incident Commander should consider requesting a Temporary Flight Restriction (TFR). All requests for a TFR should be routed through a Captain. The TFR request, either for a pre-planned operation or an unplanned incident, should include specific information regarding the perimeter and altitude necessary for the incident. The TFR should be requested through the appropriate control tower. If the control tower is not known, the Federal Aviation Administration should be contacted (14 CFR 91.137).

#### **421.8 NEWS RELEASES**

News releases are documents specifically prepared for release to the media. News releases should generally be authored by the Public Information Officer and approved by the Fire Chief or the authorized designee, prior to release. News releases should be structured to facilitate use by the print media, typically containing no more than two pages of concise information. News releases should be formatted in accordance with the approved department standard.

#### **421.9 NEWS CONFERENCES**

A news conference is a pre-scheduled event intended to highlight a newsworthy event such as a promotion, the opening of a new fire station, or if a public appearance by a representative of the Department is desired. The Fire Chief will determine the purpose and scope of the conference. Any accompanying news release will include details, such as the date, time, and location, and may reference other officials, dignitaries, or agencies that may be in attendance.

The Public Information Officer should prepare the news release and/or a prepared statement for the department spokesperson. The Public Information Officer shall make arrangements for the site, obtain required equipment, arrange for availability of the news release, identify photo locations, and provide escorts, as necessary. The conference may include a moderator or the Public Information Officer, who should make introductory remarks and introductions, assist with any question-and-answer period that may follow, and conclude the conference.

Specific information should not be released prior to the conference. The Public Information Officer should notify appropriate department personnel of the date, time, and location of all news conferences. Department members attending should wear their dress uniform as specified in the Uniform Regulations Policy. Attendance requirements will be determined by the Fire Chief.

# Beckwourth Fire District

## Policy Manual

### *News Media Relations*

---

#### **421.10 THIRD-PARTY REQUEST TO INTERVIEW PERSONNEL**

Upon approval from a supervisor, department employees may be authorized to participate in official interviews regarding work-related activities when conducted by law enforcement or other regulatory agencies, such as the California Division of Occupational Safety and Health (Cal/OSHA).

## Scene Preservation

### 422.1 PURPOSE AND SCOPE

The purpose of this policy is to provide department members with guidance on performing emergency mitigation tasks when working in and around scenes where evidence may be present. Members of the Department are often confronted with opposing priorities when performing duties at scenes containing potential evidence. They must balance the need to provide timely and effective life-saving and property-preserving services while minimizing the disturbance of any items of evidentiary value. In some instances department members must evaluate whether to enter a scene or to initiate mitigation activities.

#### 422.1.1 DEFINITIONS

Definitions related to this policy include:

**Evidence** - Any item or arrangement of items that may provide relevant information to an investigation.

**Scene** - Any location where items of evidentiary value may be found. A scene need not be the location where a criminal act occurred, it need only be a location where items of evidentiary value are available for collection or documentation.

### 422.2 POLICY

It is the policy of the Beckwourth Fire District to minimize the disturbance of conditions and evidentiary items when providing emergency mitigation services in and around scenes.

### 422.3 SCENE IDENTIFICATION

Department members must be mindful of encountering potential evidence at a scene whenever they respond to calls for service. The potential for evidence at a scene may be identified in a number of ways, including but not limited to:

- (a) The location of any incident that involves a physical assault or results from an act of violence. Such a location should be assumed to be a crime scene. Examples include shooting incidents, stabbing incidents, any incident involving a medical patient injured by the act of another person, suicides, bomb incidents or any act of terrorism.
- (b) Any incident that law enforcement personnel have identified as a crime scene and have notified department members of that determination.
- (c) Any unattended death scene.
- (d) All fire incidents.
- (e) Any incident where department members believe or have a reasonable suspicion that a crime has taken place. The type of suspected criminal activity may be severe, as in the case of a robbery or burglary, or less severe, as in the case of vandalism.



# Beckwourth Fire District

## Policy Manual

### *Scene Preservation*

---

- (f) Transportation incidents, including traffic collisions and rail, aircraft, shipping and boating incidents.
- (g) Industrial accidents.

#### **422.4 ENTERING SCENES**

When department members determine that a scene containing potential evidence is involved, they should promptly evaluate the need to enter the scene prior to approval of investigators. For the purposes of department members, scenes may be categorized into two distinct types: stable or unstable.

##### **422.4.1 STABLE SCENE**

A stable scene exists when there is no apparent immediate or ongoing threat to the safety, health or well-being of department members, the public or property. Examples of stable scenes include incidents where the victim or victims are obviously deceased, incidents involving obviously failed incendiary devices and fire incidents where the fire is clearly extinguished prior to the arrival of department members.

When department members encounter a stable scene and it is apparent that no threat to safety or property exists, they should remain outside the scene until cleared to enter by the appropriate investigator or law enforcement personnel. If there is a confirmed or suspected threat to life or public safety, department members should take whatever actions reasonably appear necessary to stabilize the scene and then withdraw pending approval from investigators or law enforcement personnel to re-enter.

##### **422.4.2 UNSTABLE SCENE**

An unstable scene exists whenever there appears to be an ongoing or imminent threat to the health, safety or well-being of department members, the public or property that necessitates immediate mitigation. Examples of unstable scenes include incidents involving injured or entrapped persons, active fire or threat of imminent fire, imminent structural collapse endangering lives, the release or imminent threat of the release of hazardous materials or any incident where immediate mitigation is required to preserve life.

When department members encounter an unstable scene they are authorized to take appropriate corrective action to mitigate the threat.

#### **422.5 PRESERVATION OF EVIDENCE AT CRIME SCENES**

Whenever practicable, department members should avoid touching, moving, manipulating or otherwise altering anything located at a scene where the potential for evidence exists. In some circumstances, the need to move items may be unavoidable. In those instances, department members should note what items were moved, who moved them and the location from which they were moved. Members should not attempt to move displaced items back to their original location; rather the items should be left in the place to which they were moved. The appropriate investigator or law enforcement personnel should be informed of any items that were moved and the location where the items originally were found.

# Beckwourth Fire District

## Policy Manual

### *Scene Preservation*

---

In instances where an obvious item of evidence must be moved, an investigator or law enforcement representative should be consulted prior to moving the item, if practicable. For example, if a weapon is located beside or underneath a victim and an investigator is available, the investigator should be called to relocate the weapon. Life-preserving care should not be unreasonably delayed awaiting the arrival of an investigator or law enforcement personnel to move items of evidence.

#### **422.6 MEDICAL SUPPLIES AND DEBRIS**

When department members provide medical care in or around a scene where evidence may be located, any discarded medical material, wrapping material, used bandaging, containers or other debris should be left at the scene when the crews depart. Reusable tools, medical equipment and other durable supplies may be collected but care should be taken by department members to minimize any disturbance to other items or material at the scene. Hazardous items and other material, such as medical sharps, controlled substances or surplus medications, should be collected and handled appropriately. If investigators or law enforcement personnel direct that any hazardous materials be left in place, department members should clearly identify all such materials to the controlling authority at the scene.

## Child Abuse Reporting

### 423.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the mandatory reporting of suspected child abuse or neglect (Penal Code § 11165.7).

#### 423.1.1 DEFINITIONS

Definitions related to this policy include:

**Child** - Any person under the age of 18 years (Penal Code § 11165).

**Child abuse or neglect** - Includes the following:

- Physical injury or death inflicted by other than accidental means upon a child (Penal Code § 11165.6)
- Sexual abuse as defined in Penal Code § 11165.1
- Neglect as defined in Penal Code § 11165.2
- The willful harming or injuring of a child or endangering a child or the health of a child, as defined in Penal Code § 11165.3
- Unlawful corporal punishment or injury as defined in Penal Code § 11165.4

Child abuse or neglect does not include an altercation between minors (Penal Code § 11165.6).

### 423.2 POLICY

It is the policy of the Beckwourth Fire District to report suspected child abuse to local law enforcement.

### 423.3 MANDATED REPORTER REQUIREMENTS

All members of this department are responsible for the timely and proper reporting of suspected child abuse or neglect. Non-volunteer firefighters, paramedics, EMT I and II and other department members certified under Health and Safety Code Division 2.5 § 1797 et seq. are designated as mandated reporters (Penal Code § 11165.7).

A mandated reporter of this department who, in his/her professional capacity or scope of employment, has knowledge of or observes a child known or reasonably suspected to have been the victim of child abuse or neglect, shall notify law enforcement personnel by telephone as soon as practicable. The member shall then send or transmit a written follow-up report on the form provided by the law enforcement agency (Penal Code § 11168) within 36 hours of receiving the information concerning the incident (Penal Code § 11166(a)). A record of the written follow-up report should be retained.

Reports of suspected child abuse or neglect shall include the following information if known (Penal Code § 11167(a)):

- The name, business address and telephone number of the mandated reporter

# Beckwourth Fire District

## Policy Manual

### *Child Abuse Reporting*

---

- The capacity that makes the person a mandated reporter
- The information that gave rise to the reasonable suspicion of child abuse or neglect and the source of that information
- The names, addresses and telephone numbers of the child's parents or guardians
- The name, address, telephone number and other relevant personal information about the persons who might have abused or neglected the child

Department members with knowledge of, or who reasonably suspect that, a child is suffering serious emotional damage or is at a substantial risk of suffering serious emotional damage may make a report through a mandated reporter (Penal Code § 11166.05).

Failure to report an incident of known or reasonably suspected child abuse or neglect by a mandated reporter is a misdemeanor and may also result in discipline (Penal Code § 11166(c)).

#### **423.4 MANDATED REPORTER STATEMENT**

Each mandated reporter of this department shall be provided with a copy of Penal Code § 11165.7, Penal Code § 11166 and Penal Code § 11167, and shall sign a statement acknowledging that he/she received the copies, is a mandated reporter and will comply with the mandatory reporting provisions (Penal Code § 11166.5). The Department will retain the original signed statement consistent with the department's established records retention schedules.

#### **423.5 CONFIDENTIALITY**

Reports of child abuse or neglect are to be confidential and may be disclosed only as provided in Penal Code § 11167.5.

## Disposition of Valuables

### 424.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a process by which all valuables found at emergency incidents are inventoried and held securely by the Department until the items can be returned to the owner or otherwise legally released for disposition.

### 424.2 POLICY

The Beckwourth Fire District will take reasonable measures to safeguard valuables found at incident scenes. The Department does not have appropriate facilities for storing valuables for safekeeping. Therefore, alternatives to removing valuables from the scene of emergencies will be taken whenever practicable.

### 424.3 PROCEDURE

Any member encountering unsecured valuables, such as cash or jewelry, should immediately report it to the incident commander, or the member's commanding officer.

If the valuables cannot be secured and they belong to a medical patient who is transported to a hospital, the member may deliver the valuables to the hospital, obtain a receipt from the receiving nurse and retain a copy of the receipt with the official report of the incident.

If the property or valuables cannot be secured at the location or with a responsible person at the scene, the member should request any on-site law enforcement officer to take the valuables for safekeeping. The member should document the disposition of such valuables, including the identity of any receiving individual, and obtain a receipt from the officer and include it in the report of the call.

A member should take valuables into custody only in unusual cases and with the approval of a supervisor. The valuables should be inventoried and the inventory should list any obvious damage. A supervisor should witness the inventory.

Members should document in the incident report, the disposition of any reasonably identifiable valuables.

## Performance of Duties

### 425.1 PURPOSE AND SCOPE

This policy establishes daily performance expectations.

### 425.2 POLICY

It is the policy of the Beckwourth Fire District to provide safe and appropriate responses to emergency calls and for its members to provide professional and competent services.

### 425.3 RESPONSIBILITIES

All members should be familiar with and obedient to the policies, standard operating procedures, classification specifications, duties as assigned and any other lawful instruction or order from a superior officer.

### 425.4 EMERGENCY RESPONSE

All members, upon receipt of any emergency alarm, shall immediately cease all activities and without delay report to their assigned apparatus, respond immediately to the fire or other emergency dispatched, and exert reasonable effort to perform to the best of their ability, given the totality of circumstances.

### 425.5 COMPETENT PERFORMANCE

Members should perform their duties in a manner which will maintain the highest standards of efficiency in carrying out the functions and objectives of the Department.

Unsatisfactory performance may include, but not be limited to, the following:

- Excessive or unauthorized leave
- Tardiness
- Demonstration of a lack of knowledge
- Failure to conform to the work standards established for the member's classification, grade or position
- Any other failure to demonstrate good conduct

### 425.6 SAFETY

All members will exercise reasonable precautionary measures and good judgment to avoid injury to themselves or others while on-duty. Members who witness or are made aware of unsafe behavior should take appropriate steps to report or prevent such actions.

### 425.7 DRIVER LICENSE

All members shall possess a valid state-issued driver license of the class required for their assigned duties (Vehicle Code § 12500(d)).

# Beckwourth Fire District

## Policy Manual

### *Performance of Duties*

---

All members should be familiar with the state vehicle code, the Fire Apparatus Driver-Operator manual and all other applicable department policies and procedures.

All members shall report to their supervisor any change in their driver license status. Failure to maintain a valid driver license in accordance with an employee's current classification specification may result in disciplinary action (e.g., being placed on unpaid leave status until license reinstatement, or termination if reinstatement is not possible).

#### **425.8 PROPER COMPLETION OF WRITTEN COMMUNICATION**

All members shall complete and submit all necessary reports, forms and memos on time and in accordance with any other applicable department policy or procedure.

Reports, forms and memos submitted by members shall be truthful and complete. No member shall knowingly enter or cause to be entered any inaccurate, incomplete, false or improper information.

#### **425.9 FIRE DEPARTMENT IDENTIFICATION**

Members shall carry their badges and identification cards on their persons while on-duty and in accordance with the Badges Policy, except when impractical or dangerous to their safety or a risk to an investigation.

Members shall furnish their name and department identification number to any person requesting that information, other than in situations in which the member's personal safety is at risk.

#### **425.10 LOSS OF EQUIPMENT**

Members shall report to their supervisor the loss or recovery of any department badge, identification card, manual, key or equipment. In the case of an equipment loss, a police report should be filed in the jurisdiction where the loss occurred.

## Adult Abuse

### 426.1 PURPOSE AND SCOPE

This policy provides members of the Beckwourth Fire District with guidance regarding when notification is to be made to law enforcement and/or the local ombudsman and licensing agencies of suspected abuse of certain adults.

### 426.2 POLICY

It is the policy of the Beckwourth Fire District to assist victims of adult abuse by making the proper notifications to those responsible for investigating these matters.

### 426.3 MANDATORY NOTIFICATION

Firefighters, paramedics, Emergency Medical Technicians, and other department members certified under Division 2.5 of the Health and Safety Code are designated as mandated reporters (Welfare and Institutions Code § 15630(a)).

Members of the Beckwourth Fire District shall notify law enforcement or Adult Protective Services (APS) of known, suspected, or alleged instances of abuse when the member (Welfare and Institutions Code § 15630):

- (a) Has observed or has knowledge of an incident that reasonably appears to be adult abuse.
- (b) Is told by an elder or dependent adult of abuse.
- (c) Reasonably suspects abuse.

For purposes of defining adult abuse, a dependent adult is an individual, regardless of whether the individual lives independently, between 18 and 64 years of age who has physical or mental limitations that restrict their ability to carry out normal activities or to protect his/her rights, including but not limited to persons who have physical or developmental disabilities or whose physical or mental abilities have diminished because of age. This also includes those admitted as inpatients to a 24-hour health facility, as defined in state law (Welfare and Institutions Code § 15610.07; Welfare and Institutions Code § 15610.23).

For purposes of notification, abuse is physical abuse, abandonment, abduction, isolation, financial abuse, or neglect. Physical abuse includes any assault or sex crime (Welfare and Institutions Code § 15610.63). Financial abuse includes taking personal or real property by undue influence or intent to defraud (Welfare and Institutions Code § 15610.30).

#### 426.3.1 NOTIFICATION PROCEDURE

Notification should occur by telephone or through a confidential internet reporting tool as soon as practicable. If notification is by telephone, a written report or internet report shall be sent within two working days as provided in Welfare and Institutions Code § 15630(b).

Notification should include (Welfare and Institutions Code § 15630(e)):

- Name of the person making the report.



# Beckwourth Fire District

## Policy Manual

### *Adult Abuse*

---

- Victim's name and age.
- Current location of the victim.
- Names and addresses of family members or any other adult responsible for the elder's or vulnerable adult's care.
- Nature and extent of the condition of the elder or dependent adult.
- Date of the incident.
- Any other information requested, including information that led to the suspicion of elder or dependent adult abuse.

Failure to report an incident of known or reasonably suspected adult abuse by a mandated reporter is a misdemeanor and may also result in discipline (Welfare and Institutions Code § 15630(h)).

#### 426.3.2 LONG-TERM CARE FACILITY NOTIFICATION

If the abuse occurred in a long-term care facility (not a state mental health hospital or a state developmental center), notification shall be made to law enforcement immediately and written reports shall be made to the local ombudsman, the corresponding licensing agency, and law enforcement as required (Welfare and Institutions Code § 15630(b)(1)).

#### 426.3.3 STATE MENTAL HOSPITAL OR DEVELOPMENTAL CENTER NOTIFICATION

If the abuse occurred in a state mental hospital or a state developmental center, notification shall be made immediately to law enforcement.

If the abuse occurred in a state mental hospital or a state developmental center and resulted in any of the following incidents, notification shall also be made to the designated investigators of the Department of State Hospitals or the Department of Developmental Services (Welfare and Institutions Code § 15630(b)(1)(E)):

- (a) Death
- (b) Sexual assault as defined by Welfare and Institutions Code § 15610.63
- (c) An assault with a deadly weapon by a nonresident
- (d) An assault with force likely to produce great bodily injury (as described by Penal Code § 245)
- (e) An injury to the genitals when the cause of the injury is undetermined
- (f) A broken bone when the cause of the break is undetermined

#### 426.4 RELEASE OF REPORTS

Information related to incidents of adult abuse or suspected abuse shall be confidential and may only be disclosed pursuant to state law and the Release of Records Policy (Welfare and Institutions Code § 15633).

Requests for information about an incident referred to law enforcement should be referred to the law enforcement agency.

## Traffic Collisions

### 427.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the reporting and investigation of traffic collisions involving department vehicles and department personnel on official business. This policy applies to collisions involving any department-owned vehicle and to collisions any time department business is being conducted, regardless of who owns the vehicle involved.

### 427.2 POLICY

It is the policy of this department to investigate all department traffic collisions, with the intent of learning the cause of the collision, identifying contributing factors and implementing corrective measures when appropriate.

### 427.3 REPORTING RESPONSIBILITIES

All department members involved in a traffic collision in a vehicle owned by the Department or while conducting department business, regardless of who owns the vehicle, shall immediately report the collision to the appropriate local law enforcement agency and notify an on-duty supervisor.

All department members involved in a traffic collision shall also complete and submit to the supervisor a report of the collision, in addition to any report taken by law enforcement. If the member is incapable, the immediate supervisor shall complete the form. Supervisors are responsible for notifying the Captain of traffic collisions.

Once notified of a traffic collision, the Captain is responsible for ensuring that the department investigation and review occurs in a timely manner.

### 427.4 TYPES OF REVIEWS

Traffic collisions subject to this policy will be classified, investigated and reviewed as follows.

#### 427.4.1 COLLISION LEVELS

Traffic collisions subject to this policy will be classified, investigated and reviewed as follows.

- (a) A Level I collision is any traffic collision involving:
  - 1. Minor injury to any department member, a contract employee or an employee of another public agency when the injury does not result in treatment at an emergency treatment facility or in subsequent hospitalization.
  - 2. Minor damage to department property or vehicles.
  - 3. Minor damage to non-department property or vehicles while conducting department business.
- (b) A Level II collision is any traffic collision involving:
  - 1. Any injury to persons other than department members, except contract and other public agency employees noted in Level I.

# Beckwourth Fire District

## Policy Manual

### *Traffic Collisions*

---

2. Any injury requiring immediate transport and treatment of any department member, contract employee or an employee of another public agency at an emergency treatment facility.
  3. Major damage to a vehicle owned or operated by the Department or major damage to department property.
- (c) A Level III collision is any traffic collision involving:
1. The death or anticipated disabling injury of a member of this department.
  2. The death or anticipated disabling injury of other than a member of this department, a contract employee or other public agency employee when the traffic collision involves any department member, vehicle or property.

#### 427.4.2 REVIEW TEAMS

Reviews shall be conducted by the on-duty Captain or respective manager for Level I collisions.

Level II and Level III collisions will be reviewed by a Captain or respective manager and a Division Chief selected by the Fire Chief, a designated safety officer or risk manager and a labor representative of the involved member. The Captain or manager is the team leader.

#### 427.5 COLLISION REPORTS

The investigation team leader is responsible for the preparation and completion of a written report that describes the traffic collision, any contributing factors, all persons and equipment involved and recommendations for preventing a recurrence.

Reports involving Level I collisions will be submitted through the chain of command to the Division Chief in charge of the involved member. Reports involving Level II and Level III collisions will be submitted through the chain of command to the Fire Chief.

Following review by the Fire Chief or Division Chief, the completed report and all related documentation from the investigation will be forwarded to the department's custodian of records for filing.

A completed report should include the following:

- (a) Investigation methods: Identify the members of the investigation team and the agencies involved in the investigation and describe the process of the investigation, including the names of any persons interviewed.
- (b) People, vehicles and equipment: List and identify all people, vehicles and equipment involved in the traffic collision.
- (c) Collision scene and environmental conditions: Describe the location, roadways, vehicle positioning, weather conditions, road/ground surface condition and/or visibility. Include diagrams, drawings, photographs and reports from any investigating law enforcement agencies.

# Beckwourth Fire District

## Policy Manual

### *Traffic Collisions*

---

- (d) Collision description: Describe the collision based on the facts gathered. Provide time frame sequence, movements, relative positioning, performance of vehicles and equipment and the actions of persons involved.
- (e) Policies and procedures assessments and recommendations: Identify any department policies and procedures that are relevant to the collision. Assess the effectiveness of such policies and procedures as applied to the collision and, with the intent of preventing future injury, property loss or liability, make recommendations regarding changes.
- (f) If it is determined that an employee may have violated any department policies or procedures, the Captain should recommend that the matter be submitted for the initiation of possible administrative action.

#### **427.6 CONFIDENTIALITY OF DEPARTMENT COLLISION INVESTIGATION**

All internally generated reports, statements, photographs, diagrams and other materials shall be considered confidential and may not be released except as required by law. Copies of any collision reports obtained from involved law enforcement agencies shall also be considered confidential and subject to release only as authorized by law (Vehicle Code § 20012).

## Line-of-Duty Death Investigations

### 428.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the investigation of a line-of-duty death, the documentation of the events leading to the death and to make recommendations directed toward preventing similar occurrences in the future.

### 428.2 POLICY

It is the policy of the Beckwourth Fire District to identify the causal factors pertaining to any event involving a line-of-duty death, and to document and secure evidence which may be a factor in any regulatory actions or litigation resulting from the event. An investigation into the circumstances of the line-of-duty death is separate and distinct from any investigation being conducted regarding the cause of a fire.

### 428.3 PROCEDURE

As soon as practicable after a line-of-duty death has occurred, the Fire Chief or the authorized designee, shall assign an investigation team to conduct an investigation into the circumstances of the event.

- (a) A Captain designated by the Fire Chief, should function as the team leader and direct the investigation of the incidents involved in the line-of-duty death. The investigation team should report to the team leader, who is responsible for the management of the investigative process.
- (b) All members of the Beckwourth Fire District shall give their full and complete cooperation to the investigation team.
- (c) The California Division of Occupational Safety and Health (Cal/OSHA) will conduct an investigation of the incidents involving the death of an employee. The investigation team shall provide a liaison to the Cal/OSHA investigators.
- (d) The Beckwourth Fire District should cooperate with all other government agencies that have a legal cause to be involved in the investigation of a line-of-duty death and should voluntarily share relevant information with other organizations working in areas of fire service occupational safety and health education and training. Participation by these agencies shall be at their own discretion, depending on the circumstances of the incident. These agencies may or may not produce their own reports of the incident with recommendations for corrective actions. These reports do not supersede the investigation team report.
- (e) The investigation team report and all related documentation shall be an internal Beckwourth Fire District administrative report.

# Beckwourth Fire District

## Policy Manual

### *Line-of-Duty Death Investigations*

---

- (f) Any public release of the report requires the approval of the Fire Chief or the authorized designee. Such release will generally be processed in accordance with the provisions of the California Public Records Act .

#### **428.4 INVESTIGATION TEAM**

The investigation team shall consist, at a minimum, of the following team members:

- (a) Captain
- (b) Fire investigator
- (c) Department Safety Officer
- (d) Risk manager
- (e) Employee labor representative

Additional personnel may be added as required by the specific circumstances of the incident, including an investigative representative from the appropriate law enforcement agency, when there is reasonable cause to believe a crime may be connected with the investigation.

##### **428.4.1 DUTIES AND RESPONSIBILITIES**

The duties of the investigation team include, but are not limited to, the following:

- (a) Gather and analyze all physical evidence related to the incident.
- (b) Interview all witnesses with direct or indirect knowledge of the circumstances. When interviewing members, represented employees shall have the right to have their labor representatives present, and all firefighter interviews shall comply with the Firefighter Bill of Rights.
- (c) Collect and preserve recordings and copies of radio traffic, telephone conversations, photographs, film, videotape, incident histories and other related information. The pertinent aspects of the radio and telephone recordings should be transcribed.
- (d) Consult with persons having special knowledge of the factors involved in the incident, including private sector experts and consultants.
- (e) Liaison with other agencies involved in the investigation of the incident.
- (f) Establish and maintain ongoing communication between the team leader and the legal counsel for the Department.
- (g) Develop a written report of the incident, including conclusions and recommendations.
- (h) Coordinate activities with Investigations to avoid interference with any criminal investigation.

##### **428.4.2 DOCUMENTATION**

The investigation team should ensure that the scene where the line-of-duty death occurred is documented, including diagrams, photographs and observations. When feasible, all witness

# Beckwourth Fire District

## Policy Manual

### *Line-of-Duty Death Investigations*

---

interviews should be recorded or transcribed. When recording or transcription is not feasible, the investigator's notes of the interview should be preserved. In addition, the investigation team should:

- (a) Obtain, examine and secure all protective clothing, breathing apparatus and equipment used by the deceased employee.
  - 1. A complete physical description of the protective clothing, breathing apparatus and equipment shall be included in the report of the incident.
  - 2. A performance evaluation report conducted by a qualified professional on all safety equipment should be included in the report of the incident.
- (b) Review and comment on the application of policies and procedures to the incident, the observance of policies and procedures and their effect on the situation. Recommend changes, additions or deletions to such policies and procedures.
- (c) Attempt to obtain any photographs, videotape or other information relating to the incident from news media or other sources. Such evidence should be obtained with the agreement that it will only be used for investigative and educational purposes.

#### **428.5 FINAL REPORT**

The investigation team should present the final report to the Fire Chief. The Fire Chief should determine the schedule and method of presentation of the final report.

## National Fire Incident Reporting System (NFIRS)

### 429.1 PURPOSE AND SCOPE

The Federal Fire Prevention and Control Act of 1974 (P.L. 93-498) authorizes the National Fire Data Center in the U.S. Fire Administration (USFA) to gather and analyze information on the magnitude of the nation's fire problem, as well as its detailed characteristics and trends. To do so, the National Fire Data Center has established the National Fire Incident Reporting System (NFIRS). The purpose of this policy is to provide guidance regarding NFIRS reporting to ensure department response information is properly reported to (NFIRS).

### 429.2 POLICY

The Beckwourth Fire District is committed to improving fire reporting and analysis capability both locally and on the national level. Therefore, it is the policy of the Beckwourth Fire District to participate in the NFIRS.

### 429.3 RESPONSIBILITIES

The USFA has developed a standard NFIRS package that includes incident and casualty forms, a coding structure for data processing, manuals, computer software and procedures, documentation and a National Fire Academy training course for utilizing the system.

The Fire Chief Division Chief should designate a NFIRS coordinator, who should develop and maintain familiarity with NFIRS resources and reporting requirements and ensure department information is compliant with the NFIRS reporting format and is forwarded to the state Fire Marshal.



# Volunteer Program

## 430.1 PURPOSE AND SCOPE

This policy establishes guidelines for the use of volunteers to help improve service to the community, increase department responsiveness, enhance the delivery of services and information input, provide new program opportunities, bring new skills and expertise to the Department and prompt new enthusiasm.

### 430.1.1 DEFINITIONS

Definitions related to this policy include:

**Volunteer** - An individual who performs a service for the Department without promise, expectation or receipt of compensation for services rendered. This may include unpaid chaplains, interns, persons providing administrative support and youth involved in a fire Explorer Post, among others.

## 430.2 POLICY

It is the policy of the Beckwourth Fire District to utilize volunteers to the extent reasonably practicable to enhance public education opportunities, enforcement efforts and in any other capacity that is intended to support department personnel or provide a service to the community.

## 430.3 PROCEDURE

Volunteers may assist department personnel in conducting inspections and code enforcement of laws and regulations. Volunteers may also assist the Department in its public education efforts and/or in other areas within the Department as needed. Volunteers are intended to supplement and support, rather than supplant firefighters and civilian personnel and are an important component of this organization.

All volunteers shall comply with all orders and directives, either oral or written, issued by the Department. A copy of the policies and procedures will be made available to each volunteer upon appointment and he/she shall become thoroughly familiar with these policies.

Whenever a rule, regulation or guideline in this manual relating to department operations refers to a regular full-time employee, it shall also apply to a volunteer, unless by its nature it is inapplicable.

Nothing in the manual shall confer rights upon the volunteer. Volunteers serve at-will and their volunteer status may be terminated at any time without cause or reason.

## 430.4 VOLUNTEER MANAGEMENT

### 430.4.1 VOLUNTEER COORDINATOR

A Volunteer Coordinator shall be appointed by the Fire Chief or the authorized designee. The function of the Volunteer Coordinator is to provide a central coordinating point for effective volunteer management within the Department, and to direct and assist staff and volunteer efforts to jointly provide more productive services. The Volunteer Coordinator should work with

# Beckwourth Fire District

## Policy Manual

### *Volunteer Program*

---

other department staff on an ongoing basis to assist in the development and implementation of volunteer-staffed positions.

- (a) Recruiting, selecting and training qualified volunteers for various positions.
- (b) Facilitating the implementation of new volunteer activities and assignments.
- (c) Maintaining records for each volunteer.
- (d) Tracking and evaluating the contribution of volunteers.
- (e) Maintaining a volunteer handbook and outlining expectations, policies and responsibilities for all volunteers.
- (f) Maintaining a record of volunteer schedules and work hours.
- (g) Completion and dissemination, as appropriate, of all necessary paperwork and information.
- (h) Planning periodic recognition events.
- (i) Maintaining liaison with other community volunteer programs and assisting in community-wide efforts to recognize and promote volunteering.

#### 430.4.2 RECRUITMENT

Volunteers should be recruited on a continuous and ongoing basis consistent with department policy on equal opportunity, non-discriminatory employment. A primary qualification for participation in the application process should be an interest in, and an ability to assist the Department in serving the public.

- Be at least 18 years of age for all positions other than Explorer
- Be at least 14 years of age for an Explorer position
- Possess a valid California driver license if the position requires vehicle operation
- Be able to deal effectively and courteously with the general public
- Be willing to commit to approximately 10 hours per week
- Complete mandatory training as determined to be appropriate by the Department
- Possess any other qualifications specific to the volunteer assignment

Internal requests for volunteers should be submitted in writing by interested staff to the Volunteer Coordinator through the requester's immediate supervisor. A complete position description and a requested timeframe should be included in the request. All parties should understand that the recruitment of volunteers is enhanced by creative and interesting assignments. The Volunteer Coordinator may withhold assignment of any volunteer until such time as the requesting unit is prepared to make effective use of volunteer resources.

# Beckwourth Fire District

## Policy Manual

### *Volunteer Program*

---

#### 430.4.3 SCREENING

All prospective volunteers should complete the volunteer application form. The Volunteer Coordinator or the authorized designee should conduct a face-to-face interview with an applicant under consideration.

A documented background investigation shall be completed on each volunteer applicant and should include, but not necessarily be limited to, the following:

- (a) Fingerprints
- (b) Traffic and criminal background check
- (c) Employment history
- (d) References
- (e) Credit check

#### 430.4.4 SELECTION AND PLACEMENT

Service as a volunteer with the Department shall begin with an official notice of acceptance or appointment to a volunteer position. Notice may only be given by an authorized representative of the Department, who will normally be the Volunteer Coordinator. No volunteer should begin any assignment until they have been officially accepted for that position and completed all required screening and paperwork.

At the time of final acceptance, each volunteer should complete all required enrollment paperwork and will receive a copy of their position description and agreement of service with the Department. All volunteers shall receive a copy of the volunteer handbook and shall be required to sign a volunteer agreement.

Volunteers should be placed only in assignments or programs that are consistent with their knowledge, skills, abilities and the needs of the Department.

#### 430.4.5 TRAINING

Volunteers will be provided with an orientation program to acquaint them with the Department, personnel, and policies and procedures that have a direct impact on their work assignment.

Volunteers should receive position-specific training to ensure they have adequate knowledge and skills to complete tasks required by the position and should receive periodic ongoing training as deemed appropriate by their supervisor or the Volunteer Coordinator.

Training should reinforce to volunteers that they may not intentionally represent themselves as, or by omission infer that they are firefighter or other full-time employees of the Department. They shall always represent themselves as volunteers.

#### 430.4.6 DRESS CODE

As representatives of the Department, volunteers are responsible for presenting a professional image to the community. Volunteers shall dress appropriately for the conditions and performance of their duties.

# Beckwourth Fire District

## Policy Manual

### *Volunteer Program*

---

Volunteers shall conform to department-approved dress consistent with their assignment. Uniforms authorized for volunteers should be readily distinguishable from those worn by firefighters. The uniform or identifiable parts of the uniform shall not be worn while off-duty except volunteers may choose to wear the uniform while in transit to or from official department assignments or functions, provided an outer garment is worn over the uniform shirt to avoid bringing attention to the volunteer while he/she is off-duty.

Volunteers shall be required to return any issued uniform or department property at the termination of service.

#### **430.5 SUPERVISION OF VOLUNTEERS**

Each volunteer who is accepted to a position with the Department must have a clearly identified supervisor who is responsible for direct management of that volunteer. This supervisor will be responsible for day-to-day management and guidance of the work of the volunteer and should be available to the volunteer for consultation and assistance.

A volunteer may be assigned as, and act as, a supervisor of other volunteers provided that the supervising volunteer is under the direct supervision of a paid staff employee.

Functional supervision of volunteers is the responsibility of the supervisor in charge of the unit where the volunteer is assigned. Supervisors of volunteers should consider the following:

- (a) Take the time to introduce volunteers to employees on all levels.
- (b) Ensure volunteers have work space and necessary office supplies.
- (c) Make sure the work is challenging. Do not hesitate to give them an assignment or task that will tap these valuable resources.

#### **430.6 CONFIDENTIALITY**

Unless otherwise directed by a supervisor, the duties of the position or department policy, all information a volunteer encounters shall be considered confidential. Only that information specifically identified and approved by authorized personnel shall be released.

Each volunteer will be required to sign a non-disclosure agreement before being given an assignment with the Department. Unauthorized disclosure of any confidential information, verbally, in writing or by any other means, by the volunteer is grounds for immediate dismissal and possible criminal prosecution.

Volunteers shall not address public gatherings, appear on radio or television, prepare any article for publication, act as correspondents to a newspaper or other periodical, release or divulge any information concerning the activities of the Department, or maintain that they represent the Department in such matters without permission from the proper department personnel.

#### **430.7 PROPERTY AND EQUIPMENT**

Volunteers will be issued an identification card that must be worn and visible at all times while on-duty. Any fixed and portable equipment issued by the Department shall be for official and

# Beckwourth Fire District

## Policy Manual

### *Volunteer Program*

---

authorized use only. Any property or equipment issued to a volunteer shall remain the property of the Department and shall be returned at the termination of service.

## Ride-Along Program

### 431.1 PURPOSE AND SCOPE

The Ride-Along Program provides an opportunity for citizens to experience fire service functions first hand. This policy provides the requirements, approval process and hours of operation for the Ride-Along Program.

### 431.2 POLICY

It is the policy of the Beckwourth Fire District to provide an opportunity for citizens to experience fire service functions when specific criteria are met.

### 431.3 PROCEDURE TO REQUEST A RIDE-ALONG

Generally, ride-along requests will be reviewed and scheduled by the Fire Chief or the authorized designee.

The Fire Chief or the authorized designee will schedule a date, based on availability, generally at least one week after the date of application. If approved, a copy will be forwarded to the respective fire captain as soon as possible for his/her scheduling considerations.

If the ride-along is denied, a representative of the Beckwourth Fire will contact the applicant and advise him/her of the denial.

Once approved, civilian ride-alongs will be allowed to ride no more than once every six months. An exception may be made for the following: students, Explorers, chaplains, Reserves, applicants, and others with approval of the Division Fire Suppression Fire Chief.

An effort will be made to ensure that no more than one citizen will participate in a ride-along during any given time period. Normally, no more than one ride-along will be allowed in the fire apparatus at a given time.

#### 431.3.1 PROGRAM REQUIREMENTS

Prior to participating in a ride-along, every participant who may come into contact with private health-related information will be required to complete HIPAA training and sign a non-disclosure agreement to keep all confidential information learned during the ride-along confidential.

Participants must be at least 18 years old. Prior to participating in a ride-along, every person must acknowledge the risks and sign a written waiver of claims and release of liability.

The participant must be in good health and must not be suffering from any illness or injury, including cold, flu or respiratory infection on the day of the ride along.

#### 431.3.2 ELIGIBILITY

The Beckwourth Fire District ride-along program is offered to residents, students and those employed within the District/City. Every attempt will be made to accommodate interested persons; however, any applicant may be disqualified without cause.

The following factors may be considered in disqualifying an applicant and are not limited to:

# Beckwourth Fire District

## Policy Manual

### *Ride-Along Program*

---

- Being under 18 years of age.
- Prior criminal history.
- Pending criminal action.
- Pending lawsuit against the Department.
- Denial by any supervisor.
- Poor health or other condition that cannot be reasonably accommodated.

#### **431.3.3 AVAILABILITY**

The ride-along program is available on most days of the week, with certain exceptions. The ride-along times are established by the Division Fire Suppression Fire Chief. Exceptions to this schedule may be made as approved by the Fire Chief, Fire Marshal or the Division Fire Suppression Fire Chief.

#### **431.3.4 SUITABLE ATTIRE**

Any person approved to ride along is required to be suitably dressed in collared shirt, blouse or jacket, slacks and shoes. Sandals, T-shirts, tank tops, shorts and ripped or torn blue jeans are not permitted. Hats and ball caps will not be worn in the fire apparatus. The Division Fire Suppression Fire Chief or fire captain may refuse a ride-along to anyone not properly dressed.

#### **431.4 FIREFIGHTER RIDE-ALONGS**

Off-duty members of this department or any other fire service agency will not be permitted to ride-along with on-duty firefighters without the express consent of the Division Fire Suppression Fire Chief or the authorized designee. In the event that such a ride-along is permitted, the off-duty member shall not be considered on-duty and shall not represent him/herself as a firefighter or participate in any fire service activity except as emergency circumstances may require.

#### **431.5 FIRE CAPTAIN RESPONSIBILITIES**

The fire captain shall advise the on-duty Captain that a ride-along is present in the fire apparatus before going into service. Fire captains shall consider the safety of the ride-along at all times. Fire Captains should use discretion when encountering a potentially dangerous situation, and if feasible, require the participant to remain in the fire apparatus.

#### **431.6 CONTROL OF RIDE-ALONG**

The fire captain shall maintain control over the ride-along at all times and instruct him/her in the conditions that necessarily limit their participation. These instructions should include:

- (a) The ride-along will follow the lawful directions of any department member.
- (b) The ride-along will not become involved in any investigation, discussions with victims or handling any fire equipment.

# Beckwourth Fire District

## Policy Manual

### *Ride-Along Program*

---

- (c) Either the ride-along or the fire captain may terminate the ride at any time. Reasonable effort will be made to return the observer to his/her home or to the fire station if the ride is terminated.
- (d) Fire captains will not allow ride-alongs to be present in any residence or situation that would jeopardize their safety or cause undue stress or embarrassment to a victim or any other citizen.
- (e) Under no circumstance shall a civilian ride-along be permitted to enter a private residence with the fire crew without the express consent of the resident or other authorized person.



## Chapter 5 - Fire Prevention

## Fire Inspections

### 500.1 PURPOSE AND SCOPE

This policy provides guidance for the enforcement of fire and panic safety codes within Beckwourth Fire District's jurisdiction. Additionally, this policy establishes the minimum standards for inspection frequencies of all buildings in the department's jurisdiction.

### 500.2 POLICY

The Beckwourth Fire District is committed to improving public safety through the enforcement of building standards relating to fire and panic safety as adopted by the Office of the State Fire Marshal (OSFM) and published in the California Building Standards Code, and any other regulations that have been formally adopted by the OSFM for the prevention of fire or the protection of life and property against fire or panic (Health and Safety Code § 13145).

### 500.3 PROCEDURES

The following minimum standards and inspection frequencies are required for the types of buildings listed below.

#### 500.3.1 JAILS

The Fire Chief shall indicate in writing to the OSFM by June 30 of the applicable year for inspection that jail and detention facility inspections will be conducted by the Beckwourth Fire District (Health and Safety Code § 13146.1).

Jail or detention facility inspections shall be made at least once every two years for compliance with the regulations adopted by the OSFM and the minimum standards pertaining to fire and life safety as adopted by the Board of State and Community Corrections (Health and Safety Code §13146.1).

Reports of all jail or detention facility inspections shall be submitted to the facility manager of the jail or detention facility, the local governing body, the OSFM, and the Board of State and Community Corrections within 30 days of the inspection (Health and Safety Code § 13146.1).

#### 500.3.2 APARTMENTS, HOTELS, AND MOTELS

All structures subject to Health and Safety Code § 17921(b), except dwellings, shall be inspected annually for compliance with building standards and other regulations of the State Fire Marshal (Health and Safety Code § 13146.2).

A fee for the inspection in an amount, as determined by the District/City, sufficient to pay the costs of the inspection may be charged to the owner of the structure.

The Fire Chief should ensure that the required annual report is made to the District/City regarding compliance with Health and Safety Code § 13146.2 (Health and Safety Code § 13146.4).

# Beckwourth Fire District

## Policy Manual

### *Fire Inspections*

---

#### 500.3.3 SCHOOLS

The Beckwourth Fire District shall inspect every building used as a public or private school in the department's jurisdiction not less than once each year (Health and Safety Code § 13146.3).

The Fire Chief should ensure that the required annual report is made to the District/City regarding compliance with Health and Safety Code § 13146.3 (Health and Safety Code § 13146.4).

#### 500.3.4 HIGH-RISE BUILDINGS

The Beckwourth Fire District should annually inspect all high-rise structures in its jurisdiction for compliance with building standards and other regulations of the OSFM. The results of the inspection shall be submitted to the OSFM in a form and manner approved by the OSFM no later than 30 days after the date of the inspection (Health and Safety Code § 13217). The definition of a high-rise structure is located in the High-Rise Incident Management Policy.

A fee for the inspection in an amount, as determined by the District/City, sufficient to pay the costs of the inspection may be charged to the owner of the high-rise structure.

The Fire Chief shall notify the OSFM each year by June 30 if high-rise structure inspections will not be conducted by the Beckwourth Fire District (Health and Safety Code § 13217).

#### 500.3.5 COMMUNITY CARE FACILITIES

Upon request from a prospective licensee of a community care facility as defined in Health and Safety Code § 1502 et seq., the Beckwourth Fire District shall conduct a pre-inspection of the facility prior to the final fire clearance approval (Health and Safety Code § 13235).

At the time of the pre-inspection, the inspector shall provide consultation on interpretation of fire safety regulations and shall notify the prospective licensee of the facility, in writing, of specific fire safety regulations that shall be enforced in order to obtain fire clearance approval (Health and Safety Code § 13235).

A fee for the inspection in an amount, as determined by the District/City, sufficient to pay the costs of the pre-inspection may be charged to the prospective licensee (Health and Safety Code § 13235).

The Beckwourth Fire District shall complete any required final fire clearance inspection for a community care facility within 30 days of receipt of the request for the final inspection, or as of the date the prospective facility requests the final pre-licensure inspection by the California Department of Social Services, whichever is later (Health and Safety Code § 13235).

#### 500.3.6 STATE INSTITUTIONS, STATE-OWNED OR STATE-OCCUPIED BUILDINGS

The Beckwourth Fire District will inspect state facilities in its jurisdiction with written authorization from the OSFM (Health and Safety Code § 13108). The inspections shall be for the purpose of enforcing:

- Regulations relating to fire and panic safety adopted by the OSFM pursuant to Health and Safety Code § 13108.

# Beckwourth Fire District

## Policy Manual

### *Fire Inspections*

---

- Regulations other than building standards for the installation and maintenance of equipment and furnishings that present unusual fire hazards.
- Building standards relating to fire and panic safety published in the California Building Standards Code.
- Regulations and standards as otherwise agreed to in writing with the OSFM.

#### **500.4 OCCUPANCIES REGULATED BY THE BECKWOURTH FIRE DISTRICT**

The Department may enforce any ordinance related to fire and panic safety adopted pursuant to Health and Safety Code § 13143.

The frequency of inspections of occupancies within this jurisdiction will be determined based on available department resources.

#### **500.5 HAZARDOUS OCCUPANCIES**

Facilities that handle, store, or use hazardous materials should be inspected for compliance with applicable provisions of the California Fire Code as well as the accuracy of any required Hazardous Materials Business Plan (Health and Safety Code § 25503). Facilities that are required to submit a Hazardous Materials Business Plan should be inspected no less frequently than once every three years (Health and Safety Code § 25511).

#### **500.6 CERTIFIED VAPOR RECOVERY SYSTEM INSPECTIONS**

Vapor recovery systems installed within the jurisdiction of the Department should be inspected to determine whether they meet the OSFM standards and are properly installed, operated, and maintained. The determination that the system does not meet standards must have the concurrence of the OSFM (Health and Safety Code § 41956).

#### **500.7 RIGHT OF ENTRY**

If a building or premise to be inspected is occupied, the inspector shall present credentials to the occupant and request entry. If the building or premise is unoccupied, the inspector shall first make a reasonable effort to locate the owner or other person having charge or control of the building or premise and request entry.

If no permission to enter is granted, the inspector should work with legal counsel to secure entry in a manner provided by law, such as obtaining an administrative search warrant.

#### **500.8 INSPECTION FEES**

The Department shall charge any fire inspection fees adopted by the District/City. The fee assessed shall not exceed the estimated reasonable cost of providing the service for which the fee is charged (Health and Safety Code § 13146; Government Code § 66014).

##### **500.8.1 RE-INSPECTION FEES**

If a violation is discovered during an inspection, the follow-up inspection to ensure the corrections have been made should be conducted at no cost to the owner or occupant. Should the owner or

# Beckwourth Fire District

## Policy Manual

### *Fire Inspections*

---

occupant fail to comply with inspection requirements on the follow-up visit and an additional visit is required, a fee as adopted by the District/City will be assessed.

## Fire Investigations

### 502.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that all fires and explosions responded to by the Beckwourth Fire District and occurring within this jurisdiction are investigated and properly documented in accordance with state and federal laws as well as national standards.

### 502.2 POLICY

It is the policy of the Beckwourth Fire District to promptly investigate the cause, origin, and circumstances of fires and explosions occurring in this jurisdiction that involve the loss of life or injury to a person, or the destruction of or damage to property.

### 502.3 RESPONSIBILITIES

The Fire Chief has overall responsibility for fire investigations. The State Fire Marshal is responsible for management of the fire investigations program. The Incident Commander (IC) of each incident is responsible for ensuring that each fire is investigated for origin and cause.

### 502.4 PRELIMINARY INVESTIGATION

The first-in Captain should conduct a preliminary investigation of each fire or explosion to identify the origin, cause, and circumstances. The Captain will notify the IC of the results of the preliminary investigation.

If the origin of a fire or explosion appears to be suspicious, the IC should take immediate charge of all physical evidence relating to the fire or explosion, coordinate with investigators, and contact local law enforcement.

The IC is responsible for determining when fire investigators, fire investigators with arrest authority, or sworn law enforcement investigators, from this or another agency, are appropriate to investigate an incident.

The immediate response of an appropriate investigator should be requested when any of the following circumstances exist:

- (a) Major or unusual fires that exceed the investigative abilities of a Captain
- (b) Any fire resulting in a major injury or death
- (c) Incidents involving special circumstances, such as an especially high dollar loss, extensive damage, political sensitivity, or any other circumstance deemed appropriate by the Captain
- (d) Arson and/or incendiary devices are involved, or the origin of the fire is otherwise suspicious
- (e) There has been an explosion
- (f) There is evidence or suspicion that a crime has occurred in connection with a fire or explosion
- (g) A fire has been started by a juvenile

# Beckwourth Fire District

## Policy Manual

### *Fire Investigations*

---

- (h) Any illegal activity that potentially could cause a fire and/or explosion has occurred

#### **502.5 FIRE INVESTIGATORS**

Fire investigators assigned to an incident are responsible for pursuing the investigation through its completion and providing complete written documentation.

In cases where a fire investigator reasonably believes that arson or an unlawful act may be involved in a fire, the investigator should consult with the Fire Marshal and request the assistance of an investigator with arrest authority, if appropriate.

##### **502.5.1 FIRE INVESTIGATOR QUALIFICATIONS**

Fire investigators should:

\

Comply with all federal and state statutory and constitutional investigatory requirements, including limitations on searches and seizures.

#### **502.6 EQUIPMENT**

The fire investigator's vehicle should be stocked with the following equipment to help investigate fire cause, origin, and circumstance:

- Digital camera
- Spare batteries
- Voice recording device and spare media
- Fire investigator toolbox
- Shovels, rake, broom, and sifter
- Disposable latex evidence collection gloves
- Evidence collection markers and labels for canisters

##### **502.6.1 USE OF PROTECTIVE GEAR**

Fire investigators are responsible for using personal protective equipment (PPE) and respiratory protection appropriate for the conditions present at an investigation scene.

When entering any fire scene during the fire, before or during overhaul, or when there is a chance of reignition, fire investigators shall wear full structural PPE and self-contained breathing apparatus (SCBA).

See the Respiratory Protection Program Policy and the Personal Protective Equipment Policy for additional guidance.

##### **502.6.2 LOGBOOK**

Each investigator should maintain a logbook of field training, continued professional training hours, and investigative experience. The purpose of this log is to assist in establishing the member as an expert witness in court appearances.

# Beckwourth Fire District

## Policy Manual

### *Fire Investigations*

---

#### **502.7 INCIDENT REPORTS**

To ensure department incidents are documented in the National Fire Incident Reporting System (NFIRS), investigators should complete and submit a report to the Fire Marshal for each investigation conducted. All areas of the report are to be filled out, and when an item is not applicable, N/A is to be placed in the box. For additional information, see the National Fire Incident Reporting System (NFIRS) Policy.

The Fire Marshal is responsible for reviewing and approving the investigative reports.



## Code Enforcement

### 503.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the process by which the Beckwourth Fire District will enforce District/City fire and life safety codes during inspections.

### 503.2 POLICY

It is the policy of the Beckwourth Fire District to use inspections to help reduce the risk of injury or death due to fire and life safety code-related violations and increase the safety of building occupants, the community and emergency responders.

### 503.3 PROCEDURE

The Beckwourth Fire District may issue correction notices when violations of the fire code are found during fire and life safety inspections.

Any violation determined by an inspector to pose an immediate fire danger or threat to life safety should be referred to the Fire Marshal as soon as practicable.

#### 503.3.1 INITIAL INSPECTIONS

An initial inspection should be made to determine if any violations exist and identify the code sections violated. A notice of correction should be issued for violations. The written correction notice should describe the conditions deemed to be unsafe, identify the code section violated and, when compliance is not immediate, specify a time for re-inspection, typically to occur within two weeks. This time frame may be adjusted at the inspector's discretion and the type of violation (Fire Code § 109.2).

All inspections, meetings, and telephone conversations should be documented and an inspection report completed including names, telephone numbers, dates, violations and any other pertinent information related to the inspection. All documentation should be maintained in an inspection file.

A copy of the inspection report should be left with the responsible party.

#### 503.3.2 RE-INSPECTIONS

Violations that pose an immediate hazard to life or property should be corrected before the inspector leaves the premises (e.g., a required exit being chained or locked).

All other violations should be corrected by the date identified in the correction notice for re-inspection.

Generally, no more than two re-inspections should be conducted before escalating the process as provided in this policy.

#### 503.3.3 TIME EXTENSIONS FOR COMPLIANCE

An inspector may extend the compliance period if reasonable progress is being made toward correcting the violation, or if a plan is established for completion and life and property are not being compromised. Extensions should only be granted when the inspector believes there is a high

# Beckwourth Fire District

## Policy Manual

### *Code Enforcement*

---

probability of obtaining complete compliance. The inspector may request the responsible person submit a statement in writing, detailing the reason for the extension and the new compliance date.

#### 503.3.4 FINAL NOTICES

A final notice may be used as the last warning notice issued prior to civil or criminal action. A final notice is not required prior to initiating legal action.

A final notice of violation should be provided to the violator by certified mail return receipt requested and should:

- Set a date by which the violator must correct the violation.
- Notify the violator of the date of the final re-inspection to verify code compliance prior to initiating legal action.

#### 503.3.5 ADMINISTRATIVE CITATION

If compliance is not achieved by the time of the final re-inspection, an administrative citation may be issued. An administrative citation informs a business that repeated attempts to gain compliance for outstanding violations were unsuccessful. The administrative citation may be delivered to the business owner in person or mailed via certified mail return receipt requested.

Administrative citations may continue to be issued until compliance is achieved or the matter is referred to legal counsel for legal action. Copies of all administrative citations should be sent to the District/City's legal counsel as soon as practicable.

---

## Alternative Materials and Methods Requests

### 504.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a procedure for receiving and processing requests for the use of Alternative Materials and Methods (AMM) in accordance with the Fire Code § 104.9.

#### 504.1.1 DEFINITIONS

Definitions related to this policy include:

**Alternative materials and methods (AMM) request** - A request from a permit applicant to deviate in some manner from the requirements of the Fire Code, consisting of the applicant and project information; a summary of the issue and the solution being proposed; identification of the specific Fire Code reference and the intent of the code; a description of why the standard requirements are not possible, feasible or desirable; and a detailed description of the alternatives being proposed to mitigate the deficiency or code requirement.

### 504.2 POLICY

It is the policy of the Beckwourth Fire District that requests for AMM shall be evaluated by the Fire Marshal or the authorized designee for compliance with the intent of the associated Fire Code.

### 504.3 PROCEDURE

The following procedures have been established to assist department members in determining whether a proposed AMM is at least equivalent to that prescribed by the Fire Code in quality, strength, effectiveness, fire resistance, durability and safety.

#### 504.3.1 PROJECT INFORMATION

For commercial, multi-family residential and residential tract projects, the applicant shall provide the following written information in addition to the plans necessary to evaluate the project:

- (a) Relevant project information, including:
  - 1. The project name, address, contact person and telephone number.
  - 2. The owner's name, address and telephone number.
  - 3. Other specific information identifying the project as required (e.g., development permit type, tract, lot number).
- (b) The Fire Code section or a reference to the specific requirement for which the AMM is requested.
- (c) The alternative fire protection measures that will be taken as part of the AMM proposal and how they establish equivalency to those prescribed in the code.
- (d) Any additional information identified by the Beckwourth Fire District.

# Beckwourth Fire District

## Policy Manual

### *Alternative Materials and Methods Requests*

---

#### 504.3.2 SUBMITTAL PROCESS

- (a) One copy of the AMM proposal and other supporting information is required to be submitted to the Beckwourth Fire District. Applicable fees due, in the amount indicated by the fee schedule currently in effect, must be paid upon submittal of the AMM proposal.
- (b) AMM requests will be evaluated by the Fire Marshal or the authorized designee . All such requests are evaluated on a case-by-case basis. Approval of an AMM request is based upon several factors, including, but not limited to, the level of equivalency achieved, the effect of the AMM on fire and emergency response and site conditions. All evaluations will be performed in the context of the specific project being reviewed.
- (c) If the AMM proposal provides an equivalent level of protection, considering all related conditions pertaining to the project, the Fire Marshal or the authorized designee will issue a written response granting approval. Such approval may be conditional upon implementation of additional requirements listed in the AMM approval that were not part of the original AMM proposal. Approval is granted only for the specific project under review and the conditions for approval shall not be construed as applicable to any other project.
- (d) In the event the AMM proposal does not provide an equivalent level of protection, the request will be denied and a written denial will be issued.
  - 1. Should the applicant submit a different AMM request for the same project or choose to revise and resubmit the previously denied request, additional AMM fees will apply.
  - 2. To facilitate the evaluation process, the applicant should include any previously denied AMM proposals when submitting a revised AMM request.
- (e) Upon completion of the evaluation, the written AMM approval or denial and a copy of the applicant's AMM proposal should be made available for pick up at the location specified by the Beckwourth Fire District. Should evaluation of the AMM proposal require time and resources beyond the standard time allotted for this activity, additional time and materials fees may be assessed. Any additional fees assessed must be paid when the applicant picks up the AMM approval or denial.
- (f) The approved AMM proposal and written responses should be copied on the plans prior to plan approval. A copy of the AMM proposal and response should be kept at the project site at all times. This documentation may be required for review by the Fire Marshal or the authorized designee.

## Public Education

### 505.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the methods the Department uses to interact with the community, share information about the workings of a fire station and demonstrate the capabilities of various apparatus and equipment through educational activities conducted by the DivisionFiteSuppression Command.

### 505.2 POLICY

The Beckwourth Fire District will aggressively promote fire safety and public awareness through a variety of public information and education activities, including a fire station visit program operated by the DivisionFiteSuppression Command.

### 505.3 PROCEDURE

The fire station visit program is an educational activity intended to allow school groups, service clubs, youth organizations, church groups and other civic-minded organizations to schedule and participate in a tour of a working fire station. The types of groups and organizations appropriate for inclusion in the fire station visit program include, but are not limited to, the following:

- Pre-school classes or groups (public or private)
- Kindergarten classes or groups (public or private)
- Primary and secondary school groups (public, church-based or private)
- Chaperoned, organized youth groups that generally include persons 17 years of age and under and are sponsored and accompanied by adult representatives of a formal organization (e.g., Girl Scouts, Boy Scouts, Cub Scouts, Indian Scouts and Brownies).
- Service clubs and organizations that are generally voluntary non-profit organizations, where members meet regularly to perform charitable work either by direct hands-on efforts or by raising money for other organizations (e.g., Kiwanis, Rotary and Masons).

The fire station visit program is not intended, nor should it be used as an entertainment opportunity or for a commercial or for-profit purpose. The following types of groups, entities and activities are not appropriate for inclusion in the fire station visit program:

- Birthday party groups
- Social networking groups
- Business networking groups
- For-profit tour groups, including profit-based foreign student groups
- Any group, entity or activity that is part of a for-profit enterprise

# Beckwourth Fire District

## Policy Manual

### *Public Education*

---

Neither of the lists above is intended to be all-inclusive, rather they are general representations of the types of groups that are either appropriate or inappropriate for inclusion in the fire station visit program.

Groups or organizations can request a fire station visit by completing and submitting an application to the Investigations Command. Applications must be submitted at least 45 days prior to the date requested for the fire station visit. Investigations Command personnel will evaluate each application in accordance with this policy. Each evaluation will be considered uniformly and without discrimination as part of the application process. Approved applications will be forwarded to the appropriate Division Fire Suppression Division Chief for station and crew assignment.

#### 505.3.1 SCHEDULING FIRE STATION VISITS

To limit the impact of fire station visits on other essential activities, each Division Fire Suppression Command crew should be limited to conducting one station visit per calendar month. The Division Fire Suppression Division Chief may elect to further limit the number of station visits assigned to individual crews based on the operational or training activities of that crew. The Division Chief should notify the Investigations Command personnel of the station and crew assigned to conduct each scheduled visit. The Investigations Command personnel should confirm the appointment for the station visit with the applicant and act as the point of contact for the applicant regarding any questions, issues or changes in the scheduled visit.

#### 505.3.2 ADDITIONAL CONSIDERATIONS

The fire station visit program will operate within the following parameters:

- Participating group size will generally be limited to 30 persons, including chaperones, and drivers. Larger groups may apply but approval of the application will depend on the availability of a Investigations Command representative to assist with managing the tour on the day of the visit.
- Station visits should be scheduled for a maximum of two hours and generally during regular business hours.
- The crew assigned to manage a station visit should remain in-service and available for emergency calls during the visit. Visiting groups should be notified in advance that the crew may be called away from the station at any time and the visit may then be canceled.
- Station visit participants should not be allowed to enter the private crew sleeping or dressing areas of the station.
- The fire crews managing each station visit should ensure that no confidential information or information protected by the Health Insurance Portability and Accountability Act (HIPAA) is visible or accessible to the station visit participants. Specific areas of the station may be closed to the visiting groups as needed to protect confidential and/or protected materials.

# Beckwourth Fire District

## Policy Manual

### *Public Education*

---

#### **505.4 RECORDKEEPING**

The Investigations Command should maintain a record of all applications for the station visit program. The records should include:

- The name of the group or organization applying for a fire station visit.
- The name of the group leader or person submitting the application.
- Information regarding the approval or denial of the application. For denied applications, the reason for the denial should be listed (e.g., non-conforming group, scheduling conflict or no crew availability).
- The scheduled date and time of each approved visit.
- The Captain, station and crew assigned to manage the visit.
- Confirmation that the group or organization completed the station visit or the reason it was not completed.

These records should be retained in accordance with the department's established records retention schedules.

---

## Hazardous Materials Disclosures

### 507.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the requirements for the review of Hazardous Materials Business Plan (HMBP) submittals and for the inspection of the businesses that handle hazardous materials (Health and Safety Code § 25500 et seq.).

### 507.2 POLICY

When designated as the administering agency under Health and Safety Code § 25502, the Beckwourth Fire District will administer and enforce Chapter 6.95 of Division 20 of the Health and Safety Code.

### 507.3 PROCEDURE

Businesses handling hazardous materials in excess of threshold quantities shall be required to submit HMBPs to the Department and submit to inspection by the Fire Marshal or the authorized designee (Health and Safety Code § 25503 et seq.).

#### 507.3.1 REQUIRED PLANS

- (a) The Department will require an HMBP from the following:
  1. A business that handles a hazardous material or a mixture containing a hazardous material in quantities identified in Health and Safety Code § 25507
  2. A business required to submit chemical inventory information pursuant to 42 USC § 11022 (Health and Safety Code § 25506)
  3. A business handling a quantity of material that the Department finds raises public health, safety, or environmental concerns and requires submission of an HMBP (Health and Safety Code § 25507)
- (b) HMBPs shall comply with the requirements of 19 CCR 5030.2 through 19 CCR 5030.8, 19 CCR 5030.9, and 19 CCR 5030.10, including but not limited to:
  1. The Business Activities page of the Unified Program Consolidated Form, as required by 19 CCR 5030.3, and Business Owner/Operator Identification page.
  2. The Hazardous Materials and Chemical Description page.
  3. An annotated site map.
  4. A business emergency plan, including the following emergency response procedures for a release or threatened release of hazardous materials, scaled appropriately for the size and nature of the business, the nature of the damage potential of the hazardous materials handled, and the proximity of the business to residential areas and other populations (19 CCR 5030.9).
    - (a) Immediate notification of the following:
      1. Local emergency response personnel



# Beckwourth Fire District

## Policy Manual

### *Hazardous Materials Disclosures*

---

2. The administering agency and the Office of Emergency Services (OES)
  3. Persons within the facility who are necessary to respond to an incident
- (b) Identification of local emergency medical assistance appropriate for potential accident scenarios.
  - (c) Mitigation, prevention, or abatement of hazards to persons, property, or the environment.
  - (d) Immediate notification and evacuation of the facility.
  - (e) Identification of areas of the facility and mechanical or other systems that require immediate inspection or isolation because of their vulnerability to earthquake related ground motion.

#### 507.3.2 SUBMITTAL

- (a) HMBPs that do not satisfy the requirements of this policy shall be returned to the submitting facility with a letter specifying the deficiencies, any necessary corrective actions, and notice that the facility has 30 days to submit a revised HMBP.
- (b) Facilities subject to the requirements of this policy are required to review their HMBP at least once every three years after initial submission and certify to the Department that the review was made and that any necessary changes were made. A copy of any changes shall be submitted to the Department as a part of the certification.
- (c) The hazardous materials inventory shall be submitted to the Department annually on or before March 1. Businesses shall submit an amendment to the inventory within 30 days of the following events:
  1. A 100 percent or more increase in the quantity of a previously disclosed material
  2. Any handling of a previously undisclosed hazardous material subject to the inventory requirements of this chapter
  3. Change of business address
  4. Change of business ownership
  5. Change of business name
- (d) If no change in an inventory has occurred, a business subject to the hazardous materials reporting requirements of this policy may comply with the annual inventory reporting requirements by submitting a certification statement to the Department if all the following apply:
  1. The business has previously filed the hazardous materials inventory pursuant to the requirements of this policy.
  2. The business owner or officially designated representative signs and attests to these statements:

# Beckwourth Fire District

## Policy Manual

### *Hazardous Materials Disclosures*

---

- (a) The information contained in the hazardous materials inventory most recently submitted to the Department is complete, accurate, and up to date.
- (b) There has been no change in the quantity of hazardous materials reported in the most recently submitted inventory.
- (c) No hazardous materials subject to inventory requirements are being handled that are not listed on the most recently submitted inventory.
- (d) No hazardous materials subject to inventory requirements are being handled that are not listed on the most recently submitted inventory.
- (e) If a change in the hazardous materials inventory has occurred, a business subject to the hazardous materials reporting requirements may comply with the annual inventory reporting requirements by submitting the following:
  - (a) Signed Business Owner/Operator page for the current reporting year
  - (b) Updated Chemical Description pages showing additions, deletions, or revisions to previously submitted hazardous materials inventory
- (f) Facilities subject to EPCRA must annually submit the following, regardless of whether a change as occurred:
  1. Business Activities page of the Unified Program Consolidated Form
  2. Signed Business Owner/Operator page for the current reporting year
  3. Chemical Description page for each federally listed Extremely Hazardous Substance (EHS) handled in quantities equal to or greater than applicable federal threshold planning quantities or 500 pounds, whichever is less

#### **507.3.3 INSPECTIONS**

The Department shall conduct field inspections of facilities that are subject to the requirements of this policy at least once every three years. Any deficiencies noted during field inspections shall be documented and the facility shall be given a set time frame to make the necessary corrections (Health and Safety Code § 25511).

Where appropriate, the Department will enforce any applicable laws and suggest preventive measures designed to minimize the risk of the release of hazardous material into the workplace or environment.

#### **507.4 PUBLIC RECORDS**

Members of the public may request to inspect any HMBP for which the Department is responsible for receiving or reviewing. The Department shall not charge for a request to obtain this information from a business or for the public examination of the HMBP during the department's normal working hours (Health and Safety Code § 25509).

Inventory information and other information is subject to trade secret protection pursuant to Health and Safety Code § 25512.

# Beckwourth Fire District

## Policy Manual

### *Hazardous Materials Disclosures*

---

Those portions of the HMBP specifying the precise location where hazardous materials are stored and handled on-site, including any maps of the site, shall not be available for inspection (Health and Safety Code § 25509).

## Maximum Occupancy - Overcrowding

### 508.1 PURPOSE AND SCOPE

The purpose of this policy is to establish standards for abating overcrowded conditions in places of assembly. This policy shall apply to all assembly occupancies and other occupancies which may be subject to overcrowding (Fire Code § 108.6).

### 508.2 POLICY

The Beckwourth Fire District investigates overcrowded conditions or obstructions in aisles, passageways, or other means of egress for life-safety hazards.

### 508.3 ENFORCEMENT

Any member of the Department, upon finding overcrowded conditions beyond the approved capacity of a building or portion thereof, or obstructions in aisles, passageways, or other means of egress, or upon finding any condition which constitutes a life-safety hazard, is authorized to order the dangerous condition removed or remedied. The investigating officer shall immediately notify the Fire Marshal any time the decision is made to vacate an occupancy. Whenever practicable, the investigating officer should consult the Fire Marshal prior to requiring that an occupancy be vacated (Fire Code § 108.6).

#### 508.3.1 COMPLAINTS RECEIVED DURING NORMAL BUSINESS HOURS

Complaints of overcrowded conditions received during normal business hours should be forwarded to the Investigations Command for investigation and follow-up. The complaint should be entered into the complaint management system as soon as practicable and assigned to an available inspector. The inspector should promptly investigate the complaint and notify the appropriate supervisor of the findings. All findings should be documented in the complaint management system.

#### 508.3.2 COMPLAINTS RECEIVED AFTER HOURS

Complaints of overcrowding received after hours should be routed to the appropriate on-duty Captain. The Captain may choose to take any of the following actions, as deemed necessary to investigate the complaint:

- Investigate the complaint and abate the hazard as necessary, in accordance with this policy.
- Dispatch an engine company to investigate the complaint and abate the hazard as necessary, in accordance with this policy.
- Call for the Fire Marshal to investigate the complaint and abate the hazard as necessary, in accordance with this policy.

# Beckwourth Fire District

## Policy Manual

### *Maximum Occupancy - Overcrowding*

---

#### 508.3.3 FIRST DOCUMENTED OVERCROWDING OFFENSE

Routine overcrowding complaints that do not pose an immediate life-safety hazard should be investigated and abated as necessary. A warning should be issued to the business owner advising that any future overcrowding cases may result in a criminal citation being issued.

#### 508.3.3 SECOND DOCUMENTED OVERCROWDING OFFENSE

The second and all subsequent documented cases of overcrowding should result in a criminal citation being issued, in accordance with Beckwourth Fire District procedures.

## Juvenile Firesetter Referrals

### 509.1 PURPOSE AND SCOPE

The purpose of this policy is to provide department personnel with resources for helping juvenile firesetters and their families receive the help they need through education, diversion, assessment and psychological services, in cooperation with local nonprofit organizations.

### 509.2 POLICY

It is the policy of the Beckwourth Fire District to participate in a coordinated effort with local nonprofit organizations to provide appropriate referral or treatment services to juveniles from this jurisdiction.

### 509.3 PROCEDURE

Entry into a juvenile firesetter program may be recommended by department personnel following a request from parents, guardian or caregivers or as a result of a fire incident. There are four types of referrals:

#### 509.3.1 CAREGIVER REFERRALS

Parents or guardians who call the Beckwourth Fire District for assistance will be directed to a member trained in juvenile firesetter intervention. When possible, telephone contact should be made with the parents within 48 hours of the Department being contacted. Parents should be provided with information about the program options and should be encouraged to make an appointment with the department's Investigations personnel. A pre-interview form should be completed during the telephone contact.

#### 509.3.2 WALK-IN REFERRALS

If someone comes to a fire station with a child who may be involved with firesetting, that person should be referred to Investigations. If no Investigations personnel are available, a pre-interview form should be completed during the walk-in contact and forwarded to the Investigations Command. When appropriate, a Investigations member should be contacted to advise of the walk-in contact and asked to return to the station, if possible.

#### 509.3.3 FIRE DEPARTMENT REFERRALS

If a juvenile firesetter is identified at a fire scene, the Incident Commander (IC) should complete a juvenile firesetter referral form. The form should be forwarded to the Investigations Command. The IC should be contacted by the Investigations Command confirming the receipt of the referral form and advising what action is being taken with the juvenile and his/her family.

If evidence at a fire scene indicates a juvenile started the fire, the IC must contact law enforcement and report this involvement in a fire incident report. The report should indicate that:

- The person involved in the ignition of the fire was a child or a person under the age of 18.
- The fire was a result of a child experimenting with fire or arson.

# Beckwourth Fire District

## Policy Manual

### *Juvenile Firesetter Referrals*

---

- The information known about the juvenile (e.g., name, age, sex, address).
- The parent or guardian information, if known.

A copy of the report should be sent to the Investigations Command.

The IC should call a fire investigator any time there is evidence of arson, when there are witnesses with information that could identify the juvenile firesetter or when the suspect is still at the scene.

A juvenile who has been referred to the Department by the juvenile justice court will be assigned to a member of the Investigations Command. If the juvenile fails to attend any mandated program sessions, the Investigations member should notify the court or the juvenile's probation officer. If the juvenile successfully attends all required sessions and completes the program, the Investigations member should send a program completion letter on department letterhead to the juvenile's probation officer.

#### **509.4 PROGRAM COMPONENTS**

The following components should be included in any juvenile firesetter program. Depending on the individual situation, some of the steps may not apply.

**Assessment** - The first step is generally a family interview including a Federal Emergency Management Agency (FEMA) assessment at a location designated by the Beckwourth Fire District. Assessments may be conducted at the child's home or living environment of the child and family members are encouraged to attend.

**Diversion** - Diversion is a process that allows the child to complete all or some of the program after which a citation can be dismissed or not processed. For admission into diversion, the juvenile will undergo a criminal background check. A parent or legal guardian and the child must attend a diversion hearing, where the child will be asked to describe behaviors and to answer questions to assess whether the child is at risk of repeating his/her offense. The child's parents or legal guardians and the child may be asked to sign a contract that requires specific actions to qualify the child for continued participation in the firesetter program. When the child successfully completes the program the Department will process a request to dismiss the citation.

**Educational intervention** - In this step families attend a fire safety academy. It is recommended that all family members attend. Academies may be conducted several times throughout the year and child/family placement is subject to availability. Academies should be broken into age-appropriate classes for the juveniles. Informational training seminars should be included for parents and guardians.

**Counseling** - The Department may recommend family counseling. If a child and family have been referred to counseling, it is strongly recommended that the counseling occur concurrently with academy attendance. A list of local organizations and resources should be provided to the family.

**Behavioral update** - After completing the academy and/or counseling, a representative from the firesetter program may follow up with adults in the child's home to discuss the child's behavior and review any progress.

# Beckwourth Fire District

## Policy Manual

### *Juvenile Firesetter Referrals*

---

The Investigations Command should produce regular reports specific to juvenile firesetters and outcomes. Reports should be included in department training programs as part of awareness and disposition outcomes.



---

## Fire Watch Services

### 510.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a fire watch procedure in the event that automatic fire protection and/or detection services are inoperable or in the event of an excessive number of accidental activations.

#### 510.1.1 DEFINITIONS

Definitions related to this policy include:

**Accidental** - The activation of any alarm that results in a response by the Department and that is caused by the negligence or intentional misuse of the system by a business owner or employees, staff or agents of the business; by mechanical failure, malfunction, improper installation, improper design, insufficient or inappropriate maintenance, improper placement or component over-sensitivity; any response in which department personnel are unable to gain access to the premises for any reason or are unable to determine the apparent cause of the alarm system failure; any other activation that is not caused by heat, smoke or fire, exclusive of an uncontrollable false alarm, as defined below.

**Excessive** - More than three accidental activations resulting in a response by the Department at the same premises in 12 calendar months.

**Fire guard** - A person who is properly trained and whose sole duty is to patrol the premises and watch for fire. This person should be equipped with an approved means of contacting the department in the event of a fire. Several fire guards might comprise a single fire watch.

**Fire watch** - A system of trained, on-site fire guards who notify the Beckwourth Fire District and the occupants of a building if a fire occurs. Fire watch may be conducted by department personnel.

**High life-risk occupancy** - Hospitals, care facilities, schools, high-rise buildings and R-1 residential zones.

**Non-controllable false alarm** - An alarm is considered a non-controllable false alarm if the alarm system is activated due to malicious causes beyond the control of the owner.

### 510.2 POLICY

It is the policy of the Beckwourth Fire District that any time automatic fire protection or detection systems are inoperable, or in the event of an excessive number of accidental activations, the owner or the authorized designee of a property shall be required to immediately notify the Department.

The Fire Marshal or the authorized designee shall make a determination whether the location has a high life-risk occupancy, and if so, immediately implement a fire watch. If the location does not have not a high life-risk occupancy, the Fire Marshal or the authorized designee shall evaluate each set of unique circumstances and make a determination whether the property owner shall implement a fire watch.

# Beckwourth Fire District

## Policy Manual

### *Fire Watch Services*

---

This policy includes all buildings, whether new or existing, where an automatic fire protection and/or detection system is installed but not operable, including buildings undergoing alteration, repair and demolition.

#### **510.3 RESPONSIBILITIES**

- (a) The owner or the authorized designee shall immediately notify the Beckwourth Fire District any time an automatic fire protection or detection system is not in operation or in the event of an excessive number of accidental activations.
- (b) Any repair or corrective action should be immediately initiated by the owner or the authorized designee. After repair or corrective action is completed and the system is back in service, the Beckwourth Fire District and occupants should again be notified by the owner or the authorized designee.
- (c) A fire watch should be provided when the system cannot be repaired in a timely manner (more than 24 hours) and/or the lack of protection creates a building or life safety hazard as determined by the Fire Marshal or the authorized designee. Exception: A fire watch shall be established immediately when fire protection, detection, and alarm systems are not in operation in high, life-risk occupancies, such as hospitals, care facilities, schools, high-rise buildings and R-1 residential zones.
- (d) Building occupants must be notified within 24 hours of a fire watch being established.
- (e) The minimum level of fire watch service shall be one fire guard per floor in multi-story buildings and one fire guard for each fire protection system zone in a single story building. Additional fire guards may depend on the hazard and building design. The fire watch service will continue until the automatic fire protection or detection system is placed back in service. Fire guards shall be provided with at least one approved means of notifying the Department and their only duty shall be to perform constant patrols of the premises to watch for fires.

## **Chapter 6 - Emergency Medical Services**

## Pre-Hospital Care Reports

### 600.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the requirements for documentation of patient responses, and the related document distribution, storage, and disclosure (Health and Safety Code § 1797.200; Health and Safety Code § 1797.227; 22 CCR 100170; 22 CCR 100171).

#### 600.1.1 DEFINITIONS

Definitions related to this policy include:

**Patient** - A person who meets any one of the following criteria:

- Has a chief complaint
- Has obvious symptoms or signs of injury or illness
- Has been involved in an event that the average first responder would believe could cause an injury
- Appears to be disoriented or to have impaired psychiatric function
- Has evidence of suicidal intent
- Is deceased

**Patient refusing medical care against medical advice (AMA)** - A competent patient who is determined by an Emergency Medical Technician (EMT) or base hospital to have a medical problem that requires the immediate treatment and/or transportation capabilities of the Emergency Medical Services (EMS) system, but who declines medical care despite being advised of his/her condition and the risks and possible complications of refusing medical care.

### 600.2 POLICY

It is the policy of the Beckwourth Fire District to follow the patient documentation and distribution guidelines developed by the local, regional, or state EMS authority.

### 600.3 PROCEDURE

A Pre-Hospital Care Report (PCR) shall be completed for every patient response (22 CCR 100171). This includes a patient who is released at the scene, meets the criteria for pronouncing death in the field, is an inter-facility transport, or is involved in a multi-casualty incident.

A PCR and a patient release form must be completed for all patients who refuse evaluation, treatment, and/or transport.

Contact with persons who do not meet the criteria required for the definition of a patient should be recorded in the department's incident reporting system to document that assistance was offered and declined. The department's reporting requirements concerning personal identification information, including a person's name, age, date of birth, and sex, should be followed.

# Beckwourth Fire District

## Policy Manual

### *Pre-Hospital Care Reports*

---

An EMS evaluation, performed minimally by an EMT, may or may not be required for non-medical requests for assistance, such as “service calls” or “back-to-bed” requests. A PCR shall be completed for any person meeting the patient criteria.

For continuous quality improvement, the local or regional EMS authority, department EMS supervisors, and the designated hospital receiving center shall review their copies of the PCR and discuss any areas of concern.

#### **600.4 DISTRIBUTION OF PCR COPIES**

- (a) If a patient is transported to a designated hospital receiving center, copies should be distributed as follows:
  - 1. Copy retained by the Department
  - 2. Copy sent to the base hospital or alternative base station
  - 3. Copy left at the designated hospital receiving center with the patient
  - 4. Copy sent to the local EMS authority
- (b) If a patient is not transported or refuses care and leaves AMA, copies should be distributed as follows:
  - 1. Copy retained by the Department
  - 2. Copy sent to the base hospital or alternative base station
  - 3. Other copies sent per local EMS authority policy
- (c) If a patient is declared dead and is not transported, copies should be distributed as follows:
  - 1. Copy retained by the Department
  - 2. Copy sent to the assigned base hospital or alternative base station
  - 3. Copy left with the body for the coroner’s office
  - 4. Copy sent to the local EMS authority
  - 5. Other copies sent per local EMS authority policy

##### **600.4.1 FORM OF COPIES**

Copies should be sent to the local EMS authority in the form required by Health and Safety Code § 1797.227 or any written agreement with the EMS authority entered into before January 2016.

#### **600.5 PCR STORAGE**

PCRs shall be maintained and secured in a manner in which they are accessible only to individuals who are members of the health care team, are involved in education and training, are part of the quality assurance review, or are affiliated with the local EMS authority. All copies of the PCRs must be secured to prevent access by non-authorized individuals.

# Beckwourth Fire District

## Policy Manual

### *Pre-Hospital Care Reports*

---

#### **600.6 ADDITIONAL REPORTING REQUIREMENT**

In addition to a PCR, if the patient contact involves an injury inflicted by a firearm or is a result of assaultive or abusive conduct (as defined by Penal Code § 11160(d)), a report shall be made (Penal Code § 11160):

- (a) By telephone, immediately or as soon as practicable, to local law enforcement.
- (b) By written report to local law enforcement within two working days, on the appropriate form as provided in Penal Code § 11160.

## Patient Refusal of Pre-Hospital Care

### 602.1 PURPOSE AND SCOPE

This policy establishes guidelines to be followed any time a patient refuses pre-hospital emergency medical evaluation, care and/or transport.

#### 602.1.1 DEFINITIONS

Definitions related to this policy include:

**Competent** - The patient has the capacity to understand the circumstances surrounding his/her illness or impairment and the risks associated with refusing treatment or transport. The patient is alert and his/her judgment is not significantly impaired by illness and/or injury. Mental illness, drugs, alcohol intoxication or physical/mental impairment may significantly affect a patient's competence. Patients who have attempted suicide or verbalized suicidal intent, or if other factors lead pre-hospital care personnel to suspect intent, should not be regarded as competent.

**Emancipated minor** - An individual under the age of 18 years who is married, on active duty in the military, or is 14 years or older and emancipated by declaration of a court.

**Mental health hold or 5150 hold** - A patient who is held against his/her will for evaluation because the patient is a danger to him/herself, a danger to others, and/or is gravely disabled or unable to care for him/herself (Welfare and Institutions Code § 5150). This hold may be written by a law enforcement officer, a county mental health worker or an emergency room physician certified by the county to place an individual on a 5150 hold.

**Patient** - A person who meets any one of the following criteria:

- Has a chief complaint
- Has obvious symptoms or signs of injury or illness
- Has been involved in an event that the average first responder would reasonably believe could cause an injury
- Appears to be disoriented or to have impaired psychiatric function
- Has evidence of suicidal intent
- Is deceased

**Patient not requiring transport or release at the scene** - A patient who, after an assessment by an Emergency Medical Technician (EMT), does not appear to have a medical problem that requires the immediate treatment and/or transportation capabilities of the Emergency Medical Services (EMS) system.

**Patient refusing medical care against medical advice (AMA)** - A competent patient who is determined by an EMT or base hospital to have a medical problem that requires the immediate treatment and/or transportation capabilities of the EMS system, but who declines medical care

# Beckwourth Fire District

## Policy Manual

### *Patient Refusal of Pre-Hospital Care*

---

despite being advised of his/her condition and the risks and possible complications of refusing medical care.

#### **602.2 POLICY**

It is the policy of the Beckwourth Fire District that a Pre-Hospital Care Report (PCR) and a patient release form be completed any time a patient refuses emergency medical evaluation, care and/or transportation.

#### **602.3 PROCEDURE**

In the pre-hospital setting of the sick and injured patient, these guidelines may be interpreted and applied broadly. The EMT should err on the side of providing patient care, even if the patient is later found to have been competent to refuse care. Patients likely to have a serious medical problem should be evaluated more carefully for their decision-making capacity.

- (a) A competent adult or an emancipated minor has the right to determine the course of his/her own medical care and shall be allowed to make decisions affecting his/her medical care, including the refusal of care.
- (b) Spouses or relatives, unless they are a legal representative, cannot necessarily consent to the refusal of care for their spouse or relative. They may provide insight into what an incompetent relative would desire and may be used as surrogates for decision-making after an incompetent patient enters the hospital. Patients less than 18 years old must have a parent or legal representative present to refuse evaluation, medical care and/or transport unless they are an emancipated minor. The parent or legal representative must be competent to make this decision. If the parent or legal representative's decision seems to grossly endanger the minor, or the parent or legal representative does not appear to be competent, the EMT should make contact with the base hospital for further guidance.
- (c) The EMT must evaluate and document the patient's ability to comprehend and whether his/her ability to do so is impaired by the medical condition. The EMT should assess the patient with particular attention to:
  1. The patient's complaint or the reason for the call.
  2. Any important circumstances surrounding the call for assistance.
  3. Significant patient medical history.
  4. Complete physical assessment, including vital signs and mental status.
  5. Signs of drug and/or alcohol use/intoxication and physical or mental conditions affecting judgment, such as injury, developmental disability or mental illness. Examples of conditions affecting the patient's decision-making capacity include, but are not limited to, a significantly altered level of consciousness or blood pressure, hypoxia or severe pain.



# Beckwourth Fire District

## Policy Manual

### *Patient Refusal of Pre-Hospital Care*

---

- (d) The EMT should establish to the best of his/her ability what treatment the patient requires and the potential risks/consequences if the patient refuses care, and should communicate to the patient the benefits and risks of the proposed medical care or transport.
- (e) If the patient refuses treatment or transport and the EMT believes the patient is competent, the EMT should make reasonable efforts to ensure that the patient understands the risk and consequences of refusing medical attention and to understand why the patient is refusing care. The EMT should present to the patient alternatives to obtaining care, transport or modification of services offered, and attempt to overcome the patient's objections, if reasonable. Any evaluation, including base hospital contact, should be thoroughly documented for conditions the EMT believes are potentially serious.
- (f) The base hospital should be contacted regarding any patient exhibiting symptoms meeting the base hospital criteria for treatment and transport. If the patient refuses treatment and/or transport and there is some question on the part of field personnel as to the capacity of the patient, base hospital consultation should be obtained prior to leaving the scene.
- (g) A patient who meets the criteria for release at the scene may be released by an EMT. However, the patient should be advised, if applicable, to seek alternate medical care. If the patient requires additional medical advice, the base hospital should be contacted.
- (h) When a patient exhibits signs of being a danger to him/herself or others, is gravely disabled or cannot care for him/herself and cannot be treated and/or transported, the EMT should notify the proper authorities to obtain a 5150 hold. The EMT should remain with the patient until the proper authorities have made a determination regarding the hold. Patients on a 5150 hold cannot be released at the scene.
- (i) If the base hospital and/or the EMT determine that the patient is not competent to refuse evaluation or transport, the following alternatives exist:
  - 1. The patient should be transported to an appropriate facility under implied consent. In this case a 5150 hold is not necessary.
  - 2. If the base hospital determines it is necessary to transport the patient against his/her will and the patient resists or the EMT believes the patient will resist, the EMT shall call for law enforcement assistance in transporting the patient. Law enforcement may consider the placement of a 5150 hold on the patient but a 5150 hold is not required for transport.
  - 3. At no time are members to put themselves in danger by attempting to transport or treat a patient who refuses treatment. At all times, good judgment should be used and appropriate assistance obtained.

# Beckwourth Fire District

## Policy Manual

### *Patient Refusal of Pre-Hospital Care*

---

#### **602.4 DOCUMENTATION**

The EMT should document the following for all patients who refuse medical care AMA:

- (a) All relevant patient medical history and assessment
- (b) A description of the patient that clearly indicates his/her decision-making capacity
- (c) Reasons given why the patient refused care, treatment or transport
- (d) A statement that the patient was advised of the risk/consequences of refusing medical attention and that he/she acknowledged understanding those risks
- (e) Any alternatives that were presented to the patient
- (f) A description of base hospital contact, including information given and received

After advising the patient and any associated witnesses concerning the consequences of refusing medical care, the EMT should obtain the signature of the patient and one witness on the patient release form. Preferably the witness should be a member of the patient's family, if available at the scene.

If the patient is a minor, the parent or legal guardian should sign the patient release form.

If the patient refuses to sign the patient release form, that fact should be documented on the form. The release should include the department-specific incident number, the signature of the field personnel and that of any witnesses.

A PCR for a patient refusing care shall be reviewed by the EMS supervisor to ensure compliance with this policy. The patient release form and copy of the PCR should also be sent to the base hospital for review.

## Advance Health Care Directives

### 603.1 PURPOSE AND SCOPE

This policy identifies the circumstances and types of documents required for department Emergency Medical Services (EMS) members to withhold or withdraw resuscitative or life-sustaining measures based on the Health Care Decisions Law (Probate Code § 4600 et seq.).

Nothing in this policy should be interpreted to limit EMS members from relieving an airway obstruction.

#### 603.1.1 DEFINITIONS

Definitions related to this policy include:

**Advance health care directive (or Advance Directive)** - A document executed pursuant to the Health Care Decisions Law, used to give health care instructions, including directions to withhold or withdraw life-sustaining measures and CPR (Probate Code § 4605). A valid Advance Directive must contain the date of its execution, signature of the patient or of another adult in the patient's name, and be acknowledged by a notary or signed by at least two adult witnesses to the signing (Probate Code § 4674).

**Attorney-in-fact** - A person granted legal authority in a written document to act for another in health matters (Probate Code § 4670).

**Do Not Resuscitate (DNR) request** - A document that directs a health care provider not to make resuscitative efforts, such as chest compressions, defibrillation, assisted ventilation, basic airway adjuncts, advance airway adjuncts (e.g., endotracheal tube, Combitube®), cardiotoxic medications or other medications or means intended to initiate a heartbeat or to treat a non-perfusing rhythm. A DNR request includes:

- An Advance Directive that directs the withholding of life sustaining or resuscitating measures.
- A pre-hospital DNR request approved by the EMS authority or the California Medical Association, or an equivalent document from another jurisdiction.
- An order written by a physician or a patient in hospice care, a skilled nursing facility or other licensed care facility.
- Physician Orders for Life-Sustaining Treatment (POLST) Form

A DNR request can also be evidenced by a DNR medallion.

**DNR medallion** - A medic alert medallion/bracelet engraved with the words "Do Not Resuscitate," the letters "DNR" or "DNR-EMS," a patient identification number and a 24-hour toll-free telephone number (Probate Code § 4780).

**Health care agent** - A person designated in a written power of attorney for health care to make health care decisions (Probate Code § 4670).

# Beckwourth Fire District

## Policy Manual

### *Advance Health Care Directives*

---

**Palliative care** - The total care of patients who are not responsive to curative treatment, designed to achieve the highest quality of life possible.

**Physician Orders for Life-Sustaining Treatment (POLST) Form** - A form available statewide that allows an individual to express his/her desires concerning resuscitation and various resuscitation modalities (Probate Code § 4780).

#### **603.2 POLICY**

It is the policy of the Beckwourth Fire District that EMS members honor DNR requests to withhold or withdraw resuscitative measures.

#### **603.3 PROCEDURES**

The following guidelines should be used by members who are presented with a DNR request:

- (a) EMS members shall honor a DNR request when it can be reasonably established that the patient is the subject of the DNR request and:
  1. EMS members have identified a DNR request, DNR medallion or POLST form as defined in this policy, or
  2. EMS members have personally seen the DNR request in the patient's medical record in a health care facility and they reasonably believe it has not been revoked.
- (b) DNR patients should receive non-resuscitation-related palliative care and other comfort measures, as would any other person.
- (c) A DNR request shall be disregarded if the patient requests resuscitative measures.
- (d) EMS members may accept a verbal request to withhold or withdraw resuscitative measures under the following circumstances:
  1. A licensed physician identified as the patient's physician and present with the patient gives a verbal order and writes the DNR order on the Pre-hospital Care Report (PCR) and signs it. The physician's name, address, telephone number and medical license number must be recorded on the PCR.
  2. A DNR request is communicated by an attorney-in-fact or a health care agent and the attorney-in-fact or health care agent signs the PCR as the attorney-in-fact or health care agent (Probate Code § 4671).
- (e) When EMS members honor a DNR request, they should note on the PCR that a DNR request was presented and honored, and shall document the circumstances surrounding the DNR request on a PCR.
- (f) Base hospital contact should be made, the base hospital physician consulted and resuscitation initiated:
  1. If there are any questions concerning the validity of the DNR request.

# Beckwourth Fire District

## Policy Manual

### *Advance Health Care Directives*

---

2. If a DNR request is incomplete or not signed.
  3. When a document other than those noted in this policy is presented.
  4. Any time EMS members have concerns or require assistance.
- (g) DNR patients who are in cardiopulmonary arrest should not be transported. EMS members shall contact local law enforcement and/or coroner's office to report the death and should support family members on-scene as appropriate.
- (h) DNR patients who decline transport to the hospital, including patients for whom transport is declined on their behalf, should not be transported. EMS members should make reasonable efforts to preserve the patient's privacy, dignity and comfort before leaving the scene.
- (i) If a DNR patient is transported to a hospital, the following shall apply:
1. A valid DNR request shall be honored during transport of the patient.
  2. The DNR request shall accompany the patient.
  3. The attorney-in-fact or health care agent (if applicable) should accompany the patient to the hospital.

## Latex Sensitivity

### 604.1 PURPOSE AND SCOPE

The purpose of this policy is to establish procedures to ensure that all department members are aware of the potential for severe allergic reactions caused by contact with products containing latex and how to mitigate patient exposure.

#### 604.1.1 DEFINITIONS

Definitions related to this policy include:

**Latex sensitivity** - Allergic reactions after exposure to products containing latex/natural rubber (e.g., balloons, rubber gloves, other consumable medical products or medical devices).

### 604.2 POLICY

It is the policy of the Beckwourth Fire District that members shall take precautions to minimize latex exposure any time a patient is exhibiting signs of allergy or anaphylaxis, or any time members are advised that a patient is known to have a latex sensitivity. Every reasonable precaution shall be taken to prevent a latex sensitivity reaction in a patient.

### 604.3 PROCEDURE

If treating members are aware that a patient has a history of latex sensitivity, efforts to minimize exposure should be initiated. If a patient begins exhibiting signs of latex sensitivity or anaphylaxis, members should initiate treatment and continue to make reasonable efforts to minimize exposure to latex products.

If time permits before the loading the patient into the ambulance, the interior surfaces should be wiped down with a wet towel to reduce the presence of powder that contains latex proteins. All members wearing latex gloves should cover them with a pair of non-latex gloves. Latex gloves should not be removed as this can put dust or powder in the ambient environment for up to five hours. Members should provide a barrier between equipment and the patient by covering all latex-containing medical devices with stockinet or plastic wrap.

All nonessential equipment should be stored in closed compartments. Care should be taken to remove or replace latex-containing caps from medication vials and to keep intravenous (IV) ports covered to prevent injections. Latex dressings and IV tourniquets should not be used.

Treating members should notify the paramedic receiving center that a latex-sensitive patient is en route to the facility, and should document the patient's sensitivity and patient management (e.g., nitrile gloves, plastic wrap on blood pressure cuff) on the Pre-Hospital Care Report as appropriate. This information should also be communicated to the hospital staff immediately upon arrival.

Field units should carry the following latex-free equipment:

- Nitrile exam gloves

# Beckwourth Fire District

## Policy Manual

### *Latex Sensitivity*

---

- Airway equipment (bag valve masks, oxygen masks, nasal cannulas, oral airways and suction catheters)
- Plastic or soft cloth tape
- Stockinet or plastic wrap to use as a barrier on medical equipment (e.g., blood pressure cuff, splints and stethoscopes)

Care should be taken to avoid storing uncovered latex gloves with other medical and/or airway equipment.

## Chapter 7 - Training



# Fire Equipment Driver/Operator Training

## 700.1 PURPOSE AND SCOPE

The purpose of this policy is to enhance the safety of members and the public by ensuring that all Beckwourth Fire District members, including tiller operators, who operate firefighting equipment as part of their duties, receive appropriate training.

### 700.1.1 DEFINITIONS

Definitions related to this policy include (Vehicle Code § 12804.11):

**Firefighting equipment** - A motor vehicle that meets the definition of a class A or class B vehicle as described in Vehicle Code § 12804.9(b), that is used to travel to and from the scene of an emergency situation or to transport equipment used in the control of an emergency situation, and that is owned, leased, rented by, or is under the exclusive control of this department.

**Tiller operator** - The driver of the rear free-axle portion of a ladder truck.

## 700.2 POLICY

It is the policy of the Beckwourth Fire District that all members who operate firefighting equipment, including tiller operators, shall successfully complete driver training that meets or exceeds the requirements of the State Fire Marshal Fire Apparatus Driver/Operator 1A course (Vehicle Code § 12804.11).

## 700.3 PROCEDURES

All members who operate firefighting equipment, including tiller operators, shall have a valid class A, B or C California Driver License (CDL), with a firefighter endorsement. To qualify for a firefighter endorsement, the member shall complete the following (Vehicle Code § 12804.11):

- (a) Provide the California Department of Motor Vehicles (DMV) with proof of current employment as a firefighter by providing a letter from the Fire Chief or the authorized designee.
- (b) Provide the DMV with proof of successful completion of either the Fire Apparatus Driver/Operator 1A course taught by an instructor registered with the Office of the State Fire Marshal or fire department driver training that meets all of the requirements in Vehicle Code § 12804.11. This proof should be in the form of a letter from the Fire Chief or the authorized designee.
- (c) Pass the written firefighter examination that has been developed by the DMV with the cooperation of the Office of the State Fire Marshal.
- (d) Submit a report of medical examination on a form approved by the DMV.

A member is not required to obtain and maintain a firefighter endorsement if the member is operating the firefighting equipment for training purposes, during a non-emergency or while under

# Beckwourth Fire District

## Policy Manual

### *Fire Equipment Driver/Operator Training*

---

the direct supervision of a member who is properly licensed to operate the equipment and is authorized by the Department to provide training (Vehicle Code § 12804.11).

#### **700.4 TRAINING OFFICER RESPONSIBILITIES**

It shall be the responsibility of the Training Officer to ensure that any member required to drive fire apparatus as a part of his/her normal duties has received the mandated training. The Training Officer shall coordinate with the department member appointed to monitor driver license status to ensure members have valid driver licenses with the proper endorsements, in accordance with the Driver License Requirements Policy.

## CPR Training

### 703.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a training program to ensure department members have the skills and knowledge to perform CPR when necessary (Health and Safety Code § 1797.182).

### 703.2 POLICY

It is the policy of the Beckwourth Fire District that all firefighters, except those whose duties are primarily clerical or administrative, shall be trained to administer first aid and CPR as soon as practicable after hire but in all cases within the first year of employment. Recurrent CPR training shall occur at least once every three years (Health and Safety Code § 1797.182).

### 703.3 TRAINING REQUIREMENTS

First aid and CPR training shall be provided to firefighters by the Department at no cost to the member. The first aid and CPR training curriculum shall meet the standards prescribed by the county Emergency Medical Services (EMS) authority. The EMS authority may designate a public agency or private non-profit agency to provide training that meets the standards. Examples of such agencies include, but are not limited to, the American Red Cross and the American Heart Association (Health and Safety Code § 1797.182).

### 703.4 TRAINING RECORDS

The Training Officer shall be responsible for maintaining records of all CPR training provided to members. Records should include, but are not limited to, the following:

- (a) The dates of the training sessions
- (b) A list of topics or a summary of the content of the training sessions
- (c) The names or other identifier and job title of the members who received the training
- (d) The names, certificate number and qualifications of persons conducting the training
- (e) The name of the CPR program or nationally recognized authority that provided the curriculum
- (f) Copies of the certification cards issued to members upon completion of the CPR training

The Training Officer should maintain the training records in accordance with established records retention schedules.

# Health Insurance Portability and Accountability Act (HIPAA) Training

## 709.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure all members receive proper training in recognizing and handling Protected Health Information (PHI), as set forth in the Health Insurance Portability and Accountability Act (HIPAA) and its implementing regulations (42 USC § 201 and 45 CFR 164.530).

### 709.1.1 DEFINITIONS

Definitions related to this policy include:

**Health information** - Information, whether oral or recorded in any form or medium, that is created or received by a health care provider, health plan or employer and relates to a person's past, present or future physical or mental health or condition, or past, present or future payment for the provision of health care (45 CFR 160.103).

**Individually identifiable health information** - Health information, including demographic information, created or received by a covered entity or employer that relates an individual's past, present or future physical or mental health or condition, the provision of health care to an individual, or the past, present or future payment for the provision of health care to an individual, that can either identify the individual or provide a reasonable basis to believe the information can be used to identify the individual (45 CFR 160).

**Protected Health Information (PHI)** - Individually identifiable health information that is created or received by a covered entity or employer. Information is protected whether it is in writing, in an electronic medium or is communicated orally (45 CFR 160).

## 709.2 POLICY

It is the policy of the Beckwourth Fire District to provide HIPAA privacy training to all members as necessary and appropriate for their duties, and to apply appropriate sanctions against members who violate the privacy policies and procedures (45 CFR 164.530(b) and 45 CFR 164.530(e)).

It is also the policy of the Department that no member shall be retaliated or discriminated against for filing a complaint about violations of the HIPAA regulations (45 CFR 164.530(g)).

## 709.3 TRAINING REQUIREMENTS

To ensure confidentiality and compliance with the HIPAA regulations, the Department shall provide training to all members likely to have access to PHI. The training shall be completed for all newly hired members prior to them being allowed access to PHI. Training for all current members shall also occur any time material changes are made to the department's privacy policies and procedures.

The Training Officer shall be responsible for establishing a periodic schedule for retraining and a method of ensuring that all members acknowledge receipt of all HIPAA training (45 CFR 164.530(b)).

# Beckwourth Fire District

## Policy Manual

### *Health Insurance Portability and Accountability Act (HIPAA) Training*

---

Training should include a review of the:

- (a) Department's statutory obligations imposed by HIPAA.
- (b) Patient Medical Record Security and Privacy Policy , including a thorough treatment of the security procedures the Department uses to protect written and electronic health information.
- (c) Methods and procedures to be used during the collection of PHI.
- (d) HIPAA-imposed statutory limitations on the dissemination of PHI to the family members of patients.
- (e) Proper procedures when responding to media requests for information regarding incidents at which the Department provided medical services.
- (f) Procedures for the secure destruction of written instruments containing PHI, including handwritten field notes, pre-hospital care records or other documents containing PHI.
- (g) Approved method for transferring PHI to receiving hospitals or other receiving medical facilities.
- (h) Photography and Electronic Imaging Policy as it pertains to PHI.
- (i) Department's procedures for protecting employee health information.

#### **709.4 TRAINING RECORDS**

The Training Section shall be responsible for maintaining the records of all HIPAA-related training for all members for six years (45 CFR 164.530(j)).

---

# National Incident Management System (NIMS) Training

## 710.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the training requirements for members to successfully operate under the Incident Command System (ICS) Policy and the National Incident Management System (NIMS).

## 710.2 POLICY

It is the policy of the Beckwourth Fire District to adhere to the ICS in order to effectively manage personnel and resources when responding to a wide range of emergency incidents. All Beckwourth Fire District members whose job duties may include a role in emergency management or incident response shall be appropriately trained to the NIMS standards to improve all-hazards capabilities nationwide.

## 710.3 PROCEDURE

All department personnel with job duties that include a direct role in emergency management or incident response must complete the Federal Emergency Management Agency (FEMA) NIMS IS-700 course.

Additional training is available on an as-needed basis, depending on the regional role of the Department or the role of a member within the Department as follows:

- (a) Entry Level:
  - 1. FEMA IS-700: NIMS, An Introduction
  - 2. ICS-100: Introduction to ICS or equivalent
- (b) First Line, Single Resource, Field Supervisors:
  - 1. IS-700, ICS-100, and ICS-200: Basic ICS or its equivalent
- (c) Middle Management: Strike Team Leaders, Command Supervisors, Emergency Operations Center (EOC) Staff:
  - 1. IS-700, IS-800: National Response Framework, an Introduction; ICS-100, ICS-200. and ICS-300 Intermediate ICS for Expanding Incidents
- (d) Command and General Staff; Area, Emergency, and EOC Managers:
  - 1. IS-700, IS-800, ICS-100, ICS-200, ICS-300, and ICS-400:Advanced ICS

Refresher training will be offered on a regular basis to ensure that ICS knowledge and skills are maintained, especially for personnel who are not regularly involved in complex multi-jurisdictional incidents nationwide (i.e., incidents that require responders to hold credentials under the National Emergency Responder Credentialing System).

# Beckwourth Fire District

## Policy Manual

### *National Incident Management System (NIMS) Training*

---

#### **710.4 TRAINING RECORDS**

The Training Officer shall be responsible for maintaining records of all NIMS training provided to members. Records should include but are not limited to:

- (a) The dates of the training sessions
- (b) A list of the topics or a summary of the content of the training sessions
- (c) The name or other identifier and job title of the members who received the training
- (d) The names, certificate number, and qualifications of persons conducting the training

The Training Officer should maintain the training records in accordance with established records retention schedules.

## **Chapter 8 - Equipment and Technology**



# Vehicle/Apparatus Inspections And Maintenance

## 802.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the inspection and maintenance responsibilities of members with regard to department vehicles and apparatus, to ensure the vehicles comply with all regulations specified in the California Vehicle Code and the California Commercial Driver Handbook. Inspections also ensure that vehicles and apparatus are properly equipped, maintained, refueled and present a professional appearance.

### 802.1.1 DEFINITIONS

Definitions related to this policy include:

**Apparatus** - All self-propelled firefighting vehicle capable of carrying at least one person.

**Commercial vehicle** - A vehicle or combination of vehicles that requires a class A or class B license (Vehicle Code § 15210(b)(1)).

**In-reserve** - Any vehicle or apparatus that, while not currently staffed, is ready for service or deployment as needed, regardless of whether it is fully equipped with tools and equipment.

**In-service** - Any vehicle or apparatus that is either staffed or cross-staffed by members of the DivisionFireSuppression Command or that is pre-positioned to be readily available to on-duty DivisionFireSuppression personnel for calls for service (e.g., airport rescue or firefighting apparatus).

**Staff vehicles** - Typically, department vehicles that do not qualify as commercial vehicles (Vehicle Code § 15210(b)(1)).

**Vehicle** - Any self-powered or self-propelled vehicle, including cars, pick-up trucks, fire apparatus of all types, ambulance units, command vehicles, crew-carrying vehicles, tractors, boats or powered watercraft and off-highway vehicles.

## 802.2 POLICY

It is the policy of the Beckwourth Fire District that all vehicles and apparatus be inspected weekly, including in-service and reserve apparatus. Consistent with the California Vehicle Code; with the exception of emergency response, all commercial vehicles are required to have a 7 Step Inspection prior to use or immediately after the emergency is mitigated. Vehicles and apparatus that are out-of-service for maintenance or repair need not be inspected until they are returned to service or released to in-reserve status.

## 802.3 PROCEDURE

Department vehicles generally fall into one of two categories: those that meet the definition of commercial vehicle pursuant to the Vehicle Code, and those that do not. The inspection requirements for department vehicles will differ based on this distinction.

# Beckwourth Fire District

## Policy Manual

### *Vehicle/Apparatus Inspections And Maintenance*

---

#### **802.3.1 APPARATUS INSPECTIONS**

Members shall be responsible for conducting a weekly (or at least weekly depending on apparatus usage) inspection of apparatus that includes all of the items and provisions identified as part of the California Commercial Vehicle Pre-Trip Inspection. The inspection list is detailed in the current version of the California Commercial Driver Handbook.

Consistent with the California Vehicle Code; with the exception of emergency response, all commercial vehicles are required to have a 7 Step Inspection prior to use or immediately after the emergency is mitigated. When an apparatus becomes inoperative or in need of a repair that affects safe operation, it shall be immediately removed from service.

Members should maintain a written record of inspections for each vehicle or apparatus using the appropriate inspection form for the vehicle type. Completed inspection forms should be forwarded to the Division Fire Suppression Division Chief and retained by the Department for at least two years.

#### **802.3.2 STAFF VEHICLE DAILY INSPECTIONS**

Members who are assigned staff vehicles shall be responsible for the inspection and daily maintenance of their assigned vehicle. Daily maintenance should include checking and maintaining engine and transmission fluids, checking and maintaining tire inflation pressure, monitoring tire wear, and any other inspection needed to ensure the safe operation of the vehicle.

Any vehicle issues discovered during inspection should be promptly addressed. When a vehicle becomes inoperative or in need of repair that affects the safe operation of the vehicle, it shall be immediately removed from service for repair.

Members also are responsible for completing a monthly inspection and equipment inventory for each assigned vehicle and documenting it on the appropriate inspection form. When completed, the form should be forwarded to the Division Chief in the member's chain of command. The monthly checklists should be retained by the Department for at least two years.

#### **802.4 CLEANLINESS**

All apparatus and staff vehicles shall be maintained in a condition presenting a professional appearance, weather conditions permitting.

Members shall obtain clearance from the Captain before going out-of-service for vehicle maintenance.

Members using a staff vehicle shall remove any trash or debris at the end of a shift. Any confidential material should be placed in a designated receptacle provided for the shredding of this matter.

---

# Information Technology Use

## 804.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the proper use of department information technology resources, including computers, electronic devices, hardware, software and systems.

### 804.1.1 DEFINITIONS

Definitions related to this policy include:

**Computer system** - All computers (on-site and portable), hardware, software, and resources owned, leased, rented or licensed by the Beckwourth Fire District that are provided for official use by members. This shall include all access to, and use of, Internet Service Providers (ISP) or other service providers provided by or through the Department or department funding.

**Hardware** - Includes, but is not limited to, computers, computer terminals, network equipment, electronic devices, telephones including cellular and satellite, pagers, modems or any other tangible computer device generally understood to comprise hardware.

**Software** - Includes, but is not limited to, all computer programs, systems and applications, including shareware. This does not include files created by the individual user.

**Temporary file, permanent file or file** - Any electronic document, information or data residing or located, in whole or in part, on the system, including, but not limited to, spreadsheets, calendar entries, appointments, tasks, notes, letters, reports or messages, photographs or videos.

## 804.2 POLICY

Beckwourth Fire District members shall use information technology resources, including computers, software and systems, that are issued or maintained by the Department in a professional manner and in accordance with this policy.

## 804.3 PROTECTION OF SYSTEMS AND FILES

All members have a duty to protect the computer system and related systems and devices from physical and environmental damage and are responsible for the correct use, operation, care and maintenance of the computer system.

Members shall ensure department computers and access terminals are not viewable by persons who are not authorized users. Computers and terminals should be secured, users logged off and password protections enabled whenever the user is not present. Access passwords, logon information and other individual security data, protocols and procedures are confidential information and are not to be shared. Password length, format, structure and content shall meet the prescribed standards required by the computer system or as directed by a supervisor and shall be changed at intervals as directed by IT staff or a supervisor.

It is prohibited for a member to allow an unauthorized user to access the computer system at any time or for any reason. Members shall promptly report any unauthorized access to the computer system or suspected intrusion from outside sources (including the Internet) to a supervisor.

# Beckwourth Fire District

## Policy Manual

### *Information Technology Use*

---

#### **804.3 PRIVACY EXPECTATION**

Members forfeit any expectation of privacy with regard to emails, texts, or anything published, shared, transmitted, or maintained through file-sharing software or any Internet site that is accessed, transmitted, received, or reviewed on any department technology system.

The Department reserves the right to access, audit, and disclose, for whatever reason, any message, including attachments, and any information accessed, transmitted, received, or reviewed over any technology that is issued or maintained by the Department, including the department email system, computer network, or any information placed into storage on any department system or device. This includes records of all keystrokes or Web-browsing history made at any department computer or over any department network. The fact that access to a database, service, or website requires a username or password will not create an expectation of privacy if it is accessed through department computers, electronic devices, or networks.

The Department shall not require a member to disclose a personal username or password for accessing personal social media or open a personal social website; however, the Department may request access when it is reasonably believed to be relevant to the investigation of allegations of work-related misconduct (Labor Code § 980).

#### **804.3 RESTRICTED USE**

Members shall not access computers, devices, software or systems for which they have not received prior authorization or the required training. Members shall immediately report unauthorized access or use of computers, devices, software or systems by another member to their supervisor or Fire Chief.

Members shall not use another person's access passwords, logon information and other individual security data, protocols and procedures unless directed to do so by a supervisor.

##### **804.3.1 SOFTWARE**

Members shall not copy or duplicate any copyrighted or licensed software except for a single copy for backup purposes, in accordance with the software company's copyright and license agreement.

To reduce the risk of a computer virus or malicious software infection, members shall not install any unlicensed or unauthorized software on any department computer. Members shall not install personal copies of any software on any department computer. Any files or software that a member finds necessary to install on department computers or networks shall be installed only with the approval of department information systems technology (IT) staff and only after being properly scanned for malicious attachments.

No member shall knowingly make, acquire or use unauthorized copies of computer software that is not licensed to the Department while on department premises, computer systems or electronic devices. Such unauthorized use of software exposes the Department and involved members to severe civil and criminal penalties.

# Beckwourth Fire District

## Policy Manual

### *Information Technology Use*

---

Introduction of software by members should only occur as a part of the automated maintenance or update process of department- or District/City-approved or installed programs by the original manufacturer, producer or developer of the software. Any other introduction of software requires prior authorization from IT staff.

#### 804.3.2 HARDWARE

Access to technology resources provided by or through the Department shall be strictly limited to department-related activities. Data stored on or available through department computer systems shall only be accessed by authorized members who are engaged in an approved department-related project or program or who otherwise have a legitimate department-related purpose to access such data. Any exceptions to this policy must be approved by a supervisor.

#### 804.3.3 INTERNET USE

Internet access provided by or through the Department shall be strictly limited to department-related activities. Internet sites containing information that is not appropriate or applicable to department use and which shall not be intentionally accessed include, but are not limited to, adult forums, pornography, gambling, chat rooms, and similar or related Internet sites. Certain exceptions may be permitted with the express approval of a supervisor as a function of a member's assignment.

Downloaded information from the Internet shall be limited to messages, mail and data files.

#### 804.3.4 OFF-DUTY USE

Members shall only use technological resources related to their job while on-duty or in conjunction with specific on-call assignments unless specifically authorized by a supervisor. This includes the use of telephones, cell phones, texting, email or any other "off-the-clock" work-related activities.

### **804.3 INSPECTION OR REVIEW**

A supervisor or the authorized designee has the express authority to inspect or review the computer system, all temporary or permanent files, related electronic systems or devices, and any contents thereof, whether such inspection or review is in the ordinary course of his/her supervisory duties or based on cause.

Reasons for inspection or review may include, but are not limited to, computer system malfunctions, problems or general computer system failure, a lawsuit against the Department involving one of its members or a member's duties, an alleged or suspected violation of any department policy, a request for disclosure of data, or a need to perform or provide a service.

The IT staff may extract, download or otherwise obtain any and all temporary or permanent files residing or located in or on the department computer system when requested by a supervisor or during the course of regular duties that require such information.

## Non-Official Use of Department Property

### **809.1 PURPOSE AND SCOPE**

The purpose of this policy is to provide guidance on the non-official use of department property. Department property includes, but is not limited to, all portable pumps, chain saws, rescue saws, generators, fire hoses, hose adapters, suction hoses, ladders, rescue equipment, small tools or any power driven tools.

### **809.2 POLICY**

The personal use of department property is not authorized. No equipment shall be loaned or used by a member for any purpose other than official department business without the express prior approval of a Captain.

Requests from water companies or other District/City agencies for hose adapters or other equipment should be forwarded to the appropriate Captain for consideration.

## **Chapter 9 - Records Management**

## Records Management

### 900.1 PURPOSE AND SCOPE

This policy provides guidelines for the management of all department documents, including those in fire stations, to ensure that department records are maintained and available as needed. This policy also provides guidance on the retention, disposition, and security of records.

### 900.2 POLICY

It is the policy of the Beckwourth Fire District to promote the efficient and cost-effective conduct of department business by reducing the number of records in active file areas, eliminating unnecessary retention of duplicate or obsolete documents, and providing for timely transfer of inactive files in compliance with legal requirements.

### 900.3 CUSTODIAN OF RECORDS

The Fire Chief shall appoint a Custodian of Records, who will oversee the records management program, including the records retention schedule. The Custodian of Records or the authorized designee should:

- (a) Remain familiar with the California Secretary of State Local Government Records Management Guidelines.
- (b) Identify what records the Department has, where the records are kept, the volume, and how the records are used.
- (c) Maintain and update the department's records retention schedule, including:
  1. Preparing any amendments to the schedule and obtaining the necessary approvals for the amendments.
  2. Coordinating with the District/City district clerk to ensure all department records are properly classified and that the retention periods are appropriate for each document.
  3. Maintaining a current version of the department's records retention schedule and making it available to members for reference.
- (d) Coordinate the placement of inactive records in storage, including:
  1. Maintaining a storage inventory.
  2. Providing an annual reminder to Division Chiefs and section managers to review files to determine if any records should be transferred to storage.
- (e) Manage the destruction of department records, including:
  1. Annually reviewing the records retention schedule and storage inventory list to determine which records are eligible for destruction.
  2. Providing a list to Division Chiefs and section managers of records eligible to be destroyed.
  3. Obtaining any required approvals for the destruction of eligible records.



# Beckwourth Fire District

## Policy Manual

### *Records Management*

---

4. Maintaining a list of records that have been destroyed.
- (f) Ensure confidential and other sensitive records are stored or maintained to protect the sensitive nature of the records.
  - (g) Process subpoenas and requests for records as provided in the subpoenas, the Release of Records and Public Records Act, and the Patient Medical Record Security and Privacy policies.
  - (h) Manage a document imaging or other process for bulky or rarely accessed records with long retention periods.
  - (i) Establish rules regarding the inspection and copying of department records as reasonably necessary for the protection of such records (Government Code § 7922.525; Government Code § 7922.530) This includes:
    1. Identifying records or portions of records that are confidential under state or federal law and not open for inspection or copying.
    2. Maintaining a schedule of fees for public records as allowed by law.
  - (j) Determine how the department website may be used to post public records in accordance with Government Code § 7922.545.
  - (k) Ensure that public records posted on the department website meet the requirements of Government Code § 7922.680, including but not limited to posting in an open format where a record may be retrieved, downloaded, indexed, and searched by a commonly used internet search application.
  - (l) Ensure that a list and description, when applicable, of enterprise systems (as defined by Government Code § 7922.700) is publicly available upon request and posted in a prominent location on the department website (Government Code § 7922.710; Government Code § 7922.720).

#### **900.4 MEMBERS' RESPONSIBILITY**

All members are expected to handle department records in a responsible manner and as provided in this policy.

Members are responsible to ensure that records in their control are maintained as provided in the records retention schedule.

#### **900.5 SUPERVISORS' RESPONSIBILITIES**

Supervisors at fire stations are responsible for the management of records at the fire station level. The supervisors shall ensure that all records at the fire stations are retained in accordance with this policy.

#### **900.6 TRAINING**

The Custodian of Records should coordinate with the Training Officer to provide training regarding the records management program to the appropriate department members.

## Release of Records

### 901.1 PURPOSE AND SCOPE

This policy establishes guidelines for the public to inspect and obtain copies of public records.

Inspection and release of records with protected health information is covered in the Patient Medical Record Security and Privacy Policy.

### 901.2 POLICY

It is the policy of Beckwourth Fire District that records not exempt from disclosure by state or federal law will be open for public inspection with the least possible delay and expense to the requesting party (Government Code § 7920.000 et seq.).

### 901.3 INSPECTING PUBLIC RECORDS

Public records are generally open to inspection during regular business hours.

Records that in part or whole are exempt from disclosure or require redaction will not be provided for inspection. Upon written request, a redacted copy of the record may be produced as provided in this policy.

### 901.4 PROCESSING REQUESTS FOR PUBLIC RECORDS

Any member of the public, including the media and elected officials, may obtain copies of unrestricted records of this department by submitting a written and signed request for each record sought and paying any associated fees (Government Code § 7922.530).

- (a) All requests for records shall be forwarded to the Beckwourth Fire District Custodian of Records for review and disposition. Information in the request should include:
  1. A statement that information is being requested under the California Public Records Act.
  2. A clear and specific description of the record being requested, including, if possible, dates, subjects, titles, or authors of the documents requested.
  3. If requesting a waiver of fees, a description of why the requestor believes a waiver is in the public interest.
  4. Requestor contact information, including name, address, phone, and e-mail.
  5. Any accommodation needed under the Americans with Disabilities Act.
- (b) The processing of requests is subject to the following limitations (Government Code § 7922.530; Government Code § 7922.535):
  1. All requests should be date stamped upon receipt and logged on the Public Records Act request log.
  2. The Custodian of Records or the authorized designee shall determine if the requested record is available and, if so, whether the record is exempt from disclosure.

# Beckwourth Fire District

## Policy Manual

### *Release of Records*

---

- (a) Either the requested record or the reason for nondisclosure will be provided promptly but no later than 10 days from the date of request, unless unusual circumstances preclude doing so.
  - (b) If more time is needed, an extension of up to 14 additional days may be authorized by the Fire Chief or the authorized designee.
  - (c) If an extension is authorized, the Custodian of Records shall provide written notice of the extension to the requesting party.
3. The Department is not required to create records that do not otherwise exist in order to accommodate a request for information or records
4. If the record requested is available on the department website, the requester may be directed to the location on the website where the record is posted. If the requester is unable to access or reproduce the record, a copy of the record shall be provided promptly
5. Released records shall be logged on the Public Records Act request log.

#### **901.5 RECORDS IN ELECTRONIC FORMAT**

Upon request, the Department shall make available any public record in any electronic format in which the Department holds the information or in the format requested if the format has been used by the Department to create copies for its own use or for other agencies. The Department may not provide the records only in electronic format unless specifically asked by the requestor (Government Code § 7922.570; Government Code § 7922.580).

#### **901.6 FEES**

A copy of a requested public record not exempt from disclosure shall be made available upon payment of fees established by the Beckwourth Fire District governing body (Government Code § 7922.530).

The Custodian of Records may exercise discretion to waive all or part of the fee if the requestor demonstrates that a waiver is in the public interest.

##### **901.6.1 FEES FOR RECORDS IN ELECTRONIC FORMAT**

The requestor shall bear the direct costs of duplication to produce a copy of a record in an electronic format and shall also bear the programming costs involved to construct a record and any computer services necessary if the request for electronic records is either (Government Code § 7922.575):

- (a) For a record that is produced only at specific scheduled intervals.
- (b) For a record that requires data compilation, extraction, or programming.

#### **901.7 RELEASE RESTRICTIONS**

In balancing the public's right to access public records, the statutory individual right of privacy and the need for the Beckwourth Fire District to be able to efficiently perform its duties, the Legislature has established certain categories of records that may be exempt from public disclosure. A

# Beckwourth Fire District

## Policy Manual

### *Release of Records*

---

complete list of statutory exemptions is found in the California Public Records Act. Absent a valid court order or other statutory authority, the Public Records Act exempts certain records from disclosure in whole or part. Those pertaining to the Beckwourth Fire District include but are not limited to the following (Government Code § 7920.000 et seq.):

- (a) Preliminary drafts, notes, or interagency or intra-agency memoranda that are not retained by the Beckwourth Fire District in the ordinary course of business, provided that the public interest in withholding such records clearly outweighs the public interest in disclosure. If a draft contains facts and recommendations, the facts must be disclosed but the recommendations may be withheld.
- (b) Records pertaining to pending litigation to which the Beckwourth Fire District is a party or to claims made, but only until such litigation or claim has been finally adjudicated or otherwise settled. The complaint, claim, records filed in court, records that pre-date the suit, reports about projects or activities that ended in litigation, and settlement records are subject to disclosure.
- (c) Personnel, medical, or similar files, the disclosure of which would constitute an unwarranted invasion of personal privacy.
  - 1. Home addresses, home telephone numbers, personal cellular telephone numbers, and birth dates of members are exempt from disclosure except in certain circumstances as provided in Government Code § 7927.700.
- (d) Records of complaints to or investigations conducted by the Beckwourth Fire District for law enforcement purposes.
- (e) Attorney-client discussions are confidential.
- (f) Test questions, scoring keys, and other examination data used to administer a licensing examination, examination for employment, or academic examinations.
- (g) Contents of real estate appraisals or engineering or feasibility estimates and evaluations made for or by the Beckwourth Fire District relative to the acquisition of property or to prospective public supply and construction contracts, until all of the property has been acquired or all contract agreements executed.
- (h) Records whose disclosure is exempt or prohibited pursuant to provisions of federal or state law, including but not limited to provisions of the Evidence Code relating to privilege.
- (i) Records that relate to archeological site information.

The Beckwourth Fire District retains the discretion to claim an exemption from public disclosure for any record that does not qualify for a specific exemption under the Public Records Act when the Beckwourth Fire District determines that the public interest served by not making the record public clearly outweighs the public interest served by disclosure.

Records subject to exemption may nevertheless be made available for inspection if waiving the exemption will serve the public interest, as determined by the Beckwourth Fire District on a case-by-case basis. However, the Beckwourth Fire District's determination to disclose a record, which

# Beckwourth Fire District

## Policy Manual

### *Release of Records*

---

may otherwise be exempt from disclosure, does not constitute a waiver with respect to any other records (Government Code § 7921.505).

When the Custodian of Records determines that a record is exempt and disclosure should be denied, the Custodian of Records should contact legal counsel for the Department for further guidance. If legal counsel concurs with denying disclosure of the record, the Custodian of Records shall log the denial on the Public Records Act request log and provide a summary of the denial, in writing, to the Fire Chief.

#### **901.8 RELEASED RECORDS TO BE MARKED**

Each page of any record released pursuant to this policy should be stamped in a colored ink or otherwise electronically marked to indicate the department name and to whom the record was released.

#### **901.9 SECTION TITLE**

See attachment: [Public Record Request Form.pdf](#)

# Patient Medical Record Security and Privacy

## 903.1 PURPOSE AND SCOPE

The purpose of this policy is to establish appropriate administrative, technical, and physical safeguards for patient medical records and to provide reasonable safeguards against prohibited uses and disclosures of protected health information (PHI) in accordance with federal and state law, to include the following:

- Health Insurance Portability and Accountability Act (HIPAA) (42 USC § 201 et seq.)
- California Confidentiality of Medical Information Act (CMIA) (Civil Code § 56 et seq.)
- Health and Safety Code § 1797.220
- Health and Safety Code § 1798

### 903.1.1 DEFINITIONS

Definitions related to this policy include:

**Health information** - Any information, whether oral or recorded in any form or medium, that is created or received by the Department and relates to a person's past, present, or future physical or mental health or condition, or past, present, or future payment for the provision of health care to a person (45 CFR 160.103).

**Individually identifiable health information** - Health information, including demographic information, created or received by the Department that relates to an individual's past, present, or future physical or mental health or condition, the provision of health care to the individual, or the past, present, or future payment for the provision of health care to an individual that can either identify the individual or provide a reasonable basis to believe the information can be used to identify the individual (45 CFR 160.103).

**Limited data set** - PHI that excludes the following direct identifiers of an individual or of relatives, employers, or household members of the individual (45 CFR 164.514(e)):

- Names
- Postal address information, other than town or city, state, and zip code
- Telephone or fax numbers
- Email addresses
- Social Security numbers
- Medical record numbers
- Health plan beneficiary numbers
- Account numbers
- Certificate or license numbers

# Beckwourth Fire District

## Policy Manual

### *Patient Medical Record Security and Privacy*

---

- Vehicle identifiers and serial numbers, including license plate numbers
- Device identifiers and serial numbers
- Web Universal Resource Locators (URLs)
- Internet Protocol (IP) address numbers
- Biometric identifiers, including finger and voice prints
- Full-face photographic images and/or any comparable images

**Patient medical records** - Department records or data containing any information identifying a patient.

**Protected health information (PHI)** - Individually identifiable health information that is created or received by the Department. Information is protected whether it is in writing, in an electronic form, or communicated orally (45 CFR 160.103).

**Protected personal information (PPI)** - Information that includes but is not limited to PHI, pictures or other forms of voice or image recording, patient address, telephone numbers, Social Security number, date of birth, age, or any other information that could be reasonably used to uniquely identify the patient or that could result in identity theft if released for unauthorized purposes or to unauthorized personnel.

#### **903.2 POLICY**

It is the policy of the Department to reasonably safeguard PHI and comply with the HIPAA and the implementing regulations through the use of policy and procedures, system access security and passwords, and limited physical access to hard copy files (45 CFR 164.530(c)).

#### **903.3 RESPONSIBILITIES**

Members shall protect the security, confidentiality, and privacy of all patient medical records in their custody at all times.

Possessing, releasing, or distributing PPI, including for unauthorized purposes, is prohibited and may violate the HIPAA and/or other applicable laws. Members who have not received department training on the proper handling of these records shall not access patient medical records.

Members with occupational access to patient medical records shall be trained in the proper handling of PHI in accordance with the Health Insurance Portability and Accountability Act (HIPAA) Training Policy and shall reasonably ensure that no unauthorized person shall have access to PHI without the valid authorization of the patient, except as provided by law (45 CFR 164.530(b); 45 CFR 164.512; Welfare and Institutions Code § 5328(24)).

#### **903.4 PRIVACY OFFICER**

The Fire Chief shall designate a privacy officer who is responsible for all matters relating to the privacy of patient medical information, including PHI. The privacy officer shall (45 CFR 164.530):

- (a) Identify who may have access to PPI and PHI.

# Beckwourth Fire District

## Policy Manual

### *Patient Medical Record Security and Privacy*

---

- (b) Resolve complaints under the HIPAA.
- (c) Mitigate to the extent practicable any harmful effects known to the Department regarding any use or disclosure of PHI in violation of this policy or the HIPAA regulations.
- (d) Ensure members are trained in the proper handling of PHI in accordance with the Health Insurance Portability and Accountability Act (HIPAA) Training Policy.
- (e) Ensure technical and physical safeguards are implemented to maintain security and confidentiality of PHI and to allow access to PHI only to those persons or software programs that have been granted access rights.

#### **903.5 PROCEDURE**

Records containing PHI or PPI, including Pre-Hospital Care Reports (PCRs), shall be kept out of view unless the report is being completed during an incident, during input of information into the National Fire Incident Reporting System (NFIRS), or during processing or review at Beckwourth Fire District facilities by authorized personnel (45 CFR 164.530(c)).

#### **903.6 SECURITY**

All patient records containing PHI or PPI shall be kept secure at all times whether the record is in written, verbal, electronic, or any other visual or audible format (45 CFR 164.306(a)).

Documents provided by a patient or caregiver will receive the same level of confidentiality and security as department records during the time department personnel retain possession of the documents.

No patient record, including documents and electronic images containing PHI, shall be visible to the public.

##### **903.6.1 ELECTRONIC PHI SECURITY**

All computer workstations and servers within the Department shall require appropriate security measures, such as user identification and login passwords, to access electronic documents, including electronic PHI (45 CFR 164.308(a)(5)).

Members with access to electronic data shall lock their workstations when left unattended and shall shut down their workstations when leaving for the day to prevent unauthorized access to electronic PHI (45 CFR 164.310; 45 CFR 164.312).

Remote access to department computer workstations requires that appropriate security measures be provided for access to PHI (45 CFR 164.312).

PHI may be transmitted electronically, provided the transmission occurs through a secure process that allows end-to-end authentication and the recipient is authorized to receive the information. Electronic transmission consists of email, file transfer protocol, internet web posting, and any configurable data stream. End-to-end authentication is accomplished when the electronic referral does not leave a secure network environment and the recipient is known, or when encryption



# Beckwourth Fire District

## Policy Manual

### *Patient Medical Record Security and Privacy*

---

and authentication measures are used between sender and recipient, thus verifying full receipt by the recipient. Any electronic PHI traveling outside a secure network environment, via the internet, requires encryption and authentication measures (45 CFR 164.312(e)).

#### **903.6.2 HARD COPIES**

Hard copies of PCRs shall be kept in a secured area when unattended by authorized personnel. An area of the Department is considered unattended when members are physically outside of the area and unable to maintain record security. This includes but is not limited to breaks, lunch, and meetings outside the Department.

Hard copies of PCRs should be stored in a locked area whenever practicable for ease of record retention and retrieval.

Patient records shall not be removed from the Department without express authorization from the Custodian of Records.

#### **903.7 PHI RECORD REQUESTS**

The following procedures apply to PHI record requests:

- (a) Requests and subpoenas for copies of patient records shall be processed by the Custodian of Records.
- (b) The Custodian of Records or the authorized designee shall not release records containing PHI without a properly completed authorization to release medical records that is signed by the patient or legal representative of the patient.
  1. Verification that the person completing the authorization is the patient or the legal representative of the patient shall be made with government-issued identification and documentation (45 CFR 164.508(c)).
- (c) Unless the request for records is from the patient or the parent of a minor patient, PHI shall be redacted from the record. A photocopy of the record shall be distributed to the requestor.
- (d) Requests for records via a valid subpoena do not require that PHI be redacted.
- (e) Fulfilled records requests shall be placed in a sealed envelope for release to the requestor.
- (f) A full copy of the valid subpoena or authorization to release medical records form shall be maintained in the file with the PCR.

#### **903.7.1 PROHIBITED DISCLOSURES OF PHI AND PPI**

The Department shall not use or disclose PHI or PPI without authorization. Prohibited disclosures include any form of communication, except as permitted in this policy, including but not limited to (45 CFR 160.103):

- (a) PHI or PPI contained in email or other forms of written communication.
- (b) Sharing of PHI or PPI on any website, blog, or other form of social or public media.
- (c) Verbal discussions.

# Beckwourth Fire District

## Policy Manual

### *Patient Medical Record Security and Privacy*

---

- (d) The use of any imaging device capable of capturing and storing still or moving images, such as digital or other cameras, video cameras, cellular telephones with picture-taking or video-recording capability, or any other device with picture-taking or video-recording capability, while engaged in patient care, while at the scene of a medical emergency or hospital, or at any time when such use could reasonably be expected to result in the inappropriate capture of PHI or PPI.

#### 903.7.2 PERMITTED DISCLOSURES OF PHI AND PPI

The Custodian of Records may release records containing PHI or PPI without authorization from the patient under any of the following circumstances:

- (a) For the department's use to carry out treatment, payment, or health care operations (45 CFR 164.506)
- (b) Where the PHI is requested pursuant to a valid subpoena or court order (45 CFR 164.512(e))
- (c) Where the PHI is part of a limited data set (45 CFR 164.514(e))
- (d) Where the PHI is used for public health activities authorized by law, including when the information is necessary to report child abuse or neglect (45 CFR 164.512(b))
- (e) Where the PHI is disclosed to a government authority because the person is believed to be a victim of abuse, neglect, or domestic violence (45 CFR 164.512(c))
- (f) To law enforcement as provided in this policy (45 CFR 164.512(f))
- (g) Where the Department believes that disclosure of the information is necessary to avert a serious threat to the health or safety of a person or the public (45 CFR 164.512(j))
- (h) Where the PHI is required for workers' compensation purposes (45 CFR 164.512(l))

#### 903.7.3 REQUIRED DISCLOSURES

The Department must disclose PHI when:

- (a) The PHI is requested by and provided to the individual to whom the PHI belongs (45 CFR 164.502(a)(2)).
- (b) The information is required by the U.S. Secretary of Health and Human Services to investigate compliance with HIPAA (45 CFR 164.502(a)(2)).

#### 903.7.4 SUBPOENAS

Records containing PHI or PPI will be disclosed only if one of the following is present (45 CFR 164.512(e)(1)):

- (a) A court order or subpoena signed (or stamped) by a judge that requires no additional assurances or notification to the individual whose records are requested.
- (b) A subpoena or discovery order signed by an attorney which requires additional proof of service that written notification has been given to the individual whose records are requested. In such a case, the subpoena or discovery order must be accompanied by one of the following:
  1. A qualified protective order.

# Beckwourth Fire District

## Policy Manual

### *Patient Medical Record Security and Privacy*

---

2. A notice to consumer (Code of Civil Procedure § 1985.3) or a declaration by the requesting party showing that reasonable efforts have been made to ensure that notice has been provided to the individual whose records are being requested.
  - (a) No records relating to the person named in the notice will be produced until the time to respond to the notice has lapsed and no objections to the production of the materials requested have been made. If a notice to consumer is not provided, the declaration must establish that:
    1. The requesting party has made a good faith effort to provide written notice to the individual.
    2. The notice includes sufficient information about the litigation or proceeding for which the PHI is requested to allow the individual to raise an objection.
    3. The time for the individual to raise objections to the court or tribunal has elapsed.
    4. No objections were filed or all objections have been resolved.
  - (b) In lieu of a declaration, records may be released if there is a court order or a stipulation by the parties to the litigation that both (45 CFR 164.512(e)(1)(v)):
    1. Prohibits the parties from using or disclosing the PHI for any purpose other than the litigation or proceeding for which such information was requested.
    2. Requires the return to the Department or destruction of the PHI (including all copies made) at the end of the litigation or proceeding.

#### 903.7.5 RELEASE OF PHI TO LAW ENFORCEMENT

The release of PHI to a law enforcement agency is permitted under the following circumstances:

- (a) In response to a law enforcement officer who completes the department's release of PHI to law enforcement form and requires the PHI (45 CFR 164.512(f)(1)):
  1. To report certain types of wounds or other physical injuries.
  2. In compliance with a court order or court-ordered warrant, subpoena, or summons, a grand jury subpoena, or an administrative request.
- (b) In response to a law enforcement officer who completes the department's release of PHI to law enforcement form for the purpose of identifying or locating a suspect, fugitive, material witness, or missing person. In such a case, the Department may only disclose the following PHI (45 CFR 164.512(f)(2)):
  1. Name and address
  2. Date and place of birth
  3. Social Security number
  4. ABO blood type and Rh factor

# Beckwourth Fire District

## Policy Manual

### *Patient Medical Record Security and Privacy*

---

5. The character and extent of injuries
6. Date and time of treatment
7. Date and time of death, if applicable
8. A description of distinguishing physical characteristics

#### **903.8 INDIVIDUAL RIGHTS**

The privacy officer is responsible for ensuring the Department complies with all of the following rights of patients:

- (a) The right to request restrictions on certain uses and disclosures of PHI (45 CFR 164.522(a))
- (b) The right to receive their PHI confidentially (45 CFR 164.522(b))
- (c) The right to inspect and copy their PHI (45 CFR 164.524)
- (d) The right to request amendments to their PHI (45 CFR 164.526)
- (e) The right to receive an account of disclosures of PHI (45 CFR 164.528)

##### **903.8.1 PHI AMENDMENT REQUESTS**

Patients have the right to review their PHI records and, if necessary, request that amendments be made. A patient must make a request in writing to have his/her medical record amended. Included in the request must be the patient's account of the incident and what specific amendment is being requested (45 CFR 164.526(b)(1)).

The privacy officer has the authority to deny the request for amendment where the PHI (45 CFR 164.526(a)(2)):

- (a) Was not created by the Department.
- (b) Is not part of the designated record.
- (c) Is not available for inspection by the requestor pursuant to 45 CFR 164.524.
- (d) Is accurate and complete.

Within 60 days of receipt of the request for amendment, the privacy officer must provide the basis for its denial in writing or, in the case that the request is approved, provide notice of approval (45 CFR 164.526(b)(2)).

The time for response may be extended for up to 30 days with a written statement to the requestor identifying the reasons for the delay and the date by which the action will be completed (45 CFR 164.526(b)(2)).

## Chapter 10 - Safety

## Cal/OSHA Inspections

### 1001.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines and responsibilities for Beckwourth Fire District members to follow in the event that a California Division of Occupational Safety and Health (Cal/OSHA) inspector requests access to department property or work operations (Labor Code § 6314).

This policy does not address those inspections requested by the Beckwourth Fire District as part of a consultation service by Cal/OSHA.

### 1001.2 POLICY

It is the policy of the Beckwourth Fire District for the Fire Chief or the authorized designee to designate one or more department representatives who will be responsible for facilitating a Cal/OSHA inspection. An adequate number of representatives shall be designated to accommodate the needs of the Cal/OSHA inspector without excessive delays. Designated representatives shall make every reasonable effort to promptly meet with the Cal/OSHA inspector once he/she has arrived (Labor Code § 6314(d)).

Department members should work cooperatively with any Cal/OSHA inspector to provide access to all necessary areas, equipment and records to facilitate a cohesive inspection process. Failure on the part of the Department to begin the inspection in a timely manner could result in the Cal/OSHA inspector obtaining an inspection warrant to enter department property. This could unnecessarily create an adversarial relationship and should be avoided if at all possible.

### 1001.3 PROCEDURE

Cal/OSHA inspections may be unannounced (Labor Code § 6321). Typically inspections occur when there has been a serious accident, serious injury, occupational fatality, when a member has charged that a serious safety violation exists or at a worksite where an imminent danger has been identified.

Upon entering the department worksite, the inspector will present his/her identification and will ask to meet with the department representative. There will usually be an initial meeting during which the inspector will:

- Explain the nature and scope of the inspection.
- Request that a member/representative accompany the inspector.
- Ask to review appropriate safety records, plans and documentation.

Cal/OSHA inspectors are, by law, permitted to interview members in private, take photographs, conduct tests and collect environmental samples. Department representatives should make reasonable accommodations to provide inspectors access to available members and materials required to complete the inspection. Any statements made to inspectors are admissible in judicial hearings. Questions of a sensitive nature or to which the member is unsure of how to respond

# Beckwourth Fire District

## Policy Manual

### *Cal/OSHA Inspections*

---

may be referred to the person at the Department who is the subject matter expert on the topic (Labor Code § 6314(a)).

At the conclusion of the inspection, the Cal/OSHA inspector will hold a closing meeting with the department representative to discuss any alleged safety standard violations and any requirements for abatement.

Any time there is a Cal/OSHA inspection, violation and/or citation, the Fire Chief shall ensure that notifications are made to the department's Safety and Health Officer, risk manager and legal counsel, and that the Department conducts an appropriate internal investigation and adequately addresses all Cal/OSHA findings.

# Cal/OSHA Notification of Injury, Illness, or Death

## 1002.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the requirements for the Department to immediately report to Cal/OSHA any death, serious injury, or illness connected with the victim's employment (including members of this department). Immediately shall mean as soon as practicable, but generally no longer than eight hours after the Department has knowledge of the injury, illness, or death. If exigent circumstances exist, the time frame for the report shall be no longer than 24 hours after the incident (8 CCR 342(a)).

### 1002.1.1 EMPLOYMENT RELATED DEATHS OR INJURIES

Any member of this department who responds to and determines that a death, serious illness, or serious injury has occurred as a result of an accident at or in connection with the victim's employment shall ensure that the nearest office of Cal/OSHA is notified by telephone with all pertinent information (8 CCR 342(b)).

## 1002.2 PROCEDURE

Cal/OSHA requires the following information, if available, be submitted with the notification (8 CCR 342(c)):

- Time and date of the accident, injury, illness, or death
- Reporting department's name, address, and telephone number
- Name and job title of the person making the report
- Address of the incident
- Name of the person to contact at the site of the incident
- Name and address of the injured, ill, or deceased member
- Nature of the injury or illness
- The location where the injured member was transferred
- The names of any other fire or law enforcement agencies present at the site of the incident, including the names and badge numbers of personnel present
- A description of the accident/incident and whether the accident scene has been altered
- If the accident/incident was caused by an instrument or machinery, whether that instrument or machinery has been altered

During normal business hours, the Captain shall provide the information to the Admin Officer/Fire Chief directly when the illness or injury involves a member of this department. After normal business hours, the appropriate Captain shall contact Fire Control to have the Admin Officer/Fire Chief notified. In either case, the Admin Officer/Fire Chief is responsible for reporting the required information to Cal/OSHA at the 24 hours a day seven days a week contact number maintained by Fire Control.



# Beckwourth Fire District

## Policy Manual

### *Cal/OSHA Notification of Injury, Illness, or Death*

---

For incident-related responses not involving members of the Beckwourth Fire District and requiring telephonic notification to Cal/OSHA, the company officer shall be responsible for the notification.

#### **1002.3 POLICY**

The Department will comply with Cal/OSHA reporting requirements in the event of a serious illness, injury, or death.

## High-Visibility Safety Vests

### 1004.1 PURPOSE AND SCOPE

The purpose of this policy is to describe the guidelines to protect members who may be exposed to hazards presented by passing traffic, construction vehicles and disaster recovery equipment and to comply with applicable safety regulations (Federal Manual on Uniform Traffic Control Devices, 23 CFR 655.601 and 8 CCR 1598).

### 1004.2 POLICY

It is the policy of the Beckwourth Fire District that all personnel shall wear class II high-visibility safety vests in addition to required personal protective equipment (PPE) whenever the emergency scene is located on or near a roadway where firefighters are subject to the hazards of moving traffic, construction vehicles or disaster recovery equipment. Members who are working on roadways and are not directly exposed to fire, flame, excessive heat or hazardous materials are expected to wear a high-visibility vest. This includes pump operators, support personnel and command officers. When it is anticipated that the emergency scene will be located on a roadway, high-visibility safety vests should be donned along with other appropriate personal protective equipment (PPE) at the time of dispatch.

High-visibility vests should also be worn any time a member or a supervisor believes increased visibility would improve safety or efficiency.

### 1004.3 PROCEDURE

Although the high-visibility safety vests that are currently available are fire resistant, they do not meet the same fire resistant standards set by the National Fire Protection Association (NFPA). Therefore, members who are directly engaged in fire suppression activities on or near roadways should not wear the vest over their PPE. Once the situation is under control, personnel can then don a vest for the remainder of the incident.

Should the need arise, other department personnel on-scene could easily remove (tear-away) the vest in reaction to unusual circumstances, to render assistance with direct firefighting.

#### 1004.3.1 ASSIGNMENT OF HIGH-VISIBILITY SAFETY VESTS

High-visibility vests shall be assigned to members or apparatus as follows:

- (a) Four vests will be assigned to each engine, brush unit and squad.
- (b) Two vests will be assigned to each response vehicle, utility, and water tender.
- (c) One vest will be assigned to all Chief Officer

#### 1004.3.2 STORAGE AND CARE

High-visibility safety vests are part of the standard issue PPE and should be stowed so they are readily available for immediate use. Should cleaning be necessary for routine soiling, follow the manufacturer's care instructions or the Selection, Care and Maintenance of Firefighting PPE Policy.

## Apparatus / Vehicle Backing

### 1006.1 PURPOSE AND SCOPE

The purpose of this policy is to help members avoid the dangers inherent to vehicle backing operations and reduce the high incidence of firefighter injuries and fatalities.

#### 1006.1.1 DEFINITIONS

Definitions related to this policy include:

**Apparatus** - Any department vehicle that is designed and equipped to support firefighting and rescue operations, including those equipped with an aerial ladder, elevating platform or water tower that may position members, handle materials, provide continuous egress or discharge water at positions elevated from the ground.

**Driver** - The member charged with driving the vehicle or apparatus. This member is in control of the vehicle or apparatus and therefore is responsible for its movement.

**Officer** - The member responsible for the operation of the vehicle or apparatus and its personnel.

**Spotter** - A member designated to direct the driver while backing up the vehicle or apparatus. This position may be referred to as a back-up person.

**Vehicle** - Any automobile or light utility vehicle owned or leased by the Beckwourth Fire District and used for department business.

### 1006.2 POLICY

It is the policy of the Beckwourth Fire District that operators, when feasible, will drive around the block rather than backing an apparatus or vehicle. Hose lines shall be picked up by driving forward over the hose rather than backing.

### 1006.3 OFFICER AND DRIVER RESPONSIBILITIES

Firefighter safety is extremely important. Backing operations are the most common cause of fire service vehicle collisions. Training and awareness of the potential dangers of backing operations is anticipated to reduce the incidence of firefighter injuries and fatalities.

Before backing-up an apparatus or vehicle, all potential backing-up impediments should be reviewed to ensure that obstructions are clear to avoid a collision.

The officer is responsible for deploying spotters when backing-up or as necessary to allow the safe movement of an apparatus when they are available..

The driver should not move the vehicle or apparatus until the spotters have been deployed in a backing-up situation unless no spotters are available.

If the driver loses sight of the spotter, the member shall stop apparatus until the spotter is back in sight.

# Beckwourth Fire District

## Policy Manual

### *Apparatus / Vehicle Backing*

---

If more than one spotter is being used, the driver will need to maintain contact with both spotters. This means shifting attention from one spotter to another frequently so as to safely move the apparatus, while maintaining the safety of the spotters. This will require the apparatus to be moving at a slower than normal rate.

If at any time the driver feels that the situation is not safe, he/she should stop the vehicle or apparatus until the situation is corrected. This may mean getting out and physically walking around the apparatus or down the road in the direction the apparatus is headed.

#### **1006.4 SPOTTER RESPONSIBILITIES**

Spotters are generally used when backing-up large vehicles or fire apparatus.

Voice communication between the spotter and driver is good, but the driver may not hear the spotter over the noise of the vehicle or apparatus and other background noise. The use of portable radios to communicate between the spotter and driver may prove beneficial in certain circumstances. The spotters, the driver and the officer should maintain radio contact as well as eye contact.

In congested or tight areas, one spotter may be needed at the rear and one at the front of the vehicle being moved either forward or backward. Spotters should also be used when going forward in tight areas.

Spotter responsibilities include, but are not limited to, the following:

- (a) Be constantly aware of the surroundings while performing this function.
- (b) Look and listen for other vehicles and people that may enter the path of the vehicle or apparatus that is backing up.
- (c) Stop any oncoming hazard or stop the vehicle or apparatus being backed-up.
- (d) Be aware of objects in the path of the vehicle or apparatus and direct the driver safely around them.
- (e) Be attentive to ground level obstructions as well as overhead hazards (e.g., tree branches, wires, signs, canopies, ladders).
- (f) Maintain visual contact with the driver at all times.
- (g) Be in the line-of-sight of the mirrors of the vehicle or apparatus being backed-up at all times.
- (h) Illuminate him/herself at night with a rear spotlight or flashlight, to remain visible to the driver.
- (i) Use hand signals to direct the driver. Hand signals should be somewhat exaggerated for clear understanding by the driver.
- (j) Stand on the ground; never on the apparatus.
- (k) Practice skills as time permits.

---

# Heat Illness Prevention Program

## 1007.1 PURPOSE AND SCOPE

The purpose of this policy is to promote member health and safety by establishing a heat illness prevention program requiring member participation and implementing an effective training program (see Heat Illness Prevention Training Policy).

This policy is in no way intended to diminish initial fire attack aggressiveness. The intent is to establish a procedure to lessen the risk of illness or injury due to exposure to high-heat working conditions and to establish fireground rehabilitation guidelines to ensure the physical and mental condition of members does not deteriorate to the point that it negatively affects emergency operations (8 CCR 3395).

### 1007.1.1 DEFINITIONS

Definitions related to this policy include:

**Fireground rehabilitation** - A system for on-scene management of firefighter heat stress, dehydration, and fatigue. The primary goals of rehabilitation are rehydration, rest, and cooling; assessment of remaining work capacity; and recognition and treatment of heat strain injuries.

**Heat exhaustion** - A condition caused by the loss of large amounts of fluid by sweating. A worker suffering from heat exhaustion still sweats but experiences extreme weakness or fatigue, giddiness, nausea, or headache. In more serious cases, the victim may vomit or lose consciousness. Skin may be clammy or moist, pale, or flushed. Body temperature is normal to slightly elevated. Mild heat exhaustion will respond to copious water and a cool environment. Those with severe cases may require extended care for several days.

**Heat stress** - The aggregate of environmental and physical work factors that constitute the total heat load imposed on the body. Heat load is derived from two major sources:

- Internally generated metabolic heat, which is a by-product of chemical processes that occur within the cells, tissue, and organs of firefighters exerting themselves in turnout clothing
- Externally imposed environmental heat, which influences the rate at which body heat can be exchanged with the environment and consequently the ease with which the body can regulate and maintain a normal temperature

**Heat strain** - The series of physiological responses to heat stress. These responses reflect the degree of heat stress. When the strain is excessive for the individual, a heat disorder (heat exhaustion or heat stroke) will follow.

**Heat stroke** - A condition where the body's temperature regulatory system fails, sweating becomes inadequate, and the body's only effective means of removing excess heat is compromised. Early recognition and treatment of heat stroke is the only means of preventing permanent brain damage or death. Signs and symptoms of heat stroke may include mental

# Beckwourth Fire District

## Policy Manual

### *Heat Illness Prevention Program*

---

confusion, convulsions, an altered level of consciousness, and skin that is hot, usually dry, and red or spotted. Temperature is usually 104 or higher.

#### **1007.2 POLICY**

It is the policy of the Beckwourth Fire District to require member participation in the heat illness prevention program and the accompanying training. The training provided shall comply with all state mandates (8 CCR 3395).

New members shall receive this training prior to being assigned work that is reasonably anticipated to result heat illness. Supervisory personnel shall receive specific heat illness training prior to being assigned any supervisory duties (8 CCR 3395).

#### **1007.3 PROCEDURE**

This procedure shall apply to all emergency operations and training exercises where personnel are exposed to heavy physical exertion and/or extreme heat conditions.

A rehabilitation group will be established by the Incident Commander (IC) when conditions dictate that rest and rehabilitation are needed at an emergency scene. Rehabilitation considerations should include but are not limited to the following:

- **Length of the operation** - The two-bottle rule should generally be observed. After the use of two self-contained breathing apparatus (SCBA) air bottles, or 30 to 60 minutes of strenuous activity, a firefighter should be evaluated in the rehabilitation area. Rehabilitation should generally be considered for second-alarm fires or greater. Prolonged motor vehicle incidents and heavy rescues in hot weather are other examples.
- **Amount of exertion** - Company officers should maintain an awareness of the exertion/exhaustion level of crews. The degree of exertion can vary greatly in each incident. Individuals who are under-hydrated or are on the first day back after any gastrointestinal illness are particularly susceptible to early onset of heat illness.
- **Adverse climatic conditions** - Temperatures in excess of 90 degrees have historically produced early onset of heat exhaustion and/or collapse. Rehabilitation efforts should generally be established when ambient air temperature is over 85 degrees and there is a potential for extended operations. High humidity also plays a role and should be considered.
- **Communication** - It may be difficult for the IC to assess the exertion or exhaustion level of the firefighters. If a firefighter needs rest, he/she is responsible for communicating his/her needs to a supervisor. If one individual is experiencing heat exhaustion, supervisors should be aware that there may be additional firefighters in need of rehabilitation.

It is the responsibility of the IC to make an early determination of situations that may require a rehabilitation group and institute the appropriate rehabilitation efforts accordingly.

# Beckwourth Fire District

## Policy Manual

### *Heat Illness Prevention Program*

---

It is the responsibility of every company officer to monitor the condition of all firefighters for signs of heat stress or fatigue. When these conditions are noted, the officer shall advise the IC and request assignment of the company to the rehabilitation group.

It is the responsibility of all personnel operating at an incident to report to their immediate supervisors if they are feeling the strain of overexertion. There is a point at which even the most physically fit individual becomes a liability rather than an asset due to intense physical exertion in turnout clothing. Taking 10 to 20 minutes in rehabilitation to cool down and rehydrate can prevent illness and injury.

#### **1007.4 ACCESS TO SHADE**

ICs should attempt to locate rehabilitation in shaded areas when the temperature exceeds 80 degrees for members operating on emergency scenes or participating in training exercises. Shaded rehabilitation areas should be located in a safe zone near where the members are working and allow for members to sit without being crowded. Even when the temperature does not exceed 80 degrees, rehabilitation should be located in a shady area during warm-weather operations and should be readily accessible upon request of a member (8 CCR 3395).

Members should be allowed and encouraged to take a preventive cool-down rest and report to rehabilitation to protect themselves from overheating. A member who takes a preventive cool-down rest should be monitored by Emergency Medical Services (EMS) personnel assigned to rehabilitation and should be asked if he/she is experiencing symptoms of heat illness; should be encouraged to remain in the shade or cooling area; and should not be ordered back to work until any signs or symptoms of heat illness have abated (at least 5 minutes) (8 CCR 3395).

If a member exhibits signs or reports symptoms of heat illness during a preventive cool-down rest period, EMS personnel assigned to rehabilitation should provide appropriate first aid or emergency response (8 CCR 3395).

If rehabilitation has not been established, the member should be moved to a shaded area or area where alternative cooling measures and hydration can be safely administered, along with appropriate first aid or additional emergency medical response.

Safe alternative cooling measures, such as misting machines, should be considered when providing shade is not feasible or is unsafe (8 CCR 3395).

#### **1007.5 EMERGENCY RESPONSE PROCEDURES**

Emergency response procedures related to heat illness should include (8 CCR 3395):

- (a) Ensuring that effective communication by voice, observation, or radio is maintained so that members at the emergency scene or training evolution can contact a supervisor and have access to EMS when necessary.
- (b) Responding to signs and symptoms of possible heat illness, including but not limited to first aid measures and how EMS will be provided.
- (c) Contacting additional EMS and, if necessary, transporting members to a place where they can be reached by an emergency medical provider.

# Beckwourth Fire District

## Policy Manual

### *Heat Illness Prevention Program*

---

#### **1007.6 ACCLIMATIZATION**

Members should be monitored during a heat wave. Consideration should be given to changing temperatures and how that may affect members over time (8 CCR 3395).

#### **1007.7 HEAT ILLNESS PREVENTION PROCEDURES**

The Fire Chief or the authorized designee should develop a heat illness prevention plan to supplement this policy as needed. The plan should be made available at each station. The plan should contain supplemental information regarding (8 CCR 3395):

- (a) Procedures for the provision of water and access to shade.
- (b) Emergency response procedures.
- (c) Acclimatization methods.



## Vehicle Safety Belts

### 1011.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that all members of the Department wear safety belts while operating or riding in department vehicles or privately owned vehicles while conducting department business. The use of seat belts and other safety restraints significantly reduces the chance of death or injury in case of a traffic collision (Vehicle Code § 27315).

### 1011.2 POLICY

It is the policy of the Beckwourth Fire District that all members shall wear properly adjusted safety restraints when operating or positioned in any vehicle owned, leased or rented by this department, or in any privately owned vehicle while on-duty. The member driving such a vehicle shall ensure that all occupants, including any non-members, are properly restrained (Vehicle Code § 27315).

### 1011.3 INOPERABLE SAFETY BELTS

No person shall operate department vehicles in which the safety belt in the driver's position is inoperable. No person shall be transported in a seating position in which the seat belt is inoperable.

No person shall modify, remove, deactivate or otherwise tamper with the vehicle safety belts, except for vehicle maintenance and repair staff, who shall do so only with the express authorization of the Fire Chief.

Members who discover an inoperable restraint system shall report the defect to the appropriate supervisor. Prompt action will be taken to replace or repair the system.

## Ground Ladder Testing

### 1013.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that the ground ladders are periodically inspected and certified to be in compliance with the National Fire Protection Association (NFPA) standards. This is a safety measure designed to reduce or eliminate the risk of injury to department members when using ground ladders.

### 1013.2 POLICY

It is the policy of the Beckwourth Fire District to perform testing and certification of all ground ladders for the safety of department members and to comply with NFPA standards.

### 1013.3 PROCEDURE

All department-owned ground ladders should be tested and certified annually. The actual testing interval may exceed 12 months if that time is reasonably needed for scheduling and completion of the testing process. In addition to annual testing, all ground ladders should be tested under the following circumstances:

- (a) New ground ladders should be tested prior to being placed into service. If the manufacturer of any new ladder provides written documentation certifying that the ladder has been tested and is in full compliance NFPA standards, the ladder may be placed in service with no further initial testing.
- (b) Any time a ladder is suspected of being unsafe
- (c) Any time a ladder has been subjected to overloading, as defined by the NFPA standards
- (d) Any time a ladder has been subjected to impact loading or unusual conditions
- (e) Whenever a ladder has been exposed to or is suspected of having been exposed to direct flame
- (f) Whenever the heat sensor label affixed to a ladder has changed to indicate heat exposure
- (g) After any repairs have been completed, unless the only repair was replacing the halyard.

### 1013.4 TESTING RECORDS

The safety officer shall be responsible for maintaining comprehensive records of all ladder testing and certification for the service life of each ladder.

---

## Personal Protective Equipment

### 1015.1 PURPOSE AND SCOPE

The purpose of this policy is to reasonably protect Beckwourth Fire District members by providing personal protective equipment (PPE), safety devices, and safeguards for workplace activities (8 CCR 3401; 8 CCR 3380).

PPE information related to patient care is found in the Communicable Diseases Policy.

PPE information related to respiratory protection is found in the Respirator Protection Policy.

### 1015.2 POLICY

It is the policy of the Beckwourth Fire District to provide PPE and safeguards of the proper type, design, strength, and quality needed to reasonably eliminate, preclude, or mitigate a hazard.

The Beckwourth Fire District adopts the National Fire Protection Association (NFPA) standard for the selection, care, and maintenance of PPE to reduce the safety and health risks associated with improper selection, poor maintenance, inadequate care, excess wear, and improper use.

### 1015.3 PPE STANDARDS AND REQUIREMENTS

The Department will provide approved PPE that is appropriate for the hazard to members who are located in a workplace where there is a risk of injury. Members shall wear appropriate PPE any time there is a risk of exposure to a hazard. The [Department shall apply the following guidelines, requirements, and standards to all PPE.

- (a) The PPE provided shall meet nationally recognized standards and all state-required standards (NFPA 1971; NFPA 1977; NFPA 1851; 8 CCR 3380 et seq.; 8 CCR 3401 et seq.).
- (b) When no authoritative standard exists for a PPE or safety device, the use of such equipment shall be subject to inspection and acceptance or rejection by their charge of the division where the equipment will be used.
- (c) PPE shall be distinctly marked to facilitate easy identification of the manufacturer.
- (d) The Training Officer shall ensure that the member is properly instructed and uses PPE in accordance with the manufacturer's instructions.
- (e) Members are responsible for maintaining their assigned PPE in a safe and sanitary condition.
- (f) Supervisors are responsible for ensuring that all PPE is maintained in a safe and sanitary condition.
- (g) PPE shall be of such design, fit, and durability as to provide adequate protection against the hazards for which they are designed.
- (h) PPE shall be reasonably comfortable and shall not unduly encumber member movements that are necessary to perform work.

# Beckwourth Fire District

## Policy Manual

### *Personal Protective Equipment*

---

#### 1015.3.1 HEAD PROTECTION

Members working in locations where there is a risk of head injuries from flying or falling objects and/or electric shock and burns shall wear an approved protective helmet. Each protective helmet shall bear the original marking required by the ANSI standard under which it was approved. At a minimum, the marking shall identify the manufacturer, the ANSI designated standard number and date, and the ANSI designated class of helmet. Where there is a risk of injury from hair entanglements in moving parts of machinery, combustibles, or toxic contaminants, members shall confine their hair to eliminate the hazard (8 CCR 3381; 8 CCR 3403; 8 CCR 3410.1).

#### 1015.3.2 FACE AND EYE PROTECTION

Members working in locations where there is a risk of eye injuries, such as punctures, abrasions, contusions, or burns from contact with flying particles, hazardous substances, projectiles, or injurious light rays that are inherent in the work or environment, shall be safeguarded by means of face or eye protection. Suitable screens or shields isolating the hazardous exposure may be considered adequate safeguarding for nearby members. The Department shall provide and require that members wear approved face and eye protection suitable for the hazard and in accordance with 8 CCR 3382, 8 CCR 3403, and 8 CCR 3410.1.

Self-contained breathing apparatus with full facepiece shall be considered face and eye protection (8 CCR 3403).

#### 1015.3.3 BODY PROTECTION

Body protection may be required for members whose work exposes parts of their body that are not otherwise protected from hazardous or flying substances or objects. Clothing appropriate for the work being done shall be worn. Loose sleeves, tails, ties, lapels, cuffs, or other loose clothing that can be entangled in moving machinery shall not be worn. Clothing saturated or impregnated with flammable liquids, corrosive substances, irritants, or oxidizing agents shall be destroyed or removed and shall not be worn until properly cleaned (8 CCR 3383).

Body protection shall consist of structural or proximity fire protective garments. Body protection for other than structural fires shall be provided as appropriate for the potential hazards (8 CCR 3405).

Chainsaw protectors shall be provided to members using chainsaws in wildland fire fighting activities and shall meet the U.S. Department of Agriculture Forest Service Specifications as identified in 8 CCR 3410.1.

#### 1015.3.4 HAND AND WRIST PROTECTION

Hand protection shall be required for members whose work involves unusual and excessive exposure of hands to cuts, burns, harmful physical or chemical agents, or radioactive materials that are encountered and capable of causing injury or impairment. Protective gloves shall be worn when exposed to the hazards of structural and proximity firefighting activity and wildland fire activity (8 CCR 3384; 8 CCR 3406; 8 CCR 3410.1).

Hand protection (e.g., gloves) shall not be worn where there is a danger of the hand protection becoming entangled in moving machinery or materials. Use of hand protection around smooth-

# Beckwourth Fire District

## Policy Manual

### *Personal Protective Equipment*

---

surfaced rotating equipment does not constitute an entanglement hazard if it is unlikely that the hand protection will be drawn into the danger zone.

Wristwatches, rings, or other jewelry should not be worn while working with or around machinery with moving parts in which such objects may be caught or around electrical equipment (8 CCR 3384).

#### 1015.3.5 FOOT PROTECTION

Appropriate foot protection shall be required for members who are exposed to foot injuries from electrical hazards; hot, corrosive, or poisonous substances; falling objects; crushing or penetrating actions; or who are required to work in abnormally wet locations. Footwear that is defective or inappropriate to the extent that its ordinary use creates the possibility of foot injuries shall not be worn. Footwear shall be appropriate for the hazard and shall comply with 8 CCR 3385.

The use of foot protection shall be coordinated with the wearing of the protective clothing system to ensure full body protection (8 CCR 3407; 8 CRR 3410.1).

#### 1015.3.6 EAR AND NECK PROTECTION AND PROTECTIVE HOOD INTERFACE

Protection equipment against burns or injury to the ears and neck suitable to the hazard shall be provided to members by one or more of the following (8 CCR 3404; 8 CCR 3410.1):

- (a) Ear flap attachment to the helmet
- (b) Hood or shroud
- (c) For wildland firefighting a flared neck shield to be attached to the brim of helmet, shroud, or high collar with throat strap.

#### 1015.3.7 WILDLAND FIRE SHELTERS

Fire shelters shall be provided and made immediately available for each member engaged in wildland firefighting activities and shall meet the U.S. Department of Agriculture Forest Service Specifications as identified in 8 CCR 3410.1.

#### 1015.3.8 PERSONAL FALL PROTECTION SYSTEMS

Members working in assignments where there is a risk of fall (e.g., climbing to, operating at, or rappelling from unsafe heights) shall use appropriate fall protection equipment such as ropes, harnesses, or other devices (8 CCR 1670).

### **1015.4 SELECTION, CARE, AND MAINTENANCE OF PPE**

PPE exists to provide the member with an envelope of protection from multiple hazards and repeated exposures. For structural firefighting, PPE is a system of components designed to work as an ensemble. Typical firefighting PPE consists of a hood, helmet, jacket, trousers, gloves, wristlets, and footwear. A program for selection, care, and maintenance of PPE consists of the following.

# Beckwourth Fire District

## Policy Manual

### *Personal Protective Equipment*

---

#### 1015.4.1 SELECTION

The PPE selection process should be conducted consistent with the protocols developed by the Health and Safety Officer (see the Health and Safety Officer Policy).

The PPE selection process should include (8 CCR 3380; 8 CCR 3402.3):

- (a) A written risk assessment at least every two years to include expected hazards, frequency of use, past experiences, geographic location, and climatic conditions.
  - 1. The assessment should include a review of the current risk assessment and necessary changes.
- (b) The evaluation of comparative information on all ensemble elements to ensure they will interface and perform based on the risk assessment.
- (c) The following considerations:
  - 1. PPE performance expectations, including thermal and physiological effects
  - 2. Style and design for user comfort and wear performance
  - 3. Construction for quality, durability, and garment life
  - 4. Manufacturer ability to meet performance demand requirements, technical information, service, warranty, and customer support needs
  - 5. Any necessary changes in operating procedure.

#### 1015.4.2 INSPECTION

NFPA standards define two primary types of PPE inspection:

**Routine inspection** - Each firefighter shall conduct a routine inspection of their issued PPE at the beginning of each shift, after each use, and anytime the PPE has been exposed or is suspected of having been exposed to damage or contamination.

PPE should be inspected to determine the level of cleaning necessary. The inspection should include the following as applicable:

- (a) Coat, trousers, gloves, and hood should be checked for the following:
  - 1. Soiling
  - 2. Contamination from hazardous materials or biological agents
    - (a) If the garment is contaminated by blood or other potential infectious material, the garment should be handled in accordance with 8 CCR 5193 (bloodborne pathogens)
  - 3. Physical damage, such as:
    - (a) Rips, tears, holes, cuts, and any other irregularities
    - (b) Damaged/missing hardware and closure systems
    - (c) Thermal damage, such as charring, burn holes, and melting
    - (d) Damaged or missing reflective trim

# Beckwourth Fire District

## Policy Manual

### *Personal Protective Equipment*

---

- (e) Shrinkage
  - (f) Loss of elasticity or flexibility at openings
  - (g) Excessive wear to liners
- (b) Helmets should be checked for the following:
1. Soiling
  2. Contamination from hazardous materials or biological agents
  3. Physical damage to the shell, such as:
    - (a) Cracks, crazing (small cracks), dents, and abrasions
    - (b) Thermal damage to the shell, such as bubbling, soft spots, warping, or discoloration
  4. Physical damage to ear flaps, such as:
    - (a) Rips, tears, and cuts
    - (b) Thermal damage, such as charring, burn holes, and melting
  5. Damaged or missing components of suspension and retention systems
  6. Damaged or missing components of the goggle system including:
    - (a) Discoloration
    - (b) Crazing (small cracks)
    - (c) Scratches to goggle lens, limiting visibility
  7. Damaged or missing reflective trim
- (c) Footwear should be checked for the following:
1. Soiling
  2. Contamination from hazardous materials or biological agents
  3. Physical damage, such as:
    - (a) Cuts, tears, and punctures
    - (b) Thermal damage, such as charring, burn holes, and melting
    - (c) Exposed or deformed steel toe, steel midsole, or shank
    - (d) Loss of water resistance
- (d) Fall protection should be checked for the following:
1. Soiling
  2. Contamination from hazardous materials or biological agents
  3. Physical damage, such as:
    - (a) Cuts, tears, and punctures
    - (b) Thermal damage such as charring, burn holes, and melting

# Beckwourth Fire District

## Policy Manual

### *Personal Protective Equipment*

---

- (c) Excessive stretching
- (d) Distorted or damaged hardware

**Advanced inspection** - Advanced inspection of PPE ensembles and elements shall be conducted a minimum of every 12 months or whenever routine inspections indicate a problem may exist.

Advanced inspections shall only be conducted by trained and certified members or from a manufacturer-approved vendor certified to conduct advanced inspections. All findings from advanced inspections shall be documented on an inspection form. Universal precautions shall be observed, as appropriate, when handling elements. Advanced inspections shall include, at a minimum, the inspection criteria outlined in the nationally recognizes standards.

#### 1015.4.3 CLEANING AND DECONTAMINATION

The following rules and restrictions shall apply to the cleaning and decontamination of PPE:

- (a) Soiled and contaminated PPE elements shall undergo either a routine/preliminary exposure reduction (PER), an advanced cleaning, or a specialized cleaning.
  - (b) Soiled and contaminated PPE elements shall not be taken home, washed in the home, or washed in public laundries unless the business is dedicated to handling firefighting protective clothing.
  - (c) Commercial dry cleaning shall not be used.
  - (d) The Department will examine the manufacturer's label and user information for specific cleaning instructions.
  - (e) Chlorine bleach or chlorinated solvents shall not be used to clean or decontaminate PPE elements.
  - (f) Scrubbing or spraying with high-velocity water jets, such as a power washer, shall not be used.
  - (g) All contract cleaning or decontamination businesses shall demonstrate procedures for cleaning and decontamination that do not compromise the performance of PPE ensembles and elements.
  - (h) NFPA standards identify and define three primary types of cleaning: routine/PER, advanced, and specialized.
1. **Routine cleaning/PER** - After each use, any elements that are soiled shall receive routine cleaning. It is the firefighter's responsibility to routinely clean their PPE ensemble or elements using the following process:
    - (a) When possible, initiate cleaning at the incident scene.
    - (b) Brush off any dry debris.
    - (c) Gently rinse off debris with a water hose.
    - (d) If necessary, scrub gently with a soft bristle brush and rinse off again if necessary. Spot clean utilizing a utility sink.
    - (e) Inspect for soiling and contamination and repeat the process if necessary.



# Beckwourth Fire District

## Policy Manual

### *Personal Protective Equipment*

---

- (f) All elements shall be air-dried in an area with good ventilation. Do not dry in direct sunlight or use a machine dryer.
- 2. **Advanced cleaning** - Should routine cleaning fail to render the elements clean enough to be returned to service, advanced cleaning is required. In addition, elements that have been issued, used, and soiled shall undergo advanced cleaning every six months, at a minimum.
  - (a) The department's Health and Safety Officer (HSO) shall perform or manage all advanced cleaning utilizing a qualified contract cleaner.
  - (b) Advanced cleaning will be coordinated with the safety officer by either the crew or by the individual. Loaner PPE will be provided for any member scheduled to work.
  - (c) Station laundering machines designed for cleaning station uniforms and other standard items shall not be used to clean PPE elements.
- 3. **Specialized cleaning** - PPE elements that are contaminated with asbestos, opioid drugs, bedbugs, hazardous materials, or biological agents shall undergo specialized cleaning as necessary to remove the specific contaminants.
  - (a) The PPE elements that are contaminated or suspected to be contaminated shall be isolated, tagged, bagged, and removed from service until they undergo specialized cleaning to remove the specific contaminant. All bagged PPE shall include the member's name, company, and shift. Universal precautions shall be observed when handling known or suspected contaminated PPE elements. For more information on decontamination of PPE after exposure, refer to the Communicable Diseases Policy.
  - (b) The department's HSO shall manage all specialized cleaning and will utilize a qualified contract cleaner. The Department, if possible, shall identify the suspected contaminant and consult the manufacturer for an appropriate decontamination agent and process.
  - (c) PPE components contaminated with blood, bodily fluids, or other biological contaminants should be sanitized (e.g., clothing, fabrics) or disinfected (e.g., helmet shells, other hard surfaces).

#### 1015.4.4 REPAIR OF PPE

Damaged PPE shall not be used. The department's HSO shall manage all PPE repairs utilizing a manufacturer-recognized repair facility. All elements shall be subject to an advanced or specialized cleaning before any repair work is done. Loaner PPE is available to employees while repairs are being made.

#### 1015.4.5 ISSUING PPE

All PPE ensembles or elements shall be issued through the department's HSO. All fittings shall be completed by the HSO and/or by a manufacturer representative.

- Members shall only use department-issued or approved PPE, including accessories.

# Beckwourth Fire District

## Policy Manual

### *Personal Protective Equipment*

---

- Members shall minimize the public's exposure to soiled or contaminated PPE and avoid wearing PPE to non-fire related emergencies.
- Members shall not wear PPE inside station living quarters or other department facilities.

#### 1015.4.6 STORAGE OF PPE

The parameters for the storage of all PPE ensembles or elements include the following:

- (a) PPE shall not be stored in direct sunlight indirect sunlight or exposed to ultraviolet radiation or fluorescent lighting when it is not being worn.
- (b) PPE shall be clean, dry, and well-ventilated before storage.
- (c) PPE shall not be stored in airtight containers unless the container is new and unused.
- (d) PPE shall not be stored at temperatures below 40 degrees F or above 180 degrees F.
- (e) PPE shall be stored in a protective case or bag to prevent damage if stored in compartments or trunks.
- (f) PPE shall not be subjected to sharp objects, tools, or other equipment that could damage the ensemble or elements.
- (g) PPE shall not be stored inside living quarters or with personal belongings, or taken or transported within the passenger compartment of personal vehicles unless it is stored in a protective case or bag.
- (h) PPE shall not be stored in contact with hydraulic fluids, solvents, hydrocarbons, hydrocarbon vapors, or other contaminants.
- (i) Proximity PPE (i.e., specialized PPE designed to protect workers from high levels of radiant heat) shall not be stored folded.

#### 1015.4.7 PPE TRAINING

The Training Officer should verify that members receive and demonstrate an understanding of PPE training consistent with their duties before performing work requiring the use of the PPE. This should include (8 CCR 3380; 8 CCR 3410):

- (a) Determining when PPE is necessary and what kind should be used.
- (b) How to properly wear, adjust, and remove PPE.
- (c) The limitations of the PPE.
- (d) Upon issue, all members shall be provided training on this policy along with the manufacturer's written instructions on the care, use, and maintenance of their PPE, including any warnings issued by the manufacturer.
- (e) New firefighters shall receive training in the care, use, and maintenance of their PPE before participating in any hands-on training or operations. All other firefighters shall receive training as needed when PPE ensembles or elements are upgraded or changed.
- (f) The useful life and disposal of PPE.

# Beckwourth Fire District

## Policy Manual

### *Personal Protective Equipment*

---

- (g) Inspection procedures and frequencies.
- (h) Storage of the PPE.

Supervisors who believe a member does not have the understanding and skill required for PPE use, whether or not the member has received training on the PPE, should take appropriate steps to have the member retrained.

#### 1015.4.8 PPE RECORD KEEPING

Department's shall maintain or require contracted vendors to maintain records on all structural firefighting ensembles or elements to include:

- (a) The name of the member to whom the element is issued.
- (b) The date and condition of the element when issued.
- (c) The manufacturer, model name, or design.
- (d) The manufacturer's identification number, lot number, or serial number.
- (e) The month and year of manufacture.
- (f) The dates and findings of all advanced inspections.
- (g) The dates and findings of complete liner inspections.
- (h) The dates of advanced cleaning, specialized cleaning, or decontamination, and by whom it was performed.
- (i) The date of any repairs, the person who repaired the PPE, and a brief description of the repair.
- (j) The date the element was removed from service (retirement).
- (k) The date and method used to dispose of the element.

The Department shall maintain records on its structural and proximity firefighting protective ensemble and ensemble elements for three years from the date of retirement (8 CCR 3402.3).

#### 1015.4.9 PPE RETIREMENT

PPE ensembles and elements shall be retired as follows:

- (a) When worn or damaged to the extent that the Department deems that it is not possible or cost-effective to repair.
- (b) When no longer useful for emergency operations.
- (c) Helmets shall be retired 10 years from the date of manufacture that do not meet the requirements of NFPA 1971(8 CCR 3402.3).
- (d) Wildland firefighting protective garments shall be retired 10 years from the date of manufacture (8 CCR 3410).
- (e) If more than 10 years old, except for the reflective outer shell of proximity PPE, which should be retired after five years.

# Beckwourth Fire District

## Policy Manual

### *Personal Protective Equipment*

---

Retired PPE ensembles and elements shall be destroyed or disposed of by the Department in a manner assuring that they will not be used in any firefighting or emergency activities, including training. Retired PPE may only be used for training when that training does not include live fire. Any PPE used for training shall be clearly marked: "Training only. No live fire."

#### 1015.4.10 SPECIAL INCIDENT PROCEDURE

If any member of the Beckwourth Fire District suffers a serious injury or death while wearing PPE, the following procedure should be followed:

- (a) The PPE shall immediately be removed from service.
- (b) Custody of the PPE will be maintained by the or the authorized designee, and the PPE shall be kept in a secure location with controlled, documented access.
- (c) All PPE shall be non-destructively tagged and stored only in paper or cardboard containers to prevent further degradation or damage. Plastic airtight containers shall not be used.
- (d) The PPE shall be made available to the department's investigation team (see Line of Duty Death Investigation Policy) or outside experts as approved by the Fire Chief or the authorized designee, to determine the condition of the PPE.
- (e) The Fire Chief or the authorized designee shall determine the retention period for storage of the PPE.

#### 1015.4.11 WILDLAND FIREFIGHTING PPE SELECTION

Wildland firefighting PPE selection shall consist of the following (8 CCR 3410):

- (a) Prior to the selection of PPE for wildland firefighting a risk assessment shall be performed in writing to include but not limited to the hazards that can be encountered by wildland firefighters based on the following:
  1. Types of duties performed while wearing wildland firefighting PPE
  2. Identification and characterization of hazards of the duties
  3. Geographic location, elevation, and climate
  4. Seasonal effect
  5. Garment configurations of the wildland firefighting PPE (single-layer garment)
  6. Organizational experience and lessons learned with current wildland firefighting PPE
  7. Proximity and location of private residences and other habitable structures in relation to wildland vegetation and areas of refuge
- (b) Operational requirements shall be documented in writing in relation to the assessment and consist of the following:
  1. Identify the garment configuration and garment component that comprise the wildland firefighting PPE system

# Beckwourth Fire District

## Policy Manual

### *Personal Protective Equipment*

---

2. Specify performance criteria for each wildland firefighting PPE garment and its components

#### 1015.4.12 CBRNE-CONTAMINATED PPE

All PPE elements that have been contaminated by chemical, biological, radiological, nuclear, or explosive (CBRNE) agents shall be removed as soon as possible, bagged, and permanently removed from service. Such PPE elements shall be disposed of pursuant to department procedures.

#### 1015.4.13 MEMBER-PROVIDED PPE

Members who desire to use personally owned PPE are required to have the PPE approved and inspected by the HSO prior to use. All personally owned PPE is subject to the requirements of this policy.

#### 1015.4.14 WILDLAND FIREFIGHTING PPE RECORD KEEPING

The Department shall maintain training records that reflect the member training on wildland firefighting use of PPE for a minimum of three years. Records of retired firefighting PPE shall also be maintained for a minimum of three years (8 CCR 3410).

#### 1015.4.15 REPORTING

The HSO should report all PPE health and safety concerns caused by, or suspected to have been caused by, element failure to the PPE element manufacturer and certifying organization.

## Chapter 11 - Personnel

## Recruitment and Selection

### 1100.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the recruiting, selection, training, and retention processes utilized by the Beckwourth Fire District. This policy supplements any rules that govern employment practices for the Beckwourth Fire District.

### 1100.2 POLICY

In accordance with applicable federal, state, and local law, the Beckwourth Fire District provides equal opportunities for applicants and department members regardless of actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law. The Department does not show partiality or grant any special status to any applicant, member, or group of members unless otherwise required by law.

### 1100.3 RECRUITMENT

The Fire Chief Command should employ a comprehensive recruitment and selection strategy to recruit and select members from a qualified and diverse pool of candidates.

The strategy should include:

- (a) Identification of racially and culturally diverse target markets.
- (b) Use of marketing strategies to target diverse applicant pools.
- (c) Expanded use of technology and maintenance of a strong internet presence. This may include an interactive department website and the use of department-managed social networking sites, if resources permit.
- (d) Expanded outreach through partnerships with media, community groups, citizen academies, local colleges, universities, and the military.
- (e) Member referral and recruitment incentive programs.
- (f) Consideration of shared or collaborative regional testing processes.

The Fire Chief Command shall avoid advertising, recruiting, and screening practices that tend to stereotype, focus on homogeneous applicant pools, or screen applicants in a discriminatory manner.

The Department should strive to facilitate and expedite the screening and testing process, and should periodically inform each candidate of his/her status in the recruiting process.

### 1100.4 SELECTION PROCESS

The Department shall actively strive to identify a diverse group of candidates who have in some manner distinguished themselves as being outstanding prospects. Minimally, the Department should employ a comprehensive screening, background investigation, and selection process that assesses cognitive and physical abilities and includes review and verification of the following:

# Beckwourth Fire District

## Policy Manual

### *Recruitment and Selection*

---

- A comprehensive application for employment (including previous employment, references, current and prior addresses, education, and military record)
- Driving record
- Reference checks
- Employment eligibility, including U.S. Citizenship and Immigration Services (USCIS) Employment Eligibility Verification Form I-9 and acceptable identity and employment authorization documents consistent with Labor Code § 1019.1 (documentation may be requested upon hire)
- Information obtained from public internet sites
- Financial history consistent with the Fair Credit Reporting Act (FCRA) and Investigative Consumer Reporting Agencies Act (ICRAA) (15 USC § 1681 et seq.; Civil Code § 1786.12)
- Local, state, and federal criminal history record checks following a conditional offer of employment unless otherwise required by law
- Polygraph or voice stress analyzer examination (when legally permissible) (Labor Code § 432.2)
- Medical and psychological examination (may only be given after a conditional offer of employment)
- Review board or selection committee assessment

#### 1100.4.1 VETERAN PREFERENCE

Qualifying veterans of the United States Armed Forces who receive a passing score on an entrance examination shall be ranked in the top rank of any resulting eligibility list. The veteran's preference shall also apply to a widow or widower of a veteran or a spouse of a 100 percent disabled veteran (Government Code § 18973.1).

#### 1100.5 EMPLOYMENT STANDARDS

All candidates shall meet the minimum standards required by state law. Candidates will be evaluated based on merit, ability, competence, and experience, in accordance with the high standards of integrity and ethics valued by the Department and the community.

Validated, job-related, and nondiscriminatory employment standards shall be established for each job classification and shall minimally identify the training, abilities, knowledge, and skills required to perform the position's essential duties in a satisfactory manner (see the Position Descriptions Policy). Each standard should include performance indicators for candidate evaluation. The Admin Officer/Fire Chief should maintain validated standards for all positions.

Selection standards for promotional opportunities are detailed in the Promotions and Transfers Policy.

#### 1100.5.1 STANDARDS FOR FIREFIGHTERS

Generally, the standards may include the following requirements. The candidate should:



# Beckwourth Fire District

## Policy Manual

### *Recruitment and Selection*

---

- (a) Be at least 18 years of age by the closing date of the recruitment period.
- (b) Be in possession of a high school diploma or a General Equivalency Diploma (GED).
- (c) Have good vision in both eyes, with the ability to distinguish Occupational Safety and Health Administration (OSHA) color codes for hazardous materials (e.g., blue, red, yellow, white), and have no depth or peripheral vision impairment.
- (d) Meet the objectives and minimum standards established in the International Association of Fire Chiefs (IAFC)/International Association of Fire Fighters (IAFF) Fire Service Joint Labor Management Wellness-Fitness Initiative or similar validated health screening process.
- (e) Meet the minimum standards established by the National Fire Protection Association (NFPA).
- (f) Be in possession of, or have the ability to obtain, a valid state driver license in the class required for the position sought.
- (g) Be a U.S. citizen or have proof of a legal right to work in the U.S.

#### **1100.6 DISQUALIFICATION GUIDELINES**

As a general rule, performance indicators and candidate information and records shall be evaluated by considering the candidate as a whole, and taking into consideration the following:

- Age at the time the behavior occurred
- Passage of time
- Patterns of past behavior
- Severity of behavior
- Probable consequences if past behavior is repeated or made public
- Likelihood of recurrence
- Relevance of past behavior to public safety employment
- Aggravating and mitigating factors
- Other relevant considerations

A candidate's qualifications will be assessed on a case-by-case basis, using a totality-of-the-circumstances framework.

#### **1100.7 TRAINING**

All entry-level firefighter candidates should complete training in an accredited fire training program established by the Office of the State Fire Marshal (OSFM), including the California Fire Service Training and Education System (CFSTES) (Health and Safety Code § 13159 et seq.).

#### **1100.8 RETENTION**

The primary focus should be on hiring those who are the best fit for a particular position. In order to retain quality members, the Department should:

# Beckwourth Fire District

## Policy Manual

### *Recruitment and Selection*

---

- Seek member input on retention strategies.
- Develop a workplace that respects, encourages, and enables a work/life balance.
- Facilitate training and career development opportunities.
- Develop and maintain quality supervisors.
- Provide regular and meaningful performance feedback.
- Promote an environment where members are able to speak freely.
- Treat members fairly, equitably, and consistently.
- Consider ways to reward excellent performance.
- Follow up on any feedback acquired during an exit interview process.

Retention incentives may include items from a collective bargaining agreement, employment benefits, seniority benefits, and forms of recognition.

---

## Performance Evaluations

### 1101.1 PURPOSE AND SCOPE

The objective of the evaluation system is to record work performance for both the Department and the employee, giving recognition for good work and providing a guide for improvement where needed. The employee performance evaluation report is a gauge in measuring performance and is used for making personnel decisions relating to merit increase, promotion, reassignment, discipline, demotion and termination. The report also provides a guide for mutual work planning and review and an opportunity to convert general impressions into a more objective history of work performance based on job standards.

### 1101.2 POLICY

The Department evaluates employees in a non-discriminatory manner based upon job-related factors specific to the employee's position, without regard to actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law.

### 1101.3 PROCEDURE

Within one year of appointment to a supervisory position, all supervisors should attend an approved supervisory course that includes training on the completion of performance evaluations.

Each evaluation will cover a specific time period and should be based on the employee's performance during that period. At the beginning of the rating period, each supervisor should discuss the tasks of the position, standards of performance expected and the evaluation rating criteria with each employee. When a non-probationary employee's job performance falls below the established standards of the job, the supervisor should, as soon as practicable but at least 90 days prior to the end of the annual evaluation period, advise the employee in writing in order to provide an opportunity for the employee to improve performance. The involved employee should be provided the opportunity to initial any such writing and respond in writing within 30 days, if desired. Failure to meet established performance standards is justification for an unsatisfactory rating. Rating factors that are not observed are assumed to be performed at a standard level.

The performance evaluation report will be completed by the employee's immediate supervisor. Other supervisors directly familiar with the employee's performance during the rating period should be consulted by the immediate supervisor for their input.

### 1101.4 FULL-TIME PROBATIONARY EMPLOYEES

All personnel will serve a 12-month probationary period before being eligible for certification as permanent employees. Probationary firefighters shall be evaluated daily, weekly and monthly during the probationary period. Performance evaluation reports shall be completed as defined by the Admin Officer/Fire Chief by specific job classification for all other full-time personnel during the probationary period.

# Beckwourth Fire District

## Policy Manual

### *Performance Evaluations*

---

#### **1101.5 EVALUATION INTERVIEW**

When a supervisor has completed the preliminary evaluation arrangements shall be made for a private discussion of the evaluation with the employee. The supervisor should discuss the results with the employee and answer any questions the employee may have. If the employee has valid and reasonable protests of any of the ratings, the supervisor may make appropriate changes to the evaluation. Areas needing improvement and goals for reaching the expected level of performance should be identified and discussed. The supervisor should also provide relevant counseling regarding advancement and training opportunities. The supervisor and employee will sign and date the evaluation. Permanent employees may also write comments in the employee comments section of the performance evaluation report.

#### **1101.6 RECORDS MANAGEMENT**

The original performance evaluation report should be maintained in the employee's personnel for the tenure of the employee's employment. A copy should be provided to the employee and a copy should be forwarded to the Admin Officer/Fire Chief.

#### **1101.7 SECTION TITLE**

See attachment: [Personnel Evaluation Form.pdf](#)

## Position Descriptions

### 1103.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a comprehensive description of overall duties and responsibilities of each rank or job classification within the Department.

### 1103.2 POLICY

It is the policy of the Beckwourth Fire District to develop unique position descriptions for each assignment within an established rank or classification.

### 1103.3 PROCEDURE

The Admin Officer/Fire Chief will generally develop and maintain classification specifications (e.g., firefighter, fire captain, Captain). Within the classification specifications there may be multiple assignments. The descriptions will detail the unique duties and responsibilities of each assignment.

Position descriptions may be included in collective bargaining agreements.

Position descriptions should be considered living documents and should be reviewed and evaluated for modification. This should occur at least annually and any time duties or expectations of a specific position substantially change.

### 1103.4 POSITION CLASSIFICATIONS

**SUBJECT: Beckwourth Fire Protection District Job Descriptions**

**PURPOSE: Establish detailed job descriptions for all positions within the District,**

**SCOPE: All personnel within the Department**

**The following job descriptions will be used during the evaluation process and will provide a framework when supervisors are evaluating their personnel.**

**The job descriptions are not all encompassing and can be modified at any time.**

Beckwourth Fire District  
Policy Manual

*Position Descriptions*

---

Beckwourth Fire District  
Policy Manual

*Position Descriptions*

---

# Beckwourth Fire District

## Policy Manual

### *Position Descriptions*

---

#### **1103.5 FIRE FIGHTER**

TITLE: FIREFIGHTER

REPORTS TO: FIRE CAPTAIN

DEPT: FIRE DEPARTMENT

STATUS: NON-EXEMPT

General firefighting work in combating, extinguishing, and preventing fires; emergency medical service work upon assignment; work is performed under supervision; and related work as required. Primary responsibility of employees within this classification is for the protection of life and property through firefighting activities; usually performed under close supervision of a Fire Lieutenant or Captain. Orders and directions are given by superior officers; however, work requires an individual understanding of firefighting and emergency medical service methods learned through classes, drills, study, and experience. A substantial portion of time is spent in the cleaning and maintenance of the station, equipment, and apparatus.

#### MAJOR JOB RESPONSIBILITIES:

Responds to fire alarms with a company, lays and connects lines; holds nozzles and directs fire streams, raises and climbs ladders; effects forcible entry into buildings and ventilates burning buildings; uses chemical lines and extinguishers, pike poles, air packs, and other equipment.

Rescues and removes persons from danger and administers first aid.

Responds to emergency medical service calls as assigned.

Performs salvage operations such as throwing salvage covers, sweeping or vacuuming water, and removing debris.

May serve as a Driver/Operator of an engine, tanker, or rescue.

Operates pumps to supply and maintain water pressure.

Replaces and replenishes equipment.

Attends and participates in daily drills and classroom instruction sessions.

Performs general maintenance work in the upkeep of fire stations, grounds, quarters, and apparatus.

Attends Fire Academies and other training to gain knowledge and experience to keep abreast of trends in the fire service to meet the needs of the department.

Maintains a positive work environment with other firefighters, superior officers, citizens, and other county employees.

Performs other tasks or assignments as assigned by superiors.

#### KNOWLEDGE, SKILLS, AND ABILITIES:



# Beckwourth Fire District

## Policy Manual

### *Position Descriptions*

---

Ability to work effectively as a team member to provide excellence in service to all citizens of Plumas County.

Ability to understand and follow oral and written instructions; ability to learn and apply a wide variety of firefighting and related procedures and skills within a working test period;

Ability to obtain a State of California certification as a Firefighter and an Emergency Medical Technician and maintain.

Ability to learn the geography of the County, location of fire hydrants, and major fire hazards.

Ability to remain calm and react quickly in emergencies.

Ability to learn and comply with County and department rules, regulations, and policies.

Ability to meet and maintain departmental requirements of health, physical, and mental condition as set up by the Fire Department and approved by the County Administrator if adopted in the future.

Ability to communicate effectively both in written and oral form.

Ability to read and interpret instruction manuals, procedural methods, ordinances and regulations.

Knowledge and experience with computers to include excel, power point, access, and other software applications.

#### WORK ENVIRONMENT:

Duties are performed in a variety of environments both indoors and outdoors. Administrative duties may require prolonged periods of sitting behind desk or conference table. Fieldwork may require riding or driving to various stations, hydrants, etc. On fire and emergency scenes the employee will be exposed to heat, smoke, noise, dust, dirt, machinery, irritating chemicals, infectious diseases, inclement weather and hazardous conditions.

#### EDUCATION & QUALIFICATION REQUIREMENTS:

High school graduate, High School Equivalency Diploma, or G.E.D. College degree or course work is highly desirable. Individuals who possess firefighter certification and / or emergency medical technician certification may be special consideration.

#### LICENSES AND CERTIFICATES:

State of California Firefighter Certification.

State of California EMT-I or EMR or Public Safety First Responder Certification and must maintain throughout employment

Valid California driver's license, Class A, B, or C with firefighter endorsements.

THE ABOVE IS ILLUSTRATIVE OF THE ESSENTIAL AND NON-ESSENTIAL JOB FUNCTIONS ASSIGNED TO THIS POSITION. NO ATTEMPT IS MADE TO BE EXHAUSTIVE IN THIS

# Beckwourth Fire District

## Policy Manual

### *Position Descriptions*

---

LISTING. OTHER DUTIES MAY BE ADDED AS DEEMED NECESSARY BY THE FIRE CHIEF OR THE COUNTY ADMINISTRATOR.

#### **1103.6 TRAINING OFFICER**

TITLE: TRAINING OFFICER

REPORTS TO: FIRE CHIEF

DEPT: FIRE DEPARTMENT

STATUS: NON-EXEMPT

This position is a Division Manager responsible for directing and coordinating training activities of the Fire Department. Responds to emergency scenes as needed and serves as the department Safety Officer. Duties are performed in accordance with policies of Plumas County rules and regulations, Fire Department's rules and regulations, and accepted fire-fighting practices. Duties involve the application of technical and managerial skills in directing and coordinating the activities of the Departments training program with latitude to exercise independent judgment and decision-making. This position is under the direction of the fire chief and assistant fire chief.

#### MAJOR JOB RESPONSIBILITIES:

Manages and facilitates coordination of training programs and activities for the department and between shifts.

Prepares, conducts, and evaluates training for the department.

Promotes teamwork and communication among shifts.

Empowers, develops, and manages assigned personnel.

Ensures uniformity of training among shifts and other departments and agencies.

Ensures upward, downward, and lateral communications.

Maintains and operates training equipment and library. Assists with review/write Standard Operating Guidelines, and rules and regulations.

Prepares an annual budget.

Promotes a positive image of the Beckwourth Fire District, both internally and externally.

Coordinates special team functions as assigned.

Directs research and development programs within the division.

Assures compliance with all statutory requirements for the division.

Performs fire suppression duties as needed and carries out command post assignments, as directed.

# Beckwourth Fire District

## Policy Manual

### *Position Descriptions*

---

Promotes a positive image of the department through liaison, with media, citizens, and other agencies.

Attends conferences, meetings, Fire Academies, and other training programs, to keep abreast of current trends in the fire service.

Performs other duties and assignments as directed by the assistant fire chief or fire chief.

Promotes innovation, improvement, and employee development to achieve the vision of the department.

#### KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to work effectively as a team member to provide excellence in service to all citizens of Gordon County.

Thorough knowledge of the principles and practices of teaching and learning.

Thorough understanding of firefighting and emergency medical procedures.

Ability to develop training programs and meet identified training needs.

Ability to present information clearly and concisely, to prepare, and maintain records, to write reports and to conduct training programs and needs analysis.

Ability to evaluate training effectiveness.

Thorough knowledge and experience with computers, to include the following: Microsoft Word, Excel, Power Point, Firehouse Software, Target Solutions, and other software applications.

Possess ability to develop and maintain effective working relationships with employees, County Officials, and the public.

Handle public relations effectively, courteously, and tactfully.

#### WORK ENVIRONMENT:

Duties are performed in a variety of environments both indoors and outdoors. Administrative duties may require prolonged periods of sitting behind a desk or conference table. Fieldwork may require riding or driving to various stations, training, etc. On fire and emergency scenes, the employee will be exposed to heat, smoke, noise, dust, dirt, machinery, irritating chemicals, infectious diseases, inclement weather, and hazardous conditions.

#### EDUCATION & QUALIFICATION REQUIREMENTS:

Candidate should have an Associate's degree in Fire Administration, Fire Science, Public Administration, Management, Human Resources, Business Administration, or Emergency Medical Services from an accredited college, Bachelor degree preferred. Should possess Firefighter I & II certification and should possess Fire Officer I & II certification. Certified Post Instructor a requirement. Completion or enrolled in the EFO program at the National Fire Academy desirable. Ten years of fire fighting experience with increased supervisory and management experience preferred. A combination of training, education, and experience will be considered.

# Beckwourth Fire District

## Policy Manual

### *Position Descriptions*

---

#### LICENSES AND CERTIFICATES:

State of California Firefighter Certification.

State of California Emergency Medical Technician Intermediate, or EMR, or Public Safety Responder, or Paramedic Certification.

Certified Fire Instructor I & II.

Valid California driver's license, Class A, B, or C with Firefighter restrictions.

THE ABOVE IS ILLUSTRATIVE OF THE ESSENTIAL AND NON-ESSENTIAL JOB FUNCTIONS ASSIGNED TO THIS POSITION. NO ATTEMPT IS MADE TO BE EXHAUSTIVE IN THIS LISTING. OTHER DUTIES MAY BE ADDED AS DEEMED NECESSARY BY THE FIRE CHIEF OR THE COUNTY ADMINISTRATOR.

#### **1103.7 FIREFIGHTER II/ DRIVER/ OPERATOR**

JOB TITLE: FIREFIGHTER II/ DRIVER/OPERATOR

REPORTS TO: FIRE CAPTAIN

DEPT: FIRE DEPARTMENT

STATUS: NON-EXEMPT

#### JOB SUMMARY:

Drives, operates, and maintains fire department apparatus to include engines, tankers, rescues, and in the future aerial devices. Operate pumps to maintain water pressure and fire streams. Responds to fires and other emergencies to extinguish fires, performs rescues and provides assistance in emergency situations. Instructs personnel in the use of vehicles and equipment for emergency operations. Works under the supervision of a Fire Lieutenant or a Fire Captain. Work is performed in accordance with departmental and county rules and regulations. May serve as an acting officer in the absence of an assigned officer.

#### MAJOR JOB RESPONSIBILITIES:

Drives fire apparatus to fire and emergency scenes, or training, obeying the rules of the road and using DUE REGARD.

Responsible for response locations and traffic control devices while responding and providing for the safety of other vehicles, pedestrians and fire personnel.

On fire scenes provides an uninterrupted water supply to maintain pump pressure and fire streams.

Perform other fire or medical related assignments that may be assigned by the Incident Commander.

Participates in fire drills, attends Fire Academies, seminars, courses, and other training to keep abreast of trends in the fire service and to meet the needs of the department.

# Beckwourth Fire District

## Policy Manual

### *Position Descriptions*

---

Participates in the inspection of buildings, hydrants, and other structures in fire prevention programs.

Participates in fire safety education.

Maintains fire apparatus and equipment. Performs general maintenance and cleaning in the up keep of fire facilities and equipment, and care for the grounds around the station.

Promotes innovation, improvement, and employee development to achieve the vision of the department.

Assist with department supervisory and administrative activities as assigned. Performs other tasks and assignments when assigned by a superior officer.

#### KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to work effectively as a team member to provide excellence in service to all citizens of Plumas County.

Considerable knowledge of the roads, hydrants, and water system in the county;

Ability drive and operate apparatus in a safe manner; able to operate fire apparatus and other emergency equipment.

Ability to act effectively in emergency and stressful situations;

Ability to follow verbal and written instructions;

Ability to communicate effectively orally and in writing;

Ability to establish effective working relationships with superiors, fire personnel, other agencies internal and external, and the public.

Knowledge and experience with computers to include excel, power point, access, and other software applications.

#### WORK ENVIRONMENT:

Duties are performed in a variety of environments both indoors and outdoors. Administrative duties may require prolonged periods of sitting behind desk or conference table. Fieldwork may require riding or driving to various stations, hydrants, etc. On fire and emergency scenes the employee will be exposed to heat, smoke, noise, dust, dirt, machinery, irritating chemicals, infectious diseases, inclement weather and hazardous conditions.

#### EDUCATION & QUALIFICATION REQUIREMENTS:

High school graduate, High School Equivalency Diploma, or G.E.D. College degree or course work is highly desirable. Individuals who possess firefighter certification and / or emergency medical technician certification may be special consideration.

Courses required for this position are in accordance with Plumas County Fire Rescue's career path as a firefighter with the department. An associate degree in Fire Administration, Management,

# Beckwourth Fire District

## Policy Manual

### *Position Descriptions*

---

Fire Science or course work from an accredited college is desirable. Able to obtain a Firefighter endorsement endorsement on their driver's license, as required by the California Department of Transportation. A combination of training, education, and experience will be considered.

#### LICENSES AND CERTIFICATES:

State of California Firefighter II Certification.

State of California EMT, EMR, or Public Safety First Responder.

Valid California driver's license, Class A, B, or C with firefighter endorsements

THE ABOVE IS ILLUSTRATIVE OF THE ESSENTIAL AND NON-ESSENTIAL JOB FUNCTIONS ASSIGNED TO THIS POSITION. NO ATTEMPT IS MADE TO BE EXHAUSTIVE IN THIS LISTING. OTHER DUTIES MAY BE ADDED AS DEEMED NECESSARY BY FIRE CHIEF OR THE COUNTY ADMINISTRATOR.

#### **1103.8 FIRE CAPTAIN**

**TITLE:** FIRE CAPTAIN

**REPORTS TO:** FIRE BATTALION CHIEF

**DEPT:** FIRE DEPARTMENT

**STATUS:** NON-EXEMPT

Supervisory firefighting work of a difficult and responsible nature in supervising firefighting companies and/or station on assigned shifts; related work as required. Work involves responsibility for the supervision and direction of Firefighters engaged in firefighting work and requires the application of independent judgment and initiative in making size-up and other technical fire decisions. Supervision is exercised through training and instruction, evaluation of work performed, and compliance with orders. Work is performed in accordance with departmental rules and regulations and under the general supervision of a superior officer. The Captain is responsible for the effective and efficient extinguishment of all fires until relieved of command by a superior officer.

#### MAJOR JOB RESPONSIBILITIES:

Supervises Officers and Firefighters on assigned shifts, with responsibility for the appearance, conduct, discipline, and morale of Firefighters.

Supervises routine shift duties in the care and maintenance of station, grounds, apparatus and equipment.

Instructs personnel in firefighting tactics, first aid, departmental rules and regulations, and other training as assigned.

Evaluates personnel in the performance of their duties and gives advice and assistance as appropriate.

Recommends merit pay increases through evaluations.

# Beckwourth Fire District

## Policy Manual

### *Position Descriptions*

---

Responds with a fire company to alarms, evaluates situation, directs placement and operation of apparatus and equipment, and directs Firefighters in effective methods and techniques of combating and extinguishing fires.

Commands fire and emergency scenes until relieved by a superior officer.

Takes and/or recommends necessary action to adjust grievances of personnel.

Work is performed in accordance with Federal, State, and County laws and ordinances.

Recommends appropriate disciplinary action including suspension or dismissal if personnel fail to comply with departmental rules of conduct, policy, or procedures, and/or County rules and regulations.

Attends conferences, meetings, Fire Academies, and other training to keep abreast of trends in the fire service and to meet the needs of the department.

Maintains a positive work environment with subordinates and superiors, citizens, and other departments internal and external.

Promotes innovation, improvement, and employee development to achieve the vision of the department.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to work effectively as a team member to provide excellence in service to all citizens of PlumasCounty.

Considerable knowledge of department policies, rules, and regulations.

Considerable knowledge of firefighting method, tactics and procedures to include Incident Command.

Considerable knowledge of the care, operation and maintenance of fire apparatus and equipment.

Considerable knowledge of the layout of the County, water and hydrant system, and local fire hazards.

Knowledge of the theories and principles of hydraulics.

Knowledge of supervisory principles and practices and of personnel administration at the operational level.

Ability to establish and maintain effective working relationships with subordinate and superior fire personnel, and to enforce departmental rules and regulations tactfully, firmly, and impartially.

Ability to effectively plan, assign, supervise, evaluate, and direct the work of Firefighters.

Ability to communicate effectively both in written and oral form.

Ability to read and interpret instruction manuals, procedural methods, ordinances and regulations.

Knowledge and experience with computers to include excel, power point, access, and other software applications.

# Beckwourth Fire District

## Policy Manual

### *Position Descriptions*

---

#### WORK ENVIRONMENT:

Duties are performed in a variety of environments both indoors and outdoors. Administrative duties may require prolonged periods of sitting behind desk or conference table. Fieldwork may require riding or driving to various stations, hydrants, etc. On fire and emergency scenes the employee will be exposed to heat, smoke, noise, dust, dirt, machinery, irritating chemicals, infectious diseases, inclement weather and hazardous conditions.

#### EDUCATION & QUALIFICATION REQUIREMENTS:

Some Education in the following fields: Strategy and Tactics, Leadership, Fire Service Management, Fire Service Building Construction, Fire Protection Systems, and ICS/National Fire Academy. Other certifications may be required to meet the needs of the department. A combination of training, education, and experience will be considered.

#### LICENSES AND CERTIFICATES:

State of California Firefighter Certification.

Ability to obtain California Fire Officer Certification

Valid California driver's license, any Class with Firefighter Endorsements.

THE ABOVE IS ILLUSTRATIVE OF THE ESSENTIAL AND NON-ESSENTIAL JOB FUNCTIONS ASSIGNED TO THIS POSITION. NO ATTEMPT IS MADE TO BE EXHAUSTIVE IN THIS LISTING. OTHER DUTIES MAY BE ADDED AS DEEMED NECESSARY BY THE FIRE CHIEF OR THE COUNTY ADMINISTRATOR.

#### **1103.9 BATTALION CHIEF**

**JOB TITLE** BATTALION FIRE CHIEF

**REPORTS TO:** FIRE CHIEF

**DEPT.:** FIRE DEPARTMENT

**STATUS:** NON-EXEMPT

This position involves technical, supervisory, and administrative work of a difficult and responsible nature in performing command functions at fire and rescue emergencies. Work is performed under direction of the assistant fire chief or the fire chief and in accordance with department policy, county policies, and accepted fire-fighting practices. Work involves considerable responsibility for making decisions and exercising independent judgment and initiative, in coordinating and directing firefighting, Incident Command, rescue activities, and dealing with battalion operations.

#### MAJOR JOB RESPONSIBILITIES:

Serves as commanding officer of a firefighting battalion with responsibility for the inspection and assignment of personnel, maintenance of discipline and morale, effective performance of firefighting, emergency medical, rescue duties, and other assigned functions. The safety of personnel in the performance of their duties is paramount.



# Beckwourth Fire District

## Policy Manual

### *Position Descriptions*

---

Performs inspections of fire stations, equipment, apparatus, records, and personnel, and maintains compliance with departmental schedules, procedures, rules, and regulations.

Evaluates subordinates, supervises, advises, and assists company officers and personnel.

Empowers, develops, and manages assigned personnel.

Takes and/or recommends necessary action to adjust grievances of subordinates.

Recommends disciplinary action if subordinate personnel fail to comply with department rules, regulations, policies, or procedures.

Responds to structure fires, EMS and rescue calls, hazardous material incidents, coordinates and directs combat functions of fire and rescue companies, and employs strategic decision-making processes.

Answers emergencies and rescue calls, supervising and administering emergency medical services.

Supervises the preparation and maintenance of battalion records and reports, assist with budget preparation, and help with review/write Standard Operating Guidelines, rules and regulations for the department. Reviews fire and EMS reports for content and accuracy.

Attends conferences, meetings, Fire Academies, and other training to keep abreast of current trends in the fire service and fire prevention.

Maintains a positive work environment with subordinates, and superiors, citizens, and other departments internal and external.

Performs related tasks as assigned by the assistant fire chief or the fire chief.

Promotes innovation, improvement, and employee development, to achieve the vision of the department.

Performs fire suppression duties as needed.

Ensures District training is completed, documented, and reported for respective shift.

#### KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to work effectively as a team member to provide excellence in service to subordinates and all citizens of PlumasCounty.

Thorough knowledge of Fire District rules, regulations, and policies.

Thorough knowledge of strategy and tactics, principles, practices, procedures, and techniques of firefighting and rescue emergencies.

Through knowledge of modern firefighting, Incident Command, E.O.C., and E.M.S.

Considerable knowledge of the layout of the county, water distribution, fire protection systems, fire hydrant systems, and local fire hazards.

# Beckwourth Fire District

## Policy Manual

### *Position Descriptions*

---

Considerable knowledge of emergency medical procedures, fire prevention methods and procedures, management practices, and personnel administration.

Ability to command, supervise, evaluate, and instruct subordinates in firefighting, emergency medical, related emergency management activities, and station responsibilities.

Ability to communicate effectively, both in written and oral form. Ability to write Standard Operating Procedures, memos, and letters.

Ability to read and interpret instruction manuals, procedural methods, ordinances, and regulations.

Thorough knowledge and experience with computers, proficient in word processing, to include the following: Microsoft Word, Excel, Power Point, Firehouse software, Target Solutions, and other software applications.

#### WORK ENVIRONMENT:

Duties are performed in a variety of environments, both indoors and outdoors. Administrative duties may require prolonged periods of sitting behind a desk or conference table. Fieldwork may require riding or driving to various stations, emergencies, etc. On fire and emergency scenes, the employee will be exposed to heat, smoke, noise, dust, dirt, machinery, irritating chemicals, infectious diseases, inclement weather, and hazardous conditions.

#### EDUCATION & QUALIFICATION REQUIREMENTS:

Increased supervisory and management experience as a Lieutenant or above. Candidate should have an Associate Degree in Fire Administration, Fire Science, Management, Emergency Medical Services, Public Administration, or Business Administration from an accredited college. Should possess Firefighter II certification and should possess Fire Officer I & II certification. Must be a Fire Instructor II, and have courses to include Strategy and Tactics, Leadership, Fire Service Management, Fire Service Building Construction, Fire Protection Systems. A combination of training, education, and experience will be considered.

#### LICENSES AND CERTIFICATES:

State of California Firefighter Certification.

Emergency Medical Technician, EMR, or Public Safety First Responder

California State Fire Officer Certification

California State Chief Officer Certification

Hazardous Material Technician

Valid California driver's license any class with Firefighter endorsement.

THE ABOVE IS ILLUSTRATIVE OF THE ESSENTIAL AND NON-ESSENTIAL JOB FUNCTIONS ASSIGNED TO THIS POSITION. NO ATTEMPT IS MADE TO BE EXHAUSTIVE IN THIS LISTING. OTHER DUTIES MAY BE ADDED AS DEEMED NECESSARY BY THE FIRE CHIEF OR THE COUNTY ADMINISTRATOR.

# Beckwourth Fire District

## Policy Manual

### *Position Descriptions*

---

#### **1103.10 FIRE CHIEF**

##### **JOB TITLE: FIRE CHIEF**

REPORTS TO: Board of Directors

DEPARTMENT:

STATUS:

JOB SUMMARY:

This position is an Department Director responsible for directing the day to day operations of the Fire Department, supervising the major divisions within the department and responds to emergency scenes, as needed. Works under the direction of the Board of Directors Work is performed in accordance with Federal, State, County laws, County rules and regulations and departmental rules and regulations. Applies management knowledge and skills, with wide latitude to exercise independent judgment and initiative within established policies.

MAJOR JOB RESPONSIBILITIES:

Serves as Department Director.

Orchestrates all departmental functions.

Facilitates coordination and activities among the Battalions.

Promotes teamwork and communications among divisions.

Manages conflict to promote effective operations between Battalions

Handles grievances from officers and firefighters, maintains departmental discipline, and the conduct and general behavior of personnel.

Facilitates coordination of activities among divisions and other county departments.

Assures all levels of the department are informed.

Coordinates with external agencies to obtain and provide services, resources, information, innovations and funding.

Makes decisions about the needs of the department, such as personnel, equipment, facilities, etc.

Implements action plans for carrying out department goals.

Promotes innovation, improvement, and employee development to achieve the vision of the department.

Performs fire suppression duties as needed.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to work effectively as a team member to provide excellence in service to all citizens of Plumas County

# Beckwourth Fire District

## Policy Manual

### *Position Descriptions*

---

Thorough knowledge of the principles and practices of modern firefighting, rescue, EMS, prevention, fire department training, administration and organization.

Thorough knowledge of District rules, regulations, and policies.

Thorough knowledge of management and human resources administration.

Ability to direct Incident Command functions at fire and emergency scenes, and in the EOC.

Ability to prepare and maintain records, conducts analysis, and writes reports.

Knowledge and experience with computers to include excel, power point, access, and other software applications.

Ability to develop and maintain effective working relationships with employees, County Officials, the general public, and to deal with public relations effectively, courteously, and tactfully.

#### WORK ENVIRONMENT:

Duties are performed in a variety of environments both indoors and outdoors. Administrative duties may require prolonged periods of sitting behind desk or conference table. Field work may require riding or driving to various stations, hydrants, etc. On fire and emergency scenes the employee will be exposed to heat, smoke, noise, dust, dirt, machinery, irritating chemicals, infectious diseases, inclement weather and hazardous conditions.

#### EDUCATION & QUALIFICATION REQUIREMENTS:

Should possess an Associate's degree in Fire Administration, Fire Science, Public Administration, Management, Human Resources, Emergency Medical Services, from an accredited college, Bachelor degree preferred. Course work should include strategy & tactics, leadership, fire service building construction, and ISC/National Fire Academy. Completion or enrolled in the EFO program at the National Fire Academy desirable. Five years experience at the Battalion Chief level or above. A combination of training, education and experience will be considered.

#### LICENSES AND CERTIFICATIONS:

Valid California Driver's License, Class A, B, or C with Firefighter Endorsements

California State Fire Officer Certifications

California State Chief Officer Certifications

California State Certified Firefighter 11

California State Certified Emergency Medical Technician, EMR, or Public Safety First Responder.

THE ABOVE IS ILLUSTRATIVE OF THE ESSENTIAL AND NON-ESSENTIAL JOB FUNCTIONS ASSIGNED TO THIS POSITION. NO ATTEMPT IS MADE TO BE EXHAUSTIVE IN THIS LISTING. OTHER DUTIES MAY BE ADDED AS DEEMED NECESSARY BY THE FIRE CHIEF OR THE COUNTY ADMINISTRATOR.

## **Educational Incentives**

### **1106.1 PURPOSE AND SCOPE**

The purpose of this policy is to identify the educational incentives available to Beckwourth Fire District members pursuant to the collective bargaining agreement and to establish a system of accessing the benefits.

### **1106.2 POLICY**

It is the policy of the Beckwourth Fire District that the educational incentives established in the collective bargaining agreements with its members shall be available to all members who meet the defined requirements.

## Reporting for Duty

### 1108.1 PURPOSE AND SCOPE

This policy describes the department's expectations of its employees when reporting for duty, to ensure that all members are fully capable of functioning in their capacity.

### 1108.2 POLICY

It is the policy of this department to maintain sufficient staffing levels to provide efficient and quality services to the community and to provide for the safety its members.

### 1108.3 PUNCTUALITY

All members should be punctual and be ready to immediately perform their duties at the assigned time. Those with unexcused absences of more than 60 minutes will be considered absent without leave.

It is the member's responsibility to contact his/her station and/or immediate supervisor if the member is not going to arrive in time to relieve the previous shift on time.

### 1108.4 RELIEF

Members are required to remain on-duty until relieved. Upon entering the station, it is the member's responsibility to contact the member being relieved and receive a briefing.

Company supervisors shall remain on-duty until change-of-crew unless they are relieved or otherwise directed by a Captain. Company supervisors may not be absent from their place of assignment without the specific permission of a Captain.

### 1108.5 READINESS FOR DUTY

Upon reporting for duty, all members should prepare themselves and their gear to be immediately available to respond to calls for service. This should include, but not be limited to, placing personal protective equipment on the member's assigned apparatus and donning the appropriate uniform.

### 1108.6 PERSONAL APPEARANCE

All members should be properly attired at all times when representing the Department. Each member should wear the appropriate uniform or protective equipment that has been approved for the activity being performed.

### 1108.7 CLEANLINESS

All members should keep their persons, uniforms, desks, cars, beds and lockers in a neat and clean condition. If a persistent problem is noticed, the member should be notified immediately.

### 1108.8 INABILITY TO REPORT FOR DUTY

Members should notify a supervisor of any inability to report for duty at the time required or to perform the full range of regular duties.

# Beckwourth Fire District

## Policy Manual

### *Reporting for Duty*

---

#### **1108.9 EMERGENCY RECALL**

Upon receipt of an emergency recall, without delay, members should secure and/or stabilize their home and family, and report for duty at the appropriate work location. Members shall recognize the potential for emergency recall and take measures in advance to properly prepare their families. Except when otherwise instructed, members should travel as safely as possible to their normal work assignment once they have received the notice of recall. Members may not refuse an emergency recall notice. Members shall not leave their duty assignments until properly relieved. Members shall follow the procedures detailed in the Emergency Recall Policy.

#### **1108.10 RELIEVED FROM DUTY FOR VIOLATIONS**

Any supervisor may relieve a member under his/her command from duty, when in the supervisor's judgment an alleged offense committed is sufficiently serious to warrant immediate action. A report of such action shall be immediately made to the appropriate Captain, followed by written charges and documentation in accordance with department procedures.

## Emergency Recall

### 1109.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the right of the Beckwourth Fire District to recall off-duty employees in the event of a large-scale or protracted emergency, natural disaster or other unusual situation that depletes on-duty resources. The policy also establishes the procedures to be used to recall off-duty employees, in accordance with state and federal laws and collective bargaining agreements.

#### 1109.1.1 DEFINITIONS

Definitions related to this policy include:

**Automatic aid** - Apparatus and firefighters who are dispatched automatically by contractual agreement between two fire departments, communities or fire districts.

**Mutual aid** - Apparatus and firefighters who are dispatched, upon request, by the responding fire department. Mutual aid is defined by a signed contractual agreement between the Beckwourth Fire District and neighboring jurisdictions.

### 1109.2 POLICY

It is the policy of the Beckwourth Fire District to provide sufficient resources at the scene of an emergency to reasonably provide for the safety of the employee's working at the scene, and to ensure adequate resources are available for additional emergency calls. In some instances this may require the emergency recall of employees.

### 1109.3 PROCEDURES

The Fire Chief or any other Chief Officer or Captain may initiate an emergency recall by providing Fire Control or other designated resource with brief information regarding the emergency, where members are to report for duty and the name or names of personnel required.

#### 1109.3.1 TRIGGERING INCIDENTS

The types of incidents that may require the initiation of an emergency recall include, but are not limited to:

- One major incident affecting a localized or widespread area.
- Two or more incidents causing a high demand for resources at different locations.
- Numerous incidents causing a peak demand on the entire resource system.
- Any time an emergency recall is ordered by the Fire Chief or the authorized designee.

#### 1109.3.2 FIRE CONTROL RESPONSIBILITIES

The Fire Chief or the authorized designee should be responsible for developing and implementing an emergency recall procedure that complies with state and federal laws and collective bargaining



# Beckwourth Fire District

## Policy Manual

### *Emergency Recall*

---

agreements. Dispatch or another designated resource should follow the established procedure when implementing an emergency recall.

#### **1109.3.3 FIREFIGHTER RESPONSIBILITIES**

Firefighters should reply to an emergency recall notification within 10 minutes with their status and estimated time of arrival, and if applicable, report for duty with their personal protective equipment.

#### **1109.3.4 EXCEPTIONS**

Firefighters who receive an emergency recall notification and are under the influence of any impairment, such as medications or alcohol, should advise the caller of the impairment and should not report for duty.

#### **1109.4 OTHER RESOURCES**

If sufficient resources cannot be assembled by an emergency recall, the Department may consider other options such as:

- Automatic aid
- Mutual aid
- Chief officers

## Discriminatory Harassment

### 1110.1 PURPOSE AND SCOPE

The purpose of this policy is to prevent department members from being subjected to discriminatory harassment, including sexual harassment and retaliation (Government Code § 12940(k); 2 CCR 11023). Nothing in this policy is intended to create a legal or employment right or duty that is not created by law.

### 1110.2 POLICY

The Beckwourth Fire District is an equal opportunity employer and is committed to creating and maintaining a work environment that is free of all forms of discriminatory harassment, including sexual harassment and retaliation. The Department will not tolerate discrimination against a member in hiring, promotion, discharge, compensation, fringe benefits, and other privileges of employment. The Department will take preventive and corrective action to address any behavior that violates this policy or the rights and privileges it is designed to protect.

The nondiscrimination policies of the Department may be more comprehensive than state or federal law. Conduct that violates this policy may not violate state or federal law but still could subject a member to discipline.

### 1110.3 DEFINITIONS

Definitions related to this policy include:

#### 1110.3.1 DISCRIMINATION

The Department prohibits all forms of discrimination, including any employment-related action by a member that adversely affects an applicant or member and is based on actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law.

Discriminatory harassment, including sexual harassment, is verbal or physical conduct that demeans or shows hostility or aversion toward an individual based upon that individual's protected class. It has the effect of interfering with an individual's work performance or creating a hostile or abusive work environment.

Conduct that may, under certain circumstances, constitute discriminatory harassment can include making derogatory comments; making crude and offensive statements or remarks; making slurs or off-color jokes; stereotyping; engaging in threatening acts; making indecent gestures, pictures, cartoons, posters, or material; making inappropriate physical contact; or using written material or department equipment and/or systems to transmit or receive offensive material, statements, or pictures. Such conduct is contrary to department policy and to a work environment that is free of discrimination.

# Beckwourth Fire District

## Policy Manual

### *Discriminatory Harassment*

---

#### 1110.3.2 RETALIATION

Retaliation is treating a person differently or engaging in acts of reprisal or intimidation against the person because the person has engaged in protected activity, filed a charge of discrimination, participated in an investigation, or opposed a discriminatory practice. Retaliation will not be tolerated.

#### 1110.3.3 SEXUAL HARASSMENT

The Department prohibits all forms of discrimination and discriminatory harassment, including sexual harassment. It is unlawful to harass an applicant or a member because of that person's sex.

Sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature when:

- (a) Submission to such conduct is made either explicitly or implicitly as a term or condition of employment, position, or compensation.
- (b) Submission to, or rejection of, such conduct is used as the basis for any employment decisions affecting the member.
- (c) Such conduct has the purpose or effect of substantially interfering with a member's work performance or creating an intimidating, hostile, or offensive work environment.

#### 1110.3.4 ADDITIONAL CONSIDERATIONS

Discrimination and discriminatory harassment do not include actions that are in accordance with established rules, principles, or standards, including:

- (a) Acts or omission of acts based solely upon bona fide occupational qualifications under the Equal Employment Opportunity Commission and the California Civil Rights Department guidelines.
- (b) Bona fide requests or demands by a supervisor that the member improve the member's work quality or output, that the member report to the job site on time, that the member comply with District/City or department rules or regulations, or any other appropriate work-related communication between supervisor and member.

#### **1110.4 RESPONSIBILITIES**

This policy applies to all department members who shall follow the intent of these guidelines in a manner that reflects department policy, professional standards, and the best interest of the Beckwourth Fire District and its mission.

Members are encouraged to promptly report any discriminatory, retaliatory, or harassing conduct or known violations of this policy to a supervisor. Any member who is not comfortable with reporting violations of this policy to the member's immediate supervisor may bypass the chain of command and make the report to a higher-ranking supervisor or manager. Complaints may also be filed with the Fire Chief, the Fire Chief, or the Fire Board.

Any member who believes, in good faith, that the member has been discriminated against, harassed, or subjected to retaliation, or who has observed harassment, discrimination, or

# Beckwourth Fire District

## Policy Manual

### *Discriminatory Harassment*

---

retaliation, is encouraged to promptly report such conduct in accordance with the procedures set forth in this policy.

Supervisors and managers receiving information regarding alleged violations of this policy shall determine if there is any basis for the allegation and shall proceed with a resolution as stated below.

#### 1110.4.1 QUESTIONS OR CLARIFICATION

Members with questions regarding what constitutes discrimination, sexual harassment, or retaliation are encouraged to contact a supervisor, a manager, the Fire Chief, the Fire Board, or the California Civil Rights Department for further information, direction, or clarification (Government Code § 12950).

#### 1110.4.2 SUPERVISOR RESPONSIBILITIES

The responsibilities of supervisors and managers shall include but are not limited to:

- (a) Continually monitoring the work environment and striving to ensure that it is free from all types of unlawful discrimination, including harassment or retaliation.
- (b) Taking prompt, appropriate action within their work units to avoid and minimize the incidence of any form of discrimination, harassment, or retaliation.
- (c) Ensuring that their subordinates understand their responsibilities under this policy.
- (d) Ensuring that members who make complaints or who oppose any unlawful employment practices are protected from retaliation and that such matters are kept confidential to the extent possible.
- (e) Making a timely determination regarding the substance of any allegation based upon all available facts.
- (f) Notifying the Fire Chief or the Fire Chief in writing of the circumstances surrounding any reported allegations or observed acts of discrimination, harassment, or retaliation no later than the next business day.

#### 1110.4.3 SUPERVISOR'S ROLE

Supervisors and managers shall be aware of the following:

- (a) Behavior of supervisors and managers should represent the values of the Department and professional standards.
- (b) False or mistaken accusations of discrimination, harassment, or retaliation can have negative effects on the careers of innocent members.

Nothing in this section shall be construed to prevent supervisors or managers from discharging supervisory or management responsibilities, such as determining duty assignments, evaluating or counseling members, or issuing discipline, in a manner that is consistent with established procedures.

# Beckwourth Fire District

## Policy Manual

### *Discriminatory Harassment*

---

#### **1110.5 INVESTIGATION OF COMPLAINTS**

Various methods of resolution exist. During the pendency of any such investigation, the supervisor of the involved member should take prompt and reasonable steps to mitigate or eliminate any continuing abusive or hostile work environment. It is the policy of the Beckwourth Fire District that all complaints of discrimination, retaliation, or harassment shall be fully documented, and promptly and thoroughly investigated.

##### **1110.5.1 SUPERVISOR RESOLUTION**

Members who believe they are experiencing discrimination, harassment, or retaliation should be encouraged to inform the individual that the behavior is unwelcome, offensive, unprofessional, or inappropriate. However, if the member feels uncomfortable or threatened or has difficulty expressing the member's concern, or if this does not resolve the concern, assistance should be sought from a supervisor or manager who is a rank higher than the alleged transgressor.

##### **1110.5.2 FORMAL INVESTIGATION**

If the complaint cannot be satisfactorily resolved through the supervisory resolution process, a formal investigation will be conducted.

The person assigned to investigate the complaint will have full authority to investigate all aspects of the complaint. Investigative authority includes access to records and the cooperation of any members involved. No influence will be used to suppress any complaint and no member will be subject to retaliation or reprisal for filing a complaint, encouraging others to file a complaint, or for offering testimony or evidence in an investigation.

Formal investigation of the complaint will be confidential to the extent possible and will include but is not limited to details of the specific incident, frequency and dates of occurrences, and names of any witnesses. Witnesses will be advised regarding the prohibition against retaliation, and that a disciplinary process, up to and including termination, may result if retaliation occurs.

Members who believe they have been discriminated against, harassed, or retaliated against because of their protected status are encouraged to follow the chain of command but may also file a complaint directly with the Fire Chief, the Fire Chief, or the Fire Board.

##### **1110.5.3 ALTERNATIVE COMPLAINT PROCESS**

No provision of this policy shall be construed to prevent any member from seeking legal redress outside the Department. Members who believe that they have been harassed, discriminated against, or retaliated against are entitled to bring complaints of employment discrimination to federal, state, and/or local agencies responsible for investigating such allegations. Specific time limitations apply to the filing of such charges. Members are advised that proceeding with complaints under the provisions of this policy does not in any way affect those filing requirements.

#### **1110.6 DOCUMENTATION OF COMPLAINTS**

All complaints or allegations shall be thoroughly documented on the appropriate forms and in a manner designated by the Fire Chief. The outcome of all reports shall be:

# Beckwourth Fire District

## Policy Manual

### *Discriminatory Harassment*

---

- (a) Approved by the Fire Chief, the Fire Board, or the Fire Chief, depending on the ranks of the involved parties.
- (b) Maintained in accordance with the established records retention schedule.

#### 1110.6.1 NOTIFICATION OF DISPOSITION

The complainant and/or victim will be notified in writing of the disposition of the investigation and the actions taken to remedy or address the circumstances giving rise to the complaint.

#### **1110.7 TRAINING**

All new members shall be provided with a copy of this policy as part of their orientation. The policy shall be reviewed with each new member. The member shall certify by signing the prescribed form that the member has been advised of this policy, is aware of and understands its contents, and agrees to abide by its provisions during the member's term with the Department.

All members shall receive annual training on the requirements of this policy and shall certify by signing the prescribed form that they have reviewed the policy, understand its contents, and agree that they will continue to abide by its provisions.

#### 1110.7.1 STATE-REQUIRED TRAINING

The Training Officer should ensure that employees receive the required state training and education regarding sexual harassment, prevention of abusive conduct, and harassment based on gender identity, gender expression, and sexual orientation as follows (Government Code § 12950.1; 2 CCR 11024):

- (a) Supervisory employees shall receive two hours of classroom or other effective interactive training and education within six months of assuming a supervisory position.
- (b) All other employees shall receive one hour of classroom or other effective interactive training and education within six months of their employment or sooner for seasonal or temporary employees as described in Government Code § 12950.1.
- (c) All employees shall receive refresher training every two years thereafter.

If the required training is to be provided by the Civil Rights Department online training courses, the Training Officer should ensure that employees are provided the website address for the training course: <https://calcivilrights.ca.gov> (Government Code § 12950; 2 CCR 11023).

#### 1110.7.2 TRAINING RECORDS

The Training Officer shall be responsible for maintaining records of all discriminatory harassment training provided to members. Records shall be retained in accordance with established records retention schedules and for a minimum of two years (2 CCR 11024).

#### **1110.8 REQUIRED POSTERS**

The Department shall display the required poster regarding discrimination, harassment, and transgender rights in a prominent and accessible location for members (Government Code § 12950).

---

## Conduct and Behavior

### 1111.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines to prevent activities or behaviors that may lead to disciplinary actions or dismissal.

### 1111.2 POLICY

It is the policy of this department that its members strive to attain the highest professional standard of conduct and discharge their duties in a courteous and professional manner.

### 1111.3 PROFESSIONAL CONDUCT

All members should be governed by the ordinary and reasonable rules of behavior observed by law-abiding and self-respecting citizens, and should conduct themselves at all times in such manner as to reflect favorably on the Department. Conduct unbecoming a member shall include that which discredits the Department or the person as a member of the Department or which impairs the operation or efficiency of the Department or its members.

All members should conduct themselves in a manner that will not impair the good order and discipline of the Department. Members should not, while on-duty, indulge in offensive, obscene or uncivil language, verbal or physical altercations or threats thereof or conduct which might cause injury to another person.

All members of the Department should be familiar with the expected standard of behavior, both on- and off-duty.

### 1111.4 INTERACTION WITH THE PUBLIC

In the performance of their duties, members should be courteous to the public and tactful. They should control their tempers, exercise reasonable patience and discretion, and should not engage in any argumentative discussions even when provoked.

In the performance of their duties, members should not use coarse, violent, profane, or insolent language or gestures, and should not express prejudice or discrimination (Government Code § 12940 et seq.).

### 1111.5 COURTESY TO MEMBERS

Members should be courteous and respectful in their relations with all members of the Department. Members shall not use coarse, violent, profane, or insolent language or gestures, and shall not express prejudice or discrimination (Government Code § 12940 et seq.).

### 1111.6 DISCRIMINATION, OPPRESSION, OR FAVORITISM

Unless required by law or policy, discriminating against, oppressing, or providing favoritism to any person because of actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, economic status, cultural group, veteran status, marital status, and any other classification or status protected

# Beckwourth Fire District

## Policy Manual

### *Conduct and Behavior*

---

by law, or intentionally denying or impeding another in the exercise or enjoyment of any right, privilege, power, or immunity, knowing the conduct is unlawful, is prohibited.

#### **1111.7 CONFORMANCE TO LAWS**

Members shall obey all laws of the United States and of any state and local jurisdiction in which the member is present.

#### **1111.8 DEROGATORY OR MALICIOUS STATEMENTS**

Members should not be a party to any malicious gossip, report or activity which would tend to disrupt department morale or bring discredit to the Department or any member thereof. Member questions concerning department policy, activities, officers and/or safety issues shall be submitted by official written communication to the member's immediate supervisor.

#### **1111.9 POLITICAL ACTIVITY**

Members should not engage in political activities of any kind while on-duty. Members are also prohibited from engaging in any political activity off-duty while wearing any uniform items or equipment that could identify them as members of the Department.

#### **1111.10 SEXUAL ACTIVITY**

Members should not engage in any sexual activity while on-duty. This includes use of any electronic device to communicate or receive messages, photos or any other content of a sexual or provocative nature.

#### **1111.11 ILLEGAL GAMBLING**

Members should not engage or participate in any form of illegal gambling at any time while on-duty. This includes accessing gaming websites from computers or any electronic device, whether department-issued or owned by the member.

#### **1111.12 GIFTS AND GRATUITIES**

Members should not solicit or accept any gift, including money, tangible or intangible personal property, or any service, gratuity, favor, entertainment, hospitality, loan, promise, or any other thing of value from any person, business, or organization that is doing business with, or seeking to do business with, the Department or the District/City.

If it may reasonably be inferred that the person, business, or organization seeks to influence the actions of an official or seeks to affect the performance of an official while on-duty, the incident should be immediately reported to the next level supervisor. This rule does not take the place of any relevant requirements applicable to individuals under Government Code § 1090 et seq. or the State Political Reform Act, Government Code § 87100 et seq.

#### **1111.13 OFFERS OF DONATIONS AND GIFTS OF THE HEART**

Members who are approached with monetary donations following major disasters shall direct the person or entity to the Fire Chief Command for instruction on proper ways to donate.



# Beckwourth Fire District

## Policy Manual

### *Conduct and Behavior*

---

At no time should a member accept any monetary donation from the public. If a citizen offers a gift of a non-monetary nature, such as food or product, the gift shall be placed in an area of the station or office to be shared by all members.

At no time shall a member consider a gift of the heart as a personal present.

#### **1111.14 ABUSE OF POSITION**

Members should not use their official positions, official identification cards, or badges to avoid the consequences of illegal acts or for other non-work related personal gain. Members shall not lend to another person their identification cards or badges or permit their identification cards or badges to be photographed or reproduced without the approval of the Fire Chief.

Members should not authorize the use of their name, photograph, or official title that identifies them as department members (e.g., in connection with testimonials or advertisements of any commodity or commercial enterprise) without the approval of the Fire Chief.

#### **1111.15 PUBLIC STATEMENTS AND APPEARANCES**

Members should not address public gatherings, appear on radio or television, prepare any articles for publication, act as correspondents to a newspaper or periodical, or release or divulge investigative information or information on any other matter of the Department while presenting themselves or in any way identifying themselves as representing the Department, without the approval of the Fire Chief.

---

## Personnel Complaints

### 1112.1 PURPOSE AND SCOPE

This policy provides guidelines for reporting, investigation and disposition of complaints regarding the conduct of members of this department and the service provided by this department. This policy shall not apply to any questioning, counseling, instruction, informal verbal admonishment or other routine or unplanned contact of a member in the normal course of duty, by a supervisor or any other member, nor shall this policy apply to a criminal investigation.

This policy is intended to be applied in accordance with the procedures, rights or status that may be contained in any applicable collective bargaining agreement or policy established by the District/City's Admin Officer/Fire Chief.

The pre- and post-disciplinary procedures set forth in this policy do not apply to complaints against at-will members who are not covered by the Firefighters Procedural Bill of Rights Act (FBOR).

### 1112.2 POLICY

This department takes seriously all complaints regarding service provided by the Department and the conduct of its members. The Department will accept and address all complaints of member misconduct in accordance with this policy and applicable federal, state and local law, municipal and county rules and the requirements of any collective bargaining agreements.

It is also the policy of this department to ensure that the community can report misconduct without concern for reprisal or retaliation.

### 1112.3 PERSONNEL COMPLAINTS

Personnel complaints consist of any allegation of misconduct or improper job performance by any employee that, if true, would constitute a violation of department policy or rule or federal, state or local law. Allegations or complaints may be generated internally or by the public.

Inquiries about employee conduct or performance that, if true, would not violate department policy or rule or federal, state or local law may be handled informally by a supervisor and shall not be considered a personnel complaint. Such inquiries generally include clarification regarding policy, procedures or the department's response to specific incidents.

#### 1112.3.1 CLASSIFYING COMPLAINTS

Personnel complaints shall be classified in one of the following categories:

**Informal** - A matter in which the member's Captain is satisfied that appropriate action has been taken by a supervisor of rank greater than the accused member. The responsible supervisor shall have the discretion to determine the appropriate manner for resolving the complaint.

**Formal** - A matter in which a supervisor determines that further action is warranted. Such complaints may be investigated by a supervisor of rank greater than the accused member or referred to the designated department representative, depending on the seriousness and complexity of the investigation.

# Beckwourth Fire District

## Policy Manual

### *Personnel Complaints*

---

**Incomplete** - A matter in which the complaining party either refuses to cooperate or becomes unavailable after diligent follow-up investigation. At the discretion of the assigned supervisor or the designated department representative, such matters need not be documented as personnel complaints but may be further investigated or resolved as a complaint, depending on the seriousness of the complaint and the availability of sufficient information.

#### **1112.4 AVAILABILITY AND ACCEPTANCE OF COMPLAINTS**

##### **1112.4.1 AVAILABILITY OF COMPLAINT FORMS**

Personnel complaint forms will be available and clearly visible in public access locations within department facilities. Forms will also be available on the department website. Forms may also be available at other government offices and facilities. Personnel complaint forms in languages other than English may also be provided as determined necessary or practicable.

Every supervisor is responsible for monitoring public satisfaction or inquiries regarding the personnel complaint process and forwarding to the Captain any suggestions for improvement or changes.

##### **1112.4.2 SOURCES OF COMPLAINTS**

- (a) Members of the public may make complaints in any form, including in writing, by email, in person or by telephone.
- (b) Any department member becoming aware of alleged misconduct shall immediately notify a supervisor.
- (c) Supervisors shall initiate a complaint based upon observed misconduct or receipt from any source alleging the misconduct of a member that, if true, could result in disciplinary action.
- (d) Anonymous complaints and third-party citizen complaints should be accepted and investigated to the extent that sufficient information is provided.

##### **1112.4.3 ACCEPTANCE OF COMPLAINTS**

All complaints will be courteously accepted by any member and promptly given to the appropriate supervisor. Although written complaints are preferred, a complaint may also be filed verbally, either in person or by telephoning the Department, and will be accepted by any supervisor. If a supervisor is not immediately available to take a verbal complaint, the receiving member shall obtain contact information sufficient for the supervisor to contact the complainant. The supervisor, upon contact of the complainant, shall complete and submit a complaint form as appropriate.

Although not required, complainants should be encouraged to file complaints in person so that proper identification, signatures, photographs or physical evidence may be obtained as necessary.

#### **1112.5 COMPLAINT DOCUMENTATION AND TRACKING**

Supervisors shall ensure that all formal and informal complaints are documented on a complaint form. The supervisor shall ensure that the nature of the complaint is defined as clearly as possible.

# Beckwourth Fire District

## Policy Manual

### *Personnel Complaints*

---

All complaints and inquiries should be documented in a log that records and tracks complaints. The log shall include the nature of the complaint and the actions taken to address the complaint. On an annual basis, the Department should audit the log and send an audit report to the Fire Chief or the authorized designee.

#### **1112.6 DISCIPLINARY INVESTIGATIONS**

All allegations of misconduct will be investigated as follows:

##### **1112.6.1 SUPERVISOR RESPONSIBILITIES**

In general, the primary responsibility for the investigation of a complaint rests with the member's immediate supervisor, unless the supervisor is the complainant, is the ultimate decision-maker regarding disciplinary action or has any personal involvement regarding the alleged misconduct. The Fire Chief or the authorized designee may direct that another supervisor investigate any complaint.

A supervisor who becomes aware of alleged misconduct shall take reasonable steps to prevent aggravation of the situation.

Supervisors shall be responsible for the following:

- (a) Department supervisors should respond to all complaints in a courteous and professional manner.
- (b) A supervisor receiving a formal complaint involving allegations of a potentially serious nature shall ensure that the Captain, Division Chief and Fire Chief are notified as soon as practicable.
- (c) A supervisor receiving or initiating any formal complaint shall ensure that a personnel complaint form has been completed as fully as possible. The original complaint form will then be directed to the Captain of the accused member, via the chain of command. The Captain will forward a copy of the complaint to the Division Chief to take any appropriate action and/or assign the complaint for investigation. In circumstances where the integrity of the investigation could be jeopardized by reducing the complaint to writing or where the confidentiality of a complainant is at issue, a supervisor may orally report the matter to the Captain, Division Chief or Fire Chief.
- (d) A supervisor investigating any complaint should:
  1. Make reasonable efforts to obtain names, addresses and telephone numbers of additional witnesses.
  2. When appropriate, provide immediate medical attention and take photographs of alleged injuries as well as accessible areas of noninjury.
- (e) When the nature of a personnel complaint relates to sexual, racial, ethnic or other forms of prohibited harassment or discrimination, the supervisor receiving the complaint shall promptly contact the Admin Officer/Fire Chief and the Captain for direction regarding his/her role in addressing the complaint.

# Beckwourth Fire District

## Policy Manual

### *Personnel Complaints*

---

- (f) Supervisors who receive a citizen complaint that can be resolved immediately should do so. Follow-up contact with the person who made the complaint should be made within 24 hours of the Department receiving the complaint. If the matter is resolved and no further action is required, the supervisor will note the resolution on a complaint form and forward the form to the Captain.
- (g) Unresolved citizen complaints shall be forwarded to the Captain to determine whether to contact the person who made the complaint or assign the complaint for investigation.
- (h) The supervisor shall ensure that the procedural rights of the accused member are followed.
- (i) Within three days after assignment, the complainant should be informed of the investigator's name and the complaint number.
- (j) Interviews of the complainant should be conducted during reasonable hours.

#### 1112.6.2 INVESTIGATION PROCEDURES

The following procedures shall also be followed with regard to any accused member covered by FBOR (Government Code § 3253):

- (a) Not less than 48 hours before an investigator begins an interview to obtain facts and statements, the Department should:
  - 1. Provide the name and rank of the person in charge of the investigation and of those who will conduct any interviews.
  - 2. Provide the date, time and place of the interview and the names of all who will be present.
  - 3. Provide the member a written summary of the alleged misconduct and a description of the nature of the investigation.
- (b) Interviews of accused members should be conducted during reasonable work hours of the member and, if the member is off-duty, the member shall be compensated.
- (c) Off-duty interviews should only be conducted based on the seriousness of the investigation and other factors when time is of the essence.
- (d) An investigator should not interview a member at that person's home without the member's prior permission.
- (e) No more than two interviewers should ask questions of an accused member to prevent confusion or misunderstandings.
- (f) All interviews shall be for a reasonable period or duration and the member's personal needs shall be accommodated.
- (g) No member shall be subjected to offensive or threatening language nor shall any promises, rewards or other inducements be used to obtain answers. Any

# Beckwourth Fire District

## Policy Manual

### *Personnel Complaints*

---

member refusing to answer questions directly related to the investigation may be ordered to answer questions or be subject to discipline for insubordination. Nothing administratively ordered may be provided to a criminal investigator.

- (h) Absent circumstances preventing it, the interviewer should record all interviews of members and witnesses. The member may also record interviews. If the member has been previously interviewed, a copy of that recorded interview should be provided to the member prior to any subsequent interview. The member shall also be entitled to a transcribed copy of any notes made by a stenographer or to any reports or complaints made by investigators or other persons, except those portions that are otherwise required by law to be kept confidential.
- (i) If the allegations involve potential criminal conduct, the member shall be advised of his/her constitutional rights. This admonishment shall be given regardless of whether the member was advised of these rights during any separate criminal investigation.
- (j) A member subjected to interviews that could result in punitive action shall have the right to have a representative of his/her choosing during any interrogation. However, in order to maintain the integrity of each individual member's statement, involved members shall not consult or meet with representatives or attorneys collectively or in groups prior to being interviewed.
- (k) All members shall provide complete and truthful responses to questions posed during interviews.
- (l) No member may be compelled to submit to a deception detection device/polygraph examination, nor shall any refusal to submit to such examination be mentioned in any investigation.

#### 1112.6.3 INVESTIGATION FORMAT

Investigations of complaints should be timely, detailed, complete and essentially follow this format:

**Introduction** - Include the identity of the member, the identity of the assigned investigators, the initial date and source of the complaint.

**Synopsis** - Provide a very brief summary of the facts giving rise to the investigation.

**Summary of allegations** - List the allegations separately, including applicable policy sections, with a very brief summary of the evidence relevant to each allegation.

**Evidence as to each allegation** - Each allegation should be set forth with the details of the evidence applicable to each allegation and include comprehensive summaries of member and witness statements. Other evidence related to each allegation should also be detailed in this section.

**Conclusion** - A recommendation regarding further action or disposition should be provided.

**Exhibits** - A separate list of exhibits (e.g., recordings, photos and documents) should be attached to the report.

# Beckwourth Fire District

## Policy Manual

### *Personnel Complaints*

---

#### 1112.6.4 ADMINISTRATIVE LEAVE

When a complaint of misconduct is of a serious nature, or when circumstances dictate that allowing the accused to continue to work would adversely affect the mission of the Department, the Fire Chief or the authorized designee may temporarily assign an accused employee to administrative leave. The Fire Chief or authorized designee shall notify the Admin Officer/Fire Chief in writing of the employee's administrative leave and the cause for the leave.

#### **1112.7 POST-INVESTIGATION PROCEDURES**

Upon completion, the report should be forwarded to the Fire Chief through the chain of command of the involved member. Each level of command should review and include their comments in writing before forwarding the report. The Fire Chief may accept or modify the classification and recommendation for disciplinary action contained in the report.

##### 1112.7.1 DIVISION CHIEF RESPONSIBILITIES

Upon receipt of any completed personnel investigation, the Division Chief of the involved member shall review the entire investigative file, the member's personnel file and any other relevant materials.

The Division Chief may make recommendations regarding the disposition of any allegations and the amount of discipline, if any, to be imposed.

Prior to forwarding recommendations to the Fire Chief, the Division Chief may return the entire investigation to the assigned investigator or supervisor for further investigation or action.

When forwarding any written recommendation to the Fire Chief, the Division Chief shall include all relevant materials supporting the recommendation. Actual copies of a member's existing personnel file need not be provided and may be incorporated by reference.

##### 1112.7.2 RESPONSIBILITIES OF THE FIRE CHIEF

Upon receipt of any written recommendation for disciplinary action, the Fire Chief shall review the recommendation and all accompanying materials. The Fire Chief may modify any recommendation and/or may return the file to the Division Chief for further investigation or action.

Once the Fire Chief is satisfied that no further investigation or action is required by staff, the Fire Chief shall determine the amount of discipline, if any, to be imposed. In the event that disciplinary action is proposed, the Fire Chief shall provide the member with written notice of the following information:

- (a) Access to all of the materials considered by the Fire Chief in recommending the proposed discipline
- (b) An opportunity to respond orally or in writing to the Fire Chief within five days of receiving the notice
  - 1. Upon a showing of good cause by the member, the Fire Chief may grant a reasonable extension of time for the member to respond.

# Beckwourth Fire District

## Policy Manual

### *Personnel Complaints*

---

2. If the member elects to respond orally, the presentation shall be recorded by the Department. Upon request, the member shall be provided with a copy of the recording.
- (c) Once the member has completed his/her response or, if the member has elected to waive any such response, the Fire Chief shall consider all information received in regard to the recommended discipline. The Fire Chief shall thereafter render a timely written decision to the member and specify the grounds and reasons for discipline and the effective date of the discipline.
- (d) Once the Fire Chief has issued a written decision, the discipline shall become effective.

#### **1112.8 PRE-DISCIPLINE MEMBER RESPONSE**

The pre-discipline process is intended to provide the accused member with an opportunity to present a written or oral response to the Fire Chief after having had an opportunity to review the supporting materials and prior to imposition of any recommended discipline. The member shall consider the following:

- (a) This response is not intended to be an adversarial or formal hearing.
- (b) Although the member may be represented by an uninvolved representative or legal counsel, the response is not designed to accommodate the presentation of testimony or witnesses.
- (c) The member may suggest that further investigation could be conducted or the member may offer any additional information or mitigating factors for the Fire Chief to consider.
- (d) In the event that the Fire Chief elects to cause further investigation to be conducted, the member shall be provided with the results of such subsequent investigation prior to the imposition of any discipline.
- (e) The member may thereafter have the opportunity to further respond orally or in writing to the Fire Chief on the limited issues of information raised in any subsequent materials.

#### **1112.9 RESIGNATIONS/RETIREMENTS PRIOR TO DISCIPLINE**

In the event that a member tenders a written retirement or resignation prior to the imposition of discipline, it shall be noted in the file. The tender of a retirement or resignation by itself shall not serve as grounds for the termination of any pending investigation or discipline.

#### **1112.10 POST-DISCIPLINE APPEAL RIGHTS**

Non-probationary members have the right to appeal a suspension without pay, punitive transfer, demotion, reduction in pay or step and termination from employment. The member has the right to appeal using to the procedures established in any operative collective bargaining agreement and/or personnel rules.



# Beckwourth Fire District

## Policy Manual

### *Personnel Complaints*

---

In the event of punitive action against a member covered by FBOR, the appeal process shall be in compliance with Government Code § 3254.5.

#### **1112.11 AT-WILL AND PROBATIONARY MEMBERS**

At-will and probationary members not subject to FBOR may be disciplined and/or released from employment without adherence to any of the procedures set out in this policy and without notice or any cause at any time during the probationary period. These members are not entitled to any rights under this policy.

Any probationary period may be extended at the discretion of the Fire Chief in cases where the member has been absent for more than a week or when additional time to review the member is considered by the Fire Chief to be appropriate.

#### **1112.12 SECTION TITLE**

[See attachment: Employee Grievance Form.pdf](#)

## Outside Employment

### 1113.1 PURPOSE

The purpose of this policy is to establish guidelines to be followed by any Beckwourth Fire District members considering outside employment.

### 1113.2 POLICY

It is the policy of this department to allow members to engage in employment other than with the Department if the Fire Chief determines that such outside employment is not in conflict with his/her duties and the duties, functions and responsibilities of the Department.

### 1113.3 PROCEDURE

No member shall be employed or self-employed in any manner outside of District/City employment without prior written authorization from the Fire Chief.

Any member requesting authorization for outside employment must submit the request in writing and provide sufficient detail to enable to the Fire Chief to determine whether to approve the request. At a minimum the request should include the number of hours, types of duties and the physical demands of the proposed employment.

#### 1113.3.1 REVIEW OF FINANCIAL RECORDS

Prior to providing written approval for outside employment, the Department may request that a member provide his/her personal financial records for review/audit if the Department has reason to believe a conflict of interest exists. Failure of the member to provide the requested personal financial records could result in denial of the outside employment approval.

If, after approving a request for outside employment, the Department has reason to believe that a conflict of interest exists based on a financial reason, the Department may request that the member provide his/her personal financial records for review/audit. If the member does not provide the requested records, his/her outside employment approval may be revoked.

### 1113.4 PROHIBITED OUTSIDE EMPLOYMENT

The Fire Chief, at his/her discretion, may deny any outside employment request submitted by a member seeking to engage in any activity which (Government Code § 1126 through Government Code § 1129):

- (a) Involves the member's use of department time, facilities, equipment or supplies, or the use of the department badge, uniform, prestige or influence for private gain or advantage.
- (b) Involves the member's receipt or acceptance of any money or other consideration from anyone other than this department for the performance of an act which the member, if not performing such act, would be required or expected to render in the regular course of employment or as a part of the member's duties as a member of this department.

# Beckwourth Fire District

## Policy Manual

### *Outside Employment*

---

- (c) Involves the performance of an act in other than the member's capacity as a member of this department that may later be subject directly or indirectly to the control, inspection, review, audit or enforcement of any other member of this department.
- (d) Involves time demands that would render performance of the member's duties for the Department less efficient.
- (e) Involves time demands that would affect the member's regular work shift or ability to respond to emergencies or mandated overtime.
- (f) Involves employment with an individual or organization that does business with the Department.
- (g) Would otherwise compromise the ability of the Department to conduct its business in an efficient manner.
- (h) Would give the appearance of impropriety or otherwise appear inconsistent, incompatible or in conflict with the member's employment with the Department.

#### **1113.5 WITHDRAWAL OF APPROVAL FOR OUTSIDE EMPLOYMENT**

Any outside employment approval may be withdrawn under the following circumstances:

- (a) Should a member's performance at the Department decline to a point where it is evaluated by a supervisor as needing improvement to reach an overall level of competency, the Fire Chief may, at his/her discretion, withdraw approval for any outside employment.
- (b) Withdrawal of approval of outside employment may be included as a term or condition of sustained discipline.
- (c) If, at any time a member's conduct or outside employment conflicts with the provisions of department policy, the approval for outside employment may be withdrawn.
- (d) When a member is unable to perform at a full-duty capacity due to an injury or other condition, approval of outside employment may be withdrawn until the member has returned to full-duty status for any of the following reasons:
  1. The outside employment is medically detrimental to the total recovery of the disabled member, as indicated by the department's medical advisers.
  2. The outside employment performed requires the same or similar physical ability as would be required of an on-duty member.
  3. The member fails to make timely notice of his/her intention to continue outside employment to his/her supervisor.

#### **1113.6 APPEALS**

If a member's outside employment request is denied or withdrawn, the member should be informed of the action and reason in writing.

# Beckwourth Fire District

## Policy Manual

### *Outside Employment*

---

The member may file a written notice of appeal to the Fire Chief within 10 days of the date of the written denial or withdrawal.

If the member's appeal is denied, the member may file a grievance pursuant to the procedure set forth in the current collective bargaining agreement and/or the Grievance Procedure Policy.

#### **1113.7 CHANGES IN OUTSIDE EMPLOYMENT STATUS**

If a member terminates his/her outside employment, the member should promptly submit written notification of such termination to the Fire Chief. Any subsequent request for renewal or continued outside employment should be processed and approved through normal procedures set forth in this policy.

Members should also promptly submit in writing to the Fire Chief any material changes in outside employment, including any change in the number of hours, types of duties or demands of any approved outside employment. Members who are uncertain whether a change in outside employment is material should report the change.

Department members, who are engaged in outside employment while on full duty and are placed on disability leave or temporary modified duty due to illness or injury, should inform their immediate supervisor in writing within five days regarding whether they intend to continue to engage in outside employment while on leave or modified-duty status.

#### **1113.8 PROHIBITED USE OF DEPARTMENT RESOURCES**

Members are prohibited from using any department equipment or resources in the course of or for the benefit of any outside employment. This includes access to official records or databases of this department or other agencies through the member's position with this department.

## Personal Projects On-Duty

### 1114.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the specific conditions in which privileges may be granted to conduct some personal projects while on-duty.

### 1114.2 POLICY

It is the policy of the Beckwourth Fire District to consider granting privileges to members to conduct personal projects while on-duty in some circumstances. Firefighters assigned to a fire station may experience downtime during their shift and have an opportunity to engage in some personal projects. When this opportunity arises, permission may be granted, subject to the following conditions:

- (a) Personal projects shall not interfere with emergency response demands.
- (b) Personal projects shall not interfere with other assigned station duties.
- (c) At their discretion, the company officer or Captain may deny or revoke permission for a personal project while on-duty.
- (d) Department equipment or resources shall not be used for personal projects.
- (e) Office supplies and office equipment (e.g., copiers, fax machines) shall not be used for personal projects.
- (f) All department policies must be followed while engaged in the personal project.

### 1114.3 PROHIBITED PERSONAL PROJECTS

For the purposes of this policy, the following personal projects are prohibited:

- (a) Any project for which someone other than the Department is compensating the member.
- (b) Any project that has no association to the Department and/or the fire service.
- (c) Any project that has no personal, career-related or promotional value.
- (d) Any project that has the potential to cause injury or illness to anyone, or the potential to create risk or liability for the Department.

## On-Duty Voting in Statewide Elections

### 1115.1 PURPOSE AND SCOPE

Although members are encouraged to use alternative voting methods, such as absentee ballots or early voting, this policy provides guidelines to enable members to vote in all statewide elections.

### 1115.2 POLICY

It is the policy of the Beckwourth Fire District to provide members a reasonable opportunity to vote in all statewide elections.

### 1115.3 PROCEDURES

Polls are generally open from 7:00 a.m. to 8:00 p.m. each election day for statewide elections. Members scheduled to be at work during that time may take up to two hours off to vote without losing any pay (Elections Code § 14000).

Employees who need time off to vote must notify their supervisor at least two working days prior to the election.

Supervisors shall allow members time off to vote according to the following:

- (a) Employees may take as much time as needed to vote but only two hours of that time will be paid.
- (b) Authorized time off for voting should be at the beginning or end of a regular work shift, whichever allows the most free time for voting and the least time off from the regular working shift.
- (c) Members working 24-hour shifts ending on the day of the election will not be relieved early to vote.

### 1115.4 POSTED NOTICE

The Division Fire Suppression Division Chief should ensure that the required notice informing employees of their voting rights under state law is conspicuously posted not less than 10 days before every statewide election (Election Code §14001).

The notice should be posted in all fire stations and at all fire department facilities. [Notices](#) from the California Secretary of State may be used for this purpose.

## Personnel Records

### 1116.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the maintenance of, retention of and access to personnel files in accordance with established law.

#### 1116.1.1 PERSONNEL RECORDS DEFINED

Personnel records shall include any record maintained under an individual member's name relating to:

- (a) Personal data, including marital status, family members, educational and employment history or similar information.
- (b) Medical history, including medical leave-of-absence forms, fitness-for-duty examinations, workers' compensation records, medical releases and all other records that reveal a member's past, current or future medical conditions.
- (c) Election of employee benefits.
- (d) Member advancement, appraisal or discipline.
- (e) Complaints or investigations of complaints concerning an event or transaction in which the member participated that pertain to the manner in which the member performed official duties.
- (f) Any information that if disclosed would constitute an unwarranted invasion of personal privacy.

#### 1116.1.2 EMPLOYEE RECORD LOCATIONS

Personnel records will generally be maintained in one of the following files:

**Department file** - Any file maintained in the office of the Department or the Admin Officer/Fire Chief as a permanent record of a member's employment with the Department.

**Command file** - Any file maintained internally by a member's supervisor in an assigned division for the purpose of collecting information to prepare performance evaluations.

**Supervisor log entries** - Any written comment, excluding actual performance evaluations, made by a supervisor, concerning the performance or conduct of a member of the Department.

**Training file** - Any file containing the training records of a member.

**Investigations file** - Any file containing written comments regarding harassment or discrimination claims, misconduct claims, background investigations or reference check responses.

**Medical file** - Any separately maintained file that exclusively contains material relating to a member's medical history.

### 1116.2 POLICY

It is the policy of the Department to maintain the confidentiality of its members' personnel records.

# Beckwourth Fire District

## Policy Manual

### *Personnel Records*

---

#### **1116.3 REQUESTS FOR DISCLOSURE**

All records kept by California public agencies are considered public unless they are covered by specific disclosure statutes (Government Code § 7920.000 et seq.).

Only written requests for the disclosure of any information contained in a member's personnel record will be considered. Since the format of such requests may be strictly governed by law, with specific responses required, all such requests shall be promptly brought to the attention of the Custodian of Records.

Upon receipt of a request for disclosure of personnel records, the member's supervisor shall be notified and shall be responsible for notifying the affected member as soon as practicable that such a request has been made.

The Custodian of Records shall ensure that an appropriate response to the request is made in a timely manner, in accordance with applicable law. In many cases, this will require assistance of the department's legal counsel.

All requests for the disclosure of personnel records that result in access to a member's file shall be logged in the corresponding file.

Nothing in this section is intended to preclude review of personnel files by the Fire Board, Legal Council, or attorneys or representatives of the District/City in connection with official business.

#### **1116.4 RELEASE OF CONFIDENTIAL INFORMATION**

Except as provided by this policy or pursuant to lawful process, no information contained in any confidential personnel file shall be disclosed to any unauthorized person without the express prior consent of the involved member or the written authorization of the Fire Chief or the authorized designee.

Any person who maliciously and with the intent to obstruct justice or the due administration of the law, publishes, disseminates or otherwise discloses the residence address or telephone number of any member of this department will be subject to discipline and/or termination and the penalties of all applicable laws.

#### **1116.5 MEMBER ACCESS TO OWN FILE**

Any member may request access to his/her own personnel file during the normal business hours of the individual responsible for maintaining such files (Government Code § 3256.5; Labor Code § 1198.5).

Any adverse written comments, including those from supervisor log entries, shall be reviewed by the firefighter and signed before they are placed in the personnel file or any other file used for personnel purposes. If the member refuses to sign the document, it may be placed into the personnel record without signature if it contains a notation that the member refused to sign. If the member submits a response to the adverse comment within 30 days, the member's response must be attached to the adverse comment and included in the file (Government Code § 3255; Government Code § 3256).



# Beckwourth Fire District

## Policy Manual

### *Personnel Records*

---

Any member seeking the removal of any item from his/her personnel file shall submit a written request to the Fire Chief via the chain of command. The Department shall thereafter remove any such item, if appropriate, or within 30 days provide the member with a written explanation why the contested item will not be removed (Government Code § 3256.5).

The request and the department's written response shall be retained, with the contested item, in the personnel file. Nothing herein shall require the removal of any item from the file.

Members may be restricted from accessing files containing any of the following information:

- Ongoing investigations, to the extent the Department, in its sole discretion, determines that disclosure could jeopardize or compromise the investigation, pending final disposition or notice to the member of the intent to discipline.
- Confidential portions of an investigation which have not been sustained against the member.

## Grievance Procedure

### 1118.1 PURPOSE AND SCOPE

This policy establishes processes for resolving disputes or concerns regarding conditions of employment, unethical, wasteful or other inappropriate conduct.

This policy does not apply to complaints related to alleged acts of discrimination or harassment or complaints of discrimination on the basis of other protected categories subject to the Discriminatory Harassment Policy. This policy also does not apply to complaints consisting of any alleged misconduct or improper job performance by any member that, if true, would constitute a violation of federal, state or local law, or a violation of department policy or the standards established in the Personnel Complaints Policy.

This policy does not prohibit adverse administrative action taken for legitimate non-discriminatory or non-retaliatory reasons, including for-cause discipline.

The procedures set forth herein are intended to supplement and not limit a member's access to other applicable remedies. Nothing in this policy shall diminish the rights or remedies of a member pursuant to any applicable federal law, provision of the U.S. Constitution, state law, local ordinance or collective bargaining agreement.

#### 1118.1.1 GRIEVANCE DEFINED

A grievance is any difference of opinion concerning terms or conditions of employment or the dispute involving the interpretation or application of any of the following documents:

- A collective bargaining agreement
- This Policy Manual
- Rules and regulations covering personnel practices or working conditions of members

A grievance includes any claim of waste, abuse of authority, gross mismanagement and any practice within the Department which may pose a threat to health, safety or security.

Grievances may be brought by an individual member or by a group representative.

### 1118.2 POLICY

It is the policy of this department that all grievances be handled quickly and fairly without retaliation against a member who files a grievance, whether or not there is a basis for the grievance. It is the philosophy of this department is to promote free verbal communication between members and supervisors.

### 1118.3 RETALIATION PROHIBITED

No member may retaliate against any person for reporting or making a complaint under this policy or for opposing a practice believed to be improper, unethical, wasteful, retaliatory or participating in any investigation pursuant to this policy or any other policy in this policy manual.

# Beckwourth Fire District

## Policy Manual

### *Grievance Procedure*

---

Employees found to be in violation of this policy are subject to discipline. Supervisors who condone or ignore violations of this policy or otherwise fail to take appropriate action to enforce this policy are also subject to discipline.

#### **1118.4 PROCEDURE**

Except as otherwise required under a collective bargaining agreement, grievances as defined above, should be resolved using the following procedure.

##### **1118.4.1 COMMUNICATING GRIEVANCES**

Members are encouraged to communicate with command personnel regarding any workplace problem or issue they feel needs immediate attention. Generally, any concern about a workplace situation should be first raised with the member's immediate supervisor unless that supervisor is part of the member's concern. It is recognized, however, that there may be occasions where the use of the normal chain of command may not be appropriate.

Any member who feels threatened in any manner or is otherwise concerned about reporting to his/her immediate supervisor may report this information directly to the Fire Chief or Admin Officer/ Fire Chief without first reporting the information to their immediate supervisor or following the chain of command.

This alternate process shall not be used to circumvent or avoid addressing issues through the normal chain of command.

##### **1118.4.2 GRIEVANCE RECEIPT**

Upon receipt of an oral or written grievance, the receiving supervisor will promptly document the grievance, initiate the investigative process and ensure that the appropriate supervisor and the Admin Officer/Fire Chief are notified.

Investigations are generally more effective when the identity of the grieving member is known, thereby allowing investigators to obtain additional information from the reporting member. However, a grievance may be made anonymously.

All reasonable efforts should be made to protect the reporting member's identity. However, confidential information may be disclosed to the extent required by law or to the degree necessary to conduct an adequate investigation and make a determination regarding a grievance. In some situations, the investigative process may not be complete unless the source of the information and a statement by the member is produced as part of the process.

The supervisor receiving the grievance should explain to the grieving member how the matter will be handled.

##### **1118.4.3 RESOLVING GRIEVANCES**

- (a) Supervisors receiving grievances should attempt to resolve the issue through informal discussion with member.

# Beckwourth Fire District

## Policy Manual

### *Grievance Procedure*

---

- (b) If after a reasonable amount of time, generally seven days, the grievance cannot be settled by the immediate supervisor, the member may request a meeting with the Captain.
- (c) If a successful resolution is not found with the Captain, the member may request a meeting with the Fire Chief.
- (d) If the member and the Fire Chief are unable to arrive at a mutual solution, then the member shall proceed as follows:
  - 1. Submit in writing a written statement of the grievance and deliver one copy to the Fire Chief and another copy to the immediate supervisor and include the following information:
    - (a) The basis for the grievance
    - (b) What remedy or goal is being sought by this grievance
- (e) The Fire Chief will receive the grievance in writing. The Fire Chief and the District/City executive will review and analyze the facts or allegations and respond to the member within 14 calendar days. The response shall identify any corrective measures or other remedies as appropriate. The decision of the District/City executive is considered final.

## **1118.5 RESPONSIBILITIES**

### **1118.5.1 MEMBER RESPONSIBILITIES**

This policy is intended to support efforts to identify and remediate when appropriate, workplace issues. Members are encouraged to identify workplace issues to bring about positive change in the Department. Members shall act in good faith and not file trivial grievances or grievances intended to harass or deflect scrutiny or blame to another.

Members shall make reasonable efforts to verify facts before making a grievance. Members shall not report or threaten to report information or a grievance knowing it to be false, with willful or reckless regard for the truth or falsity of the information or otherwise made in bad faith.

When making a grievance, members should provide as much information as possible and should cooperate fully with all investigations. Members shall maintain the confidentiality of any statements made in conjunction with an active grievance pursuant to this policy. This provision is not intended to diminish a member's rights or remedies afforded by applicable federal law, constitutional provision or collective bargaining agreement.

Any employee who believes that he/she has been subjected to reprisal or retaliation should immediately report the matter to a supervisor in the member's chain of command or to the Admin Officer/Fire Chief.

### **1118.5.2 SUPERVISORS**

Supervisors should make reasonable efforts to identify and remediate workplace issues and bring about positive change in the Department before issues escalate to the grievance level. Once a

# Beckwourth Fire District

## Policy Manual

### *Grievance Procedure*

---

member has made the decision to file a grievance, supervisors shall not attempt to discourage the member, shall accept grievances and shall ensure that reasonable efforts are made to reach a prompt and fair resolution.

Supervisory personnel will:

- (a) Document all grievances received and all steps taken to resolve the issue.
- (b) Forward the documentation to the Fire Chief Division Chief through the chain of command.
- (c) Monitor the work environment to ensure that any member making a grievance is treated with respect and no differently than non-complaining employees.
- (d) Communicate to all members the obligation not to engage in retaliation and follow-up periodically with the grieving member to ensure that retaliation is not occurring.

#### **1118.5.3 COMMAND STAFF**

Command staff should ensure prompt resolution of all grievances, including the following:

- (a) Timely grievance recognition and acceptance
- (b) Appropriate documentation of the process and investigation
- (c) Remediation of any inappropriate conduct or condition and the implementation of measures to minimize the likelihood of reoccurrence
- (d) Timely communication of the outcome to the grieving member

#### **1118.6 MEMBER REPRESENTATION**

Members are entitled to have representation during the grievance process and may seek advice, counsel or the assistance of other employees or representatives in their presentation of a grievance.

#### **1118.7 GRIEVANCE RECORDS**

At the conclusion of the grievance process, all documents pertaining to the process shall be forwarded to the Fire Chief Division Chief.

#### **1118.8 GRIEVANCE AUDITS**

The Fire Chief Division Chief or the authorized designee should perform an annual audit of all grievances filed the previous calendar year to evaluate whether any policy, procedure or training changes may be appropriate. The Fire Chief Division Chief shall record these findings in a confidential memorandum to the Fire Chief without including any identifying information from any individual grievance.

#### **1118.9 SECTION TITLE**

See attachment: [Employee Grievance Form.pdf](#)

## Wellness Program

### 1119.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance on establishing and maintaining a proactive wellness program for department members.

The wellness program is intended to be a holistic approach to a member's well-being and encompasses aspects such as mental health and overall wellness.

Additional information on member wellness is provided in the:

- Critical Incident Stress Debriefing Policy.
- Chaplains Policy
- Drug- and Alcohol-Free Workplace Policy.
- Physical Fitness Policy.

#### 1119.1.1 POLICY

It is the policy of the Beckwourth Fire District that the wellness and fitness of its members is an organizational priority.

### 1119.2 PROGRAM COMPONENTS

#### 1119.2.1 MEDICAL EXAMINATIONS

All firefighting members should have an annual medical examination. Medical examinations specifics should be established by a qualified health care professional but may include:

- Medical history
- Blood draw/analysis
- Vital signs
- Cardiovascular
- Pulmonary
- Gastrointestinal
- Genitourinary, hernia exam
- Lymph nodes exam
- Neurological exam
- Musculoskeletal
- Urinalysis
- Vision test
- Hearing

# Beckwourth Fire District

## Policy Manual

### *Wellness Program*

---

- Chest X-ray (initial baseline with repeat every five years or as required)
- Cancer screening

#### 1119.2.2 FITNESS EVALUATIONS

All firefighting members should have an annual fitness evaluation consisting of an assessment questionnaire (developed by a qualified health care professional) and testing to evaluate immunization and disease screening, and physical fitness and conditioning.

#### 1119.2.3 IMMUNIZATION AND DISEASE SCREENING

All firefighting members should have an annual immunization and disease screening to ensure all recommended vaccinations against work-related exposures are current and that members are free from work-related disease. Specific vaccinations and diseases should be identified by a qualified medical professional but may include:

- Tuberculosis
- Hepatitis C
- Hepatitis B
- Tetanus/diphtheria vaccine (booster every 10 years)
- Measles, mumps, rubella (MMR)
- Polio
- Influenza
- H1N1
- HIV (optional)

#### 1119.2.4 PHYSICAL FITNESS AND CONDITIONING

A physical fitness and conditioning program should correspond to the physical movement patterns and aerobic capacity required in the performance of firefighter duties. The program should also provide, for example, fitness equipment in fire stations with the available space or a fitness club membership to a facility that is within the fire station's response area. The fitness and conditioning program should be developed in coordination with a trained and certified fitness and conditioning trainer and should comply with the Physical Fitness Policy.

#### 1119.2.5 PEER FITNESS TRAINERS

Volunteers should be solicited to serve as peer fitness trainers (PFTs). Selected PFTs shall receive specialized fitness and conditioning training and education sufficient to pass certification requirements. PFTs will assist in the promotion of the Wellness and Fitness Program and be capable of assisting firefighters on a one-to-one basis to increase levels of fitness.

### **1119.3 POLICY**

It is the policy of the Beckwourth Fire District to prioritize member wellness to foster fitness for duty and support a healthy quality of life for [department\_agency] members. The Department will

# Beckwourth Fire District

## Policy Manual

### *Wellness Program*

---

maintain a wellness program that supports its members with proactive wellness resources, critical incident response, and follow-up support.



## Physical Fitness

### 1120.1 PURPOSE AND SCOPE

The purpose of this policy is to provide firefighters with on-duty physical fitness guidelines. The Department provides on-duty time for firefighter physical fitness to assist personnel in achieving and maintaining optimal health and physical fitness.

### 1120.2 POLICY

It is the policy of the Beckwourth Fire District to establish guidelines for physical fitness activities that are designed to prevent injuries while maintaining fitness. The ultimate goals of this policy are to:

- Meet the physical demands required on emergency responses.
- Reduce the risk of member injury or illness.
- Enhance the overall health, fitness, and safety of members.

Physical fitness activities should not interfere with primary job duties (e.g., emergency responses, public education, training activities, or other legal responsibilities), nor should physical fitness activities delay an emergency response in any way.

The Department retains the right to prohibit any physical fitness activity that, in its sole discretion, presents greater risks than benefits.

### 1120.3 PROCEDURE

The time, location, and duration of company physical fitness activities are at the discretion of the on-duty Captain and the Captain. In all cases, the location for physical fitness must be within the company's first-in response area, be consistent with this policy, and not result in a response delay.

All Fire Operations members should be allowed to participate in physical fitness activities during the course of their shift. Members who choose not to participate in physical fitness activities shall conduct duties as assigned by the Captain during the designated physical fitness period. Members who have provided the Department with written physical restrictions from a qualified health care provider shall not participate in any physical activity that conflicts with the restriction.

At the discretion of the Department, one or more of the following may apply:

- (a) Station physical fitness equipment
  1. Physical fitness equipment is available for the use of members at fire stations with adequate space. Members assigned to these stations should utilize the fitness equipment for their on-duty physical fitness activities.
- (b) Fitness club membership
  1. Members assigned to fire stations that are not equipped with physical fitness equipment may be provided, at the department's discretion, with fitness club memberships for on-duty physical fitness activities.

# Beckwourth Fire District

## Policy Manual

### *Physical Fitness*

---

#### **1120.4 PHYSICAL FITNESS GUIDELINES**

Physical fitness and conditioning activities should be designed to maintain or improve flexibility, muscular strength, endurance, and anaerobic and aerobic capacity. They should also correspond to the physical movement patterns required in the performance of firefighter duties.

The Health and Safety Officer (HSO) is the designated fitness coordinator and is responsible for establishing guidelines for any on-duty physical fitness program, including the following:

- (a) Voluntary participation by members.
- (b) Allowable physical fitness activities, including:
  1. Stretching.
  2. Running, jogging, walking, or rowing.
  3. Weight training (with spotter present).
  4. Stationary aerobic training (e.g. stair-climber, treadmill, stationary bicycle).
  5. Core strengthening.
  6. Firefighter-specific activities (e.g., hose drag, simulated ventilation, dummy drag).
- (c) Physical fitness activities as recommended by the Department peer fitness trainers (PFTs).
- (d) Acceptable use of department-approved physical fitness facilities and equipment.
- (e) Individual education (e.g., nutrition, sleep habits, proper exercise, injury prevention) and goal-setting.
- (f) Standards for fitness incentive programs. The fitness coordinator should collaborate with the appropriate entities (e.g., human resources, legal counsel) to verify that any standards are nondiscriminatory.
- (g) Maintenance of physical wellness logs (e.g., attendance, goals, standards, progress).
- (h) Ongoing support and evaluation.

The physical fitness program should be developed in coordination with a certified fitness and conditioning trainer and the department HSO and be consistent with the department's overall wellness program.

Member participation in competitive or contact sports is not recommended while on-duty.

#### **1120.5 INJURY PREVENTION**

When participating in approved on-duty physical fitness activities, reasonable precautions should be taken to avoid injury. Common reasons for injuries sustained during physical activity include but are not limited to:

- Insufficient warm-up.
- Poor core stabilization.

# Beckwourth Fire District

## Policy Manual

### *Physical Fitness*

---

- Exceeding physical capabilities.
- Improper equipment use.
- Defective equipment.
- Lack of proper instruction.

Members who are participating in physical fitness activities are expected to:

- Allow sufficient time to warm up muscles prior to engaging in exercise for optimum performance and to reduce the risk of injury.
- Develop sufficient trunk muscle strength to keep the spine and body stable in order to remain strong and balanced.
- Maintain realistic goals and limits for physical fitness routines.
- Develop an understanding of how to use fitness equipment properly and safely.
- Check equipment prior to use to ensure safe operation, report defective or broken equipment to the safety officer as soon as practicable, and disable equipment to prevent others from using it if necessary.
- Develop and maintain sufficient fitness training knowledge, accounting for fitness level, age, and previous injuries or limitations, to avoid fitness-related injuries.

## Workplace Violence

### 1122.1 PURPOSE AND SCOPE

The purpose of this policy is to make clear that the Department does not tolerate any direct or implied threats of violence or violent behavior in the workplace or any act or behavior that is or can be perceived as threatening, hostile, and/or violent (Labor Code § 6401.9).

This policy supplements the Workplace Violence Plan implemented by the Health and Safety Officer pursuant to the Illness and Injury Prevention Program Policy.

### 1122.2 POLICY

It is the policy of the Beckwourth Fire District to provide and maintain a safe work environment for its employees, volunteers, and members of the public.

In responding to any violent behavior in the workplace, the Department is committed to providing protection to all involved parties, including protection from future physical and/or mental harm and the protection of the legal rights of victims, witnesses, and those instigating the harm.

### 1122.3 PROHIBITED BEHAVIOR

No member shall engage in, encourage, or promote violent behavior toward any person while conducting department business or on department property.

No member engaged in department business shall carry or possess weapons or explosives unless either:

- (a) Permitted by department policy
- (b) State or local law prohibits the Department from restricting the possession of the weapon or explosive

### 1122.4 REPORTING AND INVESTIGATING

#### 1122.4.1 MEMBER RESPONSIBILITY

Department members who experience, observe, or have knowledge of prohibited behaviors and actions in the workplace, have a responsibility to report the situation as soon as practicable to a supervisor, a manager, or a human resources representative and to the local police department, if a threat has been made or a crime has occurred.

Members should render aid to anyone who may be in need and be prepared to assist emergency responders, as requested, following any incident of violence in the workplace.

#### 1122.4.2 SUPERVISOR, MANAGER, CAPTAIN, AND DIVISION CHIEF RESPONSIBILITIES

Upon receipt of a report of potential or actual workplace violence, supervisors shall gather as much information as possible to assess and determine the severity and potential of the situation. If the report is found to be credible, the next immediate supervisor shall be notified as soon as practicable and appropriate action taken.

# Beckwourth Fire District

## Policy Manual

### *Workplace Violence*

---

Local law enforcement personnel shall be notified immediately of all threatening or violent behavior.

#### **1122.4.3 INVESTIGATION**

The Fire Chief Command will promptly, impartially, and with as much confidentiality as practicable coordinate the investigation of all reports of violent behavior.

Department members are required to cooperate in any investigation. A timely resolution of each report should be reached and communicated to all parties involved as quickly as possible.

#### **1122.4.4 REPORTING NON-WORK-RELATED THREATENING OR VIOLENT BEHAVIOR**

Department members who are victims of domestic violence or other threatening behavior outside of the workplace or who believe they are potential victims of such behavior and fear it may enter the workplace, are encouraged to report the situation as soon as possible to their supervisors.

Supervisors receiving any such report shall contact the Fire Chief Command as soon as practicable so that any appropriate safety measures or plans may be developed.

#### **1122.5 RETALIATION PROHIBITED**

Any form of retaliation against a member for making a report concerning violent behavior in the workplace is prohibited.

Any member who becomes aware of any retaliation or threatened retaliation shall immediately notify their supervisor.

#### **1122.6 RESTRAINING ORDERS**

Members who obtain a restraining order listing their workplace, person, or the Department as a protected area must provide a copy of the restraining order to their immediate supervisor or the Fire Chief. The Department needs this information in order to provide a safe workplace.

#### **1122.7 FOLLOW-UP ACTION**

Any employee reported to have exhibited violent or potentially violent behavior will be afforded all rights provided by law, the applicable memorandum of understanding, and/or the Firefighter Bill of Rights provisions before the Department takes any disciplinary action.

Actions that may be taken when an employee has been found to have violated this policy include but are not limited to the following:

- Mandatory participation in counseling
- Placing the employee on paid administrative leave pending investigation into an alleged threat or act
- Corrective/disciplinary action up to and including termination
- Criminal arrest and prosecution
- Special procedures, such as job relocation or initiation of a court order

# Beckwourth Fire District

## Policy Manual

### *Workplace Violence*

---

If, upon investigation, it is determined that an allegation is false or was made maliciously, the employee who provided the false information will be subject to disciplinary action, up to and including termination, as well as possible criminal arrest and prosecution.

#### **1122.8 LEGAL ACTION**

The Fire Chief Command, in consultation with the department's legal counsel, will determine if the Department will seek a temporary restraining order or injunction to reduce future or threatened violent behavior or harassment in the workplace (Code of Civil Procedure § 527.8).

#### **1122.9 CORRECTIVE ACTIONS**

At the completion of the investigation and a review of the incident, or in the case of a threat of violence, non-disciplinary corrective actions should be implemented or requested to ensure overall workplace safety. These actions may include but are not limited to:

- Placing the involved member on administrative leave pending further review and determination of permanent action. Administrative leave would be unpaid in the case of a volunteer.
- Reassigning the member to a different work location.
- Referring the member to conflict resolution training sessions.
- Referring the member to the Employee Assistance Program (EAP).
- Modifying workstation designs and office traffic flow patterns.
- Requiring the member to attend a fitness-for-duty evaluation.
- Developing specific workplace violence procedures for incident response, prevention, and corrective actions.

#### **1122.10 WORKPLACE VIOLENCE PREVENTION**

All department members are responsible for assisting in the prevention of violence in the workplace.

The Department shall provide initial and annual training to members regarding this policy and the department Workplace Violence Prevention Plan (Labor Code § 6401.9).

In the event a violent incident occurs in the workplace, the Fire Chief is responsible for ensuring that all responsibilities have been met and actions carried out, as detailed in this policy and the department Workplace Violence Prevention Plan. The Fire Chief shall review the results of any investigation and ensure appropriate action is taken. Information gathered during an investigation should be used for the continuous improvement of policies and procedures to prevent workplace violence (Labor Code § 6401.9).

#### **1122.11 VIOLENT INCIDENT LOG**

All workplace violence incidents shall be documented in a violent incident log as provided in Labor Code § 6401.9 and the [department\_agency] Workplace Violence Prevention Plan. The log shall

# Beckwourth Fire District

## Policy Manual

### *Workplace Violence*

---

be retained for a minimum of five years and as required by the department records retention schedule (Labor Code § 6401.9 ).

## Lactation Breaks

### 1123.1 PURPOSE AND SCOPE

The purpose of this policy is to provide reasonable accommodations to members desiring to express breast milk for a nursing child (29 USC § 207, Labor Code § 1034).

### 1123.2 POLICY

It is the policy of the Beckwourth Fire District to provide a reasonable amount of break time and appropriate facilities to accommodate any member desiring to express breast milk for a nursing child (29 USC § 207; Labor Code § 1030).

### 1123.3 LACTATION BREAK TIME

A rest period should be permitted each time the member has the need to express breast milk (29 USC § 207; Labor Code § 1030). In general, lactation breaks that cumulatively total 30 minutes or less during any four-hour work period or major portions of a four-hour work period would be considered reasonable. However, individual circumstances may require more or less time. Such breaks, if feasible, should be taken at the same time as the member's regularly scheduled rest or meal periods.

While a reasonable effort will be made to provide additional time beyond authorized breaks, any such time exceeding 15 minutes will be unpaid (Labor Code § 1030).

Members desiring to take a lactation break shall notify Fire Control or a supervisor prior to taking such a break. Such breaks may be reasonably delayed if they would seriously disrupt department operations (Labor Code § 1032).

Once a lactation break has been approved, the break should not be interrupted except for emergency or exigent circumstances.

### 1123.4 PRIVATE LOCATION

The Department will make reasonable efforts to accommodate members with the use of an appropriate room or other location to express milk in private. Such room or place should be in close proximity to the member's work area and shall be other than a bathroom or toilet stall. The location must be shielded from view and free from intrusion from coworkers and the public (29 USC § 207; Labor Code § 1031).

Members occupying such private areas shall either secure the door or otherwise make it clear to others that the area is occupied with a need for privacy. All other members should avoid interrupting a member during an authorized break, except to announce an emergency or other urgent circumstance.

Authorized lactation breaks for members assigned to the field may be taken at the nearest appropriate private area.



# Beckwourth Fire District

## Policy Manual

### *Lactation Breaks*

---

#### **1123.5 STORAGE OF EXPRESSED MILK**

Any member storing expressed milk in any authorized refrigerated area within the Department shall clearly label it as such. No expressed milk shall be stored at the Department beyond the member's shift.

#### **1123.6 STATE REQUIREMENTS**

Employees have the right to request lactation accommodations. If a break time or location accommodation cannot be provided, the supervisor shall provide the member with a written response regarding the reasons for the determination (Labor Code § 1034).

Lactation rooms or other locations should comply with the prescribed feature and access requirements of Labor Code § 1031.

Employees who believe that their rights have been violated under this policy, or who believe that they have been the subject of discrimination or retaliation for exercising or attempting to exercise their rights under this policy, are encouraged to follow the chain of command in reporting a violation, but they may also file a complaint directly with the Labor Commissioner (Labor Code § 1033).

## Smoking / Tobacco Products

### 1124.1 PURPOSE AND SCOPE

The U.S. Surgeon General has determined that the use of tobacco in any form can be hazardous to one's health. Tobacco products in any form may be offensive to other members and the public.

### 1124.2 POLICY

It is the policy of the Beckwourth Fire District that all members are prohibited from smoking, vaping, or using tobacco products while on duty.

Smoking and vaping are not permitted inside any department facility, office, department vehicle or fire apparatus, fire station, training facility or any other public building (Labor Code § 6404.5). Tobacco products cannot be used within close proximity to any of these facilities to prevent smoke or vape products from being inhaled by the public or other members. It is the responsibility of all members to ensure that no person smokes or uses any vaping product inside department facilities and vehicles.

No person shall smoke tobacco products within 20 feet of a main entrance, exit, or operable window of any public building (including any department facility), or buildings on the campuses of the University of California, California State University, and California community colleges, whether that person is present for training, enforcement or any other purpose (Government Code § 7596 et seq.).

Chewing tobacco may be allowed in department facilities as long as any discarded used byproducts are disposed of outside the facilities. Spit cups, and disposal in interior trash receptacles, or sinks are not allowed. Disposal of byproducts is to be accomplished by utilizing outside trash receptacles.

## Drug and Alcohol Free Workplace

### 1125.1 PURPOSE AND SCOPE

The Beckwourth Fire District prohibits the use of drugs and alcohol in the workplace in order to provide a safer work environment for members and to protect the public's safety and welfare. This policy applies to all members when they are on District/City property or when performing District/City-related business elsewhere (41 USC § 8103).

### 1125.2 POLICY

It is the policy of the Beckwourth Fire District to provide a drug free workplace for all members.

### 1125.3 GENERAL GUIDELINES

Alcohol and drug use in the workplace or on department time can endanger the health and safety of department members and the public.

Members who have consumed an amount of an alcoholic beverage or taken any medication, or a combination thereof, that would tend to adversely affect their mental or physical abilities shall not report for duty. Affected members shall notify the Fire Chief or the appropriate supervisor as soon as they are aware that they will not be able to report to work. If a member is unable to make the notification, every effort should be made to have a representative contact the supervisor in a timely manner. If the member is adversely affected while on-duty, the member shall be immediately removed and released from work (see the Work Restrictions section in this policy).

#### 1125.3.1 USE OF MEDICATIONS

Members should not use any medications that will impair their ability to safely and completely perform their duties. Members who are medically required or need to take any such medication shall report that need to their immediate supervisor prior to commencing any on-duty status.

#### 1125.3.2 MEDICAL CANNABIS

Possession, use, or being under the influence of medical cannabis on-duty is prohibited and may lead to disciplinary action.

### 1125.4 WORK RESTRICTIONS

If a member informs a supervisor that the member has consumed any alcohol, drug, or medication that could interfere with a safe and efficient job performance, the member may be required to obtain clearance from a physician before continuing to work.

If the supervisor reasonably believes, based on objective facts, that a member is impaired by the consumption of alcohol or other drugs, the supervisor shall prevent the member from continuing work and request that a Captain respond to the location of the impaired member. The Captain shall ensure the member is transported to a safe location and that the continuity of department operations is maintained.

# Beckwourth Fire District

## Policy Manual

### *Drug and Alcohol Free Workplace*

---

#### **1125.4 REQUESTING SCREENING TESTS**

A supervisor or Captain may request that an employee submit to a screening test under any of the following circumstances:

- (a) The supervisor or Captain reasonably believes, based upon objective facts, that the employee is under the influence of alcohol or drugs that are impairing the employee's ability to perform duties safely and efficiently.
- (b) During the performance of duties, the employee drives a motor vehicle and becomes involved in an incident that results in bodily injury to the employee or another person or substantial damage to property.
- (c) The employee discharges a firearm in the performance of duties excluding training.
- (d) The employee discharges a firearm issued by the Department while off-duty, resulting in injury, death, or substantial property damage.

##### **1125.4.1 CAPTAIN RESPONSIBILITY**

The Captain shall ensure written records are prepared documenting the specific facts that led to the decision to request the test, and shall inform the employee in writing of the following:

- (a) The test will be given to detect either alcohol or drugs, or both.
- (b) The result of the test is not admissible in any criminal proceeding against the employee.
- (c) The employee may refuse the test, but refusal may result in dismissal or other disciplinary action.

##### **1125.4.2 SCREENING TEST DISPOSITION**

Employees may be subject to disciplinary action if they:

- (a) Fail or refuse to submit to a screening test as requested.
- (b) After taking a screening test that indicates the presence of a controlled substance, fail to provide proof, within 72 hours after being requested, that they took the controlled substance as directed, pursuant to a current and lawful prescription issued in their name.
- (c) Violate any provisions of this policy.

#### **1125.4 EMPLOYEE ASSISTANCE PROGRAM**

A voluntary employee assistance program may be available to assist those who wish to seek help for alcohol and drug problems (41 USC § 8103). Insurance coverage that provides treatment for drug and alcohol abuse also may be available. Employees should contact the Admin Officer/Fire Chief, their insurance providers, or the employee assistance program for additional information. It is the responsibility of each employee to seek assistance before alcohol or drug problems lead to performance problems.

# Beckwourth Fire District

## Policy Manual

### *Drug and Alcohol Free Workplace*

---

#### **1125.4 MEMBER RESPONSIBILITIES**

Members shall come to work in an appropriate mental and physical condition. Members are prohibited from purchasing, manufacturing, distributing, dispensing, possessing, or using controlled substances or alcohol on department premises or on department time (41 USC § 8103). The lawful possession or use of prescribed medications or over-the-counter remedies is excluded from this prohibition.

Members shall notify a supervisor immediately if they observe behavior or other evidence they believe demonstrates that a fellow member poses a risk to the health and safety of the member or others due to drug or alcohol use.

Members are required to notify their immediate supervisors of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction (41 USC § 8103).

#### **1125.5 COMPLIANCE WITH THE DRUG-FREE WORKPLACE ACT**

No later than 30 days following notice of any drug statute conviction for a violation occurring in the workplace involving a member, the Department will take appropriate disciplinary action, up to and including dismissal and/or requiring the member to satisfactorily participate in a drug abuse assistance or rehabilitation program (41 USC § 8104).

#### **1125.5 CONFIDENTIALITY**

The Department recognizes the confidentiality and privacy due to its members. Disclosure of any information relating to substance abuse treatment, except on a need-to-know basis, shall only be with the express written consent of the member involved or pursuant to lawful process.

The written results of any screening tests and all documents generated by the employee assistance program are considered confidential medical records and shall be maintained separately from the employee's other personnel files.

## Uniform Regulations

### 1127.1 PURPOSE AND SCOPE

The purpose of this policy is to establish uniform regulations for members in order to enhance the department's overall professional and positive image.

### 1127.2 POLICY

It is the policy of the Beckwourth Fire District that members shall wear the proper uniform at all times when on-duty or engaged in department-related activities off-duty. Members shall maintain an adequate supply of uniforms to meet the needs of their assignment and maintain the uniforms in an acceptable condition. This policy does not supersede department regulations regarding the use of any personal protective equipment (PPE).

### 1127.3 STANDARD WORK UNIFORM

The standard work uniform for captains, engineers, and firefighters shall consist of the Nomex® navy blue short- or long-sleeve shirt, Nomex® navy blue trousers, department-issued badge, standard belt with department buckle and black leather boots.

The standard work uniform shall be worn as directed. Members are not required to wear the standard work uniform underneath personal protective equipment (PPE) in order to complete the PPE ensemble.

Captains shall wear appropriate rank insignia on the standard work uniform.

#### 1127.3.1 UNIFORM JACKETS

Uniform jackets may be worn as described in this subsection:

- At any time over the standard work uniform shirt
- For an emergency response, over an approved t-shirt
- In transit to and from a physical fitness location
- Uniform jackets are not fire resistive and shall not be worn underneath PPE.
- Nomex® fatigue-type jackets may only be worn as modified to short sleeve, by hemming the sleeves to the same length as the standard work uniform shirt.
- A long-sleeve jacket that is department-approved shall be worn with a long-sleeve shirt.
- Captains shall wear appropriate rank insignia on any uniform jacket.

#### 1127.3.2 T-SHIRTS

Official department on-duty t-shirts or plain white t-shirts may be worn:

- Under the standard work uniform shirt.

# Beckwourth Fire District

## Policy Manual

### *Uniform Regulations*

---

- Uncovered and tucked into the trousers, at the company officer's discretion, while working at the fire station or while engaged in company level manipulative training that does not require PPE.
- Long-sleeve t-shirts, either official or plain white, shall be worn as a layering component under wildland PPE.

#### 1127.3.3 BASEBALL CAPS

Official department on-duty baseball caps may be worn, at the discretion of the company officer, except:

- When a helmet is required.
- At formal or semi-formal events or occasions.

#### 1127.3.4 HAZARDOUS MATERIALS SPECIALIST JUMPSUITS

Hazardous materials specialist jumpsuits constructed of fire resistive materials may be worn by members assigned to a hazardous materials response unit as an outer garment for:

- Emergency response to a hazardous materials incident or investigation.
- Hazardous materials response training.
- Hazardous materials response program public education presentations.

#### 1127.3.5 OTHER

Official department "job shirts" (sweatshirt with denim collar and elbow patches) may be worn:

- Only as directed and only in quarters.
- On emergency responses or in transit to and from a physical fitness location, if covered by PPE.

### **1127.4 PHYSICAL FITNESS UNIFORMS**

The physical fitness uniform shall primarily be worn when engaged in physical fitness. It may also be worn in quarters but only as directed on weekdays or any time on holidays and weekends.

The fitness uniform shall be covered with an appropriate work uniform or combination of PPE and work uniform while in transit to and from a physical fitness location.

Nylon or other synthetic material shorts and other fitness uniform items should not be worn under PPE because those fabrics may melt.

### **1127.5 DRESS UNIFORMS**

Dress uniforms shall be worn as directed by the Fire Chief via bulletin or memo and when attending the following types of events:

- Funerals and memorials
- Formal department functions, such as graduations and badge ceremonies

# Beckwourth Fire District

## Policy Manual

### *Uniform Regulations*

---

- Formal District/City functions

#### **1127.6 UNIFORM MAINTENANCE**

- Uniforms shall be clean, neat, in good condition and should fit well.
- Boots and belts shall be clean and polished with black polish.
- Metal badges shall be clean and free from excessive scratches.

#### **1127.7 SECTION TITLE**

See attachment: [Gear Checkout Form.pdf](#)

See attachment: [Equipment Assignment Form.pdf](#)



## Identification Cards

### 1129.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the guidelines for issuing and possessing Beckwourth Fire District identification cards. Any image or likeness of the identification card and the name of the Beckwourth Fire District are the property of the Department and their use shall be restricted as specified in this policy.

### 1129.2 POLICY

It is the policy of the Beckwourth Fire District that identification cards shall be issued to all department members. All members shall be in possession of their department-issued identification card at all times while on-duty or otherwise acting in an official or authorized capacity. The use and display of department identification cards shall be in compliance with this policy.

### 1129.3 IDENTIFICATION CARD CONTENT

Department-issued identification cards shall include the following information:

- The department name
- An image of the department badge
- The full name of the member
- The rank of the member
- The member's employee identification number
- The member's signature
- The date of appointment to the member's current rank or position
- The department's mailing address
- A statement indicating that the identification card is the property of the Beckwourth Fire District and that if found, the card must be returned to the Department

### 1129.4 RETIREE IDENTIFICATION CARD

Upon honorable retirement members may be issued a retiree identification card. The card shall clearly indicate that the holder is a "Retired" member of the Department.

### 1129.5 UNAUTHORIZED USE

Department identification cards may not be displayed for any purpose other than official use.

Members may not use an image or likeness of the department identification card in any material (printed matter, products or other items) without prior written approval from the Fire Chief.

Members shall not loan department identification cards to others and shall not permit the identification card to be reproduced or duplicated.

# Beckwourth Fire District

## Policy Manual

### *Identification Cards*

---

#### **1129.6 LOSS OF DEPARTMENT IDENTIFICATION CARD**

The loss of the department identification card must be immediately reported to the Department. An identification card should be considered lost whenever it is not in the direct control of the member.

#### **1129.7 REPLACING IDENTIFICATION CARDS**

Identification cards should be replaced whenever they become damaged, faded or otherwise difficult to read, whenever a member changes rank or when the member's photograph becomes outdated or no longer presents an accurate depiction of the member.

## On-Duty Injuries

### 1130.1 PURPOSE AND SCOPE

The purpose of this policy is to assist the Beckwourth Fire District in accurately reporting work-related illnesses and injuries and managing workers' compensation costs. The policy also provides department members with information concerning California state-mandated workers' compensation benefits and assistance to members who are either injured or develop a work-related illness as a result of their employment (8 CCR 9880).

Nothing in this policy is intended to confer any rights greater than those provided by state workers' compensation laws.

#### 1130.1.1 DEFINITIONS

Definitions related to this policy include:

**Permanent and stationary** - The status of an injured member whose medical condition has reached maximum medical improvement.

**Permanent disability** - The status of an injured member who is permanently disabled.

**Temporary disability** - The status of an injured member who is unable to return to work because the member has not yet achieved a permanent and stationary status.

**Third-party administrator** - An entity responsible for adjusting workers' compensation claims on behalf of an employer.

**Work-related injury** - Any injury, disease, or mental health issue arising out of employment or occurring in the course of employment duties (Labor Code § 3208; Labor Code § 3208.3; Labor Code § 3212 et seq.); includes the contraction of a communicable disease (Labor Code § 5500.5).

### 1130.2 POLICY

It is the policy of the Beckwourth Fire District to provide workers' compensation benefits and assistance to all members who incur a work-related illness or injury. The Department shall display a notice to employees regarding access to benefits and provide new members with a written notice concerning their rights, benefits, and obligations under workers' compensation laws (8 CCR 9880 and 8 CCR 9881).

### 1130.3 PROCEDURE

Work-related injuries or illnesses incurred by members may be covered by workers' compensation through the Beckwourth Fire District. To be considered work-related, the injury or illness must arise from and occur in the course of employment. When authorized by a physician, medical expenses related to the treatment of a work-related injury or illness may include doctor, hospital, surgical, physical therapy, prescription medication, or medical equipment. Workers' compensation may pay for wages lost as a result of an injury or illness, provided that absence from work is related to a work injury or illness and is authorized by a physician.

# Beckwourth Fire District

## Policy Manual

### *On-Duty Injuries*

---

#### 1130.3.1 MEMBER RESPONSIBILITIES

A member who is injured on the job must immediately report his/her injury to a supervisor or the Admin Officer/Fire Chief. Any member who is involved in any accident while on-duty shall report such injury, illness, or accident as soon as practicable to his/her supervisor (8 CCR 14300.35).

An injured member or member who has suffered a work-related illness shall report as soon as practicable to his/her immediate supervisor the medical findings concerning the injury, the extent of any work restrictions and the anticipated duration, if known. In addition, such members are required to promptly submit all medical releases, whether partial or full releases, to a supervisor.

Members should contact the person designated by the Department for more information concerning workers' compensation benefits and payment of wages while off-duty due to a work-related injury or illness.

A member may be treated for an on-duty injury or illness by a personal physician that the member pre-designates in writing, prior to the injury or illness. The member may use the optional DWC Form 9783 Pre-designation of Personal Physician for this purpose (8 CCR 9780.1).

Members shall report any near-miss incident to their supervisor as soon as practicable. A near-miss incident is one where a mishap occurs but the member avoids serious injury or illness (e.g., slipping on an uneven surface but not falling).

#### 1130.3.2 SUPERVISOR RESPONSIBILITIES

If injury is life-threatening, Emergency Medical Services (EMS) should begin or be summoned immediately.

If the injury is of a less emergent nature, the supervisor should ensure the member contacts the department-designated occupational medical provider. If the member has a pre-designated personal physician on file, the member may be treated by that physician.

If the injury does not require medical attention, the supervisor shall report the injury. The supervisor shall sign the report and indicate that the member desired no medical attention at the time of the report.

Within 24 hours of notification of an injury, the supervisor shall give the member a DWC-1 Worker's Compensation Claim Form. The supervisor should have the injured member complete the member's portion of the form. If the member is unable to complete the DWC-1, the form may either be sent to the member's home or completed by the supervisor. The supervisor should complete the employer's portion as well.

The supervisor shall ensure that an Employer's Report of Occupational Illness/Injury (Form 5020) is filed with the Department of Industrial Relations within five days of the notice of injury (8 CCR 14004).

Supervisors receiving a report of a near-miss incident should prepare a detailed description of the incident and any recommendations or efforts to mitigate any identified hazards. Supervisors should forward the report to the Fire Chief Command.

# Beckwourth Fire District

## Policy Manual

### *On-Duty Injuries*

---

#### 1130.3.3 ADMIN OFFICER/FIRE CHIEF RESPONSIBILITY

The Admin Officer/Fire Chief should evaluate the request to return to work and any necessary medical verification and make a determination whether:

- The member may return to work based on the medical documentation provided by the member.
- It is necessary to engage in an interactive process to determine a reasonable accommodation.
- It is necessary and appropriate to send the member to a fitness-for-duty evaluation.

The Admin Officer/Fire Chief, in consultation with the appropriate Division Chief will make a recommendation to the Fire Chief or the authorized designee whether the member should be returned to full-duty or modified-duty, and will communicate the decision to the member regarding his/her return to work.

#### 1130.3.4 RETURN TO WORK FOLLOWING INJURY OR ILLNESS

It is the member's responsibility to keep the Department informed regarding his/her absence and to immediately advise the person designated by the Department when the member believes that he/she will be released to return to work, with or without limitations. If practicable, the member shall provide advance notice of his/her potential return to work. If requested, it is the member's responsibility to provide medical verification.

A summary of steps for returning to work following an injury or illness can be located in the Return to Work Policy.

#### 1130.3.5 TEMPORARY MODIFIED-DUTY ASSIGNMENT

A temporary modified-duty assignment may be available for a member with temporary limitations on his/her ability to perform normal job duties. See the Temporary Modified Duty Assignments Policy for additional information.

### **1130.4 SETTLEMENT OF INJURY CLAIMS**

Occasionally, a member's work-related injury or illness results from the negligent or wrongful acts of another, for which the member, the District/City, and/or other insurers are entitled to recover civilly. To ensure that the District/City's interests are protected and that the member has the benefit of the District/City's experience in these matters, the following procedure shall be followed.

#### 1130.4.1 MEMBER OFFERS TO SETTLE

When a member sustains a work-related injury or illness caused by another person and is then approached by the person or an agent, insurance company or attorney and offered a settlement of claims, that member shall take no action other than to make a written report of this contact to his/her supervisor as soon as possible.

# Beckwourth Fire District

## Policy Manual

### *On-Duty Injuries*

---

#### 1130.4.2 SETTLEMENT AUTHORIZATION

No less than 10 days prior to accepting and finalizing the settlement of any third-party claim arising out of or related to an on-duty injury, the member shall provide the Fire Chief with written notice of the proposed terms of such settlement. In no case shall the member accept a settlement without first providing such written notice to the Fire Chief. The purpose of such notice is to permit the District/City to determine whether the offered settlement will affect any claim the District/City may have regarding payment for damages to equipment or reimbursement for wages against the person who caused the accident or injury and to protect the District/City's right of subrogation, while ensuring that the member's right to receive compensation for injuries is not affected.

#### 1130.5 MONTHLY WORKERS' COMPENSATION CLAIM REVIEW

A representative from the Fire Chief Command will ensure there is a monthly workers' compensation claim review with appropriate managers from the Admin Officer/Fire Chief, any third-party administrator, and the Division/Fire Suppression Division Chief. At these monthly meetings, the following should be reviewed and discussed:

- Notable cases, such as those with customer relations, legal, time lost, medical, and other related claim issues
- Number of the previous month's new claims categorized by battalion and or section
- Number of permanent disability settlements approved the previous month
- Notable positive claim results
- Any actuarial studies, workers' compensation program audits, and injury trends
- Executive management direction on complex cases, such as those with organization-wide impact, future precedent, sub-rosa investigations and the direction of the workers' compensation and the safety and injury prevention programs.

#### 1130.6 MANAGEMENT REPORTS

There are three key management reports that shall be completed. These reports will provide management with the necessary reports to ensure the department's workers' compensation program is accomplishing the following:

- Meeting the needs of members following an injury or illness
- Complying with workers' compensation laws
- Minimizing workers' compensation costs while ensuring the provision of benefits to injured/ill members.

The three management reports shall be:

**Annual Workers' Compensation Program Report** - This report will summarize the past calendar year of program activity, including but not limited to settlements, loss control, injury analysis, and recommendations for program improvement.

**Annual Actuary Report** - An independent actuary shall complete an analysis to project the reserves needed by the Department to insure its workers' compensation program. Annual funding

# Beckwourth Fire District

## Policy Manual

### *On-Duty Injuries*

---

needs are generally based on the actuary's analysis of the department's loss history, insurance levels, and changes in state law.

**Annual Third-Party Administrator Stewardship Report** - The stewardship report will assist the Department in measuring the effectiveness of the services contract with the workers' compensation program third-party administrator. The report will include the following:

- Utilization of the third-party administrator's services
- Cost savings achieved
- The average incurred and total costs paid per claim
- Workers' compensation and temporary disability costs paid by fiscal year
- Injuries by body part and nature of loss (e.g., sprain, contusion, laceration)

## Return to Work

### 1133.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the process through which an employee, who has been off work for an extended period of time due to an injury or illness, may return to work.

#### 1133.1.1 DEFINITIONS

Definitions related to this policy include:

**Interactive process** - An informal meeting between employer and employee, designed to identify the precise limitations resulting from a disability and any potential reasonable accommodations that could overcome those limitations and allow the employee to return to work, either in their usual and customary position or some other type of work.

### 1133.2 POLICY

It is the policy of the Beckwourth Fire District to assist injured employees, to the extent reasonably practicable, in returning to work as soon as they are medically able to perform meaningful work for the Department.

### 1133.3 EMPLOYEE RESPONSIBILITIES

It is the employee's responsibility to inform the Department of his/her absence and to immediately advise the Department when the employee believes that he/she will be medically released to return to work, with or without restrictions. If practicable, the employee shall provide advance notice of his/her potential return to work and shall provide written medical verification of the clearance and any restrictions.

If an employee has restrictions prescribed by a qualified health care professional, it is the responsibility of the employee to ensure he/she is not performing work that violates any restriction. If the employee believes he/she has been requested or directed to perform work that violates the restrictions, the employee should make a prompt report to the Admin Officer/Fire Chief.

### 1133.4 DEPARTMENT RESPONSIBILITIES

The Department will evaluate the employee's request to return to work and the written medical verification, and will consult with the Admin Officer/Fire Chief in order to make a determination whether:

- (a) The employee may return to full duty based on the medical verification provided by the employee.
- (b) The employee may return to work to a temporary modified-duty assignment and whether the Department has a need that fits with the employee's restrictions.
- (c) The employee should have a fitness-for-duty evaluation.
- (d) The employee has reached a permanent and stationary rating and it is necessary to engage in an interactive process to determine a reasonable accommodation.



# Beckwourth Fire District

## Policy Manual

### *Return to Work*

---

The Admin Officer/Fire Chief, in consultation with the department representative, should make a recommendation to the Fire Chief or the authorized designee regarding the status of the employee. The Admin Officer/Fire Chief should communicate with the employee about plans for the employee to return to work, after consulting with the Fire Chief or the authorized designee.

## Line-of-Duty Deaths

### 1134.1 PURPOSE AND SCOPE

The purpose of this policy is to provide the necessary guidelines and protocol for a line-of-duty death.

The death of any department member while on-duty, while traveling in connection with such duty, or while engaged in firefighting or EMS activities off-duty is considered a line-of-duty death. The death of any department member while undergoing medical treatment for any injury or disease potentially resulting from a job duty may be medically determined to be a line-of-duty death and for purposes of this policy may be handled as a line-of-duty death.

This policy defines and describes the guidelines and responsibilities to be followed in the event of a line-of-duty death and can be escalated in the event of multiple deaths or when a number of department members are seriously injured.

### 1134.2 POLICY

It is the policy of the Beckwourth Fire District to assist and support the family members and coworkers of fallen members to the extent reasonably practicable, while also investigating the cause of death, making appropriate notifications, and fielding press inquiries.

### 1134.3 RESPONSIBILITIES

#### 1134.3.1 FIRE CHIEF

In the event of being notified of a line-of-duty death, the Fire Chief or the authorized designee should:

- (a) Conduct briefings in order to communicate activities to the assigned officers.
- (b) Make an announcement to the Department at the appropriate time. Immediately after the announcement, all flags at fire stations and other department facilities should be lowered to half-staff and all badges should be shrouded. Flags should remain at half-staff and badges shrouded for a specified time, but in no event should that be for longer than 14 days.
- (c) Request that the Fire Chief Command assemble personal data, such as date of birth, file photograph, marital status, dependents, and names of next of kin, to facilitate the application for state and federal line-of-duty death benefits.
- (d) Assign a chief officer to act as the auditing officer to secure the personal effects of the deceased and deliver them to the Fire Chief .
- (e) Assign a Family Support Liaison to facilitate communication between the deceased member's family and the Department.
- (f) Document all actions, contacts, requests, and other pertinent data.
- (g) Provide briefing to labor representatives regarding the incident and the deceased member only as is necessary to initiate labor organization benefits and honors.

# Beckwourth Fire District

## Policy Manual

### *Line-of-Duty Deaths*

---

- (h) Preserve any equipment, turnouts, and breathing apparatus used by the deceased firefighter for the investigation.

The Fire Chief should determine if it is necessary to request outside resources to assist in the staffing or investigation of the incident, as needed.

#### 1134.3.2 CAPTAIN

In the event of a line-of-duty death, the Captain or the authorized designee shall:

- (a) Secure the scene of the incident with the assistance of the Incident Commander, fire prevention personnel, and local law enforcement.
- (b) Immediately notify the Division Chief and the Fire Chief.
- (c) Preserve any equipment, turnouts, and breathing apparatus used by the deceased firefighter for the investigation.
- (d) Preserve all tactical worksheets, video, and/or audiotapes for the investigation.
- (e) Gather all available information concerning the incident and circumstances leading to the death.
- (f) Consider the need for members who may need or request Critical Incident Stress Debriefing (CISD) services.

#### 1134.3.3 PUBLIC INFORMATION OFFICER

In the event of a line-of-duty death, the Public Information Officer shall:

- (a) Collect facts of the incident from the Captain or the authorized designee and keep in contact to maintain available current information and direction on what information should be released.
- (b) Withhold any release of personal information relating to the member's death pending notification of next of kin and until approval is given by the Captain.
- (c) Instruct the involved incident crews that they shall not release any statements to the media or anyone else and should direct any inquiries to the Public Information Officer.
- (d) Prepare a written press release.
- (e) Ensure that the release of any member medical information complies with the Health Insurance Portability and Accountability Act (HIPAA) and the Release of HIPAA Protected Information Policy in this manual.

#### 1134.3.4 AUDITING OFFICER

The auditing officer is responsible for ensuring the security and proper disposition of the personal effects of a member in the event of a line-of-duty death. Personal effects include all property owned by the deceased member that are kept on department property, as well as personal items carried by the member once those items have been released by investigators, in accordance with the Line-of-Duty Death Investigations Policy.

In the event of a member's line-of-duty death, whether on- or off-duty, the following steps shall be followed in gathering and disposing of personal effects:

# Beckwourth Fire District

## Policy Manual

### *Line-of-Duty Deaths*

---

- (a) All personal effects at the station house shall be taken to the Fire Chief Command to be kept in a secure location.
- (b) The deceased member's vehicle will be secured at the work site and the keys forwarded to the Fire Chief and secured.
- (c) A designee from the Fire Chief Command should conduct an inventory of all personal items received and make a written report.
- (d) The next of kin will be given priority consideration to receive the member's property. Care should be exercised in selecting a tactful time for the delivery of personal effects to the next of kin. Documentation is required indicating the date, time, and location of the disposition of the property. The name and the relationship of the individual accepting the property will also be noted. The documentation will be forwarded to the Fire Chief Command for placement in the deceased member's personnel file.

#### **1134.3.5 FIRE CHIEF COMMAND**

The Fire Chief Command will have the following responsibilities:

- (a) Receive, inventory, and secure the deceased member's personal belongings and hold them until such time as the investigation team approves their release.
- (b) Establish the deceased member's survivor benefits (e.g., workers' compensation, life insurance, unused medical leave, retirement benefits, other salary pay, vacation pay).
- (c) Review the Public Safety Officer's Benefit Program to determine benefits and process for securing benefits for surviving next of kin.
- (d) Assist and coordinate with the next of kin in the process of securing all the benefits to which the survivor is entitled.

#### **1134.4 FAMILY SUPPORT LIAISON**

The appointed family support liaison should conduct all duties in accordance with the Family Support Liaison Policy.

#### **1134.5 FUNERAL ARRANGEMENTS**

Funeral arrangements should be made in accordance with the Funerals Policy.

#### **1134.6 LINE-OF-DUTY DEATH INVESTIGATIONS**

For line-of-duty death investigation procedures, see the Line-of-Duty Death Investigations Policy.

## Line-of-Duty Death and Injury Notification

### 1135.1 PURPOSE AND SCOPE

The purpose of this policy is to describe the communication activities that should occur in the event a member is seriously injured or killed in the line of duty. The policy establishes a priority for notifications, outlines steps for conducting each set of notifications, and identifies roles and responsibilities.

### 1135.2 POLICY

It is the policy of the Beckwourth Fire District to ensure to the extent reasonably practicable that immediate and compassionate notification is made to the family of members who are injured, hospitalized, or killed in the line of duty. The Department shall make it a priority to offer assistance and support to the member's family.

### 1135.3 PROCEDURE

- (a) For the purpose of this policy, an injury or hospitalization is defined as a medical condition that is life threatening or has the potential to disable the member for a substantial period of time.
- (b) The Incident Commander or Captain at the scene of the injury or death will immediately notify the Division Chief and provide the necessary information.
- (c) The Division Chief will be the point of contact for making assignments and will coordinate actions with the Fire Chief and others.
- (d) All inquiries related to the incident should be referred to the Incident Commander, the Public Information Officer, or the Captain, as appropriate.
- (e) In the event of the death of a member, the Captain must immediately initiate the procedures in the Line-of-Duty Death Investigation Policy.

### 1135.4 DEATH NOTIFICATIONS

The Division Chief, in coordination with Fire Chief or the authorized designee, will assign a two-person notification team consisting of either a Captain and department chaplain or two Captains to locate and inform the member's family. If more than one member has been injured or killed in an incident, separate teams will be assigned to each affected family. The team should:

- (a) Contact the Fire Chief division to obtain information regarding the employee's next of kin.
- (b) Call-back operations staff, if necessary.

#### 1135.4.1 NOTIFICATION TEAM RESPONSE

The notification team shall make the necessary family notification as quickly as practicable, with the goal of making the notification within two hours of the Captain learning of the injury or death. The following should be considered when planning the notification:

# Beckwourth Fire District

## Policy Manual

### *Line-of-Duty Death and Injury Notification*

---

#### 1135.4.2 NOTIFYING THE FAMILY

The team members should adhere to the following notification guidelines:

- (a) The team should not park directly in front of the family's home or workplace. The person who will make the notification should make introductions at the door and ask to be invited in.
- (b) In most cases, if a chaplain is part of the notification team, the chaplain should make the notification.
- (c)
- (d) Notification should be made briefly and directly.
- (e) Information regarding precipitating factors or information that is not verified should not be provided until an investigation has been completed.
- (f) Team members should communicate the support and sympathy of the Fire Chief and all members of the Department.
- (g) Team members should ask family members whether they would like the team to notify other parties, such as clergy or grief counselors.

#### 1135.4.3 NOTIFICATION OF FAMILY OUT OF THE AREA

If the immediate next of kin of the deceased employee lives more than two hours away, the Captain may make arrangements to have someone in the family's area make the notification. The following should be considered:

- (a) Whether the notification should be made by the local clergy or another person in the area who has a relationship with the family.
- (b) Whether the fire department in the family's city of residence may be the most appropriate entity to make the notification or whether that department can assist in obtaining information about the family.
- (c) Whoever is selected to make the notification should be provided with the information contained in this policy.
- (d) The notification plan must include a coordinated telephone call with the family and the Division Chief.
- (e) The Division Chief or the authorized designee should be prepared to speak to the family by phone as soon as the notification is made.

#### 1135.4.4 INTERNAL DEPARTMENT NOTIFICATIONS

The following internal notifications should be made in advance of any media release:

- (a) All on-duty Captains should be notified.
- (b) All employees should be notified as soon as possible after the family notification is made.

# Beckwourth Fire District

## Policy Manual

### *Line-of-Duty Death and Injury Notification*

---

#### 1135.4.5 GOVERNING BODY AND LABOR NOTIFICATIONS

The Captain will ensure that additional notifications are made as required, after the next-of-kin notification. Notifications that are required as soon as practicable after a confirmed line-of-duty death or injury include the following:

- (a) Elected officials or board of directors
- (b) Fire Board
- (c) Employee labor representatives
- (d) Department safety officer who will make the necessary notifications.
- (e) Other notifications as determined by the Fire Chief

#### 1135.4.6 EXTERNAL NOTIFICATIONS

The following external notifications will be made:

- (a) Notification to other local county fire agencies
- (b) Notification to the California Governor's Office of Emergency, Fire and Rescue Branch, should be made for a line-of-duty death.
- (c) Notification to the California Office of Emergency Services (OES) Fire and Rescue Operational Area Coordinator

#### 1135.5 FAMILY SUPPORT

The Captain should appoint a Family Support Liaison, who should refer to the Family Support Liaison Policy for duties and responsibilities.

In the event of a line-of-duty death, the Fire Chief or the authorized designee should appoint a funeral detail officer to administer the Funerals Policy.

#### 1135.6 NEWS MEDIA RELATIONS

It is the policy of the Beckwourth Fire District to follow the News Media Relations Policy when communicating with the media. In the case of a line-of-duty death, additional considerations include, but are not limited to the following:

- (a) The employee's family must have received proper notification prior to any information regarding the identity of the deceased being released to the media.
- (b) All information must be validated prior to its release to the media.

The PIO or the authorized designee shall be the spokesperson on most aspects of these events. However, the announcement or confirmation of a line-of-duty death and/or the release of the employee's name should be made by the Fire Chief or the authorized designee.

Prior to confirmation that the employee's family has been notified, no details will be released concerning the death. If the news media is on-scene and aware of the death, the Public Information Officer will simply confirm that a death has occurred and communicate the department's compassion and concern for the employee's family and colleagues. The Public Information Officer

# Beckwourth Fire District

## Policy Manual

### *Line-of-Duty Death and Injury Notification*

---

will advise the media that the full details will be provided as soon as they are known and after proper notification of next of kin has been made.

If an employee death occurs in the midst of ongoing news coverage of a fire or other emergency, the Public Information Officer will focus on handling the details concerning the death. Another trained spokesperson will be assigned to handle the media relations for the incident.

#### **1135.7 SERIOUSLY INJURED OR HOSPITALIZED EMPLOYEE**

All of the notification and support procedures described in this policy for a line-of-duty death should be applied to any instance of an employee who has been seriously injured in the line of duty, except as noted below:

- (a) If the injured employee has been taken to a hospital, a Division Chief should assign a Captain who is not involved in the incident, to go to the hospital and become the hospital liaison.
- (b) The Captain should establish communications with the hospital and report regularly to the Division Chief on the employee's condition.
- (c) A representative of the employee's labor organization will also be sent to the hospital, if possible.

The hospital liaison and labor representative should work cooperatively for the benefit of the employee and the employee's family. In addition, the Division Chief should ensure close coordination with the treating medical facility.

#### **1135.8 INJURY OR HOSPITALIZATION NOTIFICATION TEAM**

The same practices and procedures detailed in **DEATH NOTIFICATIONS** shall apply to an employee who is seriously injured in the line of duty.



## Family and Medical Leave

### 1138.1 PURPOSE AND SCOPE

The purpose of this policy is to provide general guidance for managing unpaid leave for eligible employees for qualified medical and family reasons, including (29 USC § 2612; Government Code § 12945.1; Government Code § 12945.2):

- The birth, adoption, or foster care placement of a child.
- To care for an immediate family member with a serious health condition.
- When an employee is unable to work because of his/her own serious health condition.
- To care for a spouse, son, daughter, parent, or next of kin service member of the United States Armed Forces who has a serious injury or illness incurred in the line of duty. Under the California Family Rights Act (CFRA), this includes care for a domestic partner.
- Under CFRA, leave due to a qualifying exigency (as defined in Unemployment Insurance Code § 3302.2) related to the covered active duty or call to active duty of an employee's spouse, domestic partner, child, or parent in the Armed Forces of the United States.

This policy does not address all possible situations and circumstances that may arise when an employee requests leave for family or medical reasons. As these leave situations arise, supervisors should consult with the Admin Officer/Fire Chief or legal counsel to obtain specific guidance regarding leave rights and obligations.

Nothing in this policy supersedes any provision of any collective bargaining agreement, civil service or other local rule, or any law that provides greater family or medical leave rights.

#### 1138.1.1 DEFINITIONS

Definitions related to this policy include:

**CFRA** - California Family Rights Act (Government Code § 12945.1; Government Code § 12945.2).

**Child** - A child under the age of 18 years of age, or 18 years of age or older who is incapable of self-care because of a mental or physical disability (29 USC § 2611; 29 CFR 825.102; 29 CFR 825.122). An employee's child is one for whom the employee has actual day-to-day responsibility for care and includes a biological, adopted, or foster child; stepchild; or a child for whom the employee is standing in loco parentis (in place of a parent). Under CFRA, a child includes a legal ward and child of a domestic partner (Government Code § 12945.2).

**FMLA** - The federal Family and Medical Leave Act (29 USC § 2601 et seq.).

**Qualified health care professional** - A physician, surgeon, doctor of osteopathy, podiatrist, dentist, psychologist, optometrist, nurse practitioner, nurse midwife, clinical social worker, or physician assistant duly licensed and authorized to practice medicine; chiropractors for some purposes; any health care provider from whom the department benefits plan will accept

# Beckwourth Fire District

## Policy Manual

### *Family and Medical Leave*

---

certification of the existence of a serious health condition to substantiate a claim for benefits (29 CFR 825.125).

**Spouse** - The person with whom an employee has entered into a marriage as defined or recognized by the location in which the marriage was entered into (29 USC § 2611; 29 CFR 825.102; 29 CFR 825.122).

**Family member**(under CFRA) - A child, parent, grandparent, grandchild, sibling, spouse, or domestic partner as defined in Family Code § 297, or a designated person as defined by Government Code § 12945.2.

**Family member**(under FMLA) - A spouse, child, or parent as defined by 29 CFR 825.122.

#### **1138.2 POLICY**

It is the policy of the Beckwourth Fire District to manage unpaid leave for eligible employees for qualified medical and family reasons in compliance with federal and state law and any applicable collective bargaining agreement.

#### **1138.3 ELIGIBLE EMPLOYEES**

Employees are eligible for FMLA/CFRA after working for the Beckwourth Fire District for at least one year and completing 1,250 hours over the 12 months prior to the commencement of the leave (29 USC § 2611; 29 CFR 825.110; Government Code § 12945.2).

For leave under FMLA, employees may not be eligible for leave if there are less than 50 other employees within 75 miles of the employee's work site (29 USC § 2611; 29 CFR 825.110).

#### **1138.4 TYPE AND DURATION OF LEAVE**

Generally, eligible employees are entitled under FMLA/CFRA to 12 work weeks of unpaid leave during a 12-month period (29 USC § 2612; 29 CFR 825.100). Up to 26 weeks of unpaid leave during a single 12-month period may be available to care for certain injured military service members. The 12-month period is measured backward from the date leave is taken and continuously with each additional leave day taken.

##### **1138.4.1 SERIOUS HEALTH CONDITIONS**

Eligible employees may take up to 12 weeks of leave to care for a family member with a serious health condition or when the employee is unable to work because of his/her own serious health condition (29 USC § 2612(a)(1); 29 CFR 825.200; Government Code § 12945.2).

Under FMLA, if both spouses are employed by the Beckwourth Fire District, the combined number of work weeks to care for a sick parent is limited to 12 work weeks during any 12-month period (29 USC § 2612(f); 29 CFR 825.201).

Generally, a serious health condition is an illness, injury, impairment, or physical or mental condition that involves (29 USC § 2611; 29 CFR 825.113):

- An overnight stay in a hospital, hospice, or residential medical care facility (29 CFR 825.114).

# Beckwourth Fire District

## Policy Manual

### *Family and Medical Leave*

---

- Continuing treatment by a qualified health care professional due to a serious health condition of more than three full consecutive calendar days (29 CFR 825.115(a)).
- Any period of incapacity due to pregnancy complications or prenatal care (29 CFR 825.115(b)).
- A chronic condition which requires treatment (29 CFR 825.115(c)).
- A permanent condition for which treatment may not be effective (such as Alzheimer's or the terminal stages of a disease) (29 CFR 825.115(d)).
- Any period of absence to receive multiple treatments, including any recovery period, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days without medical intervention or treatment (such as cancer chemotherapy or physical therapy for arthritis) (29 CFR 825.115(e)).

#### 1138.4.2 BIRTH OR PLACEMENT OF A CHILD

Eligible employees may take up to 12 weeks of leave for the birth, adoption, or foster care placement of a child of the employee (29 USC § 2612; 29 CFR 825.200; Government Code § 12945.2). The leave must be concluded within one year of the birth or placement of the child (29 CFR 825.120; 29 CFR 825.121).

Under FMLA, if both parents are employed by the Beckwourth Fire District, the combined number of work weeks of leave is limited to 12 work weeks during any 12-month period (29 USC § 2612(f); 29 CFR 825.120; 29 CFR 825.121).

#### 1138.4.3 MILITARY EXIGENCY LEAVE

Eligible employees may take service member leave of up to 12 weeks for qualifying exigencies occurring because a spouse, child, or parent is on covered active duty or has been notified of an impending order to active duty (29 USC § 2612(a)(1)(E); 29 CFR 825.200). This type of leave is available to a family member of a person in the National Guard, Reserves, or members of the regular Armed Forces deployed to a foreign country. Qualifying exigencies include (29 CFR 825.126):

- Addressing issues that arise from a short notice (seven or less days) deployment.
- Attending military events related to the active duty or call to duty.
- Attending family support or assistance programs.
- Making child care or educational arrangements or attending school activities arising from active duty or a call to active duty.
- Making financial and legal arrangements.
- Spending time with a military member who is on short-term rest-and-recuperation leave during a period of deployment.
- Attending post-deployment activities.

# Beckwourth Fire District

## Policy Manual

### *Family and Medical Leave*

---

- Addressing issues that arise from the death of a military member, such as making funeral arrangements.
- Caring for a military employee's parent who is incapable of self-care, such as providing care on an immediate need basis or arranging for alternative care.

#### 1138.4.4 MILITARY CAREGIVER LEAVE

Eligible employees may take up to 26 weeks of leave in a single 12-month period to care for a spouse, son, daughter, parent, or next of kin who has incurred an injury or illness in the line of duty while on active duty in the Armed Forces, provided that such injury or illness may render the family member medically unfit to perform work (29 USC § 2612; 29 CFR 825.200).

Military caregiver leave is also available to family members of covered veterans who were members of the Armed Forces, including the National Guard or Reserves, at any point in the five years preceding the date on which the covered veteran undergoes medical treatment, recuperation, or therapy (29 USC § 2612; 29 CFR 825.127).

During the single 12-month period, employees are entitled to no more than a combined total of 26 weeks of FMLA leave. In any case in which both spouses are employed by the Beckwourth Fire District, the combined number of work weeks of leave is limited to 26 during any 12-month period (29 USC § 2612(f); 29 CFR 825.127).

Service member FMLA leave runs concurrent with other leave entitlements provided under federal, state, and local law. Where FMLA leave qualifies as both military caregiver leave and care for a family member with a serious health condition, the leave will be designated as military caregiver leave first.

#### 1138.4.5 FAMILY MILITARY LEAVE

An employee who is a spouse or registered domestic partner of a member of the military who is deployed to designated combat zones is entitled to take up to 10 days unpaid leave (Military and Veterans Code § 395.10).

#### 1138.4.6 INTERMITTENT LEAVE

An employee may take leave for the employee's own serious health condition, for the serious health condition of the employee's spouse, child, or parent, or to care for a covered service member with a serious injury or illness, intermittently or on a reduced schedule if medically necessary, and if that medical need can best be accommodated by an intermittent schedule as defined in federal law (29 USC § 2612(b); 29 CFR 825.202; 29 CFR 825.124).

Leave due to a military exigency may be taken on an intermittent or reduced-leave schedule (29 CFR 825.202).

Intermittent leave for the birth, adoption, or foster care placement of a child is only available if granted at the discretion of the Fire Chief, unless the employee has a serious health condition in connection with the birth or if the newborn child has a serious health condition (29 CFR 825.120; 29 CFR 825.121).

# Beckwourth Fire District

## Policy Manual

### *Family and Medical Leave*

---

Intermittent leave for any employee shall be tracked and calculated.

#### **1138.4.7 PREGNANCY DISABILITY LEAVE**

FMLA is separate and distinct from disability leave for pregnant employees. Pregnant employees may be entitled to a disability leave as provided in the Pregnancy Disability Leave Policy in addition to any FMLA/CFRA leave.

#### **1138.4.8 LEAVE FOR VICTIMS OF CRIME OR ABUSE**

Eligible employees may take leave if the employee is the victim of a crime, abuse, or sexual assault and needs leave for any of the purposes specified in Labor Code § 230.1. Reasonable advance notice of leave is required except in cases where notice is not feasible. Information relating to this leave shall be kept confidential to the extent permitted by law (Labor Code § 230.1).

The Department shall provide written notice of the rights specified in this section to newly hired employees and upon request (Labor Code § 230.1).

#### **1138.5 EMPLOYEE BENEFITS WHILE ON LEAVE**

While on leave, employees will continue to be covered by any group health insurance to the same extent that coverage is provided while the employee is on the job (29 USC § 2614(c); 29 CFR 825.209). However, employees will not continue to be covered under non-health benefit plans.

Employees are responsible for any health plan employee contributions while on leave (29 CFR 825.210). Employee contribution rates are subject to any change in rates that occurs while the employee is on leave. If an employee fails to return to work after his/her leave entitlement has been exhausted or expires, the Department may recover its share of health plan premiums for the entire leave period unless the employee does not return because of the continuation, recurrence, or onset of a serious health condition of the employee or his/her family member that would entitle the employee to leave, or because of circumstances beyond the employee's control (29 CFR 825.213). The Department may recover premiums through deduction from any sums (e.g., unpaid wages, vacation pay).

Employees may not earn additional time off while on unpaid leave.

#### **1138.6 SUBSTITUTION OF PAID ACCRUED LEAVES**

Subject to applicable collective bargaining agreements and civil service rules, employees are required to exhaust all applicable paid leave before taking unpaid leave. Paid accrued leave includes vacation leave, sick leave, personal leave, and compensatory time earned in lieu of overtime, pursuant to the Fair Labor Standards Act, during FMLA and/or CFRA leave. Employees may not use paid accrued leave to extend FMLA/CFRA leave beyond 12 work weeks per year.

##### **1138.6.1 USE OF SICK LEAVE**

Employees are required to first exhaust paid sick leave concurrently with FMLA/CFRA leave if the leave is for the employee's own serious health condition.

Employees may choose to use paid sick leave concurrently with leave under this policy (Labor Code § 233):

# Beckwourth Fire District

## Policy Manual

### *Family and Medical Leave*

---

- To care for a family member (as defined by Labor Code § 245.5) with a serious health condition.

#### **1138.7 USE OF FMLA/CFRA LEAVE**

If an employee takes a leave of absence for any reason that is FMLA/CFRA-qualifying, the Department may designate that non-FMLA/CFRA leave as running concurrently with the employee's 12-week FMLA/CFRA leave entitlement. The only exception is for Firefighters who are on workers' compensation leave pursuant to Labor Code § 4850.

#### **1138.8 PROCEDURES**

The following procedures will apply for all employees requesting leave under FMLA/CFRA:

- (a) When a leave is requested for a medical or other FMLA/CFRA-related treatment appointment, the employee must make a reasonable effort to schedule the appointment at a time that minimizes disruption to the department's operations (29 USC § 2612; 29 CFR 825.302).
- (b) An employee who wishes to take FMLA/CFRA must provide his/her supervisor with 30 days' advance notice when the leave is foreseeable or as soon as practicable if the need for leave is not foreseeable (29 USC § 2612; 29 CFR 825.302; 29 CFR 825.303).
- (c) At the time of the request, the employee must complete a FMLA/CFRA request form.

Requests for medical leave shall be accompanied by a qualified health care professional statement, including the date on which the serious health condition began and the estimated date of return to work (29 USC § 2613; 29 CFR 825.302).

Once the leave is requested or designated by the Department, the supervisor should forward the request and any medical certifications to the Admin Officer/Fire Chief and ensure the employee is provided the necessary forms and FMLA/CFRA information within five days (29 CFR 825.300).

Employees are required to provide medical certification of a qualified health care professional or military documentation, if requested (29 CFR 825.305; 29 CFR 825.308; 29 CFR 825.309; 29 CFR 825.310).

Employees shall be required to periodically report on their status and intent to return to work (29 USC § 2614; 29 CFR 825.311). This may assist in avoiding a delay in reinstatement when the employee is ready to return to work.

Employees returning from a medical leave from the employee's own serious health condition will be required to present medical verification from a qualified health care professional of the employee's ability to return to work and a list of any restrictions that need to be accommodated (29 USC § 2614; 29 CFR 825.100; 29 CFR 825.312).

#### **1138.9 REINSTATEMENT FOLLOWING LEAVE**

Generally, employees returning from FMLA/CFRA within the qualified period will be restored to their original job or to an equivalent job with equivalent pay and benefits (but not seniority), unless

# Beckwourth Fire District

## Policy Manual

### *Family and Medical Leave*

---

the employee would not otherwise have been employed at the time reinstatement is requested (e.g., in the case of a layoff) (29 USC § 2614; 29 CFR 825.214; 29 CFR 825.216).

If the same position is no longer available, such as in a layoff, the employee will be entitled to a position that is comparable in pay, job content, and promotional opportunities and geographic location, if such a comparable position exists.

If upon return from leave an employee is unable to perform the essential functions of the job because of a physical or mental disability, the supervisor should work with the Admin Officer/Fire Chief or legal counsel to engage in an interactive process with the employee to identify a potential reasonable accommodation.

After exhausting paid FMLA/CFRA leave, non-paid leave will continue until the conclusion of the protected 12- or 26-week time limit. Following the protected leave, the Fire Chief, in consultation with the legal counsel or the Admin Officer/Fire Chief, will determine whether non-FMLA/CFRA leave should apply.

#### **1138.10 RESPONSIBILITY**

Supervisors should work with the Admin Officer/Fire Chief or legal counsel regarding questions relating to leave or reinstatement from leave under this policy. The Admin Officer/Fire Chief should advise the supervisor and inform members of their rights and responsibilities.

#### **1138.11 RECORDS**

The Department will maintain leave-related records as required by 29 CFR 825.500 for at least three years and in compliance with the department's established records retention schedule.

Records and documents related to doctor certifications and other medical information created for purposes of complying with FMLA/CFRA and this policy shall be maintained as confidential medical records in separate files from employee personnel files.

#### **1138.12 NOTICE TO EMPLOYEES**

The Fire Chief should ensure that a notice explaining the FMLA's provisions and procedures is prominently posted in conspicuous places in the Department where it can be readily seen by all employees and applicants for employment. Electronic posting is sufficient as long as the other posting requirements have been met as provided by 29 CFR 825.300 (29 CFR 825.300).

## Military Leave

### 1139.1 PURPOSE AND SCOPE

This policy provides general guidance regarding leave to perform military service as a member of the Reserves or National Guard or active duty in the U.S. Armed Forces (California Military and Veteran's Code § 389, et seq., Uniformed Services Employment and Reemployment Rights Act (USERRA) and 38 USC § 4301, et seq.).

This policy does not address every situation or circumstance that may arise when an employee is performing military service or ordered to active duty. As military leave situations arise, supervisors should consult with the Admin Officer/Fire Chief or legal counsel to obtain specific guidance regarding military leave rights.

### 1139.2 POLICY

The Beckwourth Fire District supports employees who may be called or who volunteer to serve in the military. The Department will comply with USERRA and state laws relating to military leave.

### 1139.3 MILITARY LEAVE

Generally, employees on military leave are entitled to the same rights and benefits not determined by seniority, that are provided to employees having similar seniority, status and pay who are on furlough or leave of absence (38 USC § 4316(b)(1)).

#### 1139.3.1 LENGTH OF LEAVE

Employees are entitled to military leave of absence for up to a maximum of five years (38 USC § 4312(a)(2)). Military leave is available for both voluntary and mandatory service (38 USC § 4303(13) and 38 USC § 4312(a)).

There are exceptions to the five-year cumulative total, including inactive duty training (drills), annual training, involuntary recall or retention in support of war, national emergency, certain operational missions, or training or retraining requirements (38 USC § 4312(c)).

#### 1139.3.2 TEMPORARY MILITARY DUTY LEAVE OF ABSENCE

Employees are entitled to temporary military leave for a period not to exceed 180 days per period of ordered duty. This includes travel time, active military training, encampment, naval cruises, special exercises or similar activities (Military and Veterans Code § 389).

An employee who is a member of the California State Military Reserve is entitled to temporary military leave not to exceed 15 days per year for training, drills, unit training assemblies or similar inactive duties (Military and Veterans Code § 395.9).

### 1139.4 PROCEDURES AND RESPONSIBILITIES

Employees requesting military leave shall:

- (a) Provide as much advance notice of the pending service as reasonably possible (38 USC § 4312(a) and (b)).



# Beckwourth Fire District

## Policy Manual

### *Military Leave*

---

- (b) Provide copies of official orders or other official documentation.
- (c) Select the benefit options desired during absence, if applicable
- (d) Retain copies of all submitted documents.

Upon receipt of a request, the Beckwourth Fire District will determine eligibility for military leave and notify the employee in writing of the determination.

#### **1139.5 COORDINATION WITH CONTRACTS, PRACTICES AND OTHER RULES**

Wherever USERRA has more generous protections and benefits than state or local law, any applicable collective bargaining agreement or local policy or practice, the department will apply the more beneficial right or benefit (38 USC § 4302).

#### **1139.6 LEAVE ACCRUALS**

Employees on military leave are not required to use accrued leave while on military leave. However, employees may choose to use accrued annual leave or earned compensatory time, at their discretion (38 USC § 4316).

Employees will not accrue sick days or and paid time-off days during any period of military leave without pay. However, upon return, military leave time will be included in determining leave accruals. For example, if vacation accrual increases from two weeks to three weeks upon completion of five years of service, then a person who works for two years, serves two years on active duty and then returns, would be entitled to three weeks of vacation one year after reemployment.

#### **1139.7 COMPENSATION**

During approved military leave, employees are entitled to compensation as follows:

- (a) An employee whose combined Beckwourth Fire District employment and military service is less than one year is eligible for unpaid temporary military leave.
- (b) An employee with one or more years of combined military service and Beckwourth Fire District employment is entitled receive his/her regular salary and compensation as an employee for the first 30 calendar days in any fiscal year while on temporary military leave (Military and Veterans Code § 395.01).
- (c) An employee of the Beckwourth Fire District with one or more years of Beckwourth Fire District employment is entitled to receive his/her regular salary and compensation as an employee for the first 30 days in any fiscal year (Military and Veterans Code § 395.02).
- (d) An employee called to active military duty as a member of the National Guard during a state of extreme emergency, as declared by the Governor, is entitled to receive his/her regular salary and compensation as an employee for 30 days, regardless of the length of prior employment with the Beckwourth Fire District (Military and Veterans Code § 395.04).

# Beckwourth Fire District

## Policy Manual

### *Military Leave*

---

#### 1139.7.1 HEALTH CARE BENEFITS

Employees on approved military leave may elect to purchase continuing health care coverage for a period of time that is the lesser of:

- (a) The 24-month period beginning on the first day of the employee's absence for military leave.
- (b) The period beginning on the first day of the employee's absence for military leave and ending on the date that he/she fails to return from service or apply for reemployment.

If the duration of an employee's approved military service is less than 31 days, the employee may purchase continuing health care coverage under the department's health plan for no more than the regular employee share. If the approved military service is 31 days or more, the Department will charge the employee for no more than 102 percent of the full premium of the health care plan (38 USC § 4317).

#### 1139.8 RETURN FROM DUTY

Employees returning from approved military leave of absence must report to work as follows:

- (a) Employees returning from an approved military duty leave during time of war or national emergency must report to work no later than six months following the separation from military service or no later than six months after the end of the war or emergency, absent unusual circumstances. The right to reemployment does not extend to an employee who fails to return within 12 months after the first date he/she could terminate active military service (Military and Veterans Code § 395.1).
- (b) For periods of service less than 31 days, employees must report back to work no later than the beginning of the first shift that begins on the first full day that follows the end of the employee's service period, plus a reasonable time to travel to the employee's residence, plus eight hours. If reporting within this period is impossible or unreasonable through no fault of the employee, the employee must return as soon as possible after expiration of the eight-hour period (38 USC § 4312(e)(1)(A)).
- (c) For periods of service of more than 30 days but less than 181 days, employees must submit an application for reemployment no later than 14 days after completing service, or, if impossible or unreasonable to do so through no fault of the employee, no later than the next first full calendar day when it is possible to do so (38 USC § 4312(e)(1)(C)).

For periods of service of more than 180 days, employees must submit an application for reemployment no later than 90 days after completion of service (38 USC § 4312(e)(1)(D)).

Employees who are recovering from an illness or injury incurred in or aggravated during military service, must report to the Department or apply for reemployment as provided in this policy at the end of the period necessary to recover from such illness or injury. The recovery period may not exceed two years, except when circumstances beyond the employee's control exist (38 USC § 4312(e)(2)(A)).

# Beckwourth Fire District

## Policy Manual

### *Military Leave*

---

An employee who fails to report or apply for reemployment in a timely manner will be subject to the department's rules of conduct and established policies covering absence from scheduled work.

#### **1139.9 REEMPLOYMENT RIGHTS**

An employee returning from an approved temporary military duty leave of absence is generally entitled to reinstatement to the position and benefits he/she would have attained if not absent for military duty or, in some cases, a comparable job.

##### **1139.9.1 FORMER POSITION**

If such position no longer exists, the employee is entitled to reinstatement to a position in the same class with like seniority status and pay or a comparable vacant position for which the employee is qualified (Military and Veterans Code § 395).

An employee returning from approved regular active military leave is entitled to reinstatement in the position that he/she would have attained had the employee not taken leave. If the leave exceeded 90 days, the employee is also entitled to a position of like seniority, status and pay (38 USC § 4313(a)(1) and (2)).

If an employee returning from approved military leave is not able to perform the essential duties of the position the employee would have attained, the Department will make reasonable efforts to help the employee become qualified (20 CFR 1002.198). If the employee remains unable to perform the essential duties of the position after the department's reasonable efforts, the employee is entitled to his/her previously held position at the time of departure or, in the case the leave exceeded 90 days, a position of like seniority, status and pay (38 USC § 4313(a)(2)). Where an employee remains unqualified for both of these positions after reasonable efforts by the Department, the employee is entitled to the nearest approximation to these positions (38 USC § 4313(a)(4)).

When a returning employee cannot become qualified because of a disability incurred in or aggravated during uniformed service, the Department, after making reasonable accommodations, must find a position of equivalent seniority, status and pay for which the employee is qualified, or the nearest equivalent (38 USC § 4313(a)(3) and 20 CFR 1002.198).

##### **1139.9.2 COMPENSATION AND BENEFITS**

Upon return from regular active military duty, an employee is entitled to seniority and seniority-based rights and benefits, including, but not limited to:

- (a) Receiving credit for the time spent in uniformed service under honorable conditions for purposes of seniority, retirement, promotion and merit salary increases (20 CFR 1002.210).
- (b) Receiving credit for time spent on approved military leave for purposes of calculating eligibility for leave under the Family and Medical Leave Act and the California Family Rights Act (20 CFR 1002.210).

# Beckwourth Fire District

## Policy Manual

### *Military Leave*

---

- (c) Returning to the level in the salary range that the employee would have attained had he/she not left on approved military leave (20 CFR 1002.236).
- (d) Receiving the same contribution to retirement benefits upon reemployment that the Department would have contributed had he/she not taken leave (20 CFR 1002.261).
- (e) Being treated as not having a break in service for purposes of participation, vesting and accrual of pension benefits (38 USC § 4316; 38 USC § 4318(a)).
- (f) Reenrolling in department health benefits without any waiting period.
- (g) Restoring benefits that were elected by the employee and his/her dependents at the time military service began, as well as to any other benefits that began during the leave for which the employee would reasonably have become eligible.

#### 1139.9.3 EMPLOYEE REEMPLOYMENT RESPONSIBILITIES

An employee returning from approved regular active military leave is entitled to reinstatement rights only if he/she 38 USC § 4312:

- (a) Has given advance written or verbal notice of such service, unless precluded by military necessity.
- (b) Has served in the uniformed service for no more than five years cumulatively while employed at the Beckwourth Fire District, except as provided in 38 USC § 4312(c).
- (c) Has been issued a discharge under honorable conditions.
- (d) Reports to the Beckwourth Fire District or applies for reemployment in a timely manner as provided in this policy.
- (e) In the case that the approved military leave exceeds 30 days, submits documentation showing:
  1. The application for reemployment is timely.
  2. The employee has not exceeded the cumulative five-year limit of service in the uniformed services, except as provided in 38 USC § 4312(c).

#### 1139.9.4 DEPARTMENT REEMPLOYMENT RESPONSIBILITIES

The Department shall promptly reinstate employees entitled to reinstatement but no later than 14 days after a request for reinstatement. In the case of unusual circumstances, the Department shall reinstate employees as soon as practicable (20 CFR 1002.181).

The Department is not required to reemploy a person after approved military leave if any of the following conditions exist (38 USC § 4312(d)):

- (a) The department's circumstances have so changed as to make such reemployment impossible or unreasonable.
- (b) Such reemployment would impose an undue hardship upon the Department.

# Beckwourth Fire District

## Policy Manual

### *Military Leave*

---

- (c) The person held a non-recurrent job for a brief period of time and had no reasonable expectation that such employment would continue.

Supervisors should consult with the Admin Officer/Fire Chief or legal counsel before determining whether any of these conditions exist.

#### **1139.10 RETENTION**

An employee who is reinstated after returning from approved military leave may not be discharged, except for cause (38 USC § 4316(c) and 20 CFR 1002.247):

- (a) For 180 days after the date of reemployment if the most recent period of military service was more than 30 days and less than 181 days.
- (b) For one year after the date of reemployment if the most recent period of military service was more than 180 days.

#### **1139.11 DISCRIMINATION AND RETALIATION PROHIBITED**

Discrimination or retaliation against any employee for participation in military service is prohibited, whether the employee volunteers or is ordered to active military service (38 USC § 4311 and Military and Veterans Code § 394).

## Pregnancy Disability Leave

### 1140.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the Beckwourth Fire District to manage pregnancy disability leave in accordance with the California Fair Employment and Housing Act (FEHA) (Government Code § 12945; 2 CCR 11040) and the Pregnancy Discrimination Act of 1978 (42 USC § 2000e(k)).

#### 1140.1.1 DEFINITIONS

Definitions related to this policy include:

**Interactive process** - An informal meeting between employer and employee, designed to identify the precise limitations resulting from a disability and any potential reasonable accommodations that could overcome those limitations and allow the employee to return to work, either in their usual and customary position or some other type of work.

### 1140.2 POLICY

The Beckwourth Fire District recognizes pregnancy as a disability and shall treat pregnant members in a manner consistent with other members with disabilities. The Department shall defer to a pregnant member's qualified health care provider in assessing the member's ability to work.

### 1140.3 ELIGIBLE MEMBERS

Members who are disabled by pregnancy, childbirth or related medical conditions are eligible for pregnancy disability leave. There is no required minimum amount of service time or number of hours worked in order to be eligible (2 CCR 11037).

### 1140.4 TIME AND DURATION OF LEAVE

Under certain circumstances, an eligible member may be entitled to take pregnancy disability leave of up to four months and leave allowed under the Family and Medical Leave Act (FMLA) of up to 12 weeks, for a combined total of approximately seven months.

Members may take up to four months of pregnancy disability leave per pregnancy for any actual disability caused by pregnancy, childbirth or related medical conditions (Government Code § 12945).

Pregnancy disability leave need not be taken in one continuous period of time and may be taken intermittently, on an as-needed basis (2 CCR 11042).

Time off needed for prenatal care, severe morning sickness, doctor-ordered bed rest, childbirth and recovery from childbirth is allowed by pregnancy disability leave.

If affected by pregnancy, childbirth or related medical conditions, a member may be permitted to transfer to a less strenuous or hazardous position or to less strenuous or hazardous duties, if such a transfer is recommended by the member's physician after reviewing the member's job description and required duties (2 CCR 11041).

# Beckwourth Fire District

## Policy Manual

### *Pregnancy Disability Leave*

---

A member may also receive reasonable accommodation for conditions related to pregnancy, childbirth or related medical conditions, if recommended by a qualified health care professional (Government Code § 12945(3)).

#### **1140.5 BENEFITS DURING LEAVE**

A member on pregnancy disability leave may receive any group health insurance coverage that was provided before the leave (2 CCR 11044; Government Code § 12945) if:

- (a) The member is eligible for concurrent family medical leave.
- (b) The member has not already exhausted the 12-week group health insurance coverage benefit in the current FMLA eligibility period.

The Department shall maintain and pay for the coverage for the duration of the leave as required in Government Code § 12945(2).

The Department may recover premiums it paid to maintain health coverage, as provided by FMLA laws and Government Code § 12945(2), if a member does not return to work following pregnancy disability leave.

A member on pregnancy disability leave, who is not eligible to receive group health insurance coverage, may receive health insurance coverage in conjunction with Consolidated Omnibus Budget Reconciliation Act (COBRA) guidelines by making monthly premium payments to the District/City.

Sick leave, vacation leave and seniority do not accrue while a member is on unpaid pregnancy disability leave.

#### **1140.6 USE OF OTHER LEAVES**

Members are required to use accrued sick leave for any authorized pregnancy disability leave. At the member's option, accrued vacation or other accrued time off may be applied toward the pregnancy disability leave. If no accrued sick or vacation leave is available, pregnancy disability leave is unpaid (2 CCR 11044).

Pregnancy disability leave will run concurrently with FMLA and any short-term disability leave for those members who are eligible for both.

#### **1140.7 PROCEDURE**

The following procedures apply to all members requesting pregnancy disability leave:

- (a) Members who wish to take pregnancy disability leave shall provide their supervisor with 30 days of advance notice if the need for leave is foreseeable or as soon as practicable if the need for leave was not foreseeable (2 CCR 11050). The 30-day advance notice may be waived with the supervisor's written approval.
- (b) A member shall submit a written request for pregnancy disability leave approved by the member's supervisor or the Admin Officer/Fire Chief before the leave begins. The request shall be supported by a written certification from a physician or qualified health

# Beckwourth Fire District

## Policy Manual

### *Pregnancy Disability Leave*

---

care professional that the member is disabled from working by pregnancy, childbirth or a related medical condition. The certification must state the expected duration of the disability and the expected date of return to work (Government Code § 12945; 2 CCR 11050).

- (c) The supervisor should forward requests for pregnancy disability leave, including medical certifications, to the Admin Officer/Fire Chief and ensure that the pregnancy disability leave or transfer request is responded to as soon as practicable and in no event later than 10 days after receiving the request (2 CCR 11050).
- (d) Members shall submit any request for an extension of leave in writing to their supervisor prior to the agreed date of return. The request for extension must be supported by a written certification from the attending physician that the member continues to be disabled by pregnancy, childbirth or a related medical condition.
- (e) Members returning from pregnancy disability leave shall provide a written statement from a qualified health care professional attesting that the member is fit to return to full duty (2 CCR 11050).

#### **1140.8 REINSTATEMENT FOLLOWING LEAVE**

Upon the expiration of pregnancy disability leave or transfer, and the department's receipt of a written return to full duty certification, the member will be reinstated to her original or an equivalent position, unless the position has been eliminated for a legitimate business reason during the leave (2 CCR 11043).

If the same position is no longer available, as in a layoff, the member will be entitled to a position that is comparable in pay, location, job content, promotional opportunity and geographic location if such a comparable position exists.

If upon return from pregnancy disability leave a member is unable to perform the essential functions of the job because of a disability, the member's supervisor should work with the Admin Officer/Fire Chief or legal counsel to engage in an interactive process with the member to identify a potential reasonable accommodation.

#### **1140.9 RESPONSIBILITY**

Supervisors should work with the Admin Officer/Fire Chief to review requests for leave and any request to return to duty under temporary modified duty limitations. The Admin Officer/Fire Chief should advise the supervisor and inform members of their rights and responsibilities. Also see the Temporary Modified Duty Assignments Policy and the Return to Work Policy.

#### **1140.10 RECORDS**

The Department will maintain leave-related records for at least four years or in compliance with the department's established record retention schedule (Government Code § 12946).



# Beckwourth Fire District

## Policy Manual

### *Pregnancy Disability Leave*

---

Records and documents related to doctor certifications and other medical information created for purposes of complying with FMLA/California Family Rights Act (CFRA) and this policy shall be maintained as confidential medical records in separate files from the member's personnel files.

## Driver License Requirements

### 1141.1 PURPOSE AND SCOPE

The purpose of this policy is to establish procedures to ensure that all Beckwourth Fire District members who drive as a part of their duties have and maintain required driving licenses.

### 1141.2 POLICY

In order to promote driver safety, it is the policy of the Beckwourth Fire District that any member who is assigned duties that require him/her to drive department vehicles or equipment, or drive a privately owned vehicle while conducting department business, has and maintains driving privileges and licenses consistent with their duties.

### 1141.3 REQUIREMENTS

Any member who is assigned duties that require him/her to drive department vehicles, equipment or private vehicles shall be required to obtain and maintain a valid driver license and complete and sign a Department of Motor Vehicles (DMV) Authorization to Release Driver Record (Form INF 1101) (Vehicle Code § 12500(a); Vehicle Code § 12500(d)).

The Fire Chief Division Chief will ensure that the both the form and a Government Employer Pull Notice Form (INF 1103) to enroll the member in the DMV Employer Pull Notice (EPN) Program are submitted to the DMV.

Enrollment in the EPN program will result in the DMV generating a driver license report for the Department for each member annually and any time one of the following occurs:

- Conviction
- Failure to appear
- Collision
- Driver license suspension or revocation
- Any other action taken against the driving privilege
- Expiration of medical certification for a commercial driver license

Any member who is assigned duties that require him/her to operate firefighting equipment, including a tiller operator, is also required to obtain and maintain a Class A or B license appropriate for the size and configuration of the firefighting equipment or a firefighter endorsement issued by the DMV in addition to obtaining and maintaining a class C license, a restricted class A license, or a non-commercial class B license (Vehicle Code § 12804.11).

#### 1141.3.1 REVIEW OF RECORDS

The Fire Chief shall appoint an officer to monitor the driving records of all members who are assigned duties that require driving while conducting department business, to confirm each driver has a valid driver license and to monitor driving records for potential problem behavior.

# Beckwourth Fire District

## Policy Manual

### *Driver License Requirements*

---

The employee appointed to monitor driving records shall be responsible for reviewing the driver license reports as part of the hiring process and any time an incident occurs that affects a member's eligibility to drive.

Whenever the employee appointed to monitor driving records becomes aware of changes that could affect a member's eligibility to drive, the employee should notify the affected member, the member's immediate supervisor and the Health and Safety Officer.

When a member leaves employment, the employee appointed to monitor driving records shall complete and submit to the DMV the appropriate form to delete the member from the EPN program.

#### 1141.3.2 NEW EMPLOYEES

Prospective member driving records shall be evaluated to confirm that the applicant has a valid driver license and to review the type and number of traffic violations and collisions on the record.

At the time of hire, a new member whose duties require driving a vehicle while conducting department business shall be required to present a valid license.

#### 1141.3.3 CURRENT EMPLOYEES

Driving records of existing members shall be evaluated to confirm that the member has a valid driver license and to review any traffic violations and collisions.

Any member who drives a vehicle while conducting department business must immediately notify his/her supervisor of any suspension, revocation or other change in the status of the driver license. Any violation of this procedure may result in disciplinary action, up to and including termination.

Any member who does not possess a valid license shall not drive any vehicle while conducting department business.

If a member's driver license is suspended, revoked or becomes invalid, the Department may, at its discretion, take any combination of the following actions:

- (a) Assign a member to duties which do not require driving, for up to 60 calendar days from the date of the DMV report, to allow the member an opportunity to seek the reinstatement of his/her driver license, provided:
  - 1. The member can still perform the majority of his/her job duties.
  - 2. There is minimal impact on the department work output.
- (b) Place a member on leave without pay for up to a maximum of six months from the date of the DMV report pending license reinstatement, or up to a maximum of four months if the member has already been assigned to non-driving duties for 60 calendar days.

Any member who is unable to obtain reinstatement of his/her driver license may be subject to disciplinary action, up to and including termination.

---

# Nepotism and Conflicting Relationships

## 1142.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure equal opportunity and effective employment practices by avoiding actual or perceived favoritism, discrimination or actual or potential conflicts of interest by or between members of this department (Government Code § 12940). These employment practices include: recruiting, testing, hiring, compensation, assignment, promotion, use of facilities, access to training opportunities, supervision, performance appraisal, discipline and workplace safety and security.

### 1142.1.1 DEFINITIONS

Definitions related to this policy include:

**Business relationship** - Serving as an employee, independent contractor, compensated consultant, owner, board member, shareholder or investor in an outside business, company, partnership, corporation, venture or other transaction, where the employee's annual interest, compensation, investment or obligation is greater than \$250.

**Conflict of interest** - Any actual, perceived or potential conflict of interest in which it reasonably appears that an employee's action, inaction or decisions are or may be influenced by the employee's personal or business relationship.

**Nepotism** - The practice of showing favoritism to relatives over others in appointment, employment, promotion or advancement by any public official in a position to influence these personnel decisions.

**Personal relationship** - Includes marriage, cohabitation, dating or any other intimate relationship beyond mere friendship.

**Public official** - A supervisor, officer or employee vested with authority by law, rule or regulation or to whom authority has been delegated.

**Relative** - An employee's parent, stepparent, spouse, domestic partner, significant other, child (natural, adopted or step), sibling or grandparent.

**Subordinate** - An employee who is subject to the temporary or ongoing direct or indirect authority of a supervisor.

**Supervisor** - An employee who has temporary or ongoing direct or indirect authority over the actions, decisions, evaluation and/or performance of a subordinate employee.

## 1142.2 POLICY

The Beckwourth Fire District is committed to fair and equitable treatment of all members and to creating a work atmosphere that is free of both actual and apparent conflicts of interest that could compromise this principle.

# Beckwourth Fire District

## Policy Manual

### *Nepotism and Conflicting Relationships*

---

#### **1142.3 RESTRICTED DUTIES AND ASSIGNMENTS**

The Department will not prohibit all personal or business relationships between employees. However, in order to avoid nepotism or other inappropriate conflicts, the following reasonable restrictions shall apply:

- (a) Employees are prohibited from directly supervising, occupying a position in the line of supervision or being directly supervised by any other employee who is a relative or with whom they are involved in a personal or business relationship.
  - 1. If circumstances require that such a supervisor/subordinate relationship exist temporarily, the supervisor shall make every reasonable effort to defer matters pertaining to the involved employee to an uninvolved supervisor.
  - 2. When personnel and circumstances permit, the Department will attempt to make every reasonable effort to avoid placing such employees in supervisor/subordinate situations. The Department, however, reserves the right to transfer or reassign any employee to another position within the same classification in order to avoid conflicts with any provision of this policy.
- (b) Employees are prohibited from participating in, contributing to or recommending promotions, assignments, performance evaluations, transfers or other personnel decisions affecting an employee who is a relative or with whom they are involved in a personal or business relationship.
- (c) Whenever possible, trainers should not be assigned to train relatives. Trainers are prohibited from entering into or maintaining personal or business relationships with any member they are assigned to train until such time as the training has been successfully completed and, if an employee, off probation.
- (d) To avoid actual or perceived conflicts of interest, members of this department should refrain from developing or maintaining personal or financial relationships with victims, witnesses or other individuals during the course of or as a direct result of any official contact.
- (e) Except as required in the performance of official duties or, in the case of immediate relatives, employees shall not develop or maintain personal or financial relationships with any individual they know or reasonably should know is under criminal investigation, is a convicted felon, parolee, fugitive or registered sex or arson offender or who engages in serious violations of state or federal laws.

##### **1142.3.1 EMPLOYEE RESPONSIBILITY**

Prior to entering into any personal or business relationship or other circumstance which the employee knows or reasonably should know could create a conflict of interest or other violation of this policy, the employee shall promptly notify his/her uninvolved, next highest level of supervisor.

Whenever any employee is placed in circumstances that would require the employee to take enforcement action or provide official information or services to any relative or individual with

# Beckwourth Fire District

## Policy Manual

### *Nepotism and Conflicting Relationships*

---

whom the employee is involved in a personal or business relationship, the employee shall promptly notify his/her uninvolved, immediate supervisor. In the event that no uninvolved supervisor is immediately available, the employee shall promptly notify dispatch to have another uninvolved employee either relieve the involved employee or minimally remain present to witness the action.

#### 1142.3.2 SUPERVISOR'S RESPONSIBILITY

Upon being notified of, or otherwise becoming aware of any circumstance that could result in or constitute an actual or potential violation of this policy, a supervisor shall take all reasonable steps to promptly mitigate or avoid such violations whenever possible.

Supervisors shall also promptly notify the Fire Chief of such actual or potential violations through the chain of command.

# Member Speech, Expression, and Social Networking

## 1143.1 PURPOSE AND SCOPE

This policy is intended to address issues associated with member use of social networking sites and to provide guidelines for the regulation and balancing of member speech and expression with the needs of the Department.

Nothing in this policy is intended to prohibit or infringe upon any communication, speech or expression that is protected or privileged under law. This includes speech and expression protected under state or federal constitutions as well as labor or other applicable laws. For example, this policy does not limit an employee from speaking as a private citizen, including acting as an authorized member of a recognized bargaining unit, about matters of public concern, such as misconduct or corruption.

Members are encouraged to consult with their supervisor regarding any questions arising from the application or potential application of this policy.

### 1143.1.1 APPLICABILITY

This policy applies to all forms of communication, including but not limited to film, video, print media, public or private speech, use of all internet services, including the web, email, file transfer, remote computer access, news services, social networking, social media, instant messaging, blogs, forums, video, and other file-sharing sites.

## 1143.2 POLICY

Public employees occupy a trusted position in the community, and thus, their statements have the potential to contravene the policies and performance of this department. Due to the nature of the work and influence associated with the fire profession, it is necessary that members of this department be subject to certain reasonable limitations on their speech and expression. To achieve its mission and efficiently provide service to the public, the Beckwourth Fire District will carefully balance the individual member's rights against the department's needs and interests when exercising a reasonable degree of control over its members' speech and expression.

## 1143.3 SAFETY

Members should consider carefully the implications of their speech or any other form of expression when using the internet. Speech and expression that may negatively affect the safety of the Beckwourth Fire District members, such as posting personal information in a public forum, can result in compromising a member's home address or family ties. Members should therefore not disseminate or post any information on any forum or medium that could reasonably be anticipated to compromise the safety of any member, a member's family, or associates. Examples of the type of information that could reasonably be expected to compromise safety include:

- Disclosing the address of a fellow firefighter.

# Beckwourth Fire District

## Policy Manual

### *Member Speech, Expression, and Social Networking*

---

- Otherwise disclosing where another firefighter can be located off-duty.

#### **1143.4 PROHIBITED SPEECH, EXPRESSION, AND CONDUCT**

To meet the department's safety, performance and public-trust needs, the following is prohibited unless the speech is otherwise protected (for example, an employee speaking as a private citizen, including acting as an authorized member of a recognized bargaining unit, on a matter of public concern):

- (a) Speech or expression made pursuant to an official duty that tends to compromise or damage the mission, function, reputation, or professionalism of the Beckwourth Fire District or its members.
- (b) Speech or expression that, while not made pursuant to an official duty, is significantly linked to, or related to, the Beckwourth Fire District and tends to compromise or damage the mission, function, reputation, or professionalism of the Beckwourth Fire District or its members. Examples may include:
  1. Statements that indicate disregard for the law of the state or U.S. Constitution.
  2. Expression that demonstrates support for criminal activity.
  3. Participating in sexually explicit photographs or videos for compensation or distribution.
- (c) Speech or expression that could reasonably be foreseen as having a negative impact on the credibility of the member as a witness. For example, posting statements or expressions to a website that glorify or endorse dishonesty, unlawful discrimination, or illegal behavior.
- (d) Speech or expression of any form that could reasonably be foreseen as having a negative impact on the safety of the members of the Department.
- (e) Speech or expression that is contrary to the canons of the Firefighters' Code of Ethics as adopted by the Beckwourth Fire District.
- (f) Use or disclosure, through whatever means, of any information, photograph, video or other recording obtained or accessible as a result of employment with the Department for financial or personal gain, or any disclosure of such materials without the express authorization of the Fire Chief or the authorized designee.
- (g) Posting, transmitting, or disseminating any photographs, video or audio recordings, likenesses, or images of department logos, emblems, uniforms, badges, patches, marked vehicles, equipment or other material that specifically identifies the Beckwourth Fire District on any personal or social networking or other website or web page, without the express authorization of the Fire Chief.
- (h) Accessing websites for non-authorized purposes, or use of any personal communication device, game device or media device, whether personally or department owned, for personal purposes while on-duty, except in the following circumstances:
  1. When brief personal communication may be warranted by the circumstances (e.g., inform family of extended hours).



# Beckwourth Fire District

## Policy Manual

### *Member Speech, Expression, and Social Networking*

---

2. During authorized breaks; however, such usage should be limited as much as practicable to areas out of sight and sound of the public and shall not be disruptive to the work environment.

Members must take reasonable and prompt action to remove any content, including content posted by others, that is in violation of this policy from any web page or website maintained by the member (e.g., social or personal website).

#### 1143.4.1 UNAUTHORIZED ENDORSEMENTS AND ADVERTISEMENTS

While members are not restricted from engaging in the following activities as private citizens or as authorized members of a recognized bargaining unit, members may not represent the Beckwourth Fire District or identify themselves in any way that could be reasonably perceived as representing the Beckwourth Fire District in order to do any of the following, unless specifically authorized by the Fire Chief (Government Code § 3206; Government Code § 3252):

- (a) Endorse, support, oppose, or contradict any political campaign or initiative
- (b) Endorse, support, oppose, or contradict any social issue, cause, or religion
- (c) Endorse, support, or oppose any product, service, company, or other commercial entity
- (d) Appear in any commercial, social, or nonprofit publication or any motion picture, film, video, public broadcast, or on any website

Additionally, when it can reasonably be construed that a member, acting in an individual capacity or through an outside group or organization (e.g., bargaining group), is affiliated with this department, the member shall give a specific disclaiming statement that any such speech or expression is not representative of the Beckwourth Fire District.

Members retain their right to vote as they choose, to support candidates of their choice, and to express their opinions as private citizens, including as authorized members of a recognized bargaining unit, on political subjects and candidates at all times while off-duty. However, members may not use their official authority or influence to interfere with or affect the result of an election or a nomination for office. Members are also prohibited from directly or indirectly using their official authority to coerce, command or advise another member to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for political purposes (5 USC § 1502).

#### 1143.4.2 POLITICAL ACTIVITY

The following rights are retained by firefighters by statute and are extended to all other members by the Beckwourth Fire District (Government Code § 3252).

- (a) No member shall be prohibited from engaging in political activity, unless otherwise prohibited by law, in violation of department policy, or any time a member is on-duty or in uniform.
- (b) Members shall not be coerced or required to engage in political activity.

# Beckwourth Fire District

## Policy Manual

### *Member Speech, Expression, and Social Networking*

---

- (c) A member can seek election to, or serve as a member of, the governing board of a school district or any local agency where the member is not employed, including but not limited to any city, county, special district, or political subdivision.

#### **1143.5 PRIVACY EXPECTATION**

Members forfeit any expectation of privacy with regard to emails, texts, or anything published, shared, transmitted, or maintained through file-sharing software or any internet site that is accessed, transmitted, received, or reviewed on any department technology system (see the Information Technology Use Policy for additional guidance).

The Department shall not require a member to disclose a personal username or password for accessing personal social media, or open a personal social website; however, the Department may request access when it is reasonably believed to be relevant to the investigation of allegations of work-related misconduct (Labor Code § 980).

#### **1143.6 CONSIDERATIONS**

In determining whether to grant authorization of any speech or conduct that is prohibited under this policy, the factors that the Fire Chief or the authorized designee should consider include:

- (a) Whether the speech or conduct would negatively affect the efficiency of delivering public services.
- (b) Whether the speech or conduct would be contrary to the good order of the Department or the efficiency or morale of its members.
- (c) Whether the speech or conduct would reflect unfavorably upon the Department.
- (d) Whether the speech or conduct would negatively affect the member's appearance of impartiality in the performance of duties.
- (e) Whether similar speech or conduct has been previously authorized.
- (f) Whether the speech or conduct may be protected and outweighs any interest of the Department.

#### **1143.7 TRAINING**

Subject to available resources, the Department should provide training regarding member speech and the use of social networking to firefighters and supervisors.

## Anti-Retaliation

### 1144.1 PURPOSE AND SCOPE

This policy prohibits retaliation against members who identify workplace issues, such as fraud, waste, abuse of authority, gross mismanagement or any inappropriate conduct or practices, including violations that may pose a threat to the health, safety or well-being of members.

This policy does not prohibit actions taken for nondiscriminatory or non-retaliatory reasons, such as discipline for cause.

These guidelines are intended to supplement and not limit members' access to other applicable remedies. Nothing in this policy shall diminish the rights or remedies of a member pursuant to any applicable federal law, provision of the U.S. Constitution, law, ordinance or collective bargaining agreement.

### 1144.2 POLICY

The Beckwourth Fire District has a zero tolerance for retaliation and is committed to taking reasonable steps to protect from retaliation members who, in good faith, engage in permitted behavior or who report or participate in the reporting or investigation of workplace issues. All complaints of retaliation will be taken seriously and will be promptly and appropriately investigated.

### 1144.3 RETALIATION PROHIBITED

No member may retaliate against any person for engaging in lawful or otherwise permitted behavior; for opposing a practice believed to be unlawful, unethical, discriminatory or retaliatory; for reporting or making a complaint under this policy; or for participating in any investigation related to a complaint under this or any other policy.

Retaliation includes any adverse action or conduct, including, but not limited to:

- Refusing to hire or denying a promotion.
- Extending the probationary period.
- Unjustified reassignment of duties or change of work schedule.
- Real or implied threats or other forms of intimidation to dissuade the reporting of wrongdoing or filing of a complaint, or as a consequence of having reported or participated in protected activity.
- Taking unwarranted disciplinary action.
- Spreading rumors about the person filing the complaint or about the alleged wrongdoing.
- Shunning or unreasonably avoiding a person because he/she has engaged in protected activity.

# Beckwourth Fire District

## Policy Manual

### *Anti-Retaliation*

---

#### **1144.4 COMPLAINTS OF RETALIATION**

Any member who feels he/she has been retaliated against in violation of this policy should promptly report the matter to any supervisor, a command staff member, the Fire Chief or the District/City Fire Chief.

Members shall act in good faith, not engage in unwarranted reporting of trivial or minor deviations or transgressions, and make reasonable efforts to verify facts before making any complaint in order to avoid baseless allegations. Members shall not report or state an intention to report information or an allegation knowing it to be false or with willful or reckless disregard for the truth or falsity of the information, or otherwise act in bad faith.

Investigations are generally more effective when the identity of the reporting member is known, thereby allowing investigators to obtain additional information from the reporting member. However, complaints may be made anonymously. All reasonable efforts shall be made to protect the reporting member's identity. However, confidential information may be disclosed to the extent required by law or to the degree necessary to conduct an adequate investigation and make a determination regarding a complaint. In some situations, the investigative process may not be complete unless the source of the information and a statement by the member is part of the investigative process.

#### **1144.5 SUPERVISOR RESPONSIBILITIES**

Supervisors are expected to remain familiar with this policy and ensure that members under their command are aware of its provisions.

The responsibilities of supervisors include, but are not limited to:

- (a) Ensuring complaints of retaliation are investigated as provided in the Personnel Complaints Policy.
- (b) Receiving all complaints in a fair and impartial manner.
- (c) Documenting the complaint and any steps taken to resolve the problem.
- (d) Acknowledging receipt of the complaint, notifying the Fire Chief via the chain of command and explaining to the member how the complaint will be handled.
- (e) Taking appropriate and reasonable steps to mitigate any further violations of this policy.
- (f) Monitoring the work environment to ensure that any member making a complaint is not subjected to further retaliation.
- (g) Periodically following up with the complainant to ensure that retaliation is not continuing.
- (h) Not interfering with or denying the right of a member to make any complaint.
- (i) Taking reasonable steps to accommodate requests for assignment or schedule changes made by a member who may be the target of retaliation if it would likely mitigate the potential for further violations of this policy.

# Beckwourth Fire District

## Policy Manual

### *Anti-Retaliation*

---

#### **1144.6 COMMAND STAFF RESPONSIBILITIES**

The Fire Chief should communicate to all supervisors the prohibition against retaliation.

Command staff shall treat all complaints as serious matters and shall ensure that prompt actions take place, including, but not limited to:

- (a) Communicating to all members the prohibition against retaliation.
- (b) Reviewing complaint investigations in a timely manner.
- (c) Taking steps toward remediation of any inappropriate conduct or condition and instituting measures to eliminate or minimize the likelihood of recurrence.
- (d) Communicating the outcome to the complainant in a timely manner.

#### **1144.7 WHISTLE-BLOWING**

California law protects members who (Labor Code § 1102.5; Government Code § 53296 et seq.):

- (a) Report a violation of a state or federal statute or regulation to a government or law enforcement agency, including the member's supervisor or any other member with the authority to investigate the reported violation.
- (b) Provide information or testify before a public body if the member has reasonable cause to believe a violation of law occurred.
- (c) Refuse to participate in an activity that would result in a violation of a state or federal statute or regulation.
- (d) File a complaint with a local agency about gross mismanagement or a significant waste of funds, an abuse of authority or a substantial and specific danger to public health or safety. Members shall exhaust all available administrative remedies prior to filing a formal complaint.
- (e) Are family members of persons who have engaged in any protected acts described above.

Members are encouraged to report any legal violations through the chain of command (Labor Code § 1102.5).

Members who believe they have been the subject of retaliation for engaging in such protected behaviors should promptly report it to a supervisor. Supervisors should refer the complaint to the Fire Chief or authorized designee through the appropriate supervisory chain of command for investigation pursuant to the Personnel Complaints Policy.

##### **1144.7.1 DISPLAY OF WHISTLE-BLOWER LAWS**

The Department shall display a notice to members regarding their rights and responsibilities under the whistle-blower laws, including the whistle-blower hotline maintained by the Office of the Attorney General (Labor Code § 1102.8).

#### **1144.8 RECORDS RETENTION AND RELEASE**

The Custodian of Records shall ensure that documentation of investigations is maintained in accordance with the established records retention schedules.

# Beckwourth Fire District

## Policy Manual

### *Anti-Retaliation*

---

#### **1144.9 TRAINING**

This policy should be reviewed with each new member.

All members should receive periodic refresher training on the requirements of this policy.

---

## Work Period

### 1145.1 WORK PERIOD / OVERTIME

#### ADOPTION OF A 14 DAY WORK PERIOD AND COMPENSATION POLICY

As allowed by the 7(k) exemption under the FLSA, the District has adopted a 14 day work period, in which the maximum allowable hours worked before overtime is triggered is 106 hours. Any time over 106 hours in the 14 day work period will be compensated at the appropriate overtime rate. The work period coincides with the Districts pay periods.

Employee Compensation schedule is attached as Exhibit A, and outlines the pay rates as of October 22, 2023

Paid Employees are categorized as follows

- **Fire Chief: Salary, at will contract employee.**
- **Duty Officer- The Duty Officer shall be scheduled to work nine (9) hourshifts (including 1 hour paid lunch)**
- **On-Call Weekend Duty Officer (PM)- Duty Officers who are Driver/Operator Certified and are a EMT/EMR working on the weekend (Friday-Sunday).**
- **On-Call Weekday Duty Officer (PM). Weekday on-call employees will be compensated at the appropriate hourly wage (Exhibit A) for on-call time. Employees who are on-call are required to remain within 5 miles of the closest District Station. However, employees who are "on-call" are free to engage in personal pursuits and use the time in their own discretion. Unless and until on-call employees are requested to report to a call for emergency services, they are not required to perform any District duties. Employees who are on-call may choose to (but are not required to) stay at a fire station. Should employee choose to remain at a fire station while on-call, they are not expected to or required to perform any duties on behalf of the district. On-call employees are required to full-fill any reporting requirements related to emergency response involvement.**
- **Battalion Chief/ Acting Battalion Chief will be compensated according to the pay schedule in Exhibit A. This position will be required to keep track of hours during the time they fill this position.**
- **Paid-Call- Employees will be compensated at the appropriate Classification rate for their position by one hour increments when responding to calls.**
- **Strike Team- Strike team employees are considered as Temporary Employees for the time of their deployment but are not considered as Permanent Employees of the District and will be paid based on OES Salary Schedule.**

EXHIBIT A

EMPLOYEE COMPENSATION SCHEDULE.

On Duty Pay/ Paid Call Rate

# Beckwourth Fire District

## Policy Manual

### *Work Period*

---

Base Rate: \$16.00 hr.

EMT/EMR & Driver Operator: \$17.00 hr.

Acting Battalion Chief: \$18.00 hr.

On-Call Rate:

Weekdays - \$8.00.

Weekends - \$17.00.

#### **1145.2 RECORDING HOURS WORKED**

All employees will keep record of any and all hours worked and under which classification work was performed. These time cards are due to HR by the last day of the pay period. Each time card must be filled out by the employee wishing to be compensated for hours worked and include employees signature on the page. Signature will also be considered as verification that break periods have been taken as required by law, as is stated on time card forms.



## Chapter 12 - Facility

## Facility Security

### 1200.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the physical security of fire stations and other department facilities. The safety and security of department members is the primary purpose of this policy. Department members should be mindful of their responsibility to protect themselves from any potential physical threats and to protect the security of department facilities.

### 1200.2 POLICY

It is the policy of the Beckwourth Fire District to provide physical security measures for all facilities under department control.

### 1200.3 PROCEDURE

Members are responsible for ensuring that all department facilities remain secured from unauthorized access at all times. Any unauthorized access, security breach or suspicious activity involving the department facility should be reported, through the chain of command, to the appropriate level. Any criminal activity should be immediately reported to law enforcement and then through the chain of command.

Department members should apply the following guidelines whenever practicable.

#### 1200.3.1 ADMINISTRATION, FIRE PREVENTION AND OTHER PUBLIC ACCESS AREAS

Public access facilities should only be accessible to the public during published business hours and only when sufficient staffing is available to monitor the movement of visitors and restrict access to areas containing confidential or sensitive materials or information. Any facility allowing access to the public should have a designated reception area and some method of limiting public access to controlled areas.

A visitor control process should be implemented at each facility that allows public access. The control process should include a visitor's log. Each visitor should record his/her name and purpose of the visit. Completed visitor logs should be retained for the period prescribed in the department's records retention schedule. All visitors entering controlled areas of any facility that allows public access should be issued a visitor's badge. The badge should be prominently displayed on the outermost layer of the visitor's clothing throughout the visitor's stay in the facility. Visitors should be accompanied at all times while inside the controlled areas of the facility and monitored throughout the visit.

Members of the public should be prohibited from using photographic, electronic imaging or recording equipment while inside the controlled areas of the facility, unless such use is necessary for the business purpose of the visit and then only with the approval of the facility's manager or a chief officer.

No public access to the facility should be permitted outside of the published business hours. The facility should be secured against unauthorized entry when closed or when sufficient department personnel are not available to monitor visitor access.

# Beckwourth Fire District

## Policy Manual

### *Facility Security*

---

#### 1200.3.2 FIRE STATIONS

Fire stations are considered secure facilities with limited public access. Public access to a fire station shall only be permitted into the designated public access area, which should be kept free of confidential records, reports or other protected materials.

A member of the Department should accompany any visitor entering the controlled areas of the fire station. All visitors should be monitored throughout their stay in the fire station. The public should not be allowed access to the member sleeping quarters of the station or to any area where members have private lockers or storage for personal belongings. Visitors should not be allowed to take photographs, electronic images or other recordings while inside a fire station, unless it is essential to the purpose of the visit.

All fire station exterior doors should be equipped with self-closing and self-locking doors. All exterior doors should be kept closed and locked at all times, including apparatus bay doors, unless a member is present to prevent unauthorized access. All points of access to the fire station should be closed and locked any time no members are present. All exterior storage rooms, lockers or other facilities should remain locked at all times unless directly observed by a member. Secure parking areas (fenced/gated) should be kept secured at all times unless directly observed by a member.

#### 1200.3.3 BREACH OF SECURITY

All members are responsible for assisting in maintaining the security of department facilities. Members should adhere to the following guidelines regarding any breach in security at any department facility:

Any breach in security should be reported as soon as practicable, through the chain of command, to the Chief Officer or Division Manager responsible for the facility. If the breach of security is criminal in nature, the appropriate law enforcement agency should be notified and the incident reported as soon as practicable.

Any criminal activity that occurs and posed or poses a threat to department members should immediately be reported, through the chain of command, to the Fire Chief. If warranted by conditions or circumstances, all on-duty members should be notified of the incident and any recommended precautions as soon as practicable. Other members of the Department should be notified of the incident as soon as practicable, given the totality of the circumstances.

#### 1200.3.4 SUSPICIOUS ACTIVITY

Department members should be vigilant about any suspicious activity occurring in or around department facilities and should report any such activity, through the chain of command, to the Chief Officer or Division Manager responsible for the facility. In some circumstances it may be necessary to immediately contact law enforcement to investigate a suspicious activity or circumstance. Suspicious activity may include, but is not limited to:

- Anyone loitering in the vicinity of the facility for an extended period of time.

# Beckwourth Fire District

## Policy Manual

### *Facility Security*

---

- Unknown individuals photographing or taking images of the facility, of members of the Department assigned to the facility or of department vehicles or apparatus.
- Unknown individuals who appear to be monitoring the activities taking place at the facility.
- Anyone attempting to gain access or requesting access to department facilities without proper authorization.
- Any abandoned packages or other items left on department grounds or adjacent to department facilities.
- Any unknown or abandoned vehicles left on department grounds or adjacent to the department facility.

# Department Use of Fire Detection and Suppression Systems

## 1205.1 PURPOSE AND SCOPE

Automatic fire detection and suppression systems can enhance safety and preserve property in the event of a fire. This policy addresses the limitations and requirements of using facilities equipped with automatic fire detection and suppression systems for department-sponsored functions.

## 1205.2 POLICY

It is the policy of the Beckwourth Fire District to enhance the safety of its members and preserve property by providing workspace equipped with fire detection and suppression systems when reasonably practicable. Department members should also promote the use of space equipped with fire detection and suppression systems within the community.

## 1205.3 PROCEDURE

When reasonably practicable, the Department should use only those facilities with automatic fire detection and suppression systems installed throughout when renting or acquiring office space, conference rooms or other facilities for department-sponsored functions.

Department members should also encourage fire service and other groups to use facilities and lodging that are protected by automatic fire detection and suppression systems for their sponsored activities.

Subject to available resources, the Beckwourth Fire District will upgrade to current standards any department-owned or operated facilities that do not have automatic fire detection and suppression systems.

Members traveling on District/City business shall seek hotel or motel accommodations that are protected by automatic fire detection and suppression systems. When protected lodging is not available within a reasonable distance from the traveler's destination, or if the cost of protected lodging is 25 percent above the cost of unprotected lodging, unprotected lodging facilities may be used with the approval of the Division Chief.

## Fire Station Living

### 1207.1 PURPOSE AND SCOPE

The purpose of this policy is to provide for the health of all members and visitors by establishing guidelines for fire station cleanliness and maintenance, to ensure that stations and equipment are properly maintained and that clean and sanitary conditions exist in the living spaces.

### 1207.2 POLICY

It is the policy of the Beckwourth Fire District that routine care, maintenance, and cleaning shall be conducted daily at each station by members on all shifts.

### 1207.3 PROCEDURE

Each company shall be assigned responsibility for a specific area of the station and should cooperate with other companies to ensure all duties are completed during the course of a shift.

All fire stations and equipment shall be inspected semi-annually by a Captain. The focus of the inspections shall be the proper maintenance and overall cleanliness of the station and equipment.

All members should keep desks, cars, beds, and lockers in a neat and clean condition. Supervisors are responsible for monitoring member housekeeping and hygiene, and immediately addressing any issue that disrupts the good working order of the station or detracts from a professional image.

- (a) The station and equipment shall be maintained in a clean, orderly, and sanitary condition. Daily tasks to accomplish this shall include but are not limited to:
  - 1. Vacuuming.
  - 2. Sweeping and mopping floors.
  - 3. Dusting.
  - 4. Polishing.
  - 5. Cleaning restrooms.
  - 6. Cleaning apparatus bays.
- (a) Additional station and equipment maintenance and cleaning should be conducted weekly or on an as-needed basis. Sporadic tasks shall be divided between shifts so there is a shared responsibility for the overall condition of the station and the equipment.
- (b) Safety considerations regarding cleaning and maintenance may include, but are not limited to:
  - 1. Cleaning and repairing the source of water leaks quickly to avoid mold growth.
  - 2. Avoiding the use of compressed air to blow dust and debris from clothing while the clothing is being worn.
  - 3. Maintaining cooking appliances and eating utensils in good working order.

# Beckwourth Fire District

## Policy Manual

### *Fire Station Living*

---

4. Cleaning kitchen hoods and vents at least monthly and ensuring the hood light is installed and functioning.
5. Providing and clearly labeling first-aid supplies.
6. Posting signs in all restrooms reminding employees/visitors to wash their hands.
7. Using [department\_agency]-provided fall protection systems or fall protection personal protective equipment when working above ground level (29 CFR § 1910.140; Labor Code § 142.3).
8. Addressing hazards associated with walking-working surfaces (29 CFR 1910.21 et seq.; Labor Code § 142.3).

All members shall follow established policies and procedures regarding:

- Beginning and end of shift preparation, readiness, equipment inventory, and testing.
- Meal plans for the shift.
- Shift change station cleanup.
- Sleeping quarter assignments.
- Permissible and restricted activities and hours.
- Use of technology and electronics on-duty.

Any disputes shall be resolved by a supervisor.

Beckwourth Peak Fire  
Protection District Policy Manual  
Policy Manual

## Attachments



## **Admin Fee Schedule.pdf**



# Beckwourth Fire District

180 Main Street  
Beckwourth, CA 96129  
Email: [bfpd@beckwourthfire.com](mailto:bfpd@beckwourthfire.com)

Station 1, (530) 832-1008

Fax (530) 832-5828

## ADMINISTRATIVE SCHEDULE OF FEES FOR DOCUMENT REQUESTS

In accordance with the California Public Records Act ("PRA") and other applicable state and federal laws and regulations, the District charges the below fees for duplication or production of requested documentation. There is no charge for visiting the District's office during business hours and requesting to review disclosable, non-confidential documents in person. There is also no charge for documents that are provided in electronic format in response to a PRA request. More information may be found in the District's adopted Public Records Act Policy.

Description	Price
Copy price (standard letter size, 8 ½ by 11) – no charge for documents that are four (4) pages or fewer	\$0.25 per page
Copy price (non-standard document size)	\$0.50 per page
Copy price for oversized documents that must be outsourced for duplication/reproduction	Actual cost
Copy price for duplication of audio tape(s)	\$12.00/tape
Copy price for duplication of CD-rom	\$10.00/CD
Copy price for duplication of DVD	\$10.00/DVD
Copy price for photographs	\$0.50/photograph
Copy of medical file, summary, or information retained (provided only to patient or patient's representative in accordance with state and federal law)	No charge pursuant to Cal. Confidentiality of Medical Information Act
Subpoena costs (copy fees, staff time, postage)	Actual cost as set by Cal. Evidence Code

**Note: Payment is required in advance of delivery of any requested records, unless payment due is for actual cost, in which case the District will send an invoice for that amount.**

## Equipment Assignment Form.pdf



# Equipment Assignment

## Structure Turnout Equipment

Helmet w/Face Shield	_____	Fire Retardant Hood	_____
Structure Gloves	_____	Structure Coat	_____
Structure Pants	_____	Structure Boots	_____
Suspenders	_____	Turn Out Bag	_____
Helmet Light	_____	Extrication Gloves	_____

## Wildfire Turnout Equipment

Helmet	_____	Fire Retardant Hood	_____
Gloves	_____	Wildland Shirt	_____
Wildland Pants	_____	Wildland Boots	_____
Fire Shelter	_____	Turn Out Bag	_____
Helmet Light	_____	Helmet Light	_____
Bandana	_____	Web Gear	_____

## Communications Equipment

Radio#	_____	Pager#	_____
--------	-------	--------	-------

Miscellaneous Equipment		Badge	_____
Accountability Tag	_____	Other	_____
Belt Buckle	_____		_____

I \_\_\_\_\_, have been issued the above listed equipment by the Beckwourth Fire District. I understand that it is my responsibility to care for and maintain the above listed equipment. I also understand and agree that upon my resignation or dismissal from the Fire District I will return all of the above listed equipment and any other District equipment in my possession at that time to the Beckwourth Fire District. If any of the above listed equipment is missing or damaged from being used in an improper way, I will repair or replace it at my own expense.

\_\_\_\_\_  
Department Member Signature

\_\_\_\_\_  
Date

Date: \_\_\_\_\_

Beckwourth Employee

Firefighter returning equipment

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- All equipment has been returned to Beckwourth Fire District
- The following equipment is missing:

Date equipment checked in: \_\_\_\_\_

**Personnel Evaluation Form.pdf**



# Beckwourth Fire District

180 Main Street  
Beckwourth, CA 96129  
Email: [bfpd@beckwourthfire.com](mailto:bfpd@beckwourthfire.com)

Station 1, (530) 832-1008  
Station 2, (530) 832-0121

Fax (530) 832-5828  
(530) 832-5721

## ATTACHMENT A

### CONFIDENTIAL PERSONNEL RECORD

#### BECKWOURTH FIRE DISTRICT EMPLOYEE EVALUATION FORM

#### I. IDENTIFICATION:

A. Last Name, First Name, Middle Initial		
Classification Title	Current Wage Rate	Calendar Period Covered by Evaluation: _____ to _____

Completion Instructions: Evaluator completes, then discusses with employee. Evaluator signs/dates; Member of the Board of Directors signs/dates. Employee signs/dates original to acknowledge receipt of copy.

B. Scope of Responsibility/Length of Service: Attach additional pages if necessary:

#### II. OVERALL EMPLOYEE PERFORMANCE

##### A. Knowledge of Job:

Discuss whether employee possesses:

- \_\_\_\_\_ Exceptional/well informed, superior knowledge and understanding of the job.
- \_\_\_\_\_ Knowledge and understanding of job requirements, consistently exceeding standards.
- \_\_\_\_\_ Adequate knowledge and understanding of job requirements.
- \_\_\_\_\_ Below standard knowledge and understanding of job requirements.
- \_\_\_\_\_ Insufficient knowledge of job to perform requirements.

Comments:

##### B. Quality of Work

Discuss whether the employee produces:

- \_\_\_\_\_ Exceptional quality of work.
- \_\_\_\_\_ Quality of work consistently exceeding job requirements.
- \_\_\_\_\_ Quality of work which meets essential job requirements.
- \_\_\_\_\_ Quality of work occasionally fails to meet job requirements.
- \_\_\_\_\_ Quality of work fails to meet essential job requirements.

Comments:

##### C. Quantity of Work

**Discuss whether the employee produces:**

- \_\_\_\_\_ Exceptional quantity of work.
- \_\_\_\_\_ Quantity of work consistently exceeding job requirements.
- \_\_\_\_\_ Quantity of work which meets essential job requirements.
- \_\_\_\_\_ Quantity of work occasionally fails to meet job requirements.
- \_\_\_\_\_ Quantity of work fails to meet essential job requirements.

**Comments:**

**D. General Work Habits and Attitude:**

**Discuss whether the employee has:**

- \_\_\_\_\_ Exceptional work habits.
- \_\_\_\_\_ Work habits consistently exceeding job requirements.
- \_\_\_\_\_ Work habits meeting job requirements.
- \_\_\_\_\_ Work habits occasionally fail to meet job requirements.
- \_\_\_\_\_ Work habits fail to meet job requirements.

**Comments:**

**E. Dependability:**

**Discuss the employee's dependability:**

- \_\_\_\_\_ Exceptional dependability.
- \_\_\_\_\_ Consistently exceeds expectations.
- \_\_\_\_\_ Meets expectations.
- \_\_\_\_\_ Occasionally fails to meet expectations.
- \_\_\_\_\_ Fails to meet expectations.

**Comments:**

**F. Work Safety and Use of Equipment:**

**Discuss the employee's work safety:**

- \_\_\_\_\_ Exceeds expectations.
- \_\_\_\_\_ Consistently exceeds expectations.
- \_\_\_\_\_ Meets expectations.
- \_\_\_\_\_ Occasionally fails to meet expectations.
- \_\_\_\_\_ Fails to meet expectations.

**Comments:**

**G. Response to Stressful Situations/Emergencies:**

**Discuss the employee's ability to respond to stressful situations/emergencies.**

- \_\_\_\_\_ Exceptional response.
- \_\_\_\_\_ Consistently exceeds job requirements.
- \_\_\_\_\_ Response meets job requirements.
- \_\_\_\_\_ Response occasionally fails to meet job requirements.
- \_\_\_\_\_ Response fails to meet job requirements.

**Comments:**



**H. Customer Service:**

**Discuss the employee's skill in working with the public and other employees.**

- \_\_\_\_\_ Exceptional customer service skills.
- \_\_\_\_\_ Consistently exceeds customer service skills expectations.
- \_\_\_\_\_ Meets customer services skills expectations.
- \_\_\_\_\_ Occasionally fails to meet customer service skill expectations.
- \_\_\_\_\_ Fails to meet customer service skill expectations.

**Comments:**

**I. Other Duties/Special Accomplishments (When applicable)**

**Comments:**

**J. Mid-Managers/Supervisors (When Applicable)**

**Discuss the employee's supervisory expertise:**

- \_\_\_\_\_ Exceeds expectations.
- \_\_\_\_\_ Consistently exceeds expectations.
- \_\_\_\_\_ Meets expectations.
- \_\_\_\_\_ Occasionally fails to meet expectations.
- \_\_\_\_\_ Fails to meet expectations.

**Comments:**

**K. Overall Evaluation Rating (Including Supervisory Rating)**

- \_\_\_\_\_ Outstanding performance consistently exceeding expectations.
- \_\_\_\_\_ Above standard performance consistently exceeding expectations.
- \_\_\_\_\_ Satisfactory performance meeting expectations.
- \_\_\_\_\_ Below standard performance occasionally below expectations.
- \_\_\_\_\_ Unsatisfactory performance consistently below expectations.

**Comments:**

**III. Goals to be accomplished by next evaluation period:**

---

Next evaluation tentatively scheduled for: \_\_\_\_\_

**Frequency of Evaluation:** At least annually, but may be performed every ninety days if necessary for disciplinary actions.  
Evaluation to be conducted at least thirty (30) days prior to the preliminary budget due date.

**COMMENTS:**


I acknowledge receipt of this evaluation. I am aware of my right to file a written response and/or grievance.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Evaluator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Board Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Employee Grievance Form.pdf**

Appendix "A"

**EMPLOYEE GRIEVANCE FORM**  
**Beckwourth Fire District**

Employee's Name: \_\_\_\_\_

Date: \_\_\_\_\_

Statement of grievance, including specific reference to any law, policy, rule, regulation and/or instruction deemed to be violated, misapplied or misinterpreted:

---

---

---

---

---

---

Circumstances involved:

---

---

---

---

---

---

Decision rendered by the informal conference:

---

---

---

---

---

---

Specific remedy sought:

---

---

---

---

---

---

## **Gear Checkout Form.pdf**

## BECKWOURTH FIRE GEAR CHECK-OUT SHEET

MEMBER: \_\_\_\_\_ RANK: \_\_\_\_\_ CALLSIGN: \_\_\_\_\_

MEMBER SINCE: \_\_\_\_\_ LAST UPDATED: \_\_\_\_\_

TURNOUTS	SERIAL NUMBER	DATE OF MANUFACTURE	
JACKET			
PANTS			
BOOTS			<b>COLOR</b>
HELMET			
HOOD			
GLOVES			
GEAR BAG			
SCBA MASK			

WILDLAND	TAG # OR COLOR	DATE OF MANUFACTURE
JACKET		
PANT		
HELMET		
SHROUD		
GOGGLES		
GLOVES		
GEAR BAG		

	SERIAL NUMBER	ASSET NUMMER	MAKE/MODEL
<b>PAGER W/ CHARGER</b>			
<b>RADIO W/ CHARGER</b>			
<b>EXTRA BATTERIES</b>			

	NUMBER ISSUED OR TYPE
<b>UNIFORM SHIRT</b>	
<b>TEE SHIRTS(S)</b>	
<b>SWEATSHIRT</b>	
<b>BADGE</b>	
<b>COLLAR PINS</b>	
<b>REFLECTIVE VEST</b>	
<b>EXTRICATION GLOVES</b>	

### REPLACEMENT GEAR

ISSUE DATE	TYPE OF GEAR	SERIAL OR TAG NUMBER	DATE OF MAN./COLOR/MAKE	INITIAL

BY SIGNING THIS FOR YOU ARE TAKING RESPONSIBILITY FOR THIS GEAR AND WHILE ITS IN YOUR POSSESSION AND ARE RESPONSIBLE TO REPORT ANY MISSING, BROKEN, OR OUT OF SERVICE GEAR TO AN OFFICER, AS SOON AS NOTICED

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_ ISSUING MEMBER: \_\_\_\_\_



## Incident Report Form.pdf





# Beckwourth Fire District

180 Main Street  
Beckwourth, CA 96129  
Email: [bfpd@beckwourthfire.com](mailto:bfpd@beckwourthfire.com)

Station 1, (530) 832-1008  
Station 2, (530) 832-0121

Fax (530) 832-5828  
(530) 832-5721

## INCIDENT REPORTS

All incident reports shall be kept for a period of up to 5 years.

\_\_\_\_\_  
Date of incident

\_\_\_\_\_  
Location of incident

List all parties involved and their agency:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe the incident, attach more paper if needed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe any corrective action taken at the time of the incident, after the incident, or if medical care was needed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### NOTIFICATION:

Check or fill in any parties that shall receive copies of the described incident:

- |                          |                                |                          |                               |
|--------------------------|--------------------------------|--------------------------|-------------------------------|
| <input type="checkbox"/> | Fire Chief                     | <input type="checkbox"/> | Administrative Assistant      |
| <input type="checkbox"/> | Insurance Company              | <input type="checkbox"/> | Fire District Board President |
| <input type="checkbox"/> | Agencies involved (list) _____ |                          |                               |
| <input type="checkbox"/> | Other(s) _____                 |                          |                               |

\_\_\_\_\_  
Signature of reporting person

\_\_\_\_\_  
Date completed

Use page 2 if necessary for more detail.

*"The Beckwourth Fire District is committed to the protection of life and property, using as our model, safety, teamwork, continued education and training."*



## Public Record Request Form.pdf



# Beckwourth Fire District

Phone: Station 1 (530) 832-1008

Fax: (530) 832-5828

E-mail: [bfpd@beckwourthfire.com](mailto:bfpd@beckwourthfire.com)

Web: [www.beckwourthfire.com](http://www.beckwourthfire.com)

180 Main St. Beckwourth, CA

96129

## Request for Report/Documents

### Form 1050

Date of request: \_\_\_\_\_

Representative Requesting Report/Document(s): \_\_\_\_\_ Signature: \_\_\_\_\_

Name of Agency requesting information: \_\_\_\_\_

Address: \_\_\_\_\_ (city) \_\_\_\_\_, (state) \_\_\_\_\_, (zip) \_\_\_\_\_

Name of Patient: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_ E Mail: \_\_\_\_\_

Type of request:

Fire Report Incident Name: \_\_\_\_\_ Incident Number: \_\_\_\_\_

Date of Incident: \_\_\_\_\_

EMS Report Incident Name: \_\_\_\_\_ Incident Number: \_\_\_\_\_

Date of Incident: \_\_\_\_\_ HIPAA yes no

Vehicle Accident Incident Name: \_\_\_\_\_ Incident Number: \_\_\_\_\_

Date of Incident: \_\_\_\_\_ HIPAA yes no

Other Report/Document Incident/Document Name: \_\_\_\_\_ Incident Number: \_\_\_\_\_

Type of Incident/Document: \_\_\_\_\_

Date of Incident/Document: \_\_\_\_\_ HIPAA yes no

Fee: Request for Documents, per Copy

10¢ per page. # pages: \_\_\_\_\_ X 10¢ = \$ \_\_\_\_\_

Additional Cost. 40¢ per CD # disc: \_\_\_\_\_ X 40¢ = \$ \_\_\_\_\_

Postage: \$ \_\_\_\_\_

Mileage, (2015) 54¢ per mile. X # Miles: \_\_\_\_\_ = \$ \_\_\_\_\_

Total due: \$ \_\_\_\_\_

#### *Beckwourth Fire District use only*

Fees Paid: Yes No N/A

Request: Approved, Denied, If denied, explain, \_\_\_\_\_

Date Sent: \_\_\_\_\_

Means: In person, faxed, e mail Mail

FD representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

ISO Class 4/6

"The Beckwourth Fire District is committed to the protection of life and property, using as our model, safety,

## **New FF Orientation.pdf**

Policy #	07-09	Signature
Date accepted:		
Date revised:		



Policy: New Firefighter Orientation

1. It is the Standard Guideline of the Beckwourth Fire District to orient new Fire Department personnel after being accepted and sworn into the Beckwourth Fire Department.
2. Original orientation will consist of, but not limited to
  - a. New Firefighter Checklist (07-09a)
  - b. New Firefighter Orientation Handout (07-09b)
  - c. New Firefighter Checklist (07-09c)
  - b. Vehicle Orientation
3. New Firefighter Checklist will be kept on file with the Fire Dept. upon completion.
3. It will be highly stressed and enforced to new firefighters that personal safety and the safety of all firefighters comes foremost.
4. It is up to each firefighter to speak up or deny an assignment if uncomfortable with the assignment, or if the firefighter has had no training in that situation.
5. New firefighters will also be made aware of that after their basic orientation; continuing education will be offered and encouraged for their service life with the Beckwourth Fire Department.





# Beckwourth Fire District

180 Main Street  
Beckwourth, CA 96129  
Email: [bf@beckwourthfire.com](mailto:bf@beckwourthfire.com)

Phone (530) 832-1008

Fax (530) 832-5828

## New firefighter orientation

### History-

The Beckwourth Fire Department was started in 1948 when a group of individuals from the town of Beckwourth wanted to improve fire protection for their community. The Beckwourth congregational church had disbanded and donated the property to the group. Shortly after the donation, it was discovered that real property could not be donated to a non-recognized organization so applications were made to the State of California and the Beckwourth Fire District was officially recognized by the State the following year, 1949. Since then, the District has grown from one small, one engine fire house to an agency with 9 pieces of apparatus, including personnel for Basic and Advanced Life Support. The District now covers almost 200 square miles, including a second station that was opened in 2006.

### Swearing in-

After completion of the three meeting requirement you will be sworn in. After being sworn in, you should take the time to completely read through all of this application. Most of it will be completed with the Administrative Assistant for office records. The new firefighter will be assigned to a captain. Working with this captain the new firefighter will begin basic orientation regarding firefighting and medical aid assistance and completion of the remaining portions of this booklet.

### Safety –

Safety is always considered the number one goal in any training, medical aid, or firefighting. If it isn't safe, or doesn't appear to be safe, bring this up immediately to your assigned supervisor, right away.

You will not be expected to do anything you haven't been trained in, but don't hesitate to ask if you can take the opportunity to learn something new. Because of the number of personnel, it shall be your responsibility to you to speak up if given an assignment that you are uncomfortable with or haven't been trained in.

You will be scheduled for a physical exam that must be completed before you can respond on any calls with the Fire Department.

### Equipment – Turnouts

You will be issued a set of Wildland and Structure turnouts. Full structure turnouts shall be worn to any structure fire and all vehicle accidents. Full wildland turnouts shall be worn to any wildland fires. Either full structure or full wildland turnout shall be worn to medical aids. Dependant on the time of year or weather, heavier structure turnouts are recommended during colder winter months, and lighter wildland may be worn during warmer summer months. Regular duty clothing may also be worn to events, or medical aids. This includes a department T-shirt/sweet shirt, navy pants and proper boots.

Adopted: 12/5/2007

Revised:  
07-09b



It is highly recommended to bring all firefighting gear to any call as it is possible to be on one type of incident and be requested to a second incident where a different type turnout may be needed. There may not be time to return to the station or go to your house to retrieve the other clothing.

It is inappropriate to wear street clothes to any fire or medical aid. If you arrive in street clothes and cannot find sufficient turnouts on the vehicles you may be asked to leave.

Remember, your turnout clothing is not only to protect you, but make you visible as an active member of the department.

### **Equipment – On Vehicles**

As a new firefighter you will be given a crash course in the names and usages of the various equipment carried on the different vehicles. It is imperative that you become familiar with the names and usages and locations of the equipment and be signed off by your captain or fellow firefighter. The faster you accomplish this, the more integrated you will become with the teamwork of the department.

### **Equipment – Vehicles**

Driver operation will be handled on a case by case basis. This is mainly due to previous experience with firefighting, engine operations, type and classification of your driver's license, and heavy equipment operations. Your immediate goal is to become an active firefighter. Your goal is within one year, be comfortable to respond to any of the variety of calls we may face. Driver/Engineer training will start as soon as compliance with the basic skills has been reached.

### **Incident Command-**

The Incident Commander (IC) or your immediate supervisor will evaluate the incident upon arrival, if he/she is not the IC, then they will check in with the IC and receive an assignment. *Take no action until you receive instructions from the IC or your supervisor.* It is imperative that you understand your assignment. If you don't, ask that the assignment be repeated. If you are uncomfortable with an assignment or still don't understand, ask either for a different assignment or further clarification. Often times, repeating the assignment back to the officer in charge is the best way to communicate that you received and understood the task given.

### **Driving to an incident-**

Refer to the Department Policy and Procedure book for all driving policies including, but not limited to; Personal vehicles, Code 3 driving, and Engines 9474 & 9475.

### **Training-**

You should, at a minimum, become certified in both CPR and Basic First Responder within the first year. Whether you choose to progress toward EMT or Paramedic is encouraged, but will be at your own choice. You will also be working toward completion of your Firefighter I certification. Take every opportunity at trainings and incidents to have items signed off.

### **Levels of Participation-**

#### **1. Active Firefighter-**

The Active Firefighter is trained in all components of Structure, Wildland and Vehicle firefighting as well as Medical Aids, as training presents itself.

- a. No more than three (3) business meetings in succession shall be missed without make-up.

- b. All missed trainings must be made up and signed by an officer within 30 days of the training.

If your attendance drops below the requirement for "Active Firefighter" you will receive a letter advising you of this and asking you to either make up the trainings with your Captain or choose to drop to "Reserve Firefighter."

## **2. Reserve Firefighter-**

- c. No more than three (3) business meetings in succession shall be missed without make-ups.

- d. No more than six (6) training meetings per year will be missed without makeup's.

If your attendance drops below the requirement for "Reserve Firefighter" you will receive a letter advising you of this and asking you to either make up the trainings with your Captain or choose to drop to "Inactive Firefighter."

## **3. Inactive Firefighter-**

You may be placed on the Inactive Firefighter roster of the Beckwourth Fire District. This may have happened due to a decline in attendance at regular meetings or trainings, or your request. The Beckwourth Fire District recognizes that due to life changes it may be very difficult for individuals to meet their volunteer obligation with the Department.

An Inactive Firefighter will not be allowed to respond on emergency calls placing themselves or other firefighters in jeopardy.

## **Member at Large-**

A "Member at large" may have a special background to offer to the Department, but chooses not to respond on emergency calls.

A Member at Large shall not respond on emergency calls placing themselves or other firefighters in jeopardy.

## **Restoring your status-**

It is understandable that life changes may not let you maintain the level of participation to maintain an Active or Reserve Firefighter status. In such case you may be dropped to Reserve or Inactive until such time that you decide to restore your prior status or choose to retire from the Fire District.

If your status has dropped from Active to Reserve, you may restore your prior status by:

1. Contacting your Fire Captain and making up the missed trainings.
2. Maintaining the Active Firefighter obligation.

If your status has dropped to Inactive, you may restore your status to by:

1. completing a new "New Firefighter Check List,"
2. Attending three consecutive trainings
3. Maintaining the Active or Reserve Firefighter obligation

## **Welcome-**

Once again we welcome your participation in one of the fastest growing Fire Districts in the county. We do require a lot of participation and training, but don't let that scare you off. Once you get started with your new carrier with the Beckwourth Fire Department we know you will enjoy it. It will be one of the most challenging choices you have ever made, but can be one of the most rewarding.

Adopted: 12/5/2007

Revised:  
07-09b





# Beckwourth Fire District

180 Main Street  
Beckwourth, CA 96129  
Email: [bfpd@beckwourthfire.com](mailto:bfpd@beckwourthfire.com)

Station 1, (530) 832-1008  
Station 2, (530) 832-0121

Fax (530) 832-5828  
9530) 832-5721

New Firefighter Check list      Name: \_\_\_\_\_

- Proper fitting structure and wildland turnouts issued with an understanding when to wear them.  
Date: \_\_\_\_\_ Instructor signature: \_\_\_\_\_
- Pager, Radio, or both issued. Proper radio etiquette discussed.  
Date: \_\_\_\_\_ Instructor signature: \_\_\_\_\_
- SCBAs dawned. Explanation of different types of usages.  
Date: \_\_\_\_\_ Instructor signature: \_\_\_\_\_
- RIT explained and demonstrated.  
Date: \_\_\_\_\_ Instructor signature: \_\_\_\_\_
- Riding in vehicles, using all safety restraints explained and demonstrated.  
Date: \_\_\_\_\_ Instructor signature: \_\_\_\_\_
- Explanation of responding on calls, where to respond to, i.e.; POV, to station, rendezvous with the engine.  
Date: \_\_\_\_\_ Instructor signature: \_\_\_\_\_
- Basic ladder orientation and operation.  
Date: \_\_\_\_\_ Instructor signature: \_\_\_\_\_
- Basic Extrication equipment and JAWS.  
Date: \_\_\_\_\_ Instructor signature: \_\_\_\_\_
- Basic Hoses and Nozzles.  
Date: \_\_\_\_\_ Instructor signature: \_\_\_\_\_
- Basic Axes and hand tools.  
Date: \_\_\_\_\_ Instructor signature: \_\_\_\_\_
- Basic Incident Command System (ICS) discussed.
- Physical is completed and reviewed with the applicant.
- Has completed the "Basic" entry firefighter checklist.  
Date: \_\_\_\_\_

\_\_\_\_\_  
(Fire Chief)



Beckwourth Peak Fire  
Protection District Policy Manual

Policy Manual

## INDEX / TOPICS

### A

ABANDONED INFANTS. . . . .	119
ADMINISTRATIVE CITATION. . . . .	162
ADVANCE HEALTH CARE DIRECTIVE. . . . .	187
AGAINST MEDICAL ADVICE AMA. . . . .	183
AIRCRAFT OPERATIONS. . . . .	99
ALTERNATIVE MATERIALS AND METHODS REQUEST. . . . .	163
ATMOSPHERIC MONITORING. . . . .	100
AUTOMATIC AID. . . . .	272

### B

BASEBALL CAPS. . . . .	319
BUSINESS RELATIONSHIP. . . . .	356

### C

CAL/OSHA NOTIFICATION. . . . .	224
CALFIRE. . . . .	112
CARBON MONOXIDE. . . . .	113
CARBON MONOXIDE MONITORING. . . . .	100
CHILD ABUSE REPORTING. . . . .	131
CODE ENFORCEMENT. . . . .	161
COMPETENCE. . . . .	134
CONDUCT AND BEHAVIOR. . . . .	279
CONFINED SPACE RESCUE. . . . .	109
CONFLICTING RELATIONSHIPS. . . . .	356
CONFLICT OF INTEREST. . . . .	356
CPR TRAINING. . . . .	195

### D

DEATH NOTIFICATION. . . . .	333
DISPATCH PROCESSING TIME. . . . .	97
DONATIONS. . . . .	280
DO NOT RESUSCITATE DNR. . . . .	187
DRESS UNIFORMS. . . . .	319
DRIVER LICENSE. . . . .	134
DRIVER LICENSE REQUIREMENTS. . . . .	354

### E

ELEVATOR ENTRAPMENTS. . . . .	105
ELEVATOR USE. . . . .	107
EMERGENCY ACTION PLAN EAP. . . . .	51
EMERGENCY RECALL. . . . .	271
EMERGENCY RESPONSE. . . . .	84
EPN. . . . .	354

### F

FACILITY SECURITY. . . . .	370
FAMILY AND MEDICAL LEAVE ACT. . . . .	350
FIRE DEPARTMENT IDENTIFICATION. . . . .	135
FIRE DETECTION AND SUPPRESSION SYSTEMS. . . . .	373
FIRE EQUIPMENT DRIVER/OPERATOR TRAINING. . . . .	193
FIREFIGHTER POWERS. . . . .	40
FIREFIGHTERS PROCEDURAL BILL OF RIGHTS. . . . .	282
FIRESETTER REFERRALS. . . . .	174
FIRE STATION VISIT PROGRAM. . . . .	165
FIRE WATCH SERVICES. . . . .	177
FLOOD SEARCH AND RESCUE. . . . .	108

### G

GAMBLING. . . . .	280
GOVERNMENT EMPLOYER PULL NOTICE	354
GROUND LADDER TESTING. . . . .	234

### H

HAZARDOUS MATERIALS. . . . .	168
HAZARDOUS MATERIALS BUSINESS PLAN	168
HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT HIPAA. . . . .	196
HIGH-VISIBILITY SAFETY VESTS. . . . .	226
HOT WASH. . . . .	63

### I

IDENTIFICATION CARDS. . . . .	321
IDLH. . . . .	88
INFANT SAFE SURRENDER. . . . .	115

# Beckwourth Fire District

## Policy Manual

### Beckwourth Peak Fire Protection District Policy Manual

---

INJURY PREVENTION. . . . .	306
INSPECTIONS	
Code Enforcement. . . . .	161
INTERNET USE. . . . .	203

## J

JUVENILE FIRESETTER REFERRALS. . . . .	174
--	-----

## L

LANDING ZONE CONSIDERATIONS. . . . .	99
LATEX SENSITIVITY. . . . .	190
LINE-OF-DUTY DEATH INVESTIGATIONS	141
LINE-OF-DUTY DEATH NOTIFICATION. . . . .	333

## M

MANDATED REPORTER. . . . .	119
MANDATED REPORTER. . . . .	131
MAXIMUM OCCUPANCY. . . . .	172
MEDICAL EVACUATION. . . . .	99
MUTUAL AID. . . . .	272

## N

NEPOTISM. . . . .	356
NFIRS. . . . .	144
NON-OFFICIAL USE OF DEPARTMENT PROPERTY. . . . .	206

## O

ORGANIZATIONAL POWERS. . . . .	40
OUTSIDE EMPLOYMENT. . . . .	290
OVERCROWDING. . . . .	172

## P

PALLIATIVE CARE. . . . .	187
PATIENT. . . . .	183
PATIENT REFUSAL OF PRE-HOSPITAL CARE. . . . .	183
PEACE OFFICER STATUS. . . . .	40
PERFORMANCE OF DUTIES. . . . .	134
PERSONAL APPEARANCE. . . . .	270
PERSONAL PROJECTS. . . . .	293
PERSONNEL ACCOUNTABILITY REPORT. . . . .	86
PERSONNEL COMPLAINTS. . . . .	282
PHYSICAL FITNESS. . . . .	305
PHYSICAL FITNESS UNIFORMS. . . . .	319
POLITICAL ACTIVITY. . . . .	280
POST-INCIDENT ANALYSIS	
PIA. . . . .	62
PREGNANCY LEAVE. . . . .	350

PROHIBITED EMPLOYMENT. . . . .	290
PROTECTED HEALTH INFORMATION	
PHI. . . . .	196
PUBLIC APPEARANCES. . . . .	281
PUBLIC EDUCATION. . . . .	165

## R

RAPID INTERVENTION. . . . .	88
RELIEVED FROM DUTY. . . . .	271
REPORTING FOR DUTY. . . . .	270
RESPONSE TIME. . . . .	97
RETIREE ID CARDS. . . . .	321
RIDE-ALONG PROGRAM. . . . .	150

## S

SAFE SURRENDER LOCATIONS. . . . .	115
SEXUAL ACTIVITY. . . . .	280
SMOKING. . . . .	314
SOCIAL NETWORKING. . . . .	359
STABLE SCENE. . . . .	129
STAGING. . . . .	102
SURRENDERED INFANT. . . . .	115
SWIFTWATER RESCUE. . . . .	108

## T

TECHNOLOGY USE. . . . .	203
TOBACCO. . . . .	314
TRAFFIC ACCIDENTS. . . . .	138
TRAINING	
CPR. . . . .	195
Fire Equipment. . . . .	193
TRAVEL TIME. . . . .	97
TURNOUT TIME. . . . .	97
TWO-IN TWO-OUT. . . . .	88

## U

UNIFORM REGULATIONS. . . . .	318
UNSTABLE SCENE. . . . .	129
URBAN SEARCH AND RESCUE. . . . .	91
USAR. . . . .	91
USE OF TOBACCO. . . . .	314
USFS. . . . .	112

## V

VEHICLE/APPARATUS INSPECTIONS AND MAINTENANCE. . . . .	201
VOLUNTEER PROGRAM. . . . .	145

## W

WILDLAND FIREFIGHTING. . . . .	112
--------------------------------	-----