

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

---

## MISSION

### **Mission Statement**

The Truckee Fire Protection District is committed to providing the highest level of public safety services to our community. We protect the lives, property and environment of residents and visitors through fire suppression, emergency medical services, rescue and fire prevention

### **Values**

#### **Trust, Integrity, Loyalty & Teamwork**

Our integrity fosters trust both inside and outside the organization. We value the public's trust. We will remain loyal to each other, our mission and our profession. Valuing everyone's input and opinions and treating each other with honesty and fairness leads to working together as a team to accomplish the mission. We value a Servant Leadership style.

#### **Customer Service & Positive Friendly Attitude**

We strive to exceed the expectations of our customers every day. We recognize that we all serve both internal and external customers and they both deserve the highest respect. Great service and an enjoyable work environment starts with a positive, friendly attitude. Communicating in an open, honest and positive way is vital. We value empowering members to "do the right thing" to take care of our customers.

#### **Compassion & Excellence**

We show compassion and have empathy for our customers and our fellow members. We strive for excellence in everything we do. We believe fostering a safety and training culture and an attention to detail are essential to achieving excellence.

#### **Fiscal Responsibility and Accountability**

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *MISSION*

---

We recognize the importance of maintaining the viability of our organization by staying fiscally responsible. Holding each other accountable to our commitments is essential to the success of the organization.

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

---

## **FIREFIGHTER CODE OF ETHICS**

As a firefighter and member of the Truckee Fire Protection 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 and EMS.

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 when called for, deter me from my responsibilities as a firefighter/paramedic.

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 Truckee Fire Protection District, I accept this self-imposed and self-enforced obligation as my responsibility.

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

---

## Table of Contents

<b>MISSION . . . . .</b>	<b>1</b>
<b>FIREFIGHTER CODE OF ETHICS . . . . .</b>	<b>3</b>
<b>Chapter 1 - Fire Service Role and Authority . . . . .</b>	<b>9</b>
100 - Fire Service Authority . . . . .	10
101 - Oath of Office . . . . .	12
102 - Policy Manual . . . . .	13
<b>Chapter 2 - Organization and Administration . . . . .</b>	<b>17</b>
200 - Organizational Structure . . . . .	18
201 - District Directives . . . . .	21
202 - California Fair Political Practices Commission Filings . . . . .	22
203 - Electronic Mail . . . . .	24
204 - Administrative Communications . . . . .	26
205 - Staffing Policy . . . . .	28
206 - Out of County Response . . . . .	32
207 - After Action Review . . . . .	34
208 - Solicitation of Funds . . . . .	38
209 - Ambulance Transport For Department Members and Family . . . . .	41
210 - Financial Expenditure Policy . . . . .	42
211 - Fee For Services Billing (Non-Ambulance) . . . . .	47
212 - Board Policies and Procedures . . . . .	50
213 - Fixed Asset and Inventory Policy . . . . .	51
214 - Financial Reserves Policy . . . . .	59
215 - Investment Policy . . . . .	61
216 - Budgeting and Financial Reporting . . . . .	62
217 - Allowance for Doubtful Accounts . . . . .	64
218 - IT Disaster Recovery . . . . .	66
<b>Chapter 3 - General Operations . . . . .</b>	<b>67</b>
300 - Incident Management . . . . .	68
301 - Emergency Response . . . . .	69
302 - Vehicle Chains . . . . .	72
303 - Personnel Accountability . . . . .	74
304 - Rapid Intervention Crews/Two-In Two-Out . . . . .	76
305 - Incident Emergency Operations . . . . .	79
306 - Response Time Standards . . . . .	81
307 - Aircraft Operations . . . . .	82
308 - Airport Operations . . . . .	83
309 - Atmospheric Monitoring for Carbon Monoxide . . . . .	86
310 - Staging . . . . .	88
311 - Move up and cover . . . . .	91
312 - Elevator Restrictions During Emergencies . . . . .	92



# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

---

313 - Swiftwater Rescue and Flood Search and Rescue Responses . . . . .	93
314 - Confined Space Rescue Response . . . . .	95
315 - Trench Rescues . . . . .	98
316 - Carbon Monoxide Detector Activations . . . . .	100
317 - Safely Surrendered Baby Law . . . . .	102
318 - Abandoned Infants . . . . .	106
319 - Hazardous Materials Response . . . . .	108
320 - News Media Relations . . . . .	112
321 - Scene Preservation . . . . .	116
322 - Child Abuse Reporting . . . . .	119
323 - Disposition of Valuables . . . . .	121
324 - Carrying Weapons On-Duty . . . . .	122
325 - Performance of Duties . . . . .	123
326 - Adult Abuse . . . . .	126
327 - Traffic Collisions . . . . .	128
328 - National Fire Incident Reporting System (NFIRS) . . . . .	131
329 - Grocery Shopping On-Duty . . . . .	132
330 - Response to Hostile Situations - Active Assailant . . . . .	133
331 - Ice Rescue . . . . .	137
332 - Assistance for Incapacitated Residents . . . . .	139
333 - Burn Permits . . . . .	140
334 - Red Tags . . . . .	143
335 - Vehicle Sales on District Property . . . . .	144
336 - Equipment Committee . . . . .	145
337 - Cal Card . . . . .	146
338 - Water Rescue Recovery Team - Dive Team Manual . . . . .	147
339 - Fire/EMS Standby . . . . .	148
340 - Filling Avalanche Bags . . . . .	151
341 - Countersigning Deer Tags . . . . .	152
387 - Traffic Incident Management (TIMs) . . . . .	153
388 - Non-Injury Accident/Near Miss Policy . . . . .	158
389 - UNMANNED AIRCRAFT SYSTEMS (UAS) OPERATIONS . . . . .	159
<b>Chapter 4 - Fire Prevention . . . . .</b>	<b>162</b>
400 - Fire Investigations . . . . .	163
401 - Code Enforcement . . . . .	167
402 - Fireworks Displays/Flame display devices . . . . .	169
403 - Maximum Occupancy - Overcrowding . . . . .	175
404 - Juvenile Firesetter Referrals . . . . .	177
405 - Fire Watch Services . . . . .	180
406 - Open Burning, Recreational Fires, and Portable Outdoor Fire Places . . . . .	183
<b>Chapter 5 - Emergency Medical Services . . . . .</b>	<b>184</b>
500 - Patient Care Reports (PCR's) . . . . .	185
501 - Controlled Substance Accountability . . . . .	186
502 - Long Distance Inter-Facility Transfers . . . . .	192

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

---

<b>Chapter 6 - Training</b>	<b>194</b>
600 - Fire Equipment Driver/Operator Training	195
601 - Bloodborne Pathogen Training	197
602 - Hazardous Materials (HAZMAT) Training	199
603 - Health Insurance Portability And Accountability Act (HIPAA) Training	202
604 - Illness and Injury Prevention Program (IIPP) Training	204
605 - National Incident Management System (NIMS) Training	206
607 - Training Records	208
608 - Firefighter Health, Safety and Survival	211
609 - Training Policy	212
<b>Chapter 7 - Equipment and Technology</b>	<b>219</b>
700 - Use of District-Owned and Personal Property	220
701 - Personal Communication Devices	223
702 - Vehicle/Apparatus Inspections And Maintenance	226
703 - Use of District Vehicles	228
704 - Information Technology Use	230
705 - Mobile Data Terminal Use	233
706 - Knox-Box® Access	234
707 - Communications Operations	237
708 - Public Alerts	239
709 - Photography And Electronic Imaging	241
710 - Non-Official Use of District Property	244
711 - Equipment Modification and Use	245
712 - Security of District Vehicles	246
<b>Chapter 8 - Records management</b>	<b>247</b>
800 - Records Management	248
801 - Release of Records	253
802 - Subpoenas	257
803 - Patient Medical Record Security and Privacy	261
804 - Records Retention Schedule	268
<b>Chapter 9 - Safety</b>	<b>270</b>
900 - Illness and Injury Prevention Program	271
901 - Cal/OSHA Inspections	276
902 - Cal/OSHA Notification of Injury, Illness or Death	278
903 - Communicable Diseases	280
904 - High-Visibility Safety Vests	300
905 - Body Armor	301
906 - Apparatus / Vehicle Backing & Exhaust System Use	303
907 - Heat Illness Prevention Program	306
908 - Respiratory Protection Program	310
909 - Personal Alarm Devices	321
910 - Safety and Health Officer	322
911 - Vehicle Safety Belts	325
912 - Fire Station Safety	326

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

---

913 - Ground Ladder Testing . . . . .	331
914 - Automated External Defibrillators . . . . .	332
915 - Personal Protective Equipment . . . . .	333
916 - Hazardous Energy Control . . . . .	343
917 - Hazard Communication . . . . .	346
<b>Chapter 10 - Personnel . . . . .</b>	<b>348</b>
1000 - Recruitment and Selection . . . . .	349
1001 - Performance Evaluations . . . . .	353
1002 - Position Descriptions . . . . .	356
1003 - Tuition Reimbursement . . . . .	358
1004 - Reporting for Duty . . . . .	361
1005 - Emergency Recall . . . . .	363
1006 - Overtime . . . . .	365
1007 - Discriminatory Harassment . . . . .	368
1008 - Conduct and Behavior . . . . .	374
1009 - Personnel Complaints . . . . .	377
1010 - Outside Employment . . . . .	384
1011 - Personal Projects On-Duty . . . . .	387
1012 - On-Duty Voting in Statewide Elections . . . . .	388
1013 - Personnel Records . . . . .	389
1014 - Commendations and Meritorious Service . . . . .	393
1015 - Grievance Procedure . . . . .	395
1016 - Physical Fitness . . . . .	398
1017 - Critical Incident Stress Debriefing . . . . .	401
1018 - Workplace Violence . . . . .	407
1019 - Smoking / Tobacco Products . . . . .	411
1020 - Drug and Alcohol Free Workplace . . . . .	412
1021 - Personal Appearance Standards . . . . .	418
1022 - Uniform Regulations and Safety Apparel . . . . .	421
1023 - Badges . . . . .	425
1024 - Identification Cards . . . . .	427
1025 - On-Duty Injuries . . . . .	429
1026 - Temporary Modified Duty Assignments . . . . .	437
1027 - Return to Work/Fit For Duty . . . . .	439
1028 - Line-of-Duty Deaths . . . . .	441
1029 - Line-of-Duty Death and Injury Notification . . . . .	445
1030 - Family Support Liaison . . . . .	449
1031 - Funerals . . . . .	451
1032 - Family and Medical Leave . . . . .	455
1033 - Military Leave . . . . .	464
1034 - Pregnancy Disability Leave . . . . .	470
1035 - Driver License Requirements . . . . .	475
1036 - Promotion . . . . .	479
1037 - Nepotism and Conflicting Relationships . . . . .	481
1038 - Member Speech, Expression and Social Networking . . . . .	484
1039 - Working Out of Class . . . . .	489

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

---

1040 - Probationary Period . . . . .	491
1041 - Wages, Hours of Work, Payroll Practices . . . . .	492
1042 - Employee Benefits . . . . .	495
1043 - Shift and Station Selection . . . . .	509
1044 - Truckee Fire MOU's . . . . .	513
1045 - Reductions in Force and Resignations . . . . .	514
1046 - Use of Vehicles and Travel Policy . . . . .	515
1047 - Open Door Policy . . . . .	518
1048 - Daily Work Schedule . . . . .	519
1049 - Anti-Retaliation . . . . .	520
1050 - Discipline . . . . .	524
1051 - Physical Exams . . . . .	529
1052 - Hearing Requirements . . . . .	530
1053 - Shift Trades . . . . .	531
1054 - Firefighter Bill of Rights . . . . .	532
<b>Chapter 11 - Facility . . . . .</b>	<b>534</b>
1100 - Facility Security . . . . .	535
1101 - Flag Display . . . . .	537
1102 - Fire Station Living . . . . .	539
<b>Attachments . . . . .</b>	<b>541</b>
2014 Dive Team SOG Manual revision 4.pdf . . . . .	542
TFPD MOU 1-1-16 through 12-31-17.pdf . . . . .	580
TFPD Employee Corrective Action PDF.pdf . . . . .	620
11-17-15 TFPD Board Policy - final.pdf . . . . .	622
TFPD Records Retention Schedule.pdf . . . . .	644
Exposure Spreadsheet.pdf . . . . .	647

## **Chapter 1 - Fire Service Role and Authority**

## Fire Service Authority

### 100.1 PURPOSE AND SCOPE

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

### 100.2 ORGANIZATIONAL POWERS

This District is authorized to perform the following:

- (a) Fire code enforcement
- (b) Fire suppression
- (c) Investigation of individuals suspected of starting fires
- (d) Provision of emergency medical services
- (e) Rescue including high and low angle, confined space, USAR and water
- (f) Hazardous material response, rescue and mitigation

### 100.3 FIREFIGHTER POWERS

Firefighters are sworn members of this district 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

### 100.4 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.

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Fire Service Authority*

---

### **100.5 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 Battalion Chief, followed by written documentation of the charges, in accordance with district procedures. All such processes shall comply with established rules, regulations and applicable collective bargaining agreements.

### **100.6 POLICY**

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

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

## Oath of Office

### 101.1 PURPOSE AND SCOPE

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

### 101.2 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 (California Constitution, Article 20, Section 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

## 102.1 PURPOSE AND SCOPE

The Policy Manual of the Truckee Fire Protection 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 district. All district 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.

## 102.2 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 district under the circumstances reasonably available at the time of any incident.

### 102.2.1 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 Truckee Fire Protection District and shall not be construed to create a higher standard or duty of care for civil or criminal liability against the District, 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 Truckee Fire Protection District reserves the right to revise any policy content, in whole or in part.

### 102.2.2 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 policy, or collective bargaining agreement, such law, District 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 District will seek to resolve the conflict.

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Policy Manual*

---

### **102.3 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:

#### 102.3.1 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.

#### 102.3.2 STAFF

Staff shall consist of the following:

- Fire Chief
- Division Chief
- Administrative Officer

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

#### 102.3.3 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 his/her Battalion Chief.

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

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

#### 102.4.1 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** - The District of Truckee.

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

**District/TFPD** - The Truckee Fire Protection District.

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

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Policy Manual*

---

**Fire Code** - The 2015 edition of the International Fire Code as adopted by the State of California and the incorporated California amendments (Health and Safety Code § 18928).

**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 Truckee Fire Protection District.

**Manual** - The Truckee Fire Protection District Policy Manual.

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

**Member** - Any person employed or appointed by the Truckee Fire Protection 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 he/she is actually engaged in the performance of his/her 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 district 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.

### **102.5 DISTRIBUTION OF THE POLICY MANUAL**

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

- Fire Chief
- Battalion Chiefs
- Administrative Office
- Fire Prevention Office

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Policy Manual*

---

- Each fire station

An electronic version of the Policy Manual will be made available on the district 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.

#### **102.6 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.

#### **102.7 REVISIONS TO POLICIES**

All members are responsible for keeping abreast of all Policy Manual revisions. All changes to the Policy Manual will be posted on the district Intranet.

The Training Officer will forward notice of revisions to the Policy Manual as needed to all personnel via electronic mail. Each member shall acknowledge receipt by return email, review the revisions, and seek clarification as needed.

Each supervisor/manager will ensure that members under his/her command are aware of any Policy Manual revisions.

## **Chapter 2 - Organization and Administration**

## Organizational Structure

### 200.1 PURPOSE AND SCOPE

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

### 200.2 POLICY

It is the policy of the Truckee Fire Protection 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.

### 200.3 DIVISIONS

The Fire Chief is responsible for managing the Truckee Fire Protection District. The following divisions make up the Truckee Fire Protection District:

- Administration Division
- Field Operations Division
- Fire Prevention Division

#### 200.3.1 ADMINISTRATION DIVISION

The Administration Division is directed by the Fire Chief to provide administrative support to the Fire Chief; prepares and coordinates the district budget; acts as liaison with the Administrative Officer regarding recruitment, promotion and performance appraisals; manages information technology systems and payroll functions; and reviews, prepares and presents staff reports to the District, the District staff and District officials.

It is the responsibility of the Administration Officer to prepare and maintain a current organizational chart.

#### 200.3.2 FIELD OPERATIONS DIVISION

The Field Operations Division is directed by the Fire Chief. The Field Operations Division responds to all fire, rescue and medical aid calls for service; manages major disaster responses; and staffs engine companies, truck companies and medic units.

#### 200.3.3 FIRE PREVENTION DIVISION

The Fire Prevention Division is directed by a Fire Marshal. The Fire Prevention Division's mission is to engage in prevention and mitigate the impact of fire incidents.

The Fire Prevention Division performs inspections of businesses and occupancies as mandated by applicable law. In addition, the Division investigates all major fires occurring within the jurisdiction of the Truckee Fire Protection District.

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Organizational Structure*

---

#### **200.4 UNITY OF COMMAND**

The principles of unity of command ensure efficient supervision and control within the District. Generally, each member is accountable to a single supervisor at any time for a given assignment or responsibility. Except where specifically delegated or where authority exists by virtue of policy or a special assignment (e.g., emergency incidents), any supervisor may temporarily direct any subordinate if an operational need exists.

#### **200.5 CHAIN OF COMMAND**

Respect for rank is essential for administrative and operational efficiency. All members of the Truckee Fire Protection 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 district 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 district's organizational structure. In the event that no supervisory officer is available, rank will be determined by seniority in rank.

Members of the Truckee Fire Protection District shall generally conduct district 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 district 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 he/she 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 Truckee Fire Protection 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 Truckee Fire Protection District without having first informed the Fire Chief through the chain of command.

#### **200.6 DIRECTIVES AND ORDERS**

Members of the Truckee Fire Protection District shall make a good faith and reasonable effort to comply with lawful orders of superior officers. Refusal to comply with a lawful order may result in disciplinary action.

#### **200.7 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 District.

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,

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Organizational Structure*

---

involves a sensitive matter, is of significant importance to the District or involves other members or supervisors, the member may consult directly with the Battalion Chief, Division Chief or the Fire Chief or a representative of the Administrative Officer.

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 Administrative Officer. 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.



## District Directives

### **201.1 PURPOSE AND SCOPE**

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

### **201.2 POLICY**

It is the policy of the Truckee Fire Protection 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 district directives is management's prerogative but employee participation may be sought in the development of those policies. It is the policy of the District to comply with any meet-and-confer requirements between labor groups and authorized district representatives.

### **201.3 RESPONSIBILITIES**

The Fire Chief shall issue all district directives.

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

District directives will be rescinded upon incorporation into the manual.

# California Fair Political Practices Commission Filings

## 202.1 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.

## 202.2 POLICY

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

## 202.3 PROCEDURE

The District 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 district.

## 202.4 DISTRICT RESPONSIBILITIES

The Fire Chief shall designate a person to be the Conflict of Interest Filing Officer for the District, who shall be responsible for administering the filings in accordance with applicable laws.

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.

### 202.4.1 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

### 202.4.2 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 district members. Additionally, forms shall be sent to designated members upon notice of appointment or termination.

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *California Fair Political Practices Commission Filings*

---

- A completed Statement of Economic Interests shall be returned to the Conflict of Interest Filing Officer by the date indicated on the instructions.
- 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 district's established records retention schedules.
- A list of all district members with potential conflict situations will be compiled and maintained in the Administration Division.
- Any change to the FPPC filing process shall be submitted to the governing body for review and approval.

### 202.4.3 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.

### 202.4.4 DESIGNATED CLASSIFICATIONS

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

- District Board of Directors
- Fire Chief
- Fire Marshal
- Division Chief
- Battalion Chief
- Procurement Officer
- Consultants (Legal)

## Electronic Mail

### 203.1 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 District.

### 203.2 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 district technology system.

The District 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 District, including the district email system, computer network or any information placed into storage on any district system or device. This includes records of all keystrokes or Web-browsing history made at any district computer or over any district 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 district computers, electronic devices or networks.

### 203.3 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 District.

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 district 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.

### 203.4 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.

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Electronic Mail*

---

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

## **Administrative Communications**

### **204.1 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 District.

### **204.2 POLICY**

It shall be the policy of this district to control the use of the name of the District 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.

### **204.3 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.

### **204.4 CORRESPONDENCE**

In order to ensure that the letterhead and name of the District are not misused, all external correspondence shall be on district letterhead. All district letterhead shall bear the signature element of the Fire Chief in addition to the actual signature of an authorized signer. Members of the District may use letterhead only for official business and with approval of their supervisor.

### **204.5 MEMORANDUMS**

Memorandums are a necessary and important component of effective operations at all levels of the District. For the purposes of clarity and to ensure appropriate distribution of written communications, all memorandums between district 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 District, the information should be approved by the proper chain of command before being forwarded to the recipient.

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

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Administrative Communications*

---

### **204.6 FACSIMILE COVER SHEETS**

All outgoing facsimile transmissions should include a standard district 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.

### **204.7 SURVEYS**

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

---

## Staffing Policy

### 205.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for minimum staffing levels on emergency vehicles and to ensure the Fire District has adequate staffing to meet its mission of protecting life and property while affording the Duty Officer the flexibility to meet unanticipated occurrences, and to offer guidance when allowing the use of leave credits for personnel. It is the District's goal to meet and or exceed National Fire Protection Agency (NFPA) staffing standards as resources and budgets allow. It is further understood that approved budgets and funding sources may not allow the District to achieve or meet NFPA standards.

### 205.2 STAFFING POLICY

#### Fire Station Staffing

1. Advanced Life Support Coverage. Each fire station must have a minimum of one paramedic on duty at all times.

2. Chief Officer Coverage

a. A Duty Officer will be assigned to each shift. This coverage may be filled by the following in the order of preference:

Shift Battalion Chief

Acting Battalion Chief from current list

Division Chief

Fire Chief

Other agency Chief Officer

The Duty Officer will prepare a Daily staffing Report each morning and distribute through the prearranged email lists. Duty officers will continually ensure that planned and requested staffing adjustments (pending and approved) are entered in the District-wide Firehouse staffing program.

**Staffing Levels** For the purposes of this policy, the District will have four levels of staffing- (1) Maximum /Allocated Staffing, (2) Non-Peak Period, (3) Peak Period (ski season) (4) Minimum Staffing. Please refer to the following descriptions of each:

(1) Maximum /Allocated Staffing This is the maximum number of full time personnel on duty without augmentation. Additional full time or part time personnel may be added to this number on high demand days (examples: red flag, special events, etc) if preapproved by the Fire Chief or his designee.

**Example:** Station 92 = One captain/AC and three firefighters, Station 95 = One captain/AC and one firefighter (if no captain/AC is available then two firefighters, it is always preferred to staff station 95 with a captain/AC before staffing station 96 with those positions), Station 96 = One



# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### Staffing Policy

---

captain/AC and three firefighters (if no captain/AC is available then four firefighters) Station 97 = One captain/AC and one firefighter, **Total 12**

(2) Preferred Non-Peak Period; Monday after Easter thru Ski Area opening The preferred staffing level for this period is 9 during the week and 10 weekend/Holiday.

**Example:** Station 92 = One captain/AC and two firefighters, Station 95 = One captain/AC and one firefighter (if no captain/AC is available then two firefighters, it is always preferred to staff station 95 with a captain/AC before staffing station 96 with those positions), Station 96 = One captain/AC and one firefighter (if no captain/AC is available then two firefighters), Station 97 = One captain/AC and one firefighter, **Total 9**

(3) Preferred Peak Period (ski season); Ski Area opening thru Easter Sunday, The staffing level for this period will be 10 during the week, and 12 weekend/Holiday day.

**Example:** Station 92 = One captain/AC and three firefighters, Station 95 = One captain/AC and one firefighter (if no captain/AC is available then two firefighters, it is always preferred to staff station 95 with a captain/AC before filling station 96 with those positions), Station 96 = One captain/AC and one firefighter (if no captain/AC is available then two firefighters), Station 97 = One captain/AC and one firefighter, **Total 10**

(4) **Minimum Staffing.** Staffing will be pre-scheduled whenever possible. The minimum number of personnel on duty at fire stations will not drop below 8 full time personnel. This will be a minimum of two Captains (see exception) and the balance filled with firefighters. **Total 8**

Exception: If after 1 or more unsuccessful page outs for Captain to meet the minimum requirement of 2, none are found then utilizing an Acting Captain to fill one of those positions is acceptable to keep a mandatory holdover or mandatory callback from becoming implemented.

**Maximum Personnel Utilizing Leave Credits or Attending In-District Training:** The following maximum number of personnel may be scheduled off duty for their assigned shift each day: **three (Max 2 on out of district training)**. These totals do not include personnel attending in-district training, and including the areas of; Northstar, Squaw Valley, Kings Beach, and Tahoe City while available to respond to emergencies in a District vehicle. Special circumstances will be at the discretion of the Duty Officer. On these Three holidays ( Thanksgiving, Christmas, New Years day) there is a maximum of **two** personnel allowed off using leave credits. On the Forth of July no personnel will be allowed to use leave credits.

**Back Filling Open Captain and Firefighter Positions:** The Duty Officer or his/her designee will fill open positions up to the preferred staffing levels for the particular day. It is always recommended to increase staffing above the minimum staffing levels with part timers first, If a Captain is not available to fill a open Captain position it can be filled by an Acting Captain. as long as there are a minimum of 2 Captains on duty for that day. Back filling for overtime positions should be filled "like for like", example: captain for captain unless none found then acting captain and firefighter for firefighter. Always refer to the overtime rotation lists when filling positions.

### Mandatory Overtime Holdover

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Staffing Policy*

---

At times, shift personnel coming on duty may not be in adequate numbers to meet the minimum staffing criteria due to various reasons out of the district's control. If this occurs, on duty personnel will be required to stay on duty until adequate staffing is available to meet minimum staffing criteria. The shortage will be filled as per the following criteria.. At no time will this section be used to attain a staffing level above minimum staffing criteria. This criteria applies to Captains and Firefighters only. Battalion Chiefs are excluded.

1. Employees willing to work from the same rank missing- all stations
2. Employees willing to work from a rank above the rank missing- all station.
3. Forced overtime from on duty personnel- all stations, based on lowest seniority.

All efforts should be made to find employees willing to work from off duty staff to fill the vacancies before forced overtime occurs. This may result in a temporary Mandatory Overtime Holdover of personnel scheduled to go off shift until forced individual(s) or volunteer(s) can be re-assigned by the duty officer.

#### **Overtime Rotational Lists**

BC or Station 92 Captain will page out for open positions using the Aladtec staffing program to staff a shift, special event, or out of district assignments. That person will keep track of who has responded, access the rotation list, and after 2 hours (for planned need), or 30 min (for non-planned need), re-contact the people closest to the top of the list, and confirm the assignment they will be working. Upon accepting the shift is when the name is moved, not the day they sign up to work. The BC or Station 92 Captain who sent the page, filled the position, and input into Aladtec is responsible for changing the date on the list, which will effectively move the person to the bottom of the rotation. Any OT worked **more** than 12 hrs will be moved on this list.

While on out of district assignments, ie: Strike Teams, STL, Fireline Medic, or any other overhead assignment, the individual will be removed from the rotation until they are back in District, and the assignment has been completed. It is the responsibility of the Station 92 Captain to add "OOC" before the individual's name when they leave; this designation effectively removes them from the Rotation List. Upon their return, the shift scheduler will change the date to the day the individual returned from OOC assignment, and remove the "OOC" designation from their name, effectively returning them to the OT Rotation list.

#### **205.3 PART-TIME STAFFING**

##### **Part-time Firefighter Staffing Criteria**

Part-timers will be scheduled on a monthly basis to fill shifts that are anticipated to have higher demand (weekends/holidays/peak season) and to fill shifts that are near or at minimum staffing to prevent triggering overtime requests. Part-timers may also be scheduled for partial shifts, special events or any other needs the district might have requiring additional personnel. Part-timers must submit at least 4 available days a month to be scheduled to work.

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## Staffing Policy

---

### **205.4 MANDATORY CALL BACK**

At times it may be required to call back personnel to reach minimum staffing. When an employee is contacted for mandatory overtime they must comply. Should they choose not to comply, the Duty Officer may consider and grant an exception based on extreme hardship circumstances. A "denial" without a granted exception by the Duty Officer will be forwarded to the Fire Chief for his review and possible disciplinary action.

Should a need for mandatory coverage occur, the requesting officer will access the Overtime List as follows: The first person that meets the staffing criteria on the Overtime List will be contacted to work. Should that person decline the shift without the exception granted by the Duty Officer, they will be placed on the bottom of the list. Should they accept they will be granted the overtime shift and they will remain on the Overtime List in the position they held prior to the contact for mandatory overtime.

### **205.5 ACTING CAPTAIN**

This section describes how firefighters can work as Acting Captains in the District. The goal is to allow qualified firefighters to work out of class as Captains when needed. To qualify as an Acting Captain members must have passed a Captains Assessment center, completed the Captains task book and be on the Acting Captains List.

#### Process

- (a) The acting captain will be selected from the current shift and asked if they would like to work as an acting captain. If they accept the assignment every effort, within reason, will be used to move that acting captain to the open station.
- (b) It is the responsibility of the Duty officer or his/her designee to manage the rotation of the acting captains on their shift in a fair manner. To keep rotations down to a minimum the BC may decide to use an acting captain that is already in place at the station that needs coverage. The Duty officer or his/her designee will keep track of the number of times a person works as an acting captain and will attempt to balance it for fairness throughout the year.
- (c) The District will generally not call in acting captains from another shift to cover a position unless there is a need to increase staffing to the preferred level for a particular day and there are no acting captains on that shift available to cover.
- (d) Acting captains will make a notation on their time card in the notes section "Acting Captain" so that administration will know to pay out of class captains pay. If you work a partial shift note the number of hours you worked out of class in the notes section.

## Out of County Response

### 206.1 POLICY

It is the policy of the District to participate in out of county requests through various agreements while maintaining our primary mission.

### 206.2 PROCEDURE

As a general rule, the District will not send resources outside the District on a non-IA request if unable to provide on-going minimum staffing. Non-IA requests are subject to local conditions and the discretion of the chief officers.

**IA Request:** Duty crew will respond immediately in any configuration of officers/firefighters.

**Immediate Need Request (form up in 30 minutes) :** Requests will be filled by on-duty personnel.

**Planned Need (scheduled time):** Off duty personnel shall update the District staffing program with their availability for each day. Members showing "available" may be dispatched within their available time for up to a 16-day assignment\*. On duty personnel shall inform the duty officer of their availability for out of county response. Assignments may be a combination of on duty and off duty personnel.

\*"available" also indicates agreement for station backfill if needed, until 0800 the following day.

By 0830 each day, the duty officer or their designee shall determine the District's ability to respond to all possible requests, update google sheets, and preselect personnel and equipment by utilizing the out of county staffing guidelines and the overtime rotation list. It is the intent to allow as many members the opportunity to "go out of county" and it is agreed upon that selections for assignments will give preference to those that have not been out for each fire season.

If inadequate personnel are available, the duty officer or their designee may elect to page out for out of county resources.

#### 1. Overhead and Single resources:

- a. The duty officer will decide if they can maintain acceptable staffing levels for the rest of the tour in the event of an assignment based on the day, call volume, and local fire conditions.
- b. All assignments are 16 days maximum (includes 2 travel days). In the event you are asked to stay longer, you will need to turn down the request unless approved by the Fire Chief.
- c. All overhead team members must enter their "on-call" periods in Aladtec so that duty officers can anticipate requests. Rotation lists will be established for EMPF and REMS positions.

#### 2. Non-IA Engine Request:

- a. Type 3 Engines must have a minimum of 3 personnel (4 preferred)\*
- b. Type 1 Engines must have 4 personnel\*

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Out of County Response*

---

\*One must be ENGB and one can be a part-timer.

---

## After Action Review

### 207.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a uniform After Action Review (AAR) to identify strengths and weaknesses within the District. This policy describes the various types of AAR's that can be used in the evaluation of district performance. A AAR may also be used to identify equipment needs, staffing deficiencies and training needs. The information collected during the AAR process also may be useful in justifying future funding requests for equipment, personnel and/or training.

### 207.2 POLICY

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

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

#### 207.2.1 RESPONSIBILITIES

The Battalion Chief has the responsibility for the overall effectiveness of the AAR 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 AAR to determine strengths, weaknesses and lessons learned about the incident operation.

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

Any significant safety issue that is identified in the AAR should be addressed immediately, if it was not already resolved prior to the AAR 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.

### 207.3 AFTER ACTION REVIEW

A AAR 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 District to serve the community.

A AAR 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 AAR may include:

1. Evaluation of the overall operational effectiveness.
2. Evaluation of safety procedures.

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *After Action Review*

---

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 AAR 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.

## **207.4 TYPES OF AFTER ACTION REVIEWS**

### **207.4.1 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.

### **207.4.2 INFORMAL AAR**

An informal AAR is used following smaller multi-company incidents, such as structure fires, medical incidents or special operations incidents. The IC or BC should arrange for and conduct the informal analysis. The AAR should be conducted ideally by the end of the tour, or at the beginning of the following tour for calls near the end of the tour. Crews should discuss what worked and what didn't, safety concerns and any training opportunities.

### **207.4.3 COMPANY-LEVEL AAR**

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

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *After Action Review*

---

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 AAR can take place while returning from a call using the headsets, at the fire station or any location that provides privacy.

#### 207.4.4 FORMAL AAR

- (a) A formal AAR should be conducted following all:
  - 1. Large structure fires.
  - 2. Large, multiple agency brush fires.
  - 3. Large Emergency Medical Services (EMS) incidents including MCIs.
  - 4. Special operations incidents.
  - 5. Major disaster drills.
  - 6. Unusual incidents identified by the IC or other officers.
- (b) A formal AAR should be considered for:
  - 1. A building fire in which three or more rooms are severely damaged by fire, or where unusual extinguishment problems existed.
  - 2. Any incident in which an unusual event occurs, (e.g., explosion, collapse).
  - 3. Any fire resulting in a fatality.
  - 4. Any fire resulting in injury to firefighters that is serious enough to require transport to a medical facility.
  - 5. Any "close call" incident where firefighters could have been injured.
  - 6. Any hazardous materials incident with multi-company involvement.
  - 7. Any specialty rescue operation with multi-company involvement.
  - 8. Any incident, at the IC's discretion or at the direction of a senior officer.
- (c) The Division Chief is responsible for scheduling and facilitating the presentation of all formal AARs. This will include:
  - 1. Setting a presentation date and location within three days (whenever possible) of the incident.
  - 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 findings and submitting it to the Fire Chief for approval and distribution.
  - 4. Notifying Shift Battalion Chiefs.
  - 5. Coordinating/scheduling with other departments or outside agencies that worked the incident.
  - 6. Arranging move-up and/or cover companies from other departments.



# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *After Action Review*

---

The BC is responsible for notifications to all members of the shift who are scheduled to attend the AAR. All members should be notified within one week if a formal AAR 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 AARs shall be forwarded to the Fire Chief for approval prior to distribution, including any determinations or conclusions reached through the AAR presentations.

AARs should be documented in Target Solutions.

## Solicitation of Funds

### 208.1 PURPOSE AND SCOPE

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

#### 208.1.1 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.

### 208.2 POLICY

It shall be the policy of this district that all fundraising activities involving on-duty members or use of district equipment, and that provide financial benefit to the District, 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 District. 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 district-sponsored or hosted events, or to events when members attend as representatives of the District.

### 208.3 PROCEDURES

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

- (a) Compliance with applicable federal, state and local laws and regulations
- (b) Compliance with district and governing-body policies
- (c) A benefit to the District that is consistent with the district 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 district or a hired solicitor
- (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.

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Solicitation of Funds*

---

- (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 District will be honored
- (i) Respect of the donors' privacy and a commitment that the District 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.

### **208.4 DISTRICT-SPONSORED EVENTS**

The following also apply to district-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.

### **208.5 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 District 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 District and the organizers of the activity that includes:

- (a) Written proof that the event is for a charitable purpose.

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Solicitation of Funds*

---

- (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 district funds.

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

---

# Ambulance Transport For Department Members and Family

## 209.1 POLICY

It is the policy of the Truckee Fire Protection District to provide ambulance transport for certain employees and their families.

## 209.2 PROCEDURE

- (a) **Active Members While On Duty:**No Charge
- (b) **Active Member Off Duty and Their Family:**Transport of any active member, board member, their spouse or minor children will be billed by the District directly to the member's health insurance carrier.Any ambulance transport charges not covered by the member's insurance will be waived by the District.
- (c) **Retired Members:**Transport of a retired member or spouse will be billed by the District directly to the member's health insurance carrier.Any ambulance transport charges not covered by member's insurance will be waived by the District.Retirement status is obtained after serving 10 years with the District.Retirement status applies to full-time, part-time, and board members.
- (d) **Active Members of Fire Districts/Departments** that are part of the Eastern Placer County Fire Chiefs JPA (Squaw Valley FD, Northstar FD, Meeks Bay FD, North Lake Tahoe FPD and North Tahoe FPD). Transport of any active member will be billed by the District directly to the member's health insurance carrier. Any ambulance transport charges not covered by the member's insurance will be waived by the District.
- (e) **Procedure for Ambulance Crew:**Notify the Administrative Officer of the transport and the applicable charges on the first business day following the transport. Paramedic still must complete a PCR for all transports.

Note This policy only applies to ambulance transport provided by the Truckee Fire Protection District.

## Financial Expenditure Policy

### 210.1 POLICY AND PURPOSE

The purpose of this policy is to clearly outline the expenditure authority and responsibility for all employees of the Fire District and establish efficient procedures for the purchase of goods and services to ensure the lowest cost commensurate with sound quality and in accordance with appropriate standards and specifications; to provide for positive financial control over purchases; to provide for competitive bidding; and to provide uniform procedures and notice thereof to prospective suppliers.

### 210.2 APPROVED EXPENDITURE METHODS

- (a) Credit Card/CalCard– The following personnel by title may have a credit card assigned to them with the approved maximum credit card limit for each. All credit card purchases will be reported to the Finance Director and/or Assistant and be accompanied by a completed CalCard purchase form, or documentation consistent with a CalCard purchase form, if one is not readily available. A corresponding receipt & explanation for the purchase must also be included. Meal receipts must include attendees and the purpose of the meal. Tipping is limited to 20%. Credit card accounts are to be maintained in a manner that facilitates a clear audit trail. Signatures, wet or electronic, of both the purchaser and approving supervisor must be included on the form. Credit card spending amounts will be dictated by direction within this policy. However, a temporary credit line increase may be granted by the Finance Director on an as needed basis in order to facilitate authorized purchases. Virtual credit cards may be established for online purchases, and will adhere to the limits set forth in this policy. Should a credit card receipt become lost or destroyed, notify the Finance Director by email as soon as you become aware that the receipt has been lost. Under no circumstances is the credit card to be used for personal purchases.
- (a) Firefighters - \$500
  - (b) Captains - \$500
  - (c) Fleet/Facilities Assistant - \$1000
  - (d) Battalion Chiefs - \$3000
  - (e) Safety Officer - \$3000
  - (f) Fire Marshal - \$5000
  - (g) Fleet/Facilities Manager - \$5000
  - (h) Procurement Officer - \$5000
  - (i) Administrative Officer - \$5000
  - (j) Strike Team Leaders - \$5000
  - (k) Finance Specialist - \$5000
  - (l) Division Chief - \$5000

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Financial Expenditure Policy*

---

- (m) Administrative Assistant - \$5000
- (n) EMS Purchasing Manager - \$5000
- (o) Information Systems Manager - \$5000
- (p) Fire Chief - \$5000
- (b) Purchase Orders - Purchase of supplies and equipment totaling \$500 or greater will require the use of a purchase order unless approved by the Fire Chief within this policy. A copy of the purchase order will have vendor information, a listing of items(s) purchased, signatures of the initiating employee making the purchase and the signature of the person authorizing the purchase and must be filed with the Finance Director. This includes purchases made by credit card
  - 1. Purchase Order Exemptions:
    - i. Travel Requisitions
    - ii. Fuel Purchases
    - iii. Employment Ads
    - iv. Noticing of Board Business
    - v. Contracts approved by Fire Chief and/or approved by the Board
    - vi. Utility billing and mandated fees by other public agencies which are included in the budget
- (c) Petty Cash - the Petty Cash account is authorized for the Finance Director and should be used for purchases less than \$20 at local vendors when possible. Petty Cash may be used for employee out of pocket expenditures for District materials. The reimbursement or use of Petty Cash must be accompanied by a receipt along with explanation for intended use and signature of the person making the purchase. The Petty Cash account shall not exceed \$200.
- (d) Credit Accounts - The District maintains credit accounts with many vendors, necessary for day to day operations. Credit purchases are authorized for Station Captains, Battalion Chiefs, Prevention Staff, Administrative Staff, Fire Chief, Division Chiefs, and Fleet & Facilities Manager and his/her assistant. Such purchases are subject to all applicable purchasing rules within this policy; all appropriate documentation must be forwarded to the Finance Director upon purchase with further documentation once goods are received or services complete.
- (e) Reimbursement - Employees at times will need to use their personal funds to make purchases for the District and then be reimbursed. Reimbursements are subject to all purchasing rules within this policy and must be forwarded to the Finance Director for processing. The District discourages this type of purchasing unless it is an emergency. Reimbursements over \$20 will be made by check through the Finance Committee process; those under \$20 will be reimbursed with petty cash when feasible.
- (f) C.O.D. - The District does not authorize the use of C.O.D. purchases.
- (g) Open Market or Informal Bid Procedure - Purchases of supplies and equipment from \$5000 to \$24,999 or hiring of services from \$5000 to \$24,999 must have three

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Financial Expenditure Policy*

---

independent quotations solicited when feasible. Quotations shall be secured from bona fide dealers or craftsman engaged in the business or in handling of goods specified and shall be awarded to the lowest responsible party as determined by the authorizing purchaser and shall include consideration of local businesses. Quotations may be solicited by written requests, telephone, fax, advertising, internet, verbal, or by notice posted on a public bulletin board at the Administrative Office or by any combination of these methods. Award of bid shall be awarded to the bidder offering the most advantageous bid to the District after consideration of price, quality, durability, servicing, delivery time, and standardization.

- (h) Formal Bidding (When Required) - Except as otherwise provided, purchase of supplies and equipment when required by law and in accordance with statutory requirements of bidding and bidding procedures, of an estimated value above \$25,000 for supplies/equipment or obtaining of labor/materials above \$25,000 shall be by written contract with the lowest responsible bidder.
  - (a) All contracts for the construction or completion of any building, structure, or improvement, when the expenditure required for the work exceeds ten thousand dollars (\$10,000), shall be contracted for and let to the lowest responsible bidder after notice, pursuant to the provisions of Public Contract Code Section 20813.
  - (b) The procurement process for all federally funded purchases shall comply with Federal Procurement Requirements per 2 CFR 200.318-200.326.
  - (c) Bid Procedure - The District shall conduct an open and competitive bid process. Bids may be noticed and solicited through various sources, as well as, a notice inviting bids shall be published at least twice in the local newspaper, currently the Sierra Sun, not less than 5-days apart, with such notice to be given not less than 10-days prior to the date for the bid opening. The bid notice shall distinctly state the project and give direction where an interested person can obtain the project specifications and bid form(s). Sealed bids must be presented at or prior to the noted time of the bid opening as per the bid specifications and instructions to be considered, bids will be opened at that time, any bids received after such time will not be accepted for consideration and will be returned unopened. Any envelope sealed with tape will be rejected. The project manager will review all prospective bids to confirm they comply with bidding requirements and project specifications. The project manager will make a recommendation to the Board as to which bid is the lowest most responsive bid. The Truckee Fire Protection District reserve the right to reject any and all bids for any reason whatsoever.
    - (a) No District employee, Board Member, or agent will be allowed to participate in the selection, award, or administration of a contract if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, Board Member, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
- (i) Sole Sourcing - Specifications for contracts for construction, alterations or repair of District facilities may not limit bidding to any one product or supplier. Specifications



# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Financial Expenditure Policy*

---

designating a particular brand name shall list at least two brands of comparable equality or utility or follow the description with the words "or equal."

1. Exception - Specification for contracts may designate projects by brand or trade name (sole sourcing) when one of the following conditions applies:
  - (a) The product is designated to match others in use on a particular public improvement project that has been completed or is in the course of completion.
  - (b) One product has a unique application required to be used in the public interest.
  - (c) Only one brand or trade name is known, or
  - (d) Upon resolution of the Board, the Board makes a finding that the item sought is the subject of a field test to determine its suitability for future use.
  - (e) Equipment that is currently used by the district that is not being entirely replaced where standardized functionality is vital to public safety (ie Cardiac monitors, radios etc.)
- (j) Purchases listed in the Budget - The approval of the District's annual budget shall constitute authorization for the purchase of equipment and services specifically listed and described in that budget. The Fire Chief may purchase any equipment and services so listed without further authorization from the Board.
- (k) Fire Chief's Spending Authority - The Fire Chief's spending authority is \$10,000. The Fire Chief may purchase equipment or services in an amount not to exceed \$10,000 without prior approval from the Board. However, the Board's approval for significant expenditures should be considered.

### **210.3 DESIGNATED PURCHASE AUTHORITY**

Various personnel are authorized to make purchases for the District, without prior approval, under certain guidelines or by rank as follows:

Firefighters - Firefighters may make purchases for various items not to exceed \$50. Any purchase exceeding \$50.00 will require the approval of the Station Captain.

Station Captains- Captains may make purchases for various reasons for items not to exceed \$50. Any purchase exceeding \$50.00 will require the approval of the Battalion Chief.

Division Chiefs/Battalion Chiefs-May make purchases for various reasons for items not to exceed \$500. Any purchase exceeding \$500.00 will require the approval of the Fire Chief.

Administrative Staff-The administrative staff has been delegated to purchase office supplies and uniforms for the District. All purchases will be coordinated and approved by the Administrative Officer or the Finance Director. Any purchases over \$500.00 will be approved by the Fire Chief or Division Chief.

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Financial Expenditure Policy*

---

Emergency Medical Supplies-The EMS Director will designate an employee of the District to purchase EMS supplies to replace and maintain inventory. All purchases will require the use of a Purchase Order. Purchases over \$500.00 will be approved by the EMS Director, Division Chief, or the Fire Chief.

Fleet and Facilities Manager- This position has the authority to make purchases necessary to maintain the motorized fleet and all facilities. Any purchase in aggregate or single exceeding \$500.00 will require a Purchase Order. All invoices will list the intended use of the purchased item. Any purchase over \$500.00 will require Fire Chief or Division Chief approval.

District Procurement Officers - Employees of the District will be designated to purchase all operational and household supplies for operational need. All purchases in aggregate or single exceeding \$500.00 will require Fire Chief or Division Chief approval. Any item worth more than \$5000.00 will be capitalized per the the Fixed Asset and Inventory policy.

#### **210.4 RECEIVING ORDERS**

No order will be accepted at any facility without the signature of the person accepting the order. The package received will only be opened by the person designated on the invoice as the person initiating the order or his/her supervisor.

#### **210.5 ROUTING AND DOCUMENTATION**

All purchases made for the District will have supporting documentation. Documentation can be a cash register receipt, online receipt, or an invoice. Purchases requiring purchase orders must also have supporting purchase receipts attached. All documentation will have a signature of the initiating employee and a brief description of the intended use of the item(s) purchased. No invoice, receipt, or Purchase Order will be accepted otherwise.

---

## Fee For Services Billing (Non-Ambulance)

### 211.1 POLICY

The Fire District Board of Directors has adopted resolution 1-97, a fee schedule for all emergency services except ambulance services provided by the District (attached). In addition, section 13 916 of the Health and Safety code allows a District to charge a fee to cover the cost of any service provided. This policy will list the steps taken to process this billing procedure.

### 211.2 PROCEDURE

This resolution makes it clear that only non-District residents or grossly negligent residents will be charged for services. In addition, not all resident services may qualify for fees for service. The following information lists examples of types of situations that may result in billing:

- (a) Non Fire District Resident: Vehicle accidents involving driving under the influence of alcohol or other ingested materials, river rescue, dive team activation, body recovery, negligent fires of all types, vehicle accidents involving lengthy extrication, cliff rescue, hazardous materials response, fire menace standby, large carrier incidents on freeways or railroad, plane crash.
- (b) Fire District Resident: Grossly negligent activities such as driving under the influence causing an accident, repeated fire starts by negligence, unusual rescue situations brought on by negligence.

### BILLING SEQUENCE

- (a) The Duty Officer or scene Incident Commander will be responsible for collecting information when a call meets the examples listed or if the Captain or Battalion Chief believes an incident warrants rescue billing. The following information will be collected on the department worksheet for rescue billing. Information to include:
  - Responsible party information - Name, address, insurance, Drivers License Number, license plate
  - Time of call
  - Time of apparatus placed back in service
  - Time each apparatus is committed to call
  - Times for personnel committed to incident
  - List of lost or damaged equipment
  - List of consumable items used
  - Food and drink receipts
  - Comments as necessary to explain charges listed

The Captain will sign completed worksheet, and forward to the Shift Battalion Chief for review with a copy of the run report.

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Fee For Services Billing (Non-Ambulance)*

---

The Battalion Chief will review packet, then sign and forward rescue billing worksheet to Administrative Officer.

Administration will compile an invoice with total charges and forward to the Fire Chief.

The invoice and rescue billing worksheet is then reviewed and approved for submittal to the responsible party by the Fire Chief with corrections and/or comments as needed.

- (a) After determination to bill has been made, an invoice with the total bill will be developed. A package containing a copy of Resolution 1-97, the billing invoice, and the cover letter will be prepared and sent out under the Administrative Officer's signature. The recipient will have 30 days to pay.
- (b) After 30 days, if the bill has not been paid or contact made by the recipient, a second notice will be sent allowing 20 days for remittance.
- (c) After 20 days, if the bill has not been paid or contact made by the recipient, a third invoice will be sent by certified mail allowing 10 days for remittance and notice that the action will be turned over to small claims court after the 10 day period.
- (d) If the court rules in favor of the Fire District and the party does not pay, the package will be turned over to a certified claims collection company to finalize the account.

No bill less than \$50.00 shall be processed and sent.

Reference TFPD Rescue Billing Worksheet.

Reference TFPD Ordinance 1-2001.

### **211.3 EXHIBIT "A" - FEES FOR SERVICE**

The rates and schedules set forth below will apply to fire suppression, and all emergency services response excluding ambulance services, which is billed independently. All expendable materials or damaged equipment due to the incident will be billed at the cost of replacement plus a 10% administrative charge.

#### **A. Personnel**

1. Equipment rates do not reflect personnel time; therefore personnel will be billed in addition to all equipment rates. There shall be a standard reimbursement formula for personnel. This formula is based on the average actual rate as follows:
2. A = Hourly Rate: The hourly rate is that of all personnel assigned to the incident specific to rank and set hourly wage.
3. H = Hours on Incident: Total hours on the incident from the first alarm until back in quarters.
4. W = Current Employment Expenses: Current actual employment expenses to include: Workers' Compensation, Health Insurance Benefits, and Retirement costs.

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Fee For Services Billing (Non-Ambulance)*

---

5. S = Administrative Surcharge Percentage Rate: The administrative surcharge percentage rate is established annually. It is the indirect or equivalent administrative percentage rate charged by the TFPD to administer the program. The Administrative Surcharge will be the current OES rate..
  6. Formula to calculate personnel rates:
    - (a)  $(A \times H \times 1.5) + [(A \times H \times 1.5) \times W] + [(A \times H) \times S] =$  personnel reimbursement dollars.
- B. Equipment
- (a) Type I Engine, Type III Engine, Truck 92, Water Tender
    1. \$200.00 first hour
    2. \$150.00 each additional hour
  - (b) Heavy Rescue/High Angle & River Rescue (Rescues 92 and 97)/Dive Rescue/Airboat
    - (a) \$150.00 first hour
    - (b) \$100.00 each additional hour
  - (c) Hazardous Materials Vehicle
    1. \$275.00 first hour
    2. \$225.00 each additional hour
  - (d) Support Vehicles
    1. Command vehicle - \$50.00 hour \$100.00 Max
    2. Staff vehicle - \$25.00 hour \$100.00 Max
  - (e) Ambulance Stand-By
    1. \$50.00 per 1/4 hour
    2. \$200.00 per hour
- A. Hourly Rate/Billing Breakdown
1. All calls will be billed a minimum of one hour. Additional time after the initial hour will be billed per 1/2 hour. Billing for services will be computed from first alarm until back in quarters. Allocation of equipment and personnel shall be the responsibility of the Fire District Incident Commander and his/her decisions will be used for billing purposes.
- B. Replacement Charges
1. In addition to the above charges, expendable equipment and materials or damaged materials while mitigating the incident will be billed at the replacement cost plus 10 percent.

## Board Policies and Procedures

### 212.1 BOARD POLICIES 2016

[Truckee Fire Protection District Board Policies](#)

---

# Fixed Asset and Inventory Policy

## 213.1 POLICY AND PURPOSE

The purpose of this policy is to set forth the guidelines for the physical and reporting control of the District's assets, including accountability over the assets, meeting financial reporting needs, and generating asset management information.

This policy identifies the procedure for recording new and existing fixed assets, depreciation of fixed assets, disposal of fixed assets, and the methodology of record keeping of all assets. In addition, it is intended to provide steps to assist district personnel in the safeguarding, accounting for and disposing of district assets. Legal responsibilities require that the district accurately record and account for fixed assets on a regular basis. Because several departments engage in the acquisition, transfer, disposal, and use of fixed assets, this policy sets forth the roles and responsibilities in regard to fixed assets.

## 213.2 FIXED ASSET

### 213.2.1 CAPITALIZATION POLICY

A capitalized fixed asset is property, such as equipment, buildings, and land, with a cost or value equal to or greater than \$5,000 at the date of acquisition, effective July 1, 2017, and an expected useful life of more than one year. Capitalized fixed assets are acquired for the use in normal operations. All capitalized fixed assets are entered into the Fixed Assets Spreadsheet for inventory and financial reporting purposes.

Assets costing below \$5,000 are expensed in the fiscal year of purchase and are not capitalized.

The only exception allowable is for the capitalization of expendable equipment for the initial outfitting of a tangible fixed asset or its expansion or renovation. Equipment for this treatment should be budgeted and charged to the capital project as equipment.

Costs incurred to keep a fixed asset in its normal operating condition that do not extend the original useful life of the asset or increase the asset's future service potential are not capitalized. These costs are expensed as repairs or maintenance.

### 213.2.2 CLASSIFICATION OF FIXED ASSETS

Fixed Assets are items that are:

1. permanent in nature, tangible durable (economic useful life greater than one year);
2. held for purposes other than investment or resale; and
3. have a cost which equals or exceeds certain thresholds established by the District.

The types of fixed assets: equipment (both moveable and fixed), land, land improvements, buildings, building (owned and leased) improvements, technology equipment and infrastructure.

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Fixed Asset and Inventory Policy*

---

#### **Definition :**

**Equipment** consists of property that does not lose its identity when removed from its location and is not changed materially or expended in use. Subclasses in this account include computer equipment, audio visual equipment, office equipment, workout equipment, firefighting/rescue/emergency medical services equipment, appliances, vehicles/apparatus, buildings and ground equipment, heavy equipment, furniture, and fixtures.

**Moveable Equipment** is not permanently affixed to or part of a building. Some moveable equipment consists of more than one component (e.g., a computer, keyboard, mouse, and monitor). The assembled components may be considered one item and be recorded as a single fixed asset. Component items that form one working equipment system are combined for capitalization purposes.

**Fixed Equipment** is permanently affixed to a building but is separate from the building itself. Examples of fixed equipment are light fixtures, wall to wall carpeting, water fountains, fire control apparatus, fume hoods, auditorium and fixed classroom seats, and built-in display cabinets.

**Equipment Purchased During New Construction / Renovations** – The equipment must be non-expendable, tangible personal property having an economic useful life of more than one year. During the normal course of business, these items would be expensed solely because they did not meet the District's \$5,000 threshold. The only exception allowable is for the capitalization of low cost equipment for the initial outfitting of a tangible fixed asset, or its expansion or renovation. Equipment for this treatment should be budgeted and charged on the capital project as movable equipment. Expenditures for non-capital items that do not meet these requirements should be expensed. Movable equipment capitalized as part of a major new construction renovation or renovation project shall be recorded in the fixed asset module as one asset for each major moveable equipment class with the appropriate useful life assigned.

**Land** is the solid part of the earth's surface whether improved or unimproved. The land account should include all land purchased, leased, donated, or otherwise acquired by the District.

Purchased land should be carried on the records at cost. Donated land should be recorded at the appraised market value of the land at the time of its donation. Land does not get depreciated over time. Demolition costs are considered land costs.

**Land Improvements** are modifications to outside areas. Including sidewalks, parking lots, fences, and yard lighting.

**Buildings and their Components** are roofed structures used for the permanent or temporary shelter of persons, furniture, or equipment. Examples of building components are plumbing, electrical, exhaust extraction, and HVAC systems.

The buildings account includes the value of all buildings at purchase price or construction cost. When buildings are constructed, all identifiable direct costs are included in the valuation. Direct



# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Fixed Asset and Inventory Policy*

---

costs include labor, material, and professional services to construct the building, together with insurance, interest and other costs incurred during the period of construction to ready the building for its intended use.

**Building (owned and leased) Improvements** are improvements made to existing buildings. Any renovation or alteration to an existing building that adds useful space to the structure or extends the facility's useful life will be considered a fixed asset. Such as a new roof. Conversely, improvements that do not add useful space to the structure, or extend the facility's useful life will be considered maintenance and repair.

**Technology Equipment** consists of long-lived capital assets that normally are technological in nature and are the basis of the District's information/connectivity infrastructure. Technology equipment includes all hardware, software, and cabling associated with District-wide systems. Software licenses, maintenance fees, and donations to the District should not be capitalized.

**Infrastructure** is defined as an underlying base or foundation. Such as include roads, bridges, tunnels, drainage systems, water and sewer systems, dams, and lighting systems.

#### 213.2.3 VALUATION OF CAPITALIZED EQUIPMENT

The valuation of equipment, whether purchased or fabricated, is based on unit cost. The total unit cost is determined by the sum of:

1. the cash disbursed (purchase price less applicable discounts plus applicable transportation and installation charges) for each unit;
2. the net book value of any assets given in exchange; and
3. the present value of any liability incurred.

If the equipment is acquired by gift, the valuation is the fair market value at the date of the gift, if determinable. Otherwise, an appraised value is used. If acquired by loan (usually from a grant or contract sponsor), the value assigned to the equipment by the sponsor will be used.

#### 213.2.4 GIFTS IN KIND

Gifts of donated capital equipment that meet the \$5,000 threshold and have a useful life greater than one year should be added to the fixed assets to ensure an accurate accounting of all district owned equipment. If a gift is received the administration office should be informed. Philanthropy will provide detailed information of gifts in kind to the Fixed Asset Coordinator upon receipt of the gift or through a monthly report submitted to the Assistant Controller,

#### 213.2.5 OTHER CAPITAL ASSETS

Construction-In-Progress (CIP) – CIP is the cost of buildings or other capital projects that are under construction as of the balance sheet date. CIP represents a temporary capitalization of labor, materials, and equipment of a construction project. When the constructed asset is substantially

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Fixed Asset and Inventory Policy*

---

complete, costs in the CIP account are classified to one or more of the major asset categories and corresponding reductions must be made to the CIP account.

### 213.2.6 ACQUISITION OF FIXED ASSETS

Refer to Financial Expenditure Policy.

### 213.2.7 TAGGING MOVABLE EQUIPMENT

Maintaining a positive identification of assets is the primary purpose of tagging. Tagging is important to:

1. Provide an accurate method of identifying individual assets,
2. Aid in the annual physical inventory,
3. Control the location of all physical assets,
4. Aid in the maintenance of fixed assets, and

Generally, all fixed assets meeting the capitalization criteria are tagged when received by the procurement department. When an asset is received, the procurement department must tag the item and notify the Fixed Assets Coordinator of the tag number.

Even though non-movable, capitalized assets are not tagged, an asset number is still recorded in the Fixed Assets report but not physically attached to the asset. Tags for capitalized assets that are not tagged are placed in the Fixed Asset report listing the item description. A description of the property is recorded, including location details.

Assets not needing a tag are:

- Buildings
- Land
- Land Improvements
- Mainframe Software

When tagging movable equipment, consistently place asset tags in the same location on each similar type asset. If possible, the tags shall be accessible for viewing. Place the tag where the number can be seen easily and identified without disturbing the operation of the item, which will assist with the physical inventory.

**Caution:** Do not tag sensitive technical equipment, or other items where tagging will affect its function, value, or the ability to return it under warranty. A file for all untaggable assets must be maintained by the Fixed Assets Coordinator.

### 213.2.8 DEPRECIATION POLICY

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Fixed Asset and Inventory Policy*

---

Depreciation is the allocation of the total acquisition cost of a fixed asset over its estimated useful life.

Land, certain land improvements, construction-in-progress, inexhaustible works of art, historical treasures and similar assets are not depreciated. Land is considered to have an unlimited useful life and its salvage value is unlikely to be less than its acquisition cost. Certain land improvements may be considered to have an unlimited useful life and therefore are not to be depreciated.

Depreciation of fixed assets is computed on a straight-line basis over their estimated useful lives (capitalized cost divided by useful life) as follows:

Equipment.....7 years

### Vehicles

Utility.....10 years

Ambulance.....15 years

Engine.....20 years

Building.....50 years

Improvement.....20 years

Land.....Unlimited

Improvement.....20 years

Infrastructure.....20 years

Technology/Software.....3-5 years

### 213.2.9 MAINTENANCE OF FIXED ASSETS

In order to maintain an adequate fixed asset accounting listing that allows for overall safeguarding of fixed assets, the Fixed Asset report requires periodic update (annual inventory) and maintenance to remain current and valuable. Additional fixed asset acquisitions, transfers, sale of surplus, disposal and corrections must be entered into the system in a timely manner. It is imperative that those responsible comply with this document to establish and maintain accurate fixed asset records.

### 213.2.10 PHYSICAL INVENTORY OF EQUIPMENT

The Fixed Asset Coordinator will provide Procurement Officers with a listing of all reportable property by departmental area every other year. Using the listing of reportable property as a basis, a joint inventory will be conducted by the Procurement Officers and the Fixed Asset Coordinator. Advance notice will be given to individual departments regarding specific dates. The purpose of a

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Fixed Asset and Inventory Policy*

---

physical inventory is to verify the existence and condition of equipment and ensure the accuracy of district accounting records.

Discrepancies will be noted and investigated by the Fixed Asset Coordinator. The results of the inventory, including unresolved discrepancies, will be reported to the Administrative Officer.

Lost or stolen property must be reported as soon as the loss or theft is known. In the case of known or suspected theft, the Fixed Asset Coordinator and the department Procurement Officer must send a written report to the Administrative Officer and notify the Fire Chief.

#### 213.2.11 DISPOSITION OF ASSETS - MOVABLE EQUIPMENT

A fixed asset may no longer be needed due to:

1. Excess of useful life
2. Lack of need
3. Obsolescence
4. Wear, damage or deterioration
5. Excess cost of maintenance

In all of the above, the asset is considered to be surplus property to the District. The department procurement officer must ascertain the status of the asset. Some assets will be considered junk, these items are usually damaged items judged unsafe or too costly to repair, and may be thrown away. The department procurement officer will notify the Fixed Asset Coordinator of the disposal for the appropriate change in the Fixed Asset list. Some assets will be considered to have a sale value, if the value is deemed greater than \$500.00, the items will be brought before the Board, where the value will be declared and direction given to staff to dispose of the surplus equipment in the appropriate manner. In general, surplus or obsolete equipment may be disposed of by discarding/scraping, trading-in, donating, or selling the asset.

### **213.3 INVENTORY**

#### 213.3.1 INVENTORY POLICY

A list of all essential items, Fixed Asset or expendable item, needed to conduct business at each Station or on each Apparatus will be established and maintained.

#### 213.3.2 STATION INVENTORY

The Station inventory list will capture all Fixed Asset items assigned as well as items less than \$5,000.00 that are essential to do business and would need to be replaced in case of a catastrophic event.

#### 213.3.3 APPARATUS INVENTORY

Each apparatus inventory list will capture all Fixed Asset items assigned as well as items less than \$5,000.00 that are essential to do business and would need to be replaced in case of a

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Fixed Asset and Inventory Policy*

---

catastrophic event. A compartment list will be established and if appropriate be fixed inside the compartment door.

### 213.3.4 PHYSICAL INVENTORY

A physical inventory of each Station will be performed every other year by the Fixed Asset Coordinator and a Station Representative.

### **213.4 ROLES AND RESPONSIBILITIES**

The major responsibilities each party has are as follows:

The Finance Director is responsible for the identification of capital assets, posting the fixed asset in the District's accounting system that allows for the proper presentation of acquired assets in the financial statements. and the overall safeguarding of fixed assets.

The Administrative Officer is responsible for ensuring fixed assets list is being properly maintained, including the determination of useful lives, reconciliation to the general ledger, and financial reporting.

The Fixed Asset Coordinator, currently assigned to the Administrative Assistant I, is responsible for:

1. Preparing an annual listing of all movable equipment;
2. Providing department heads with current records of the property for which they are responsible;
3. Identify disposals on an annual basis.
4. Ensure the proper tagging of all movable equipment;
5. Joint physical inventories taken on an every other year basis verifying the existence and condition of all capital assets to ensure the accuracy of district accounting records;
6. Updating the fixed assets inventory based on inspection reports and notifying the Administrative Officer regarding any inventory changes;
7. Review and posting of depreciation through the Fixed Asset list on an annual basis;
8. Reconciliation of the fiscal year additions in the Fixed Asset list to the general ledger completed in a timely basis;

All Department Procurement Officers are responsible for:

1. Reading and understanding the Fixed Assets Policy;
2. Maintaining current inventory records for all in-use fixed assets within their assigned department;
3. Assuring property is given proper care and protection and is used for official purposes only;
4. Ensuring that District property is used only in the conduct of official District business;
5. Notifying the Fixed Assets Coordinator of any changes in the index coding of an asset;

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Fixed Asset and Inventory Policy*

---

6. Notifying the Coordinator whenever fixed assets are transferred/acquired, sold, donated, destroyed, stolen, lost or otherwise disposed of.
7. Identifying and reporting to the Coordinator along any surplus property which is useable but not needed in his/her area, or which is beyond economic repair and therefore to be disposed of;
8. Assisting in taking physical inventories.

Department Procurement Officers are assigned to the following areas: General Fire, Radios, Special Teams (HazMat, Dive, Rescue, and EMS), Fleet and Facilities.

## Financial Reserves Policy

### 214.1 PURPOSE

Truckee Fire Protection District shall establish a Financial Reserve Policy covering all funds and all types of reserves. This policy further establishes the level of reserves necessary for maintaining the District's credit worthiness and for adequately providing for:

- Funding infrastructure replacement.
- Economic uncertainties and other financial hardships.
- Loss of significant revenue sources such as property tax receipts, ambulance cost recovery or development fees.
- Local disasters or catastrophic events.
- Future debt or capital obligations.
- Accumulated unpaid compensated absences (Vacation, CTO, Holiday, Sick Leave).
- Other Post Employment Benefits (OPEB) - Actuarially Determined Contribution (ACD).
- Cash flow requirements.
- Unfunded mandates including costly regulatory requirements.

### 214.2 POLICY

The Board of Directors shall be responsible for the oversight of all District fund accounts and balances. Changes to the existing fund balances, establishing new fund accounts, and authorizing expenditures for fund balances shall require action by the Board.

#### 214.2.1 RESERVE FUND DESIGNATIONS AND FUNDING LEVELS

- Operating Fund Balance:** It is the District's goal to maintain a minimum balance equal to one month of operating expenses at the end of each Calendar year to provide adequate cash flow in the subsequent Calendar year, prior to receiving the January tax revenue payment.
- Operating Reserves - unrestricted:** This is the "Rainy Day" fund used to pay for shortfalls in operating funds created by unforeseen circumstances like lower than anticipated revenues or unanticipated expenses. Operating reserves may also be used to fund cashflow shortfalls. The District's goal is to maintain an operating reserve in the combined Operating and Capital Reserve accounts that equal at least 15% of the annual operating expenses of the District.
- Capital Reserves (Building & Equipment Reserves) - unrestricted:** Capital reserves will be accumulated to fund the Capital Improvement Plan that includes infrastructure projects, equipment replacement, and fleet replacement. A key objective for accumulating capital reserves is to minimize external borrowing and interest expense. This fund is unrestricted and may be used for operation shortfalls if necessary. The goal is to obtain a \$2,000,000.00 capital reserves balance.

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Financial Reserves Policy*

---

- D. **Compensated Leave Reserve:** A reserve fund for the purpose of funding payout to employees at retirement of unused leave including Vacation, CTO, Holiday and Sick Leave. The funding level identified in the annual budget to cover this expense shall be at least enough to cover annual anticipated retirement payouts as adjusted annually.
- E. **Other Post Employment Benefits (OPEB) Trust - restricted:** In the effort to plan for and fund retiree health medical premiums the District is a participating agency in the California Employers' Retiree Benefit Trust (CERBT), which is a Section 115 trust operated by CalPERS. It is the intention to reduce retiree health Unfunded Accrued Liability (UAL) by contributing to the Post Retirement Health Insurance Fund. The budgeted annual contribution is the difference between the year's "Actuarially Defined Contribution" (ADC) and the actual paid premiums for retiree medical. The ADC is determined by an actuarial valuation and includes an amortization of the District's unfunded OPEB liability. While the District strives to maintain a goal of contributing 100% of the annual ADC, it may temporarily reduce or forgo contributions in times of economic hardship. All contributions will be deposited in the District's account within CERBT.
- F. **Mitigation Fee Reserves - restricted:** Pursuant to California Government Code 66000 et seq the District collects Mitigation Fees (impact fees) on new construction within the Fire District boundaries. The fees collected are restricted and can only be used to fund facilities, apparatus, vehicle, and equipment as per the Mitigation Fee Annual Expenditure Plan that is approved by the Town of Truckee, Nevada County, and Placer County.

### **214.3 RESERVE FUND EXPENDITURES AND REPLENISHMENT:**

#### **Operating Reserves**

Operating reserves can be used at any time to meet cash flow requirements of District operations. Authority to use the funds will be consistent with the District's Financial Expenditure Policy.

#### **Capital Reserves**

The Board of Directors will authorize use of capital reserves during the budget process. Capital reserves are also available for unplanned (unbudgeted) capital replacement. Authorization for the use of capital reserves for unplanned capital replacement will be consistent with the District's Financial Expenditure Policy.

The Board can authorize the use of Building and Equipment reserves to fund operations if necessary.

The Board of Directors will:

- A. Review fund balances before adoption of the Preliminary Budget each year.
- B. Approve all expenditures or transfers between reserve funds.
- C. If the unassigned minimum fund balance at fiscal year-end falls below the goal, the District will develop a restoration plan to achieve and maintain the minimum fund balance.



## Investment Policy

### 215.1 PURPOSE AND SCOPE

The District believes in responsible investment strategies to maximize returns with relatively low risk.

### 215.2 POLICY

In order to maximize investment earnings on excess cash funds, the following investment policies are adopted:

### 215.3 PROCEDURE

- A. All potential investments must be reviewed and approved by members of the District's Finance Committee and the Board of Directors.
- B. All investment accounts will be reviewed by the Finance Committee and approved by the Board of Directors before opening and moving money to the new account. The current investment portfolio utilizes a low risk pooled money investment account known as the Local Agency Investment Fund (LAIF).
- C. The District will utilize generally accepted public agency investment accounts that offer a significant amount of protection from losses.
- D. The General Operating Fund account should maintain a maximum balance of \$100k. Once the target is exceeded and there are no other pending significant expenses, money should be moved to an investment account in a reasonable amount of time-- usually within 5 business days of receipt of funds.

---

## Budgeting and Financial Reporting

### 216.1 PURPOSE AND SCOPE

The District engages in an annual budgeting process, as well as monthly financial reporting and monitoring to allow thoughtful spending of available financial resources to meet the mission of the District.

### 216.2 POLICY

The District staff will develop an annual draft budget ultimately approved by the Board of Directors, as well as monthly financial reporting using the following procedures:

### 216.3 PROCEDURE

- A. Staff will use both historical spending, and zero-based approaches to reach a line item budget.
- B. Preliminary and final budgets will be "balanced" between revenue and expenses unless the Board of Directors specifically approves deficit spending-- using money from reserves.
- C. The timeline will be as follows:
  - 1. Staff begins budgeting process March 1. Line staff and department heads are solicited for expense needs in the next fiscal year. County staff are consulted to identify projected tax revenues. Ambulance revenues are reviewed by staff to determine estimated next fiscal year revenues. End of year estimated finished spending for the current fiscal year is reviewed.
  - 2. Draft Budget created by April 15.
  - 3. Draft Budget presented to Finance Committee for review by April 15.
  - 4. Draft Budget presented to the full Board of Directors for review during May Board of Director meeting.
  - 5. Preliminary Budget presented to the Board of Directors during June Board of Director meeting.
  - 6. Final Budget presented to the Board of Directors during September Board of Director meeting.
- D. The District's budget is prepared using the modified accrual accounting basis.
- E. A draft budget will be prepared for review, followed by a final budget submission.
- F. The Final Budget document will be reviewed and adopted each fiscal year by the Board of Directors.
- G. The Finance Director will produce key financial reports monthly. These reports are prepared with consistent financial information, and are reviewed by the Fire Chief and the Board of Directors. At minimum, the Finance Director will produce a Balance Sheet and Fund Balance Report.

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Budgeting and Financial Reporting*

---

- H. The Fire Chief will meet with department heads to review and discuss budget variances identified by the monthly reporting, and make necessary adjustments in spending.
- I. The Finance Director and Fire Chief will keep the Board informed of significant variances from the budget each month at the Finance Committee and Board of Director meetings.

---

## Allowance for Doubtful Accounts

### 217.1 PURPOSE

The purpose of this policy is to outline the procedures that will be used to write off ambulance receipts that have not been collected.

### 217.2 POLICY

The policy of Truckee Fire Protection District is to collect all receivables generated by the ambulance with the exception of cases where payment would create severe financial hardship.

In implementing this policy, TFPD and the billing company will at all times be mindful that it is the intent that all District residents should expect prompt and professional service regardless of their ability to pay for said services. Toward that end, all District and billing company staff are directed to treat all waiver requests with sensitivity and fairness and to ensure that all patients will have full access to services without regard to payment ability.

### 217.3 APPLICABILITY

This is applicable to the receipt of fees charged for the provision of EMS services.

### 217.4 PROCEDURE

Truckee Fire Protection District contracts with a billing company to provide ambulance billing and collection for ambulance services provided by the District. The billing and collection process outline is attached. TFPD, as part of an agreement with the billing company, requires a standard method of pursuing collections that ensures payments are received that are owed to the District, based on established rates set by the District as allowed under federal or state medical reimbursement regulations.

### 217.5 FINANCIAL HARDSHIP DETERMINATION

In order to make the determination that a financial hardship exists, the District will use the following guidelines:

- Any patient who contacts our billing company and informs them that they have a financial hardship will be offered a payment plan to meet their individual needs.
- If the patient's financial hardship is such that no payment plan will work, a determination will be made on a case-by-case basis. Documentation of the financial hardship may be requested and will require the review and approval of the Fire Chief, Finance Director, and Administrative Officer.
- All information submitted will be kept confidential.

### 217.6 COLLECTIONS

- Collection efforts will continue until the balance is either paid in full, or the amount owed has been determined to be uncollectible, or the Administrative Officer has made

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Allowance for Doubtful Accounts*

---

a determination that a financial hardship exists and all or part of the remaining balance has been waived.

- Patients who make no attempt to reconcile their balance will be addressed on a case-by-case basis, may be taken to small claims court, may have the "debt" reported to a reporting agency where it will appear on their credit report or, if needed, an advanced collection process will be used.
- The Administrative Officer, with the recommendation of the billing company, will make a determination that an account is to be written off as an uncollected account. This determination does not constitute forgiveness of the debt if at a future date payment is received by the billing company. The determination to write off an account shall be based upon the inability of the billing company, or any agents that they may use, to locate or obtain direct contact with a patient, either by registered letter or some other means.

#### **217.7 REPORTING**

- TFPD administrative staff will verify on a monthly basis that the billing agency has recorded the correct number of calls and transports.
- TFPD administrative staff will verify on a monthly basis that all funds deposited are recorded by the billing agency.
- The Administrative Officer will provide the Board of Directors on an annual basis a summary of the amount, number, and type of bills determined to be uncollectible.

*Note: All information received as a result of this policy, including patient name, address, medical condition or history, and financial information is protected and may not be used as public record. Patient information is subject to compliance with federal, state, and local regulations relative to medical, personal, and financial information for purposes of records retention and public record access.*

## IT Disaster Recovery

### 218.1 PURPOSE AND SCOPE

The District develops and stores vital administrative, fire, rescue, and EMS data in various software applications. This policy will ensure that data is maintained and accessible in the event of a disaster.

### 218.2 POLICY

The District has implemented and will maintain measures to enable the recovery or continuation of vital technology infrastructure and systems in the event of a data loss or other emergency.

### 218.3 PROCEDURES

- A. The District shall use off-site web hosting of various software applications for vital data processing like patient care reports and fire reports whenever possible. This allows vital data operations to continue in the event of a disaster.
- B. Other data stored on the District computer network is transmitted and stored at a secure, off-site data storage facility. This allows for access to data soon after a disaster, and is not reliant on District hardware for access.
- C. Off-site data can be accessed by the Finance Officer, Administrative Officer, and IT Manager. The Administrative Officer keeps a written agreement with the off-site vendor on file.
- D. In the event that hardware and other technical equipment would need replacement, it is the responsibility of the IT Manager, and/or IT Contractor to evaluate the needs of the District to obtain and install the necessary replacement equipment.

## **Chapter 3 - General Operations**

# Incident Management

## 300.1 PURPOSE AND SCOPE

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

### 300.1.1 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.

## 300.2 POLICY

It is the policy of the Truckee Fire Protection 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.

## 300.3 PROCEDURES

The first arriving resource will be designated the Incident Commander by Grass Valley ECC and given an incident designator. The IC will follow standard ICS procedures .

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



## Emergency Response

### 301.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure a safe and appropriate response to emergencies while maintaining the safety of district members and the public by requiring operators of district vehicles to conform to applicable California laws and regulations during an emergency response (Vehicle Code § 21055, 21056, 21806, 21807, 22350 ).

#### 301.1.1 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.

### 301.2 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.

### 301.3 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.

### 301.4 INITIATING AN EMERGENCY RESPONSE

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

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Emergency Response*

---

#### **301.5 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 Dispatch is promptly notified. Personnel shall also discontinue the emergency response when directed by any supervisor.

CVC 21056, Section 21055 does not relieve the driver of a vehicle from the duty to drive with due regard for the safety of all persons using the highway, nor protect them from the consequences of an arbitrary exercise of the privileges granted in that section.

CVC 21807, The provisions of section 21806 shall not operate to relieve the driver of an authorized emergency vehicle from the duty to drive with due regard for the safety of all persons and property.

CVC 22350 No person shall drive a vehicle upon a highway at a speed greater than is reasonable or prudent having due regard for weather, visibility, the traffic on, and the surface and width of, the highway, and in no event at a speed which endangers the safety of persons or property.

#### **301.6 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 Dispatch of the equipment failure so that another apparatus may be assigned to the emergency response.

#### **301.7 APPARATUS RETURNING ON NORTHWOODS BLVD**

Apparatus with 2 axles may choose to return from Tahoe Donner by way of Northwoods Boulevard to Donner Pass Road when conditions allow. All apparatus with 3 axles or more (T-92, HM-1 with Trailer or WT-92) must return by way of Alder Creek Road to highway 89 North. If there is a request for an emergency response to an incident while in Tahoe Donner, the Operator may respond apparatus with three or more axles down Northwoods Boulevard if conditions allow and both the Operator and Duty Officer agree.

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Emergency Response*

---

#### **301.8 PARKING APPARATUS:**

1. Ensure vehicle(s) are parked securely when unattended (refer to policies 703 & 712).
2. Apply parking brake as appropriate.
3. For all apparatus equipped with chocks, use wheel chock(s) when parked on any slope, or when requested, or when needed.
4. Turn front wheels when appropriate.
5. Walk around vehicle after parking, checking for obstacles or loose equipment, etc.
6. Apply exhaust removal system when in quarters.
7. Connect shore line as needed.
8. When possible, park where no backing is required.
9. When parking in public areas, attempt to park away from other vehicles and obstacles to assure easy egress.

## Vehicle Chains

### 302.1 PURPOSE

Safely responding to emergency incidents becomes very dynamic during inclement weather. The following policy helps ensure the safety of personnel, while also protecting apparatus.

### 302.2 POLICY

It is the Policy of Truckee Fire Protection District to meet the minimum chain requirements while operating vehicles within Chain Control Restricted areas. The Duty Officer, Station Captain or individual operating the equipment at their discretion may increase the level of chains used but not decrease the State's Chain Requirements within a restricted area. Operators should consider road conditions in their "first-due" area when selecting traction devices, On-Spot Automatic chains have limitations on hills and in deep snow.

### 302.3 PROCEDURE

When Chain Control on Interstate 80 is in effect above Donner Lake Interchange for Station 97 or in effect below Donner Lake Interchange for the rest of the stations, the duty officer ensures that all stations install chains as follows:

- (a) **Medic Units-** All first and second out units will chain the outside dual or utilize the On-Spot auto chains, depending on the Chain Requirements. Front axles may be chained as conditions warrant.
- (b) **Heavy Apparatus-** All commercial/heavy apparatus with GVW ratings greater than 26,000 lbs. will chain at a minimum the outside dual tire and may consider using the On-Spot auto chains when equipped as well. This section applies to all Engines, Rescues, and Haz-mat vehicles in the District. If conditions are very poor, consider chaining the front axle on four/six wheel drive vehicles or using Automatic Chain devices in conjunction with the outer dual chained.
- (c) **3 Axle Heavy Apparatus-** All 3-axle vehicles will be chained with chains on both outer tires on the rear axles at a minimum.
- (d) **Front End Loaders-** Will be chained both front and rear axles from November 1st through April 30th.
- (e) **Trailers-** Any trailer with brakes must be chained while being towed in a Chain Restriction area.

Consider engaging four wheel drive for better traction.

Consider dropping seasonal chains on large apparatus at the station during dry stretches of weather.

#### **On-Spot Traction Device recommendations:**

- (a) Automatic Chains should be initiated moving at speeds between 2-25 MPH.
- (b) The maximum speed Automatic Chains is 35 MPH.

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Vehicle Chains*

---

- (c) Automatic chains may not be effective in snow depths deeper than 6".
  
- (a) While driving code 2 or 3 with chains on, speed limit on surface streets will be 25 mph.
- (b) On all Highways and Interstates the speed limit will be 35 mph.
- (c) All District vehicles will observe these speed limits. As conditions deteriorate, this speed should be reduced as needed to guarantee crew safety and serviceability of apparatus.

---

## Personnel Accountability

### 303.1 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.

### 303.2 DEFINITIONS

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.

### 303.3 POLICY

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

### 303.4 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, Operational Worksheet or a status board should be maintained using the arriving units Passport with Personnel Accountability Tags. First arriving units shall have Personnel Accountability Tags on a Passport System in a conspicuous location of their cab prior to exiting to work. After the establishment of an Incident Command Post, all in-coming units must report to the IC with their Passport System for an assignment. It is the responsibility of the IC to retrieve all first arriving units Passports as early as possible to ensure accountability.

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 person 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 on incidents that exceed the Incident Commander's span of control.

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 location, including members who arrive on-scene individually or in privately-owned vehicles.

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Personnel Accountability*

---

#### **303.5 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

When requesting and receiving a PAR, the following reporting format should be used:

- “Engine 92, Donner IC on Tac, PAR?”
- “Donner IC, Engine 92 has PAR - Captain Jones + 3”

“Donner IC copies PAR”

The IC should conduct PAR reports after any "Evacuation order, Backout order, severe change in conditions or Mayday".

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

### 304.1 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 crews (RIC) (29 CFR 1910.134(g)(4)).

#### 304.1.1 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.

**Two Out** - 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 crew (RIC) 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.

**Rapid Intervention Crew (RIC)** – Team of trained fire fighters who are solely responsible for the safety, search, and rescue of trapped or lost fire fighters at an emergency incident or training.

### 304.2 POLICY

It is the policy of the Truckee Fire Protection 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.

### 304.3 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.



# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Rapid Intervention Crews/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.

#### **304.4 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 to the Passport on the dashboard of district 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 RIC 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.

#### **304.5 RIC DUTIES**

The RIC 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 RIC outside the IDLH environment.
- (b) RIC 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 RIC as conditions warrant. For large incidents with multiple points of entry, multiple RICs should be considered.

#### **304.6 EMERGENCY DEPLOYMENT OF A RIC**

When a Mayday, 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.

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

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

---

For an emergency deployment of a RIC, a Rescue Group Supervisor position should be activated to coordinate the rescue as well as any fire activities in support of the rescue effort. Other divisions and groups may support the Rescue Group Supervisor'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 RIC supervisor should notify the Rescue Group Supervisor before making entry for emergency rescue. The Rescue Group Supervisor should provide any assistance that is appropriate to the situation. Additional resources should be ordered as needed, including additional RICs, medical treatment and transportation groups or other organizational elements.

---

# Incident Emergency Operations

## 305.1 PURPOSE AND SCOPE

The purpose of this policy is to provide a standard for addressing fire personnel emergencies while on incidents. Low frequency/high risk situations like a firefighter entrapment account for a small percentage of actual emergencies and require operations to be done an organized system.

## 305.2 DEFINITIONS

**Definitions related to this policy include:**

**Back Out Order-** An order to stop using the current tactics and remove crews from the affected area. This order will often come as the mode of operation changes to a defensive nature. Crews should bring all tools and hose lines out with them if it is safe to do so.

**CAN-** Conditions Actions Needs, a verbal reporting format.

**Emergency Signal-** Three horn blasts within 10 seconds, followed by 10 seconds of silence. This sequence will be repeated three times totaling 50 seconds

**Emergency Traffic-** Declared to announce an imminent or immediate life threatening situation to incident emergency personnel.

**Evacuate Order-** An order to immediately exit an affected area, as fast as possible. Tools and hose lines should be left behind if they slow down the crew's ability to quickly or safely exit.

**Exterior-** A divisional assignment referring to members outside a structure

**Fire Attack-** A functional group commonly assigned to that job but still referred to by thier designator "Engine 92".

**Interior-** A divisional assignment referring to members inside a structure

**LUNAR-** Location Unit Name Assignment Resources, a verbal reporting format.

**PACCAN-** Pass (silence) Assess (air level) Communicate (with IC) Conditions Actions Needs

**RIC-** Rapid Intervention Crew

## 305.3 POLICY

Incident Commanders should make every attempt to notify personnel when unusually dangerous situations occur on the fire ground and remove those personnel from the immediate danger.

## 305.4 REPORTING

**Incident Emergency Operations:**

**Incident Emergency**

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Incident Emergency Operations*

---

- (a) Personnel having an emergency within an incident shall call MAYDAY, MAYDAY, MAYDAY preferably on the tactical frequency. If there is no response after two attempts they should use the command frequency.
  - (b) When a MAYDAY, MAYDAY, MAYDAY is announced, the IC will state "All units on the \_\_\_\_\_ incident, Emergency Traffic! Hold all radio traffic! Personnel with the Mayday, go ahead?". This will be broadcasted on the frequency the "Mayday" was announced on. The IC will move all non-emergent radio traffic to the Secondary Tactical frequency ensuring uninterrupted communication with the person(s) having the "Mayday".
  - (c) The IC will make contact with the personnel announcing the "Mayday" and ask the following:
    - LUNAR
    - Type/Nature of the hazardous condition
    - Any immediate exposure needs or issues
4. IC declares Emergency Traffic on the command frequency, assigns a Rescue Group Supervisor and calls for additional resources

#### **Incident Emergency Requiring Evacuation**

- (a) Any person at an incident who observes a change in conditions that could harm crews shall announce EVACUATE, EVACUATE, EVACUATE on the tactical frequency. If time permits, this process should be done by the IC unless there is an immediate danger to personnel. Crews working within the affected area should acknowledge the Evacuate Order and the IC should repeat the order until all crews have evacuated the affected area.
- (b) Exterior crews will sound Emergency signal (vehicle horn, 3 blasts)
- (c) IC calls for a PAR

## Response Time Standards

### 306.1 PURPOSE AND SCOPE

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

#### 306.1.1 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.

### 306.2 POLICY

It is the policy of the Truckee Fire Protection District to document all district response times to emergency incidents and establish response time baselines and performance objectives. Truckee Fire will also adhere to the SSV EMS response time guidelines for the District.

### 306.3 EVALUATIONS

The District should annually evaluate its level of service, deployment delivery and response time objectives. The evaluation should 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. Additionally Truckee Fire will evaluate EMS response times per the SSV policy 415 and 415 A.

### 306.4 PERFORMANCE OBJECTIVES

Performance objectives may include (Some are determined by SSV EMS and are in SSV Policy 415 and 415-A):

- (a) One minute or less for dispatch processing time.
- (b) One minute or less for turnout time during the day and 2 minutes or less at night.
- (c) 10 minutes or less for the arrival of a medic unit at an EMS incident in Town of Truckee
- (d) 20 minutes or less in Truckee and Donner Summit Rural.
- (e) ASAP in Truckee or Donner Summit Wilderness.

---

## Aircraft Operations

### 307.1 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.

### 307.2 POLICY

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

### 307.3 ICS STANDARDS

Members should follow the district'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.

### 307.4 MEDICAL EVACUATION LANDING ZONE CONSIDERATIONS

The Truckee Fire Protection District follows guidelines set out by the various local air ambulance providers as well as CHP Air Operations.

- The assigned resource will be responsible for designating an appropriate landing zone and communicating with the helicopter.
- LZ Coordinators should identify the best possible, closest landing area that is at least 100 feet by 100 feet that is clear of obstructions, unsecured objects, relatively flat and firm surface. It is always up to the pilot to ultimately choose to land or to pick and alternate LZ.
- LZ coordinators should use CALCORD as the preferred air to ground radio frequency.
- Consideration of the helicopter provider's minimum standards for horizontal clearance from structures, fences, power poles, antennas or roadways.
- Attempt to block off the area to prevent vehicles and/or people from approaching the LZ. Utilize law enforcement to help secure the LZ.
- Never approach the helicopter unless directed by the crew or pilot.
- Avoid movement around the back of the helicopter near the tail rotor.
- Secure all loose objects like blankets, sheets, hats and cones.

## Airport Operations

### 308.1 PURPOSE AND SCOPE

The purpose of this policy is to outline the responsibilities, procedures, response and management of airport emergencies on and off airport property. The procedures outlined in this document are for use by the Truckee Fire Protection District (TFPD), CAL Fire and the Truckee Tahoe Airport District (TTAD) when responding to Airport/Aircraft emergencies.

### 308.2 POLICY

It is the policy of Truckee Fire Protection District to respond aircraft incidents on and off airport property while making responder safety the first operational priority.

[\\*Please see attachment below for the full Truckee Airport Emergency Services Letter of Agreement.](#)

### 308.3 PROCEDURE

#### Incidents on Airport property:

1. The Engine and medic from Stn 96 will respond to the terminal building “B” side gate to meet with TTAD personnel.

\*Note: even at minimum staffing both pieces of apparatus responding will provide the best level of equipment needs for this type of incident.

2. Best means of safe and efficient access to incident will be made through coordination with TTAD either by face to face or radio communications. Runways may be active unless Airport personnel have confirmed closure of the runway or airport. Tactical frequencies for Airport incidents and communication should take place as follows:

- (a) V-fire 23 should be the default tactical frequency for incidents involving aircraft or the Truckee Airport.
- (b) Airport personnel and responding units should be monitoring V-fire 23 during an incident and may contact incoming units with vital information.
- (c) If V-fire 23 is currently being used on another incident, it may be necessary to request Airport personnel to switch to either V-fire 22 or 21.

3. Unless otherwise directed by Tower, responding emergency equipment must proceed to the standby point depicted on the Truckee-Tahoe Airport Map ([See Attachment](#)).

4. Emergency vehicles should always have emergency lights on when on airport property during a response.

5. No TFPD or emergency response vehicles will cross any runway or taxiway or proceed onto any runway until given permission to do so by Tower via VF 23.

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### Airport Operations

---

6. Emergency vehicles should usually not drive cross country but stay on taxi ways as long as possible.
7. Tower will direct aircraft with bomb threats or hazardous cargo to the designated parking site on the Runway 29 Run-up area. ([See Attachment](#)).

#### **Incidents off of Airport Property:**

1. Off airport property assumes that an aircraft has crashed or force landed away from the airport and that means of access may not be through the airport.
2. Communication with airport personnel should still be sought for technical information as to location, type of aircraft and number of souls on board and to start notification to the FAA and/or the NTSB.
3. Nature and involvement of exposures will dictate response of appropriate equipment through the 911 system.

#### **Special considerations:**

1. Upon arrival, implement ICS, assume command of the incident and develop the necessary ICS positions as dictated by the incident.
2. Establish radio contact to control and dictate fire agency equipment and personnel.
3. Request law enforcement for scene control and to assume long term IC position. The airport is on both Placer County and Nevada County. Truckee PD can be utilized for immediate law enforcement assistance.
4. Fuel types and specific response to them (the two most common aviation fuels are Jet A and 100 LL Avgas).
  - A. Jet A is similar to winter blend Diesel. Flash point 100.4\* F, Auto ignition = 473\*F  
LEL=0.7% UEL=5.8% flame spread = 98 Feet/min.
    - i. Note: Owing to its high flash point compared to Avgas (i.e. 100.4\*F) Jet A is unlikely to be ignited by spark or flame at normal temperature, it will however, auto-ignite at a comparatively low temperature, (i.e.473\*F).
  - B. Avgas 100LL is similar to race fuels. Flash point -40\*F, Auto ignition = 842\*F,  
LEL=1.4% UEL=7.6%, Flame spread= 705-803 feet/min.
    - i. Note: Because of its low flash point, (i.e. -40\*F) Avgas can be readily ignited with a spark or flame at normal temperatures, however, it must reach high temperature, (842\*F) before it reaches its auto-ignition temperature.
  - C. When encountering either fuel type the use of B foam is preferable for extinguishment and to provide a vapor barrier to prevent vapors from igniting.
5. There are many hazards specific to aviation incidents that need to be addressed to provide for safety. i.e. Ballistic recovery chutes, 99% pure O2 cylinders and possibly ordinance if dealing with military aircraft. It is important for all personnel to note any special markings and notes on the aircraft to the IC and all other crew members at the scene.



# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Airport Operations*

---

6. Make contact with Airport personnel to ensure safe travel on airport grounds.
7. All personnel are responsible for remaining vigilant for flying or taxiing aircraft while operating on the Truckee-Tahoe Airport.
8. When the Tower is closed, the TRK Unicom has the responsibility for implementing and initiating the Emergency Response Procedures.
9. In the event of two-way radio failure resulting in lost communication with the Tower, the following Light Gun Signals will be given from the Control Tower towards the vehicle and MUST be followed:

SIGNAL	MEANING
Steady Green	Proceed to the scene of accident or aircraft with emergency
Steady Red	HOLD POSITION
Flashing Red	Clear Runway(s) immediately
Flashing White	Return to the Airport Fire Station

[Attachment: Airport Map - Hazardous Cargo Areas](#)

[Attachment: Full Truckee Airport Emergency Services Letter of Agreement](#)

---

# Atmospheric Monitoring for Carbon Monoxide

## 309.1 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.

### 309.1.1 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.

## 309.2 POLICY

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

## 309.3 RESPONSIBILITIES

The on-duty crew should ensure that atmospheric monitoring instruments are spanned (bumped) to manufacturer's specifications each tour. The instruments are calibrated once a month by the qualified designee.

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.

## 309.4 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 (California Occupational Safety and Health (Cal 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.

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Atmospheric Monitoring for Carbon Monoxide*

---

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 and 29 CFR 1910.134).

#### **309.5 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.

#### **309.6 DOCUMENTATION**

Each time an atmospheric monitoring instrument is calibrated, the testing will be entered on a log by the safety officer or his designee. The log documents will serve as a history of an instrument's performance.

---

## Staging

### 310.1 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.

### 310.2 POLICY

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

### 310.3 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 district'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.

#### 310.3.1 REGULAR STAGING

When establishing a staging location and conducting staging activities Truckee Fire Protection 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

## Staging

---

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 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.

### 310.4 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

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Staging*

---

- Unknown assaults
- Bomb incidents

It is the policy of the Truckee Fire Protection 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, district members should take the following actions:

- (a) Whenever possible, Dispatch 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 Dispatch 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 Dispatch 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 Dispatch of the circumstances, request law enforcement support and consider backing-out of the incident to stage away. 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.

## Move up and cover

### 311.1 POLICY

The District typically moves available resources to central locations throughout the District when other resources are responding to calls for service. This process is in place to attempt to provide the quickest response to the majority of the District as resources become committed to calls..

When a call for service happens, available resources will generally "move up and cover". This "move up and cover" will move resources towards the "core" of the District which is usually station 92.

### 311.2 GUIDELINES

Winter. Approximately November 1-May 1. Priority of cover assignments in order are stations 92, 97, 95 and 96. 97 is the second priority due to possibility of cover delays because of inclement weather and heavy traffic.

Summer. Approximately May 1 - November 1. Priority of cover assignments in order are stations 92, 95, 97 and 96. 95 becomes the second priority because of wildfire threat and resident population.

Crews should come on the air and notify Grass Valley they are enroute to their cover assignment.

The duty chief may stage resource at intermediate locations like the pump house, station 91 or DLI at their discretion. Every attempt will be made to move cover resources into a station rather than have them stage at posting locations if at all possible.

Cover assignments are at the discretion of the duty chief and may be revised based on things like training, resource availability, events and traffic.

---

## Elevator Restrictions During Emergencies

### 312.1 PURPOSE AND SCOPE

This policy provides guidelines for elevator use during emergency incidents.

### 312.2 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.

### 312.3 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.

### 312.4 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

## 313.1 PURPOSE AND SCOPE

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

## 313.2 POLICY

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

## 313.3 PROCEDURE

Upon notification of a potential water rescue incident, district members and Dispatch 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.

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

- (a) Members shall 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) District personal shall don at a minimum a PFD and rescue helmet when they are within 10 feet of the rivers edge.
- (c) 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.
- (d) 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.

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Swiftwater Rescue and Flood Search and Rescue Responses*

---

- (e) District 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

## 314.1 PURPOSE AND SCOPE

This policy provides guidance on various confined space entries.

### 314.1.1 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.

## 314.2 POLICY

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

## 314.3 PROCEDURES

Rescuers should approach these rescues carefully to provide for rescuer safety and to prevent a secondary incident.

District 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. Technician level members must complete annual training that includes one confined space entry annually.

District 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, district rescue personnel should conduct a survivability profile and a risk analysis, based on the information documented on the entry permit.

The IC should consider additional resources like heavy equipment or the regional rescue team.

### 314.3.1 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.

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Confined Space Rescue Response*

---

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.

#### **314.4 TACTICAL GUIDELINES**

##### **314.4.1 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.

##### **314.4.2 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.

##### **314.4.3 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.

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Confined Space Rescue Response*

---

- 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 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 district-approved procedures are followed to perform the rescue.

#### 314.4.4 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).

#### 314.4.5 VICTIM TRANSFER

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

#### **314.5 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.

## Trench Rescues

### 315.1 PURPOSE AND SCOPE

Trench rescue operations involve a complex system of shoring, digging and special resources, and can be a critical danger to fire personnel. The purpose of this policy is to minimize member exposure to hazardous conditions during trench rescues through the safe and efficient management of operations (29 CFR 1926 Subpart P).

#### 315.1.1 DEFINITIONS

Definitions related to this policy include:

**Excavation** - Any man-made cut, cavity, trench or depression in the ground.

**Trench** - A narrow (in relation to length) excavation made below the surface of the ground that is generally deeper than it is wide and is not wider than 15 feet (29 CFR 1926.650(b)).

### 315.2 POLICY

It is the policy of the Truckee Fire Protection District to use standardized procedures and relevant training to minimize the exposure to hazardous conditions to rescue personnel during trench or excavation rescues.

### 315.3 PROCEDURES

Secondary collapse must always be considered as a potential hazard during trench rescues. Suffocation, extreme pressure and trauma can all occur due to the weight of a cave-in. Rescuer safety is paramount. The IC and rescuers should approach these rescues carefully ensuring adequate safety for rescuers. .

- (a) Using the Incident Command System (ICS), the first-in company shall attempt to determine the following:
  1. Who is in charge at the site and what happened?
  2. How many victims are trapped and where are they located?
  3. How long has the victim been trapped?
  4. Is a rescue possible or is this a body recovery?
  5. What kind of material is covering the victims (e.g., dirt, sand, rock)?
  6. Conduct a 360 degree assessment.
  7. Consider additional resources like heavy equipment and regional rescue team
- (b) A safety officer should be assigned to:
  1. Determine what kind of material is covering the victims (e.g., dirt, sand, rock).
  2. Monitor the status of all personnel involved in the rescue.

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Trench Rescues*

---

3. Monitor the site for signs of potential secondary collapse (e.g., surface cracks, shoring with signs of bending, falling debris).
- (c) A hazard zone should be established within a 50-foot perimeter around the incident site using ICS methods. Apparatus, equipment, traffic and staging distance should be set at a distance that will minimize vibrations at the site.
  - (d) Minimally, the equipment required to be available for rescue personnel to enter a trench or excavation should include (29 CFR 1926.651(g)(2)(i)) the following:
    1. A self-contained breathing apparatus (SCBA)
    2. A safety harness or line, or a basket stretcher
    3. A helmet
  - (e) When determining whether the trench or excavation is safe for emergency responders to enter, the following will be considered:
    1. Adequate ventilation has been established (29 CFR 1926.651(g)(1)(iii)).
    2. When ventilation is in place, the air quality is being periodically tested (29 CFR 1926.651(g)(1)(iv)).
    3. If water accumulation is a factor, protection from water hazards is in place (29 CFR 1926.651(h)).
    4. Adequate protection for people working in the trench or excavation, in the form of shields (i.e. shoring), supports or sloping, and benching systems have been established (29 CFR 1926.652(a); 29 CFR 1926.652(g)).
  - (f) If the rescue effort is protracted, personnel may need to be rotated and/or additional alarms requested for appropriate relief.

# Carbon Monoxide Detector Activations

## 316.1 PURPOSE AND SCOPE

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

## 316.2 POLICY

Exposure to CO can be hazardous to health. It is the policy of the Truckee Fire Protection 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.

## 316.3 RESPONSIBILITIES

### 316.3.1 ARRIVING UNITS

Arriving units should establish Incident Command System (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.
  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.

### 316.3.2 INVESTIGATING PERSONNEL

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

- (a) Remove occupants and unnecessary personnel from the affected area.
- (b) Have any occupants that were possibly exposed to CO checked out by a medic unit.
- (c) Examine the activated detector to ensure that it is a CO detector and is in working condition.
- (d) Determine if the activated detector is low-oxygen or CO-detecting, if possible.



# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Carbon Monoxide Detector Activations*

---

- (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) Responding personnel should 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) Red Tag the appliance and require the occupant to have the appliance serviced by a licenced service technician..
    - (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.
  - 5. Notify the prevention office of the Red Tag.
- (j) If the source of CO is not identified, personnel should take the following actions:
  - 1. Request a response by the gas company.
  - 2.

## Safely Surrendered Baby Law

### 317.1 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.

#### 317.1.1 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 district facility designated by the local governing body (Health and Safety Code § 1255.7).

### 317.2 POLICY

It is the policy of the Truckee Fire Protection 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).

### 317.3 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 Administration Deputy Fire Chief shall ensure that district facilities designated as safe-surrender sites display the California state-approved Infant Safe logo.

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

(a) Site preparation:

1. All district 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.

# Truckee Fire Protection District

Truckee FPD Fire 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 Dispatch 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:

# Truckee Fire Protection District

## Truckee FPD Fire 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. District 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 District 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 Battalion Chief, duty officer and the district 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

# Truckee Fire Protection District

Truckee FPD Fire 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 District 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 District has given up physical custody, the person should be directed to call the child welfare agency that has custody of the infant. District personnel should assist the person with the telephone call, as needed.
  - 3. Notify Dispatch 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

### 318.1 PURPOSE AND SCOPE

This policy provides guidance to Truckee Fire Protection 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.

#### 318.1.1 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).

### 318.2 POLICY

It is the policy of the Truckee Fire Protection 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.

### 318.3 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.

### 318.4 MANDATED REPORTER REQUIREMENTS

Non-volunteer firefighters, paramedics, EMT 1 and II and other district 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 district 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 district mandated reporter may forego submitting a written report (Penal Code § 11166(h)).

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Abandoned Infants*

---

### **318.5 RELINQUISHING CONTROL**

District 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 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

### 319.1 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.

### 319.2 POLICY

It is the policy of the Truckee Fire Protection District to protect the safety of the public and responders to HAZMAT incidents and to comply with the Hazardous Waste Operations Emergency Response (HAZWOPER) standard during all HAZMAT incidents (29 CFR 1910.120).

The primary goal of the District during Hazardous Material incidents is to provide life safety and rescue. Property and the environment will be protected consistent with the safety of first responders and the public.

### 319.3 PROCEDURE

Information should be provided by Dispatch 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-in company approaching the incident should use caution, approach from upwind and upgrade of the incident, establish the Incident Command System (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. 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 district 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. After a HAZMAT incident is confirmed, the IC should request the HAZMAT Team if applicable. The team can be requested via dispatch or text notification.

All efforts should be made to use on duty personnel that have speciality training for HAZMAT incidents.

An Assistant Safety Officer must be appointed at all Haz Mat incidents (29 CFR, PArt 910.120) to oversee the safety of the Haz Mat portion of the operations. This is in addition to the Incident Safety Officer.

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 Pocket Guide to Chemical Hazards, Material Safety Data Sheets (MSDS), HAZMAT business plans, manifests or bills of lading, National Fire Protection



# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Hazardous Materials Response*

---

Association 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, district specialists or manufacturers of the materials involved.

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).

Members will comply with the HAZWOPER standards during all HAZMAT incidents (29 CFR 1910.120).

#### **319.4 INCIDENT ACTION PLAN**

Most HAZMAT incidents will require the Incident Commander to request additional resources in order to implement the incident action plan and safely mitigate the hazard using the ICS 208 as the foundation of the plan. The primary goal of the incident action plan will be to protect the safety of the public and responders.

The ICS will be used to coordinate resources as the response is reinforced. It is important that duties assigned to personnel are suitable for their level of training under this standard. Haz Mat Team members can refuse an assignment if they feel the assignment is unsafe or meets the criteria for "Refusing an assignment" as described in policy 325. It is also important to consider the limitations of available personal protective equipment (PPE) and the limitations of chemical detection or monitoring equipment on hand when preparing to commit personnel to a potentially hazardous area.

#### **319.5 AUTHORITY HAVING JURISDICTION**

It is the responsibility of all responders to work together and determine who is the Authority Having Jurisdiction (AHJ) at Hazardous Material incidents. This generally can be defined as the agency with primary investigative authority. Below are some examples:

- California Highway Patrol - On state highways, freeways, right-of-ways and roads outside of incorporated areas.
- Truckee Police - On and off road within the Town of Truckee, excluding state highways and freeways.
- County Sherrifs - Private land not on roads outside incorporated areas.
- United States Forest Service - Their land.
- California Department of Fish and Wildlife - Their land and water
- Truckee Fire Protection District - Inside of a building in the fire district.

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Hazardous Materials Response*

---

In almost every case the District will not be the AHJ at Hazardous Material Incidents but it is the responsibility of District employees to assist other agencies as much as possible, the District's personnel will most likely be the most experienced on scene.

#### **319.6 NOTIFICATIONS**

It is the responsibility of the Incident Commander at the scene of a Hazardous Materials incident to make the proper notifications. District personnel will most likely be in Unified Command with a representative from the AHJ and it is important they encourage the AHJ representative to make notifications. Some of those notifications include:

- Cal OES - For any significant spill or release.
- County Health Department - For any significant spill or release and to monitor clean-up.
- California Fish and Wildlife - Any spill on water or that threatens water and wildlife.
- School Superintendent - For any significant spill or release within a mile of a school.
- United States Coast Guard - For any spill or release on Coastal waters.
- Environmental Protection Agency - For any significant spill or release on any inland waterway (including Lake Tahoe).
- Department of Energy - Anything radiological.
- Truckee Fire Protection District Prevention - Inside any building within the fire district.

#### **319.7 REPORTABLE QUANTITIES**

Below are a few references for "Reportable" quantities involving hazardous material releases, not all situations are described and good discretion must be used at all incidents. If in doubt, make notifications and always document well.

##### Cal OES

- Discharges or threatened discharges of oil in marine waters
- Any Spill or other release of one barrel (42 gallons) or more of petroleum products at a tank facility
- Discharges of any hazardous substances or sewage, into or on any waters of the state
- Discharges that may threaten or impact water quality
- Any found or lost radioactive materials
- Discharges of oil or petroleum products, into or on any waters of the state
- Hazardous Liquid Pipeline releases and every rupture, explosion or fire involving a pipeline

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Hazardous Materials Response*

---

#### California Oil Spill Contingency Plan

- Any amount into or threatening state waters- Inland, marine or groundwater
- Any amount in a storm drain
- Any amount onto city and county streets if there is a significant present or potential hazard to human health and safety, property, or the environment
- Any amount onto state highways and freeways if there is a significant present or potential hazard to human health and safety, property, or the environment
- Any amount onto the land if there was a significant present or potential hazard to human health and safety, property, or the environment

#### Environmental Protection Agency

- Discharges of oil must be reported if they "cause a film or sheen upon or discoloration of the surface of the water or adjoining shorelines or cause a sludge or emulsion to be deposited beneath the surface of the water or upon adjoining shorelines." (40 CFR 110.3(b))

## News Media Relations

### 320.1 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.

### 320.2 POLICY

It is the policy of the Truckee Fire Protection District to establish and maintain a positive working relationship with the media in order to effectively communicate timely and accurate information.

### 320.3 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 District 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.

### 320.4 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 (high rise, technical rescue, etc.)
- (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

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *News Media Relations*

---

If appropriate, the Public Information Officer may coordinate a brief interview with the company officer or a crew member.

#### **320.5 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.

#### **320.6 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 Dispatch 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.

#### **320.7 MEDIA ACCESS**

Authorized members of the media shall be provided access to scenes of floods, storms, fires, earthquakes, explosions or other emergency scenes. Access by the media is subject to the following conditions (Penal Code § 409.5(d)):

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *News Media Relations*

---

- (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.
- (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.

#### **320.7.1 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 Battalion Chief. 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).

#### **320.8 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 district standard.

#### **320.9 NEWS CONFERENCES**

A news conference is a pre-scheduled event intended to highlight a newsworthy event such as a promotion, opening of a new fire station or if a public appearance by a representative of the District 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 district 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 district personnel of the date, time and location of all news conferences.

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *News Media Relations*

---

District members attending should wear their dress uniform as specified in the Uniform Regulations Policy. Attendance requirements will be determined by the Fire Chief.

### **320.10 THIRD-PARTY REQUEST TO INTERVIEW PERSONNEL**

Upon approval from a Battalion Chief and district legal council, district 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

### 321.1 PURPOSE AND SCOPE

The purpose of this policy is to provide district members with guidance on performing emergency mitigation tasks when working in and around scenes where evidence may be present. Members of the District 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 district members must evaluate whether to enter a scene or to initiate mitigation activities.

#### 321.1.1 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.

### 321.2 POLICY

It is the policy of the Truckee Fire Protection District to minimize the disturbance of conditions and evidentiary items when providing emergency mitigation services in and around scenes.

### 321.3 SCENE IDENTIFICATION

District 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 district members of that determination.
- (c) Any unattended death scene.
- (d) All fire incidents.
- (e) Any incident where district 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.



## *Scene Preservation*

---

- (f) Transportation incidents, including traffic collisions and rail, aircraft, shipping and boating incidents.
- (g) Industrial accidents.

### **321.4 ENTERING SCENES**

When district 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. Members should limit the number of personnel in any potential crime scene, only allowing the minimum number of personnel required to safely complete the task. Emergency medical response or emergency mitigation like firefighting should not be delayed for evidence preservation. For the purposes of district members, scenes may be categorized into two distinct types: stable or unstable.

#### **321.4.1 STABLE SCENE**

A stable scene exists when there is no apparent immediate or ongoing threat to the safety, health or well-being of district 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 district members.

When district 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, district 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.

#### **321.4.2 UNSTABLE SCENE**

An unstable scene exists whenever there appears to be an ongoing or imminent threat to the health, safety or well-being of district 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 district members encounter an unstable scene they are authorized to take appropriate corrective action to mitigate the threat.

### **321.5 PRESERVATION OF EVIDENCE AT CRIME SCENES**

Whenever practical, district 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, district members should note what items were moved, who moved them and the location from which they were

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Scene Preservation*

---

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.

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 practical. Another option is to take a quick photo of the item or scene so that investigators and law enforcement could refer to it later. 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.

#### **321.6 MEDICAL SUPPLIES AND DEBRIS**

When district 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 district 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, district members should clearly identify all such materials to the controlling authority at the scene.

## Child Abuse Reporting

### 322.1 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).

#### 322.1.1 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).

### 322.2 POLICY

It is the policy of the Truckee Fire Protection District to report suspected child abuse to local law enforcement.

### 322.3 MANDATED REPORTER REQUIREMENTS

All members of this district are responsible for the timely and proper reporting of suspected child abuse or neglect. Non-volunteer firefighters, paramedics, EMT I and II and other district 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 district 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

# Truckee Fire Protection District

Truckee FPD Fire 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

District 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)).

### **322.4 MANDATED REPORTER STATEMENT**

Each mandated reporter of this district 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 District will retain the original signed statement consistent with the district's established records retention schedules.

### **322.5 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

### 323.1 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 District until the items can be returned to the owner or otherwise legally released for disposition.

### 323.2 POLICY

The Truckee Fire Protection District will take reasonable measures to safeguard valuables found at incident scenes. The District 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.

### 323.3 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, and note the hand-off in 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.

## Carrying Weapons On-Duty

### 324.1 PURPOSE AND SCOPE

The purpose of this policy is to promote the safety of all members by restricting the possession of weapons in the workplace.

### 324.2 POLICY

Members are prohibited from possessing weapons in district vehicles or district facilities. This ban includes keeping or transporting a weapon in a district vehicle.

Weapons include guns, knives (not including small duty style folding pocket knives), explosives and other items with the potential to inflict harm.

This policy does not prohibit the possession of equipment provided by the District (e.g., axes, knives, backfire devices etc.) for use by members while performing official duties.

### 324.3 CONCEALED WEAPONS PROHIBITED

Members who possess a valid concealed weapon permit are not allowed to carry weapons while on-duty or representing the District in any capacity. The weapon should not be carried into any district facility.

A folding-style knife intended to aid in routine rescue duties is allowed. It should not be displayed or carried openly by members.

## Performance of Duties

### 325.1 PURPOSE AND SCOPE

This policy establishes daily performance expectations.

### 325.2 POLICY

It is the policy of the Truckee Fire Protection District to provide safe and appropriate responses to emergency calls and for its members to provide professional and competent services.

### 325.3 RESPONSIBILITIES

All members should be familiar with and follow the policies, duties as assigned and any other lawful instruction or order from a superior officer.

### 325.4 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.

### 325.5 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 District.

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

### 325.6 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.

#### How to properly refuse risk:

Every individual has the right and obligation to report safety problems and contribute ideas regarding their safety. Supervisors are expected to give these concerns and ideas serious consideration.

## *Performance of Duties*

---

**When an individual feels an assignment is unsafe they also have the obligation to identify, to the degree possible, safe alternatives for completing that assignment. Turning down the assignment is one possible outcome of managing risk.**

**A "turn down" is a situation where an individual has determined they cannot undertake an assignment as given and they are unable to negotiate an alternative solution.**

The "turn down" of an assignment must be based on an assessment of risks and the ability of the individual or organization to control those risks. Individuals may turn down an assignment as unsafe when:

- 1. There is a violation of safe work practices.*
- 2. Environmental conditions make the work unsafe.*
- 3. They lack the necessary qualifications or experience.*
- 4. Defective equipment is being used.*

The individual directly informs their supervisor they are turning down the assignment as given. The supervisor will notify the Incident Commander immediately upon being informed of the turn down. This provides accountability for decisions and initiates communication of safety concerns within the incident organization.

If the supervisor asks another resource to perform the assignment, they are responsible to inform the new resource that the assignment was turned down and the reasons why it was turned down.

These actions do not stop an operation from being carried out. This protocol is integral to the effective management of risk as it provides timely identification of hazards to the chain of command, raises risk awareness for leaders and subordinates, and promotes accountability.

### **325.7 DRIVER LICENSE**

All members shall possess a valid state-issued driver license of the class required for their assigned duties (Vehicle Code § 12500(d)).

All members should be familiar with the state vehicle code, the Fire Apparatus Driver-Operator manual and all other applicable district 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).

### **325.8 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 district policy or procedure.



# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Performance of Duties*

---

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.

#### **325.9 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 district identification number to any person requesting that information, other than in situations in which the member's personal safety is at risk.

#### **325.10 LOSS OF EQUIPMENT**

Members shall report to their supervisor the loss or recovery of any district 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

### 326.1 PURPOSE AND SCOPE

This policy provides members of the Truckee Fire Protection 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.

#### 326.1.1 DEFINITIONS

Definitions related to this policy include (Welfare and Institutions Code § 15610.63):

**Adult abuse** - Abuse of an elder, age 65 years or older, or dependent adult that includes physical abuse, abandonment, abduction, isolation, financial abuse or neglect.

### 326.2 POLICY

It is the policy of the Truckee Fire Protection District to assist victims of adult abuse by making the proper notifications to those responsible for investigating these matters.

### 326.3 MANDATORY NOTIFICATION

Firefighters, paramedics, Emergency Medical Technicians, and other district 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 Truckee Fire Protection District shall notify law enforcement or Adult Protective Services (APS) 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 his/her 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).

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Adult Abuse*

---

#### **326.3.1 LONG-TERM CARE FACILITY NOTIFICATION**

If the abuse is physical abuse and 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)).

#### **326.3.2 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

#### **326.4 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

### 327.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the reporting and investigation of traffic collisions involving district vehicles and district personnel on official business. This policy applies to collisions involving any district-owned vehicle and to collisions any time district business is being conducted, regardless of who owns the vehicle involved.

### 327.2 POLICY

It is the policy of this district to investigate all district traffic collisions, with the intent of learning the cause of the collision, identifying contributing factors and implementing corrective measures when appropriate.

### 327.3 REPORTING RESPONSIBILITIES

All district members involved in a traffic collision in a vehicle owned by the district or while conducting district business, regardless of who owns the vehicle, shall immediately report the collision to the appropriate local law enforcement agency and notify the on-duty District Battalion Chief.

All district members involved in a traffic collision shall also complete and submit to the supervisor an internal District report of the collision (found in the 'green book'), 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 Battalion Chief of traffic collisions. Each District vehicle has a 'green book' located in the cab with an envelope labeled "Accident Report Forms". Inside that envelope is an instruction card titled "In The Event of a Motor Vehicle Accident". The operator of the District vehicle should follow the instructions on the card to properly complete the District accident forms, including photographs of the scene.

Once notified of a traffic collision, the Battalion Chief is responsible for ensuring that the district investigation and review occurs in a timely manner.

### 327.4 TYPES OF REVIEWS

Traffic collisions subject to this policy will be classified, investigated and reviewed as follows.

#### 327.4.1 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 district 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 district property or vehicles.

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Traffic Collisions*

---

3. Minor damage to non-district property or vehicles while conducting district business.
- (b) A Level II collision is any traffic collision involving:
1. Any injury to persons other than district members, except contract and other public agency employees noted in Level I.
  2. Any injury requiring immediate transport and treatment of any district 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 District or major damage to district property.
- (c) A Level III collision is any traffic collision involving:
1. The death or anticipated disabling injury of a member of this district.
  2. The death or anticipated disabling injury of other than a member of this district, a contract employee or other public agency employee when the traffic collision involves any district member, vehicle or property.

#### **327.4.2 REVIEW TEAMS**

Reviews shall be conducted by the on-duty Battalion Chief or respective manager for Level I collisions.

Level II and Level III collisions will be reviewed by a Battalion Chief or respective manager and a selected by the Fire Chief, a designated safety officer or risk manager and a labor representative of the involved member. The Battalion Chief or manager is the team leader.

#### **327.5 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 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, the completed report and all related documentation from the investigation will be forwarded to the district's custodian of records for filing.

A completed report should include the following:

- (a) Investigation methods: Identify the members of the investigation team, the agencies involved in the investigation and describe the process of the investigation, including the names of any persons interviewed.

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Traffic Collisions*

---

- (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.
- (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 district 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 district policies or procedures, the Battalion Chief should recommend that the matter be submitted for the initiation of possible administrative action.

Reports will be submitted through the chain of command to the supervisor in charge of the involved member. Reports involving death, injury or major damage will be submitted through the chain of command to the Fire Chief.

Following review by the Fire Chief , the completed report and all related documentation from the investigation will be forwarded to the district's custodian of records for filing.

#### **327.6 CONFIDENTIALITY OF DISTRICT 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).

---

## National Fire Incident Reporting System (NFIRS)

### 328.1 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 district response information is properly reported to (NFIRS).

### 328.2 POLICY

The Truckee Fire Protection District is committed to improving fire reporting and analysis capability both locally and on the national level. Therefore, it is the policy of the Truckee Fire Protection District to participate in the NFIRS.

### 328.3 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 should designate a NFIRS coordinator, who should develop and maintain familiarity with NFIRS resources and reporting requirements and ensure information is compliant with the NFIRS reporting format and is forwarded to the state Fire Marshal.

## Grocery Shopping On-Duty

### 329.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the guidelines for grocery shopping on-duty.

### 329.2 POLICY

It is the policy of the Truckee Fire Protection District to encourage suppression personnel to bring an adequate supply of food work to meet their nutrition needs for the hours to be worked. When circumstances allow, companies may be permitted to shop for groceries as well.

### 329.3 PROCEDURE

Company grocery shopping may be permitted under the following circumstances:

- (a) All companies shopping for groceries shall remain in service.
- (b) Companies choosing to grocery shop while on-duty shall make shopping a part of the daily routine to avoid making a separate trip.
- (c) Companies shall shop within their initial response area or at the closest store approved by the Battalion Chief.
- (d) Multiple company stations shall have one unit shop for the entire station.
- (e) Daily grocery shopping for the entire station is to be accomplished in one visit to the store.
- (f) Members entering the store shall take a portable radio and ensure that dispatch can be received at all times. If dispatched to a call the crew shall leave the store immediately.
- (g) Except for groceries, under the conditions noted in this policy, personal shopping while on-duty is not permitted.
- (h) Use of a personal vehicle for grocery shopping while on-duty is not authorized.
- (i) Apparatus shall not be parked in red zones, along red curbs, in zones limited exclusively to the vehicles of disabled persons or any location that will restrict pedestrian or vehicular traffic.
- (j) Apparatus shall be parked in an area that allows for the safest and quickest egress in the event of an emergency call.
- (k) Crews eating at restaurants must remain available and use the same guidelines.



---

## Response to Hostile Situations - Active Assailant

### 330.1 PURPOSE AND SCOPE

The purpose of this policy is to outline the responsibilities, procedures, response and management of Hostile or Active Assailant situations. The procedures outlined in this document are for the use by the Truckee Fire Protection District. This policy has been developed to assist personnel when dispatched to known and unknown hostile situations. It incorporates California State EMS recommendations and SSV EMS policy 834 in regards to the dynamic complexity of scene control, patient treatment and evidence preservation while continually maintaining the safety of all emergency personnel. This policy is not intended to be all inclusive and adjustments to circumstances by the Duty Officer may be warranted and or appropriate.

### 330.2 POLICY

It is the policy of the Truckee Fire Protection District that during a response to or arrival at a Hostile or Violent incident, TFPD will work in coordination with Law Enforcement to maintain a safe work environment for its Firefighters and EMS personnel. **This policy is designed to work in conjunction with SSV EMS policy reference 834, Active Shooter/Mass Violence Incident.**

### 330.3 PROCEDURE

#### Incident Priorities

1. Life Safety
2. Incident Stabilization
3. Property Conservation

#### Response

If Fire Responders are aware of a hostile incident, fire units should consider one of two response modes:

1. Stage for Law Enforcement (LE) for the scene to be secured / cleared, await for direction from LE
2. Respond directly to the confirmed, secured scene and proceed with caution.

In all cases, the first arriving unit or Incident Command (IC) will collect as much information as possible and rapidly communicate that information to responding companies. This may require a windshield survey as an initial scene size-up. The Chief Officer or IC will make the decision of which response mode to use. If possible, the F.D. Incident Commander should monitor the P.D. frequencies being used for the incident.

**\*\*NO PERSONNEL WILL MAKE ENTRY WITHOUT A CHIEF OFFICER AT SCENE AND IN COMMAND / UNIFIED COMMAND\*\***

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Response to Hostile Situations - Active Assailant*

---

***If F.D. companies respond to an incident of an unknown nature and find themselves in a hostile/violent situation, they will immediately retreat to a safe location. Emergency radio priority traffic should be used. Dispatch should be advised of the need for rapid LE response.***

The primary responding agency shall be responsible for establishing command as soon as possible, a Unified Command should be established (see Unified Command). Amount and type of resources need to be evaluated,

Tactical responder operational areas will be created. **Personnel shall understand that these zones are dynamic and can change as the incident develops. The Hot / Warm zones are to be determined and cleared by Law Enforcement.** TFPD employees have the right to Refuse Risk following the procedures outlined in Policy #325 - Performance of Duties

**Hot Zone (Danger Area)** is an operational (geographic) area, consisting of the immediate incident location with a direct and immediate threat to personal safety or health (not a secure area) Geographical boundaries will be identified by LE **\*\* FIRE PERSONNEL SHALL NOT ENTER HOT ZONES .\*\***

**Warm Zone (Inner Perimeter)** is an operational (geographic) area with a potential threat to personal safety or health. The warm zone typically exists between the hot zones and the cold zones. **The Warm zone is established, cleared and staffed by LE. Geographical boundaries will be identified by LE.**

**Rescue Teams under Law Enforcement escort may be able to enter the warm zone and remove patients without providing treatment or providing minimal lifesaving treatment as consistent with SSV EMS policy 834.** Personnel should utilize personal protection (armored vest, ballistic helmet) for self-protection and easy identification while in the warm zone. While the preferred entry is with two (2) FF / Paramedics, with a entry supervisor, a backup team and a standby medic unit on scene, these situations are dynamic and each incident is different, the IC / Law enforcement may utilize resources as available.

**Cold Zone (Outer Perimeter)** is an operational (geographic) area surrounding the warm zone where first responders can operate with minimal threat to personal safety or health. **In the Cold Zone personnel can provide full treatment to patients as per SSV EMS protocols.**

**Casualty Collection Point (Inner or Outer Perimeter)** an area where patients are collected for treatment of life threats until definitive transport can be made.

### **NO SELF DISPATCH**

A common problem that occurs during unique emergency incidents is F.D. personnel making a decision to Self Dispatch themselves, often in personal or department issued vehicles. Often the best intentions and nature of the fire service being to go into any situation in order to save lives, these persons become part of the problem rather than the solution. Safety and

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Response to Hostile Situations - Active Assailant*

---

accountability issues are only some of the problems caused. If manpower is requested, respond to the designated staging area or as directed by a Fire Department Officer.

#### **Unified Command**

Unified Command is the integration of command personnel from each responding agency to a multijurisdictional or multi-agency operational event to enhance communication, planning, and logistics for all responding agencies by the utilization of shared resources, knowledge, and expertise, the size and or the complexity of the incident should dictate the level of ICS structure for the incident. Briefings will be conducted under Command/UnifiedCommand.

- The CP shall be established in a safe location, preferably located in the Cold Zone or at a remote location.
- In most cases LE should designate this area if available
- Designation and location of a staging area.
- Consideration of a Public Information Officer for the incident.
- Consideration of a Critical Incident Debriefing Team response for responders

#### **Communications**

Radio communications need to be established between Law Enforcement and Fire personnel. Law enforcement primary dispatch needs to be monitored, a tactical operations radio channel should be designated utilizing CLEMARS 1 or CLEMARS 2 (California Law Enforcement Mutual Aid Radio System)

VFire channels should be utilized for MCI positions and staging or any other secondary communications that is not of tactical nature.

#### **Incidents with Active Fire / Structure or Wildland**

At hostile or violent incidents the coordination between agencies at the CP, with consideration of scene control, patient treatment, and evidence preservation while continually maintaining the safety of all emergency personnel, will ultimately determine F.D. actions toward extinguishment of active fires, regardless of size.

Incidents with an Active Fire situation should consider the following priorities:

- Active Fires will be allowed to burn until confirmation of a secure scene has occurred.
- Additional Fire Resources should be pre-staged, with consideration of the worst case scenario.
- An Incident Action Plan should be developed specifically for fire attack.

#### **Training**

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Response to Hostile Situations - Active Assailant*

---

Training requirements for safety personnel will meet Cal EMSA (California Emergency Medical Services Authority) standards for Tactical First Aid (TFA) with an annual refresher in coordination with LE.

#### **Appendix A: Active Assailant Profile:**

An active assailant is an individual actively engaged in killing or attempting to kill people in a confined space or other populated area. In most cases, active assailants use firearms and there is no pattern or method to their selection of victims. Active assailant situations are often over within 10 to 15 minutes.

Active assailant situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the assailant and mitigate harm to victims. Active assailants usually will continue to move throughout a building or area until stopped by law enforcement, suicide, or other intervention.

## Ice Rescue

### 331.1 PURPOSE

Certain times of the year create an unusual risk from unstable ice on our lakes, ponds and rivers.

### 331.2 POLICY

It is the Policy of the Truckee Fire Protection District to respond to incidents which involve victims and animals (domestic and wild) who are entrapped in or on the ice. The safety of responders and bystanders is paramount.

### 331.3 PROCEDURE

A Code 3 response will be used for all types Ice Rescue related incidents, even those described as animals because of the high likelihood someone will try to rescue them without proper equipment and training.

#### **RESPONSE LEVEL: I Shore Based**

1. Upon receipt of the alarm, the duty officer shall request the following agencies:
  - (a) Law enforcement: Scene control and possible AHJ.
  - (b) Dive Team: Level III rescue (victim submerged).
  - (c) Ambulance: remember, cold water drowning syndrome.

Upon arrival, the IC shall perform size up and stabilize the scene by denying entry to the incident by untrained persons. He/she should assess the situation for ice conditions, depth of water, number and condition of victim(s).

2. If the victim is within 10' of shore, the rescuer should consider using a pike pole or other long object and extend it to the victim having them grasp the pole, and pull them to safety.
3. If the victim is greater than 10' from the shore, a floating rope (or any other type of fire service life line) should be thrown to the victim, enabling you to pull them to shore.

Note: If the victim is unable to grasp the pike pole or rope, proceed to a level II rescue.

#### **RESPONSE LEVEL: II Tethered Rescuer**

1. Confirm notification to the dive team and law enforcement.
2. Rescuers shall don thermal protection of either an insulated water rescue suit (Sterns or Mustang) or swiftwater drysuit with thermal garments, PFD and helmet.
3. At this time the rescuer will be tethered by approved harness to a shore team.

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Ice Rescue*

---

4. Upon venturing onto the ice, the rescuer will assess if the victim is alert and oriented, or may be considered combative. If the victim is alert, throw them a PFD, and have them attempt to climb out of the ice hole.

5. If unsuccessful, proceed to a "GO" rescue

- (a) Tie end of line to rescuer harness, tie a fixed loop (figure 8 on a bight, alpine butterfly, directional figure 8, etc) approximately 8' from your harness.
- (b) Place a carabiner in the loop
- (c) Approach the ice hole, crawling if necessary and gain verbal control of victim
- (d) Lower yourself into the hole, taking up a position directly behind the victim.
- (e) Form a cinch under the arms of the victim.
- (f) Signal to the shore team signifying successful hook up to the victim. Shore team shall then pull the victim out of the hole with rescuer assistance.

Note: If the rescuer encounters an emergency of any type while in the hole, three tugs of the lifeline will start the shore team pulling the rescuer in.

If at anytime during a level I or II rescue the victim should submerge, immediately refer to a level 3 response.

#### **RESPONSE LEVEL: III Sub-Surface**

1. If victim submerges, IC shall establish "point last seen"
2. Upon arrival of the dive team leader, he/she should be informed on all actions taken by first responders.
3. Be prepared to assist with transportation of diving equipment from the roadway to the scene.
4. The rescuers should be in "rescue mode" for the first **90 minutes** after confirmed full submersion. After 90 minutes the IC should change the operation to "recovery mode", to reduce unnecessary risk to rescuers. At this point the IC may decide to suspend operations altogether and transition to LE for recovery or continue operations to assist with recovery with LE direction. The IC or Divers can decide to stop rescue or recovery operations at any time for rescuer safety concerns.

## Assistance for Incapacitated Residents

### 332.1 POLICY

It is a policy of the Truckee Fire Protection District to assist residents into or out of their homes if they are incapacitated. This will be considered a public assist and not a medical aid for purposes of documentation. This does not include transportation by the Fire District. The District may perform a one-time transport for a patient from the hospital to their residence where the person's doctor and family wish the person to be home to expire ("last ride home"). This will be done without charge to the person.

### 332.2 PURPOSE

This policy is designed to provide incapacitated residents assistance when they are unable to ambulate without aggravating their illness or injury.

### 332.3 PROCEDURE

Tahoe Forest Hospital, physician's office, individual, or representative will call the District and request to schedule assistance for the person. Information will include: date, time, location, and specific needs of patient. The District has the prerogative to delay assistance if resources are not available to assist.

Exceptions to this policy:

- (a) If patient's distress does not allow delay of transportation.
- (b) If the patient requires medical treatment or evaluation by District staff.
- (c) If patient does not live within the District boundaries.

If person cannot be accommodated by the procedure or meets one or more exception, they will be billed at the appropriate rate.

The on-duty Battalion Chief will be contacted for conflict resolution.

---

## Burn Permits

### 333.1 PURPOSE

The following guideline is established to assist personnel regarding burn permit requirements. Permits to use fire as required by law (PRC 4423) are issued to regulate and educate persons about fire causing agents. The intent of the permit is to obtain observance of the minimum burning requirements for safety and compliance of pertinent laws and regulations.

### 333.2 POLICY

It is the policy of the District to provide Burn Permits to property owners desiring to burn debris when it is safe to do so.

### 333.3 PROCEDURE

Any employee of the District may issue a burn permit as long as they have been properly trained to do so. Permits will be available at each of our staffed stations. Otherwise, an online permit through CalFire is available at <https://burnpermit.fire.ca.gov/>. In case an online permit is obtained, the property owner shall have a printed copy, which may be presented in case Truckee Fire is dispatched to the property address.

Employees will explain in detail the risks associated with burning and the provisions of the burn permit. Employees will be sure to point out the Air Quality Control Phone number and stress the importance of burning approved burn days only.

#### Permits May be Refused for the Following:

- If applicant does not legally control property in question.
- If the applicant does not have legal permission from the owner of the land to ignite a fire.
- The permit is to be used for an unlawful purpose or in an unlawful manner.
- When applicant is under eighteen (18) years of age.

#### Permits May be Revoked for the Following:

- When the party issued the permit is burning in an unsafe manner.
- When the party issued the permit is burning outside the conditions of the permit issued.
- Whenever there is substantial evidence that a permit is being used under conditions constituting an extra hazard to life and/or property.

#### Considerations for Permit Issuance for LE-62:

- Used for burning debris in pile(s) four feet in diameter..
- Used for single and two-family dwellings on the premises.
- No more than one (1) pile burning at one time.



# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Burn Permits*

---

- Permit is to be in name of applicant.
- All permits are subject to local Air Pollution Control District regulations.
- When burning permits are suspended, a permit may be issued but will not be valid until the suspension is lifted.
- Only non-processed wood products to be burned. No garbage or construction materials are to be burned; including plywood, treated lumber, plastics, tar paper, etc.
- Permits required year round within the TFPD boundaries.
- Permittee must be in attendance while pile is burning.
- Permit is written to expire on December 31st of the current calendar year.
- Permittee required to telephone air quality each day prior to burning.
- Burning during daylight hours only.
- Have applicant initial the BACK of permit to show its been discussed.
- Give copy of Air Quality form to applicant.
- Permit written with expiration date of 12-31—.

#### ASK THE FOLLOWING QUESTIONS:

- Does the applicant live at the address?
- Does applicant own or have written permission to burn on property?
- Does applicant plan to a burn small (4ft) pile?
- Does the applicant understand the precautions?
- Does the applicant understand the permit and its limitations?

#### Considerations for Permit Issuance for LE-5 (From Prevention or CAL FIRE Only):

- Permittee must have adequate resources to maintain control of fire.
- Logs larger than 8-inch diameter and/or stumps to be split.
- Only non-processed wood products to be burned. No garbage or construction materials are to be burned; including plywood, treated lumber, plastics, tar paper, etc.
- Permits required year round within the TFPD boundaries.
- Permittee must be in attendance while pile is burning.
- Permit is written for a period dependent on permit.
- Permittee required to telephone air quality each day prior to burning.
- Permittee required to telephone Fire District each day prior to burning.
- Burning during daylight hours only.

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Burn Permits*

---

- The pile will need to be inspected prior to issuance of permit, expect 2-3 day delay.
- All permits are subject to local Air Pollution Control District regulations.
- When burning permits are suspended, a permit may be issued but will not be valid until the suspension is lifted.
- Permittee will need to be notified that the appropriate Air Quality District (Nevada County—NSAQMD 530.283.0699 or Placer County—PCAPCD 530.889.7107) will be notified and they MUST have an air quality permit to burn.
- Additional requirements for burning must be attached to the LE-5 form using an LE-8 form. ASK THE FOLLOWING QUESTIONS:
  - Does applicant own or have written permission to burn on property?
  - Have the slash been seasoned 3-6 weeks before burning?
  - Has all dirt and rock been removed from pile(s)?
  - Does the applicant understand the permit and its limitations?
  - Does the applicant understand the precautions of permit?
  - What is to be burned?
  - Does the applicant have an air quality permit if applicable?

---

## Red Tags

### 334.1 PURPOSE

The District's red tag program is to help prevent injury, loss of life or property damage from hazardous conditions. Because of the increase in cost and inconvenience for the owner, an Officer needs to investigate all reasonable options BEFORE a "Red Tag" is used for a hazardous condition.

### 334.2 POLICY

Under the authority of the California Fire Code in California Building Code, hazardous conditions, unsafe appliances and evacuation of the premises can be done by the Fire Chief or his/her designee. Officers of the District can place a "Red Tag" for identification and notification to the owner/occupant of a hazardous condition.

### 334.3 PROCEDURE

#### Procedure

- The TFPD Officer will attach the "Red Tag" to (or as close as possible to) the appliance, building or hazardous condition.
- The TFPD Officer will make every effort to notify the owner or occupant of the hazardous condition present and not to disregard the "Red Tag" order.
- The owner shall be notified of the hazard and to contact the Building Department for correction procedures.
- The office should attempt to contact the Prevention Division to notify them of the Red Tag.
- A copy of the red tag will be attached to the NFIRS report.
- One copy of the red tag shall be forwarded to the Prevention Division. The division will forward a copy to the Building Department.
- Under no circumstances shall a red tag be removed by TFPD personnel without verification the problem has been mitigated.

Upon removal of the "Red Tag", a completed response information notice shall be given to the owner and a copy forwarded to Prevention Bureau.

## Vehicle Sales on District Property

### **335.1 SECTION TITLE**

Due to Town Ordinance, employees can not park personal vehicles on Fire District property with the intent to sell the vehicle for longer than thier on-duty period. This includes vehicles owned by friends and relatives. This policy also covers boats personal property and other recreational vehicles as well.

### **335.2 POLICY**

When an employee chooses to drive a vehicle they are trying to sell to work, they are expected to park the vehicle in approved parking places while on-duty. The vehicle may not be left at the station while the employee is off-duty unless the "For Sale" sign is removed. The intent of this policy is to eliminate the perception the district is allowing the sale of vehicles on property not designated for this enterprise which is in direct conflict with Town Ordinance.

## Equipment Committee

### 336.1 PURPOSE

The purpose of this committee is to review operational equipment purchases, upgrades, changes etc. that might be used by fire and rescue personnel in the field. Committee review is on an as-needed basis when requested by the Fire Chief or designee, purchasing officer or any member. Equipment reviewed might include but is not limited to thermal imagery, air packs, gloves, helmets, new engines, ambulance changes, new medical gloves, hand tools etc.

The committee is a forum that allows all ideas our personnel may have to be reviewed objectively to ensure the concerns listed above are addressed while maintaining the chain of command.

### 336.2 MEMBERS

The committee will be made up of four district personnel. The committee should have various ranks represented to get varying viewpoints. The District Safety Officer and Fleet and Facilities manager should be included in any significant decisions.

The Fire Chief will appoint members to the committee as he/she deems necessary.

### 336.3 PROCEDURE

- (a) At the direction of the Fire Chief, the Equipment Committee may be asked to meet to review any item(s) at any interval.
- (b) Any personnel may request any item(s) be reviewed by the Equipment Committee, this written request must be made through the Fire Chief.
- (c) While meeting, all members of the Equipment Committee will have an equal voice and will report back to the Fire Chief as a group.
- (d) The Fire Chief has the right to refuse any request at his or her discretion.

## Cal Card

### 337.1 POLICY

The purpose of this Policy is to allow members of the District to purchase items with a District Credit Card. Credit cards can create more financial accountability as well as to make purchasing more efficient.

### 337.2 PROCEDURE

- (a) Personnel issued a Cal Card will have their name on the card.
- (b) Each Cardholder will sign a "Cardholder and Approving Official acknowledgment and Responsibility Form".
- (c) Under no circumstances are the Cal Card to be used for personal purchases.
- (d) The Cal Cards are to be used primarily for expenses approved by your supervisor prior to the purchase, within their spending authority limit.
- (e) All purchase on the Cal Card must be documented on the Cal Card receipt Form along with the receipt and Purchase Order if over \$500.
- (f) When using the Cal Card for meal purchases, the current per diem allowance should not be exceeded. If a meal exceeds the per diem amount the employee should pay the difference with personal funds if available.
- (g) Lost or stolen cards must be reported to your immediate supervisor and the Administrative Officer as soon as possible.

# Water Rescue Recovery Team - Dive Team Manual

**338.1 WATER RESCUE RECOVERY TEAM - DIVE TEAM MANUAL**  
[2020 Dive Team SOG Manual](#)

---

## Fire/EMS Standby

### 339.1 PURPOSE AND SCOPE

The purpose of this policy is to provide consistent guidelines, practices, and communication to the public and allied agencies with regard to requesting EMS or FIRE unit apparatus and personnel standbys within the Fire Protection District response areas.

#### 339.1.1 DEFINITIONS

(a) **Dedicated Emergency Medical Services (EMS) Standby**

1. Dedicated standby ambulance service, meaning a fully staffed ambulance, will be located at a function or event and will remain dedicated to that event. The standby ambulance will not be available for other, routine EMS calls in the area unless authorized by the on-duty BC. Dedicated standbys are subject to the availability of Truckee Fire Protection District crews and resources. Dedicated EMS services shall be under contractual agreement.
2. Certain events/hazards may warrant a Dedicated EMS Standby Ambulance as determined by the Truckee Fire Protection District Fire Marshal or designee.

(b) **Non-Dedicated Emergency Medical Services (EMS) Standby**

1. Non-dedicated ambulance service, meaning a fully staffed ambulance, will be located at a function or event, but will remain available for EMS calls within the Fire Protection District service area. Consistent event coverage is not guaranteed and is subject to on-duty or staffed units being available. In order to be eligible for this type of service, the following conditions should be met:
  - (a) The event is a community event where no tickets are sold or admission charged.
  - (b) The event must be open to the general public.
  - (c) The size and duration of the event shall be determined by the Fire Marshal or designee.

(c) **Dedicated Fire Standby**

1. Dedicated standby fire suppression service, meaning a fully staffed fire apparatus, will be located at a function or event, and will remain dedicated to that event. The dedicated fire apparatus will not be available for other, routine calls in the area unless authorized by the on-duty BC. Dedicated fire apparatus standbys are subject to the availability of Truckee Fire Protection District crews and resources.
2. Certain events/hazards may warrant a Dedicated Fire Standby as determined by the Truckee Fire Protection District Fire Marshal or designee.

(d) **Non-Dedicated Fire Standby**

1. Non-dedicated standby fire suppression service, meaning a fully staffed fire apparatus, will be located at a function or event, but will remain available for



# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### Fire/EMS Standby

---

routine calls within the Fire Protection District area. Consistent event coverage is not guaranteed and is subject to the on-duty or staffed units being available.

In order to be eligible for this type of service, the following conditions should be met:

- (a) The event is a community event where no tickets are sold, or admission charged.
  - (b) The event is open to the general public.
  - (c) The size and duration of the event shall be determined by the Fire Marshal or designee.
- (e) **Government Partners**
1. These include governmental agencies, Public Safety/Emergency Management Partners, or Placer/Nevada County/Town of Truckee departments. These agencies may be eligible for no cost or reduced cost standby services as determined by the Fire Marshal or designee.
- (f) **Commercial Events**
1. A Commercial Event is any event organized or sponsored by any organization where admission is charged, or is not open to the general public. Such events may include those that sell tickets, charge admission, or collect fees from the event for profit. Fire or EMS apparatus and personnel standby at any Commercial Event shall be on a dedicated standby basis and subject to the Fire Protection District's Ordinance fee schedule.

### 339.2 POLICY

#### Authority

- (a) All Fire Protection District Fire/EMS standbys shall adhere to current federal, state, and local laws and regulations.
- (b) All Fire Protection District Fire/EMS standbys shall adhere to California Emergency Medical Services Authority policies and procedures.
- (c) All Fire Protection District Fire/EMS standbys shall adhere to Sierra-Sacramento EMS Agency policies and procedures.

### 339.3 PROCEDURE

- (a) Procedure:
  1. All groups requesting Fire/EMS standby coverage shall complete the Fire Protection District Special Fire/EMS Service Request Form.
  2. All requests shall be reviewed by the Fire Marshal or designee.
  3. The Fire Marshal or designee shall make a final determination and notification to the requester, based on system resources and staffing.

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Fire/EMS Standby*

---

4. Truckee Fire Protection District Administration shall prepare, invoice, and track payments.
  5. All fees for EMS/Fire standby shall utilize the Truckee Fire Protection District Fire Prevention Code, Cost Recovery, and/or the Truckee Fire Protection District Ambulance Rates Ordinance as applicable.
  6. In the event the services required exceed the resource availability of the Fire Protection District staff and equipment, the permit applicant shall provide equivalent alternative ambulance or fire standby resources, which shall be subject to the prior approval of the Fire Protection District as a condition of approval of the event permit.
  7. Fire Prevention may have additional fees not discussed in this Policy.
- (b) Funds:
1. All funds derived from fees will be used to support the Fire Protection District Fire/EMS service delivery and/or recover costs associated with EMS/Fire Standbys.

## Filling Avalanche Bags

### 340.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for filling SCUBA bottles for local avalanche airbag vendors/Agency.

The local vendors/Agency then use the SCUBA bottles to refill canisters for avalanche backpacks (avalanche air bags) at their facility.

### 340.2 POLICY

It is the policy of the Fire Protection District to assist local vendors in refilling vendor-owned SCUBA bottles so that they may refill customer avalanche backpacks (avalanche air bags).

### 340.3 OPERATIONAL GUIDELINES

a) Vendor/Agency will contact the duty crew at Station 92 to schedule a time to fill SCBA bottles with the understanding that calls, training and unforeseen circumstances may require rescheduling.

- (a) Only District personnel who are trained to fill SCUBA bottles are allowed to perform this task.
- (b) Any required maintenance or replacement of the SCUBA bottle, including O-ring and burst disks are the sole responsibility of the vendor.
- (c) Requests to fill any container other than a high or low pressure SCUBA bottle must be authorized by a District SCBA / Tech or Battalion Chief.

b) Members of the community requesting to have individual canisters filled will need to contact a certified airbag vendor.

Reminders for filling Low Pressure AND High Pressure SCUBA bottles:

- Cylinders **MUST** have a current hydro date stamped on the bottle.
- Prior to filling, inspect for the following: rattles, sloshes, or other unusual noises; abnormal weight; foul-smelling contents.
- If the condition of the bottle is in question (corrosion; exterior damage such as a dent, gouge, bulge, or deep pit; evidence of exposure to high temperatures such as scorching, vinyl or other unusual or unrecognized coatings or paints), do not fill. .
- Set the correct fill pressure (located on the crown of the cylinder).
- **Fill SLOWLY!** SCUBA bottle fill time is **MUCH** slower than an SCBA cylinder (alloy vs. composite).

---

## Countersigning Deer Tags

### 341.1 PURPOSE

Truckee Fire Protection District is able to countersign deer tags, in accordance with the California Department of Fish and Game Code **§708.6**. Employees of Truckee Fire are permitted to countersign a deer tag, provided they are of the rank of Fulltime Firefighter or higher. This is a service which TFPD can and would like to continue to provide, however we are not required to counter-sign deer tags.

- TFPD Staff should be prepared to address this potential issue ahead of time, prior to a hunter arriving at your station with a dead deer in the back of his truck. If you are ever uncomfortable with the countersigning process, know that this is not a District requirement, and you are allowed to refuse service at any time.

### 341.2 TAG VALIDATION, COUNTERSIGNING, AND TRANSPORTATION REQUIREMENTS

Any person legally killing a deer in this state shall have the deer license tag validated and countersigned by a person authorized by the commission before transporting such deer, except for the purpose of taking the deer to the nearest person authorized to countersign the license tag, on the route being followed from the point where the deer was taken.

#### 341.2.1 TAG VALIDATION AND COUNTERSIGNING PROCEDURE

- Check the number of points:
  - For adult hunters, antlers must be forked or better.
  - For some youth hunters, tags can be for a spike, antlerless buck, or doe.
  - It is OK to sign for a head only, or antlers that are attached to a skull cap.
  - Don't sign for individual antlers.
- Make sure the tag is properly filled out and properly punched.
- If any suspicious activity is suspected, call the CalTip line: 1.888.334.2258

## Traffic Incident Management (TIMs)

### 387.1 PURPOSE AND SCOPE

This procedure identifies parking best practices for fire district apparatus that will provide maximum protection and safety for personnel operating in or near moving vehicle traffic. It also identifies several approaches for individual practices to keep firefighters safe while exposed to vehicle traffic. (Ref. NFPA 1500, Emergency Responder Safety Institute)

### 387.2 POLICY

It shall be the policy of the Truckee Fire Protection District to position apparatus at the scene of emergencies in a manner that best protects the work area and personnel from vehicle traffic and other hazards.

### 387.3 PROCEDURE

All personnel should understand and appreciate the high risk that firefighters are exposed to when operating in or near moving vehicle traffic. We should always operate from a defensive posture.

Always consider vehicles that are moving as a threat to your safety. Each day, emergency personnel are exposed to motorists of varying abilities, with or without licenses, distracted and driving at speeds well beyond the speed limit, some of which could be alcohol and/or drug impaired. Motorists will often be looking at the scene and not the road.

### 387.4 FREEWAY/HIGHWAY/SURFACE STREET OPERATIONS AND SAFETY CONSIDERATIONS

Listed below are best-practices for safe performance when operating in or near moving vehicle traffic.

- Always maintain an acute awareness of the high risk of working in or around moving traffic. Never trust moving traffic. Always look before you step! Always keep an eye on the traffic! LCES applies to Traffic Incident Management operations.
- First-arriving heavy apparatus (Engine or Rescue) should be placed in a blocking position in order to protect the scene and create a safe work zone from traffic. Always position apparatus to protect the scene, patients, emergency personnel, and provide a protected work area. If the medic unit is first on-scene it should position as a temporary block until a more suitable apparatus is at scene.
- Apparatus should initially block the lane that is already affected by the incident – linear block. The company officer should consider if more than that lane needs to be blocked (Lane +1) to create a safe work area. Coordinate with Unified Command (i.e. LE) to safely block the additional lane if necessary.
- When parking apparatus to protect the scene, be sure to protect the work area also. The area must be protected so that patients can be extricated, treated, moved about the scene, and loaded into medics safely. Position medics in front of the scene and/or blocking apparatus to allow safe patient loading away from traffic.

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Traffic Incident Management (TIMs)*

---

- Where possible, angle apparatus away from curbside/shoulder. This will direct motorist around the scene (block to the left). Apparatus positioning must also allow for adequate parking space for other fire apparatus (if needed), and a safe work area for emergency personnel.
- Allow enough distance (buffer) and direct wheels away from incident, to prevent a moving vehicle from knocking fire apparatus into the work areas.
- Firefighters should operate in the “shadow” of the blocking units whenever possible. If activities require personnel to be outside of that protection, they should be done as quickly as possible while taking precautions to watch for and avoid passing traffic.
- For first arriving engine companies, where a charged hose-line may be needed, angle the engine so that the pump panel is “downstream,” on the opposite side of oncoming traffic (block to the right). This will protect the pump operator.
- Incidents off the roadway on the shoulder need to be treated as a lane and at least be linear blocked and possibly “lane +1” to protect the work area.
- At intersections, or where the incident may be near the middle of the street or on a two-lane highway, two or more sides of the incident may need to be protected. Block all exposed sides. Where apparatus is in limited numbers, prioritize the blocking from the most critical to the least critical.
- Law Enforcement and/or Road depts should provide early upstream advanced warning of the incident to oncoming traffic as soon as possible. Coordinate with Unified Command (i.e. LE)
- The initial company officer (or Incident Command) must assess the parking needs of later-arriving fire apparatus and specifically direct the parking and placement of these vehicles as they arrive to provide protective blocking of the scene. This officer must operate as an initial safety officer.
- During daytime operations, leave all emergency lights on to provide warning to drivers. Consider reducing headlights and/or emergency lighting of non-blocking vehicles once the temporary TIMA (Traffic Incident Management Area) has been well established, to prevent visual confusion from approaching traffic.
- Incident Commanders should consider establishing a lookout/spotter to notify crews of an approaching errant vehicle. Notify crews on predetermined tac channel if a vehicle fails to follow desired traffic pattern.
- Crews should exit and work on the curb/shoulder side or non-traffic side of the vehicle whenever possible.
- Always look before stepping out of the apparatus, or into any traffic areas. When walking around fire apparatus parked adjacent to moving traffic, keep an eye on traffic and walk as close to fire apparatus as possible.
- Always wear full PPE including a safety vest (Policy 904)
- Consider traffic cones at the scene of an extended incident to direct traffic. This should be initiated by the first company arriving on the scene and expanded, if needed, as later arriving companies arrive on the scene. Always place and retrieve cones while

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### Traffic Incident Management (TIMs)

---

facing oncoming traffic. Deploy 5 cones approximately 40 feet apart on freeways/highways (ERSI).

- Placing flares, where safe to do so, adjacent to and in combination with traffic cones for nighttime operations greatly enhances scene safety at night. Place flares to direct traffic where safe and appropriate to do so Listed below are general recommendations for the start of traffic cones/flares:

Speed	Distance
25 mph	56 feet
40 mph	105 feet
60 mph	200 feet

- Incident Command should establish communication with CHP/Truckee PD/Sheriff as soon as possible to jointly provide a safe parking and work area, and to quickly resolve the incident. The termination of the incident must be managed with the same aggressiveness as initial actions. Expose the fewest number of responders for the shortest amount of time.

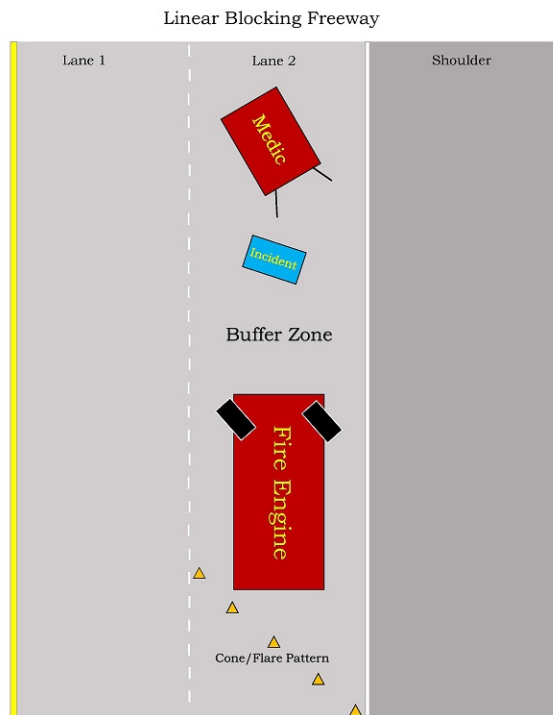


Diagram 1 – Freeway – one lane accident – linear blocking

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## Traffic Incident Management (TIMs)

---

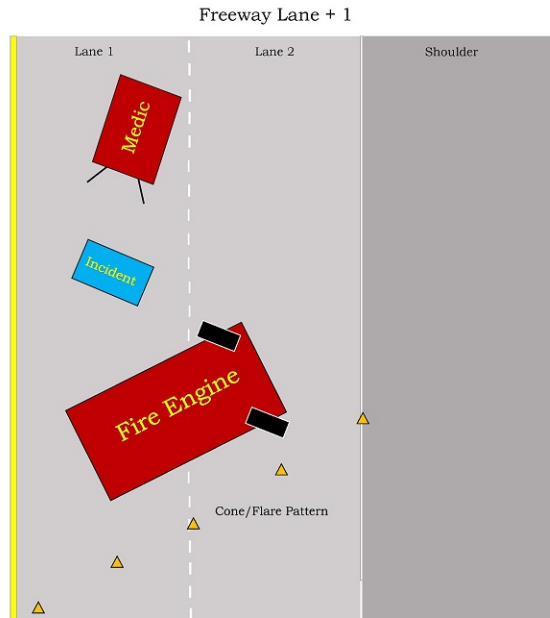


Diagram 2 – Freeway – one lane accident – lane +1

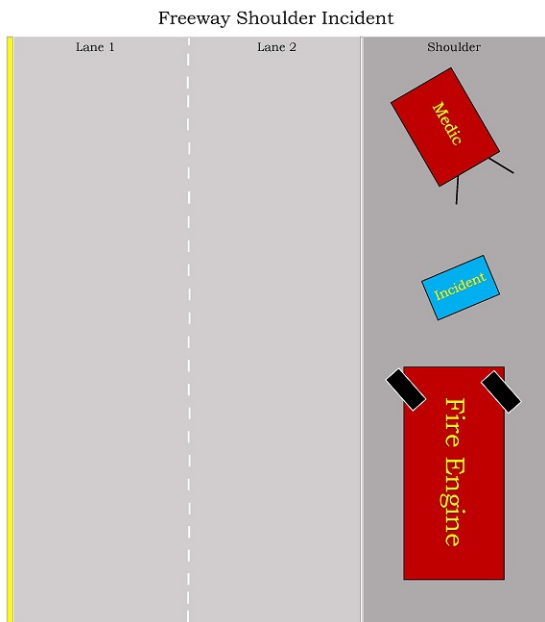


Diagram 3 – Freeway – shoulder accident – linear blocking



# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## Traffic Incident Management (TIMs)

---

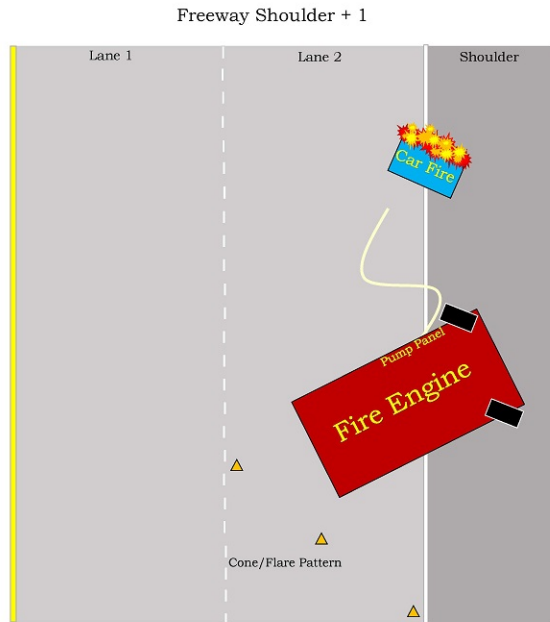


Diagram 4 – Freeway – car fire shoulder of freeway. Lane +1, angled protecting pump panel

## Non-Injury Accident/Near Miss Policy

### 388.1 PURPOSE AND SCOPE

The purpose of this policy is to provide information to the Safety Officer. A "[Non-Injury Accident/Near Miss](#)" form will assist District employees in reporting unsafe conditions or actions. This information will be evaluated and changes to current SOP's or the development of new SOP's to increase safety will be considered.

#### 388.1.1 DEFINITIONS

Definition of a Near Miss: A near miss is an incident that, although not serious in itself, could have resulted in injury or property damage.

### 388.2 POLICY

It is the policy of the Fire Protection District to utilize a "[Non-Injury Accident/Near Miss](#)" form when a "near miss" has occurred.

### 388.3 PROCEDURE

- (a) When "near miss" incidents occur, TFPD employees will complete the form and submit it by email to the Safety Officer within 24 hours. The Safety Officer will gather information as required and review the incident with the Fire Chief or designee. A report detailing the incident and the review will be forwarded to District personnel, as warranted.
- (b) This policy in itself is not intended to have punitive consequences, nor is it intended to conflict with any other District reporting SOP's.
- (c) This policy is intended to document near miss incidents and provide opportunity to review current procedures and SOP's in an effort to provide a safer work environment for District employees.
- (d) **FORMS & REPORTS**
  1. Non-Injury/Near Miss Investigation forms are available in the F Drive; Master Forms; Worker's Comp.
  2. In the cases where injury has occurred, reference Policy 1025 "On-Duty Injuries".

# UNMANNED AIRCRAFT SYSTEMS (UAS) OPERATIONS

## 389.1 PURPOSE AND SCOPE

This policy is intended to provide personnel with instructions on when and how unmanned aircraft systems (UAS) technology may be used for public safety purposes including the storage and dissemination of images and data captured by UAS.

## 389.2 DEFINITIONS

**Unmanned Aerial Vehicle (UAV)** - An unmanned aircraft of any type that is capable of sustaining directed flight, whether preprogrammed or remotely controlled. This aircraft is commonly referred to as a drone.

**Unmanned Aircraft Systems (UAS)** - Consists of an unmanned aircraft weighing less than 55 lbs., the command system, a secure control link, camera, and other related safety support equipment.

**Certificate of Authorization (COA)** - A Certificate of Authorization is an authorization issued by the FAA to The Truckee Fire Protection District for our specific UAS activities. A Jurisdictional COA has been granted to Truckee Fire by the FAA. This authorization is renewed on a biennial basis through the FAA COA Application Processing System (CAPS).

**Digital Multimedia Evidence (DME)** - Digital recordings of images, sounds, and associated data captured by the deployment of UAS.

**UAS Coordinator** - A supervisor designated by the Fire Chief who is responsible for maintenance of all UAS and records associated with the program. Responsibilities include but are not limited to:

- Maintaining records and certification required by the Federal Aviation Administration (FAA) by adhering to requirements established by the Jurisdictional COA.
- Ensuring that authorized operators and observers have completed required FAA and District-approved training in the operation, applicable laws, policies, and procedures regarding use of UAS.
- Implementing a system for public notification of an UAS deployment.
- Developing a UAS inspection, maintenance, and recordkeeping protocol to ensure continued airworthiness of a UAS, up to and including its overhaul or life limits.

## 389.3 POLICY

It is the policy of the Truckee Fire Protection District that trained and authorized personnel may deploy UAS when such is appropriate in the performance of their official duties. Unmanned aerial systems may be utilized to enhance the District's mission of protecting lives and property. Any

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *UNMANNED AIRCRAFT SYSTEMS (UAS) OPERATIONS*

---

use of UAS will be in accordance with Federal Aviation Administration (FAA) regulations, the Certificates of Authorization, and constitutional and privacy rights.

### **389.4 PRIVACY**

The use of UAS potentially involves privacy considerations. Absent exigent circumstances, operators and observers shall adhere to FAA altitude regulations and shall not intentionally record or transmit images of any location where a person would have a reasonable expectation of privacy (e.g., residence, yard, enclosure).

### **389.5 PROCEDURES**

One of the UAS will be stored in the Battalion Chief's vehicle, the others at any of the stations as needed. They will be deployed only after authorization by a Chief Officer or other authorized supervisory personnel. Deployments will enable Truckee Fire to provide an aerial visual perspective in furtherance of the District's public safety mission and the following objectives:

- Situational Awareness - To assist decision makers in understanding the nature, scale, and scope of an incident and the planning and coordination of an effective response.
- Tactical Deployment - To support the tactical deployment of personnel and equipment in emergency situations.
- Search and Rescue - To assist in a missing person(s) incident including locating a patient in the backcountry.
- Visual Perspective - To provide an aerial visual perspective to assist firefighters in providing direction for crowd control, traffic incident management, perimeter security, location of vegetation fires, and other incidents.
- Scene Documentation - To document any incident scene the IC determines necessary, including but not limited to a structure fire, vegetation fire, vehicle accident, hazardous materials, search and rescue, and water-related incidents.
- Community Outreach - To record events hosted and/or sponsored by the District in furtherance of the District's goals.
- Cooperation - To assist cooperating agencies in a Unified Command to achieve established strategies and objectives. A Chief Officer may approve the use of UAS to assist allied agencies on a case-by-case basis.

The following must be followed prior to the deployment of a UAS:

- Authorized Personnel - Only Truckee Fire personnel who hold a current and valid FAA Part 107 Certificate, have been trained on the information in the COA, and in the use and deployment of UAS are authorized to be a Pilot in Command (PIC). A current list of authorized personnel will be kept with each UAS in its storage case.
- Notification - The PIC will notify GVECC, and other entities (ZOA and/or TRK) as required by the COA, that the UAS is being deployed. Follow the Preflight Check List.

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *UNMANNED AIRCRAFT SYSTEMS (UAS) OPERATIONS*

---

- Inspection - Authorized personnel shall follow the pre-flight checklist to inspect and test UAS to verify the proper functioning of all components and airworthiness of the device.
- Responsibility - UAS will be used with reasonable care to ensure proper functionality. Equipment malfunctions shall be brought to the attention of the UAS Coordinator as soon as possible so that repairs and/or a replacement can be procured. A malfunctioning UAS will be grounded until repaired.
- Deployment Records - All deployments of UAS shall be accurately documented as required by the FAA.
- Public Notification - A Chief Officer may direct public notification of the deployment of UAS on a case-by-case basis.
- Public Safety - UAS will only be deployed in furtherance of public safety missions and training. Safe Operation - UAS will not be deployed in an unsafe manner or in violation of the COA. If manned aircraft are dispatched or respond into the area of the incident, communication must be maintained with those air resources to ensure separation with UAS. UAS shall yield to manned resources; and if communication cannot be achieved, UAS will be grounded as soon as safely possible.
- Personal Use - UAS will not be deployed for personal use and is the sole property of the District.

### **389.6 TRAINING**

Personnel who are assigned to the UAS program shall obtain FAA Part 107 Certificate, complete the approved training program, which shall include Emergency/Contingency procedures specified in the Jurisdictional COA and other FAA requirements.

Additional training will be completed at the direction of the UAS Coordinator to ensure safe operation, compliance with this policy, and to address any needs identified or methods of improving the deployment of the UAS. For the specific qualifications and training needed to be a PIC, reference the UAS Pilot Task Book and Training Skill Sheets.

The highest priority while operating UAS is to ensure the safety of the citizens, Truckee Fire Protection District personnel, and private and public property that may come into contact with the aircraft.

## Chapter 4 - Fire Prevention

## Fire Investigations

### 400.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that all fires, explosions or other hazardous conditions occurring within the jurisdiction of the Truckee Fire Protection District are investigated and properly documented in accordance with state and federal laws and national standards.

### 400.2 POLICY

It is the policy of the Truckee Fire Protection District to promptly investigate the cause, origin and circumstances of fires, explosions or other hazardous conditions occurring in the jurisdiction that involve the loss of life or injury to a person, or the destruction of or damage to property. If the origin of a fire or explosion appears to be suspicious, the District shall take immediate charge of all physical evidence relating to the fire or explosion and pursue an investigation to its conclusion (Fire Code § 104.10)

### 400.3 RESPONSIBILITY

The Fire Chief has overall responsibility for fire investigations. The Fire Marshal is responsible for management of the fire investigations program. The Incident Commander of each incident is responsible for ensuring that each fire is investigated for origin and cause.

District first responders are responsible for recognizing or attempting to recognize the origin of a fire and preserving evidence for further investigation. The first-in company officer is responsible for conducting a first responder-level investigation for origin, cause and circumstances. The Incident Commander is responsible for determining when the Truckee Fire Protection District and/or law enforcement investigators are needed to investigate an incident.

When the Truckee Fire Protection District assumes responsibility for the investigation, fire investigators assigned to an incident are responsible for pursuing the investigation through to completion and providing complete written documentation. Arson investigators are responsible for investigating suspected incidents of arson.

### 400.4 INCIDENT REPORTS

To ensure district 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.

### 400.5 PROCEDURE

The first-in company officer should conduct a preliminary investigation of every fire to determine the origin, cause and circumstances. If the company officer is unable to make a determination as

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Fire Investigations*

---

to the origin and cause of a fire or suspects that a crime has been committed, and the magnitude of the fire would require thorough investigation and documentation, a fire investigator may be requested in accordance with this policy.

The assistance of a fire investigator at an incident does not relieve the company officer of the responsibility to investigate the origin, cause and circumstances of a fire.

- (a) The immediate response of an Investigator shall be requested when any of the following circumstances exist:
  - 1. Major or unusual fires that exceed the investigative abilities of a company officer or a Battalion Chief
  - 2. Any fire resulting in any injury or death
  - 3. Incidents involving special circumstances, such as high dollar loss, extensive damage, political sensitivity or any other circumstance deemed appropriate by the Battalion Chief
  
- (b) The immediate response of an investigator shall be requested, along with a law enforcement investigator when any of the following circumstances exist:
  - 1. Arson, and/or incendiary devices are involved or the origin of the fire is otherwise suspicious
  - 2. Any explosion
  - 3. Evidence or suspicion of any crime having occurred in connection with a fire or explosion
  - 4. Death resulting from a fire or explosion
  - 5. Any fire started by a juvenile
  - 6. Any illegal activity that potentially could cause a fire and/or explosion
  - 7. Any fire or explosion related to a crime or a suspected crime

#### **400.6 QUALIFICATIONS**

All department officers are qualified to perform first responder-level origin and cause investigations in addition to the Truckee Fire Protection District investigators.

- (a) Fire investigators should:
  - 1. Meet the job performance requirements of the National Fire Protection Association's (NFPA 1033) standards for fire investigators.



# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Fire Investigations*

---

2. Complete the certification requirements of the California Fire Service Training and Education System Fire Investigator I and II.
3. Comply with all federal and state statutory and constitutional investigatory requirements, including CA PC 832 Arrest, Search and Seizure.

#### **400.7 EQUIPMENT**

Each investigator should maintain a personal log book detailing each investigation he/she has performed and all continuing education. The purpose of this record is to document case investigation, field training and continued professional training hours to confirm status as an expert witness during court appearances.

The Fire Investigator's vehicle should be stocked with the following equipment to assist in the investigation of fire cause, origin and circumstance:

- Digital camera
- Spare batteries
- Voice recording device and spare media
- Fire investigator tool box
- Evidence collection canisters

##### **400.7.1 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.

#### **400.8 FIRE INVESTIGATORS WITH ARREST AUTHORITY**

Fire investigators with arrest authority assigned to an incident are responsible for conducting a thorough investigation and providing complete written documentation.

Fire investigators who reasonably anticipate an arrest in connection with an investigation should arrange to have a law enforcement officer from a law enforcement agency with jurisdiction present. If a law enforcement officer is unavailable to assist with an arrest, investigators should consider delaying the arrest until such time that law enforcement can be present.

In situations where a fire investigator finds it necessary to arrest a suspect without the assistance of local law enforcement, the investigator should notify the local law enforcement agency that an

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Fire Investigations*

---

arrest is being made and, if possible, arrange to have another investigator from this district present on the scene at the time of arrest.

### **400.8.1 FIRE INVESTIGATORS WITH ARREST AUTHORITY QUALIFICATIONS**

In addition to the general qualifications for fire investigators required by this policy, fire investigators with arrest authority shall complete the training required for peace officers as provided in Penal Code § 832.

### **400.9 DUTY FIREARMS**

Fire investigators with arrest authority who are authorized to carry firearms shall also comply with the Duty Firearms and Use of Force Policy.

## Code Enforcement

### 401.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the process by which the Truckee Fire Protection District will enforce District fire and life safety codes during inspections.

### 401.2 POLICY

It is the policy of the Truckee Fire Protection 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.

### 401.3 PROCEDURE

The Truckee Fire Protection 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 and/or Town Building Inspector..

#### 401.3.1 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 and when compliance is not immediate, specify a time for re-inspection, typically to occur within 30 days. 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.

#### 401.3.2 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.

#### 401.3.3 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

# Truckee Fire Protection District

## Truckee FPD Fire 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.

#### 401.3.4 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.

#### 401.3.5 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's legal counsel as soon as practicable.

---

## Fireworks Displays/Flame display devices

### 402.1 PURPOSE AND SCOPE

The purpose of this policy is to establish general guidelines for the use of aerial fireworks, pyrotechnic and flame devices in public and private displays to ensure that the minimum life-safety procedures and practices are followed. The policy also outlines the Truckee Fire Protection District standards for the storage and disposal of illegal fireworks.

### 402.2 POLICY

Fireworks are energetic materials that are inherently dangerous and should always be handled with caution. Heat, shock and friction may ignite them, and in all cases safety should be the primary concern.

It is the policy of the Truckee Fire Protection District to observe the California fireworks law and follow the regulations prepared by the Office of the State Fire Marshal (OSFM) governing the use of fireworks in public displays when enforcing permitting requirements, plan review and inspections (Health and Safety Code § 12500 through Health and Safety Code § 12758; 19 CCR Chapter 6). The District shall observe the federal regulations governing the storage and disposal of explosives (27 CFR 555.201 et seq.).

### 402.3 PROCEDURE

Applications for permits for public / private fireworks displays and or flame devices shall be made in writing at least 10 days prior to the proposed display. Applications shall be submitted to the Truckee Fire Protection District in a timely manner in order to ensure the appropriate allocation of resources and to allow adequate time to address any changes that may be required (Health and Safety Code § 12643).

When applying for a public / private display permit, an applicant shall submit information and evidence to the Truckee Fire Protection District that includes (19 CCR 982):

- (a) The name of the organization sponsoring the display and the names and pyrotechnic operator license numbers of persons actually in charge of the display.
- (b) The date and time the display is to be held.
- (c) The exact location planned for the display.
- (d) The size and number of all fireworks to be discharged including the number of set pieces, shells and other items. Shells shall be designated by diameter specifying single, multiple break or salute.
- (e) The manner and place of storage of all fireworks prior to, during and after the display.
- (f) A diagram of the grounds on which the display is to be held showing:
  1. The point at which the fireworks are to be discharged.

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Fireworks Displays/Flame display devices*

---

2. The location of all buildings, roads and other means of transportation.
3. The lines behind which the audience will be restrained.
- (g) The location of all nearby trees, telegraph or telephone lines, or other overhead obstruction.
- (h) Proof that satisfactory workers' compensation insurance is carried for all employees (Labor Code § 3700).
- (i) Documentary proof of liability insurance (Health and Safety Code § 12610; Health and Safety Code § 12611).
- (j) That a California Office of the State Fire Marshal (OSFM) license in a general, special or limited category has been obtained from the OSFM (Health and Safety Code § 12575; Health and Safety Code § 12576; Health and Safety Code § 12577).
- (k) The name and resale license number of the wholesaler who supplied all items used in the display.
- (l) If the display is a flame effect from a device or appliance the applicant must supply a site plan and a design plan prior to approval.

The permittee shall be responsible for compliance with the provisions under which a public fireworks display permit has been granted. A letter is required from the sponsor or pyrotechnic company acknowledging that any additional fees will be billed directly to the sponsor or company. Public displays fired on private property must also include a letter from the current property owner, approving the event and holding the Truckee Fire Protection District, its officers and the District harmless for any damages or liability.

#### 402.3.1 PLANS

- (a) fully dimensioned plot plan for aerial fireworks shall be included with the application that shows:
  1. The location of the display set-up and the location, including the distance of the firing box from the display.
  2.  
All access roads, including road width, hydrant locations and ingress and egress points.
  3. All structures located in or near the firing area and a fallout area based upon 100 feet per inch of shell size.
- (b) A fully dimensioned plot plan for flame devices shall be included with the application that shows:
  1. Location of flame effect device(s), controls and flame effect operator

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Fireworks Displays/Flame display devices*

---

2. Area affected by the flame effect including all six (6) site zones, i.e. below (floor), above (ceiling), front, back, left, and right sides.
  3. Fire safety perimeter line delineating the hazard area both from the audience and from combustibles.
  4. Location of the audience.
  5. Clearance to combustibles.
  6. Storage and holding area of fuels.
  7. Fuel application and use areas.
  8. Means of egress from both the flame effect area(s) and audience area(s) to the public way.
  9. Location of appropriate supplemental fire protection features including trained fire safety staff, fire extinguishers, "No Smoking" signs, and barricades.
- (c) A design plan is required prior for the approval of the production of flame effects using devices or appliances. The design plan shall provide the system design with complete design information (including schematic drawings) and sequence of operation and shall include the following:
1. Flame effect equipment and components with proof of UL listings or proof of compliance with appropriate standard
  2. Flame effect control sequence.
  3. Manual fuel shutoff valve.
  4. Automatic fuel shutoff valve.
  5. Method of confirmation of ignition.
  6. Method and frequency of leak detection.
  7. Type(s) of fuel used.
  8. Minimum amount of fuel required to produce the flame effect and minimum size of fuel tank required for the duration of the performance with supporting calculations.
  9. Provisions for the removal of unconsumed fuel from the device or appliance in a safe location.

#### 402.3.2 INSPECTIONS

- (a) All district personnel involved in the inspection of any public fireworks display set-up and firing should inspect for compliance with the provisions of 19 CCR 1003 and the following:
1. A minimum of two currently serviced 2.5-gallon pressurized water extinguishers shall be available on the site.
  2. A water container for duds or misfired shells shall be available on the site.

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Fireworks Displays/Flame display devices*

---

3. Barricades or barriers shall be used to keep unauthorized personnel out of the firing and fallout areas.
  4. Mortars are to be in good condition, with base plugs in place, no splits or bulges in the tubes or bent or frayed muzzles.
  5. Operators and assistants located within the fallout area are required to have proper safety gear and protective clothing on during the firing of the display and immediately after the display.
  6. If mortar racks are used, they shall be stable and secure.
  7. Mortars up to 5 inches in diameter and buried in earth or placed in troughs or drums shall be spaced 3 feet apart from the sides of the drum or trough.
  8. Mortars 6 inches or larger in diameter and buried in earth or placed in drums and troughs shall be spaced a minimum of 5 feet apart or from the sides of the drum or trough. When a mortar requiring 5 feet of space is placed adjacent to a mortar requiring only 3 feet of spacing, the larger shall apply.
  9. Electrically fired shows require that all mortars buried in earth or placed in drums and troughs shall be nominally spaced 2 feet apart from the sides of the drum or trough.
  10. No smoking is permitted in firing or display areas.
  11. During the electrical firing, no one is allowed to enter the firing area of the display.
  12. Electrically fired shows require that all technicians shall be positioned a minimum of 100 feet from any mortar and positioned so as to be protected from the direct line of fire.
  13. A continuity test shall be conducted prior to the test fire.
- (b) The inspection will include, but is not limited to:
1. Verification of proper pyrotechnics operator licensing of operator and pyrotechnics technician licensed assistants.
  2. Verification of identification and age of all unlicensed assistants.
  3. Inspection and inventory of fireworks shells to be discharged.
  4. Inspection of racks to determine proper spacing and bracing.
  5. Inspection of mortars used to fire aerial shells.
  6. Inspection of ready boxes.
  7. A test fire utilizing the largest non-salute type shell permitted in the display shall be conducted one hour prior to the display and shall be witnessed by an Truckee Fire Protection District inspector.



# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Fireworks Displays/Flame display devices*

---

8. Inspection of any other components of the display as deemed appropriate by the inspector.
- (c) Flame device inspections will include but not limited to:
1. Site plans are correct to the site.
  2. Audience and combustible clearances are adequate.
  3. Clear egress is established
  4. Safety personnel are briefed.
  5. Safety equipment is present .
  6. Storage of fuels.
  7. Test effect is performed.

#### **402.3.3 CANCELLATIONS**

The Fire Chief reserves the right to cancel a fireworks display within the District for any of the following reasons:

1. Large fires burning or other large scale emergency incidents that are depleting local firefighting resources.
2. High Fire Danger or Red Flag Warning issued by State or Local Fire Agencies.
3. Weather condition in the District that could cause a fire to escape the safety zone as determined by Local and/or State Fire Agencies (I.e. wind, thunderstorms, low fuel moistures, ect..)
4. Truckee Fire Protection District or Cal Fire are unable to commit a fire engine and personnel coverage for the event.
5. Any public safety concerns.

[The Fire District will provide planning projection updates 72hrs. 48hrs. and 24hrs. prior to the planned event.](#)

#### **402.4 STORAGE AND DISPOSAL OF ILLEGAL FIREWORKS**

Any fireworks seized pursuant to Health and Safety Code § 12722 and Health and Safety Code § 12721 shall be stored in a manner approved by the Truckee Fire Protection District Fire Marshal until relinquished to the OSFM for destruction.

The Truckee Fire Protection District Fire Marshal or the authorized designee shall notify the OSFM not more than three days after the date of seizure of any fireworks and shall state the reason for the seizure and the quantity, type and location of the fireworks. Seized fireworks shall be held in trust for the OSFM. Seized fireworks shall be disposed of by the OSFM (Health and Safety Code § 12723; Health and Safety Code § 12726).

- (a) Routine seizures (quantities that are temporarily manageable):
1. Inventory, randomly sample and photograph the seized fireworks.

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Fireworks Displays/Flame display devices*

---

2. Complete a Fireworks Seizure [form](#) (also from the OSFM) and forward it as the form instructs.
  3. If the fireworks are in the original U.S. Department of Transportation (DOT) shipping cartons, do not remove.
  4. Loose fireworks must be placed in good quality cardboard boxes, such as banker boxes, the boxes that photocopy paper comes in or similarly sized moving boxes. The boxes must have functional lids.
  5. The boxes must be labeled with the following information: type of fireworks, seizing agency's name, person responsible for the sorting and the date.
  6. The following items should not be included:
    - (a) Improvised Explosive Devices (IED) and explosives (a bomb squad should handle these)
    - (b) Trash (including expended fireworks, lighters and matches)
    - (c) Any evidence or contraband that is not related to fireworks (e.g., weapons, drugs, paraphernalia)
    - (d) Friction-initiated fireworks (e.g., Snap Caps) should be packaged separately from any other items
- (b) Seizures that require immediate assistance (quantities that exceed the capability of the Truckee Fire Protection District to manage):
1. Call 888-FWX-ENFC (888-399-3632), a 24-hour direct number to a CAL FIRE OSFM investigator, who will assist with arranging for temporary storage.
  2. Inventory, randomly sample and photograph the seized fireworks.
  3. Complete a Fireworks Seizure [form](#) (also from the OSFM) and forward it as the form instructs.
  4. If the fireworks are in the original U.S. DOT shipping cartons, do not remove them.

The Truckee Fire Protection District will remain as the lead agency responsible for prosecuting any case involving fireworks seized by the District.

#### 402.4.1 FEES

If the District collects pursuant to a local ordinance that provides for administrative fines or penalties associated with the seizure of dangerous fireworks, the District shall forward 65 percent of the collected monies to the controller for deposit in the OSFM Fireworks Enforcement and Disposal Fund (Health and Safety Code § 12726).

---

## Maximum Occupancy - Overcrowding

### 403.1 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 § 107.6).

### 403.2 POLICY

The Truckee Fire Protection District investigates overcrowded conditions or obstructions in aisles, passageways or other means of egress for life-safety hazards.

### 403.3 ENFORCEMENT

Any member of the District, 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 § 107.6).

#### 403.3.1 COMPLAINTS RECEIVED DURING NORMAL BUSINESS HOURS

Complaints of overcrowded conditions received during normal business hours should be forwarded to the Fire Prevention Division for investigation and follow-up. The complaint should be 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 fire inspection system.

#### 403.3.2 COMPLAINTS RECEIVED AFTER HOURS

Complaints of overcrowding received after hours should be routed to the appropriate on-duty Battalion Chief. The Battalion Chief 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.

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Maximum Occupancy - Overcrowding*

---

#### 403.3.3 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.

#### 403.3.4 SECOND DOCUMENTED OVERCROWDING OFFENSE

The second and all subsequent documented cases of overcrowding may result in a criminal citation being issued, in accordance with Truckee Fire Protection District procedures.

---

## Juvenile Firesetter Referrals

### 404.1 PURPOSE AND SCOPE

The purpose of this policy is to provide district 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.

### 404.2 POLICY

It is the policy of the Truckee Fire Protection District to participate in a coordinated effort with local nonprofit organizations to provide appropriate referral or treatment services to juveniles from this jurisdiction.

### 404.3 PROCEDURE

Entry into a juvenile firesetter program may be recommended by district personnel following a request from parents, guardian or caregivers or as a result of a fire incident. There are four types of referrals:

#### 404.3.1 CAREGIVER REFERRALS

Parents or guardians who call the Truckee Fire Protection 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 District being contacted. Parents should be provided with information about the program options and should be encouraged to make an appointment with the district's Fire Prevention personnel. A pre-interview form should be completed during the telephone contact.

#### 404.3.2 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 Fire Prevention. If no Fire Prevention personnel are available, a pre-interview form should be completed during the walk-in contact and forwarded to the Fire Prevention Division. When appropriate, a Fire Prevention member should be contacted to advise of the walk-in contact and asked to return to the station, if possible.

#### 404.3.3 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 Fire Prevention Division. The IC should be contacted by the Fire Prevention Division 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.

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Juvenile Firesetter Referrals*

---

- The fire was a result of a child experimenting with fire or arson.
- 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 Fire Prevention Division.

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 District by the juvenile justice court will be assigned to a member of the Fire Prevention Division. If the juvenile fails to attend any mandated program sessions, the Fire Prevention member should notify the court or the juvenile's probation officer. If the juvenile successfully attends all required sessions and completes the program, the Fire Prevention member should send a program completion letter on district letterhead to the juvenile's probation officer.

#### **404.4 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 Truckee Fire Protection 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 District 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 District 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.

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Juvenile Firesetter Referrals*

---

**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.

The Fire Prevention Division should produce regular reports specific to juvenile firesetters and outcomes. Reports should be included in district training programs as part of awareness and disposition outcomes.

---

## Fire Watch Services

### 405.1 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.

#### 405.1.1 DEFINITIONS

Definitions related to this policy include:

**Accidental** - The activation of any alarm that results in a response by the District 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 district 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 District 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 district 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 Truckee Fire Protection District and the occupants of a building if a fire occurs.

**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.

### 405.2 POLICY

It is the policy of the Truckee Fire Protection 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 District.

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, or evacuate the building. 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.



# Truckee Fire Protection District

## Truckee FPD Fire 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.

#### **405.3 RESPONSIBILITIES**

- (a) The owner or the authorized designee shall immediately notify the Truckee Fire Protection 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 Truckee Fire Protection 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 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 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 District and the occupants, and their only duty shall be to perform constant patrols of the premises to watch for fires.
- (f) Fire guards must be trained in the use of a fire extinguisher and have one accessible at all times.
- (g) Fire guards must maintain records of the Fire Watch using the attached form, and these records must be made available to the District upon request.

#### **405.4 CALIFORNIA FIRE CODE REFERENCES**

- (a) **403.12.1 Fire watch personnel.** Where, in the opinion of the fire code official, it is essential for public safety in a place of assembly or any other place where people congregate, because of the number of persons, or the nature of the performance, exhibition, display, contest or activity, the owner, agent or lessee shall provide one or more fire watch personnel, as required and approved. Fire watch personnel shall comply with Sections 403.12.1.1 and 403.12.1.2.

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Fire Watch Services*

---

- (b) **403.12.1.1 Duty Times.** Fire watch personnel shall remain on duty while places requiring a fire watch are open to the public, or when an activity requiring a fire watch is being conducted.
- (c) **403.12.1.2 Duties.** On-duty fire watch personnel shall have the following responsibilities:
  - 1. Keep diligent watch for fires, obstructions to means of egress and other hazards.
  - 2. Take prompt measures for remediation of hazards and extinguishment of fires that occur.
  - 3. Take prompt measures to assist in the evacuation of the public from the structures.
- (d) **901.7 Systems out of service.** Where a required fire protection system is out of service, the fire department and the fire code official shall be notified immediately and, where required by the fire code official, the building shall be either evacuated or an approved fire watch shall be provided for all occupants left unprotected by the shutdown until the fire protection system has been returned to service.  
Where utilized, fire watches shall be provided with not less than one approved means for notification of the fire department and their only duty shall be to perform constant patrols of the protected premises and keep watch for fires.
- (e) **3304.5 Fire watch.** Where required by the fire code official for building demolition, or building construction during working hours that is hazardous in nature, qualified personnel shall be provided to serve as an on-site fire watch for the occurrence of fire.

#### **405.5 FIRE WATCH PDF FORM**

Click the link below for a printable version of the TFPD Fire Watch Form:

[Truckee Fire Protection District Fire Watch Form](#)

---

# Open Burning, Recreational Fires, and Portable Outdoor Fire Places

## 406.1 PURPOSE

This policy is the Fire District interpretations of local and state codes and District Policy in regards to open burning, recreational fires and portable outdoor fireplaces. Information contained herein applies to typical instances, and may not address all individual circumstances. This is being provided in order to establish clear policy with respect to restrictions and requirements for conducting outdoor open burning within the District, such as campfires, bon fires, ceremonial fires, and cooking fires to attempt to prevent wildfires..

## 406.2 CODE REFERENCES

2016 California Fire Code (CFC), Section 307

## 406.3 PROHIBITED BURNING ACTIVITIES

### 406.3.1 [Prohibited Open Burning, Bonfires, Portable Outdoor Fireplaces, and Recreational Fires](#)

Open burning, bonfires, portable outdoor fireplaces, and recreational fires, as defined in the 2016 California Fire Code Section 202, General Definitions, shall be prohibited when atmospheric conditions or local circumstances make such fires hazardous, including when, in the judgment of the Fire Chief or his designee, the menace of destruction by fire to life, improved property, or natural resources is, or is forecast to become, High due to critical fire weather, fire suppression forces being heavily committed to control fires already burning, acute dryness of the vegetation, or other factors that may cause the rapid spread of fire, such as high winds, low fuel moistures, Fire Weather or Red Flag Warnings, severe threat of wildland fire, or issuance of Fire Restrictions on lands adjacent to the District by the USFS, or CalFire.

Exemptions: Gas (LPG, NG) outdoor fireplaces and BBQ's shall not be considered open burning for purposes of this Policy. Campfires and other fires on State and Federal lands will be at the discretion of those land management agencies. Campfires in designated State or Federal campgrounds is not part of this policy.

### 406.3.2 DECLARATION OF FIRE CHIEF REGARDING PROHIBITED OPEN BURNING

The Fire Chief or his designee may issue a Declaration prohibiting open burning pursuant to section 406.3.1 when deemed appropriate, which shall become effective immediately.

## **Chapter 5 - Emergency Medical Services**

---

## Patient Care Reports (PCR's)

### 500.1 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).

### 500.2 POLICY

It is the policy of the Truckee Fire Protection District to follow the patient documentation and distribution guidelines developed by the Sierra Sacramento Valley EMS Agency (SSV). Specific Truckee Fire procedures are listed below.

The purpose of this process is to ensure that a few people review the PCR prior to locking to assist the lead paramedic in preparing the most complete and accurate report possible.

### 500.3 PROCEDURE

A Patient Care Report, (PCR) shall be completed per SSV policy within 24 hours of the EMS call. Each station Captain, Acting Captain or Captain responsible for that station is required to review the PCR prior to "locking" the PCR in the ESO system. The reviewer is looking for spelling, grammatical, standard EMS documentation practices and possible improvements to the PCR. The officer makes those recommendations to the lead paramedic.

The officer also reviews the billing information to make sure that the data is as complete as possible. In some cases the officer will assist the lead paramedic to contact the hospital or other allied agency to obtain more current or accurate or complete data prior to "locking" the PCR.

Once the PCR meets the officers approval they will "lock" the PCR.

### 500.4 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.

### 500.5 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.

---

## Controlled Substance Accountability

### 501.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the procedures for the supply, use, and accountability of controlled substances administered by the Truckee Fire Protection District.

#### 501.1.1 DEFINITIONS

Definitions related to this policy include:

***Advanced Life Support (ALS) Unit*** - An ambulance, staffed by two licensed paramedics, or one licensed paramedic and one certified EMT, containing a full complement of equipment to provide ALS treatment.

***Controlled Substance*** - A drug, substance or immediate precursor listed in any schedule of the Controlled Substance Act.

***Non-Transporting ALS Units*** - The District's Non-Transporting ALS Units include ALS engines, Fireline EMT-Paramedic teams, Utility-Terrain Vehicles (UTV), or other ALS response units of various types when staffed and equipped to provide advanced life support evaluation and treatment.

***Automated Inventory Control Unit*** - Pyxis MedStation system- An automated inventory control system located at Tahoe Forest Hospital stocked by the hospital pharmacy for District paramedics to restock controlled substances.

### 501.2 POLICY

It is the policy of the Truckee Fire Protection District to ensure the availability of the proper medications for emergencies and to comply with all applicable local, state, and federal regulations governing the supply, use, and accountability of all controlled substances.

### 501.3 STORAGE AND INVENTORY

To prevent the unauthorized access of controlled substances during an incident, the controlled substances must either be in direct possession of a paramedic or locked in a secured area, without exception.

The locking mechanism to be utilized on vehicles that contain controlled substances is the Knox MedVault. The MedVault shall be securely mounted to the vehicle to prevent theft and has an electronic access keypad with an individual PIN code assigned to each paramedic authorized to access and utilize the controlled substances. The MedVault is able to produce an electronic audit trail showing the date, time and PIN code of each instance the MedVault was opened. The double lock requirement does not apply to providers storing their controlled substance utilizing this method. Controlled substances should be secured in the locked MedVault any time the unit is parked and unattended.

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Controlled Substance Accountability*

---

#### 501.3.1 STORAGE AND INVENTORY PROCEDURE

All personnel authorized to handle controlled substances shall follow this procedure unless prior written permission to deviate is obtained from the Fire Chief.

- (a) All controlled substances are to be secured by district members on their person or preferably in the MedVaults whenever possible.
- (b) Controlled substances shall be inventoried any time there is a change in personnel. The incoming paramedic shall inspect the quantities, the integrity of the containers and the expiration dates of the controlled substance inventory on the ALS units or Non-Transporting ALS units. The paramedic shall attest to the quantity available by printing initials and paramedic number on the Daily Controlled Substance Inventory in MedVault. At no time shall an individual enter an initial and/or number on behalf of another person.
- (c) If the inventory of any controlled substance is less than the established level, the paramedics must immediately reconcile the amount missing. If the discrepancy cannot be reconciled, immediate notification shall be made to the company officer, the shift Battalion Chief and/or the Chief. The Chief shall be responsible for the completion and submission of the online DEA Form 106, Report of Theft or Loss of Controlled Substances.
- (d) If the ALS unit or Non-Transporting ALS unit is dispatched to an incident before the daily inventory occurs, the inventory and reconciliation shall be done as soon as practicable upon returning to the station
- (e) The daily controlled substance inventory shall be maintained in the logbook on board ALS units and Non-Transporting ALS units. These documents shall be available for random inspection and review by the EMS Chief and local, state or federal regulatory representatives to ensure compliance.
- (f) Once completed the Controlled Substance Administration forms and the Daily Controlled Substance logs should be maintained at station 91 for a period of one year.

#### 501.4 CONTROLLED SUBSTANCE ADMINISTRATION AND DOCUMENTATION

A. Each time a controlled substance is administered to a patient, the drug, dose and administration route shall be documented on the Patient Care Report (PCR) in compliance with local EMS agency guidelines. In addition, the following information shall be recorded on the Controlled Substance Administration Log.

- (a) Date of administration
- (b) Time of administration
- (c) Unit Number
- (f) Patient's name
- (g) Drug administered

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Controlled Substance Accountability*

---

(h) Amount administered

(i) Paramedic Signature and number.

B. If only a portion of the medication was administered to the patient, the remainder shall be wasted in the presence of a registered nurse or physician at the receiving hospital or immediate supervisor. Both parties shall document this action on the Controlled Substance Administration Form in the logbook located at TFH.

C. Each controlled substance restock entry should be countersigned by the EMS partner on the line reserved for the witness.

### **501.5 NON-TRANSPORTING ALS UNIT RESUPPLY (TFPD TO TFPD)**

If a controlled substance is initially administered from the District Non-Transporting ALS unit drug box, the District transporting ALS unit may resupply the Non-Transporting ALS unit prior to transporting the patient. The transporting District ALS unit shall then be responsible for obtaining the resupply from the District's automated inventory control unit (pyxis med station).

If a controlled substance is administered from the inventory of the District ambulance, re-supply may occur from the [department\_agency] ALS unit or company officer or may occur from the District's vault or other authorized source any time it is operationally appropriate. Resupply from a non-District source is not authorized.

#### **501.5.1 RESUPPLY OF ANY NON TFPD UNITS**

The resupply of any unit: Medic, Ranger or Fireline Medic other than Truckee Fire Units, is not authorized. If the care of a patient is transferred to a non-District ALS unit, the Non-Transporting ALS unit paramedic will obtain the resupply from their district's automated inventory control unit. If a non-transporting ALS unit transfers care of a patient to a transporting paramedic, prior to administration of the entire portion of a controlled substance, taken from the non-transporting ALS unit; any remaining controlled substance shall not be provided to the transporting paramedic. If additional medication is needed after the patient care transfer, the controlled substance should be used from the transporting paramedic unit. The remaining unused portion of the controlled substance shall be properly disposed of per the SSV policy, and documented.

### **501.6 STANDARD CONTROLLED SUBSTANCE INVENTORY**

A. The standard complement of controlled substances shall be:

1. ALS Units

(a) 400 mcg Fentanyl (100mcg/2ml)

(b) 20 mg Versed (5mg/1ml)



# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Controlled Substance Accountability*

---

### 2. Fireline EMT-Paramedic teams (FEMP) Ranger 92

(a) 600 mcg Fentanyl (100mcg/2ml)

(b) 20 mg Versed (5mg/1ml)

B. Any modification to the standard complement of controlled substances shall be justified and approved by the Chief.

### **501.7 ACCOUNTING FOR EXPIRED, DAMAGED OR INCORRECTLY ACCESSED CONTROLLED SUBSTANCES**

Controlled substances due to expire or that are damaged may be replaced as follows:

(a) Note the expiration date or damage, the date of replacement and the source of restock on the District's Controlled Substance Administration Logbook.

(b) Damaged, expired, or incorrectly accessed controlled substances shall be immediately wasted according to the wasting procedures found in this policy and reported using the Controlled Substance Administration Logbook forms.

### **501.8 AUTOMATED INVENTORY CONTROL UNIT**

Training and Authorized Use of Automated Inventory Control Units:

A. All authorized ALS personnel will receive training on access and removal of controlled substances as part of their TAP training.

B. All authorized ALS personnel will be assigned a User ID and Personnel Identification Number (PIN) for both the MedVault and automated inventory control units. The user ID for the automated inventory control units will be the individual California paramedic license number preceded by the letters TK which is the agency indicator for Truckee Fire. (Example: TK09799).

C. All authorized ALS personnel will utilize the BIO ID fingerprint pass code in addition to the user ID.

D. The Chief will manage the list of authorized ALS personnel with permission to access the Automated Inventory Control Unit. This list will be provided to the Department Head of Inpatient Pharmacy at Tahoe Forest Hospital.

E. Upon resignation, termination of employment, or change in ALS privileges, the Chief will notify the Department Head of the Inpatient Pharmacy to remove the user from the automated inventory control unit.

Restocking Following an incident:

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Controlled Substance Accountability*

---

A. When removing controlled substances from any automated inventory control unit, all authorized personnel shall record the following information in the designated fields:

1. The patient's first name and last name (when known).
2. Patient ID (TK + GVECC Incident Number).
3. Any additional pertinent information may be entered into the comments field.

B. When a controlled substance is received from the automated inventory control unit or any other source, the paramedic retrieving the drug must immediately secure the drug into the locked MedVault on the medic unit or into the non-transporting equipment.

### Automated Inventory Control Unit Maintenance

The EMS coordinator should:

- (a) Review all controlled substance daily reports and the controlled substance drug disposition and restock records for completeness, compliance with established procedure, consistency with the data entered and any other issues that may require follow-up or investigation.
- (b) Create, complete, maintain and annually update the district's signature log.
- (c) Randomly inspect controlled substance daily reports and the controlled substance drug disposition and restock records on ALS units.
- (d) Ensure copies of controlled substance daily reports and the controlled substance drug disposition and restock records are maintained for a period of three years.
- (e) Notify the responsible Battalion Chief of any item that deviates from this policy.

### Tahoe Forest Hospital Inventory Role

The Tahoe Forest Hospital Pharmacy shall be responsible for ensuring that an inventory of the controlled substances in the automated inventory control unit occurs as needed according to pre-determined par levels and adhering to the hospital pharmacy's internal controls and procedures.

- (a) The pharmacy staff shall secure the controlled substance into the automated inventory control unit, ensuring the electronic inventory data is updated and that the order of the inventory is set to dispense the oldest inventory first. An electronic record of the resupply will be forwarded to the Chief and retained in accordance with established records retention schedules.
- (b) Tahoe Forest Hospital Pharmacy staff will email [billseline@truckeefire.org](mailto:billseline@truckeefire.org) for notifications to restock the automated inventory control unit.

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Controlled Substance Accountability*

---

- (c) Tahoe Forest Hospital Pharmacy staff will email [billseline@truckeefire.org](mailto:billseline@truckeefire.org) with reports of monthly activity and notifications of any discrepancies associated with the controlled substances.
- (d) Each month, the Chief will receive reports from Tahoe Forest Hospital Pharmacy indicating the amount of controlled substances withdrawn from the automated inventory control units with the controlled drug disposition and restock records.
- (e) Any inventory or reconciliation discrepancies shall immediately be brought to the attention of the company officer, shift Battalion Chief, Chief, and the Department Head of Inpatient Pharmacy at Tahoe Forest Hospital. The notifications will be made utilizing the Controlled Substance Discrepancy Form and forwarded via email.

## Long Distance Inter-Facility Transfers

### 502.1 PURPOSE

The following guideline is established to improve safety during long distance transfers by district personnel. This guideline is for: scheduled, non-scheduled, and stat (code 3) Inter-facility Transfers (IFT) from Tahoe Forest Hospital to hospitals further than 75 miles from Truckee or with transfers with extenuating circumstances. The Reno/Carson City area is excluded from this guideline.

### 502.2 PROCEDURE

For crew safety, the District won't accept IFTs to the Roseville/Sacramento area after 2100 hours or to the Bay Area after 1800 hours. These are standardized times with North Tahoe FD.

If the ambulance crew has taken the patient to the receiving hospital in Sacramento/Roseville area and it is midnight or later, the crew will find accommodations to stay overnight. A minimum layover of 8 hours is recommended.

If the ambulance crew has taken a patient to the receiving hospital in the bay area and it is 2300 hours or later, the crew will find accommodations to stay overnight. A minimum layover of 8 hours is recommended.

If the ambulance travels to a hospital in an area not listed, the previous guidelines will still apply per the BC based on distance traveled.

The ambulance crew will check in with the shift BC when they become available from receiving facility to discuss the options available.

If the BC needs the ambulance to return because of call volume/resource needs, the crew will check-in hourly with the BC.

The ambulance crew will be provided with room and meal expenses not to exceed the travel expense rates established by the district without the Battalion Chief's approval. Refer to the TFPD Employee Handbook. The BC will sign the expense form then forward to Administration.

The ambulance crew has the option to drive back towards Truckee to find more suitable accommodations that may provide relief from traffic congestion problems for the next morning. The ambulance crew should look for possible sites enroute to their destination. (For example, looking in Fairfield for a motel following a transfer to the Bay Area.)

If the ambulance stays overnight they are to call Grass Valley Dispatch with a phone number and room number. This is in case of an emergency or if the BC needs the crew to return early.

Upon departing the next morning, the crew will check in with Grass Valley Dispatch along with an ETA to Truckee.

Only the Battalion or Fire Chief may alter this guideline.

Factors the on-duty Battalion Chief will need to consider are:

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Long Distance Inter-Facility Transfers*

---

Weather Conditions.

Road conditions.

Traffic conditions.

Distance traveled.

Time Dispatched.

Resource availability/call volume.

Physical/mental condition of employees.

## Chapter 6 - Training

## Fire Equipment Driver/Operator Training

### 600.1 PURPOSE AND SCOPE

The purpose of this policy is to enhance the safety of members and the public by ensuring that all Truckee Fire Protection District members who operate firefighting equipment, as part of their duties receive appropriate training.

#### 600.1.1 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 district.

### 600.2 POLICY

It is the policy of the Truckee Fire Protection District that all members who operate firefighting equipment, shall successfully complete driver training that meets or exceeds the requirements of the State Fire Marshal Fire Apparatus Driver/Operator 1A & 1B courses (Vehicle Code § 12804.11(a)(1)(B)).

### 600.3 PROCEDURES

All members who operate firefighting equipment shall have a valid class A, B or C California Driver License (CDL), with a firefighter endorsement (Vehicle Code § 12804.11(a)). To qualify for a firefighter endorsement, the member shall complete the following:

- (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 (Vehicle Code § 12804.11(a)(1)(A)).
- (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(a)(1)(B). This proof should be in the form of a letter from the Fire Chief or the authorized designee (Vehicle Code § 12804.11(a)(1)(A)).
- (c) Pass the written firefighter examination that has been developed by the DMV with the cooperation of the Office of the State Fire Marshal (Vehicle Code § 12804.11(a)(2)).
- (d) Submit a report of medical examination on a form approved by the DMV (Vehicle Code § 12804.11(a)(3)).
- (e) All Full-time shift personnel should be familiar with the operation of all apparatus within the District.

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Fire Equipment Driver/Operator Training*

---

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 the direct supervision of a member who is properly licensed to operate the equipment and is authorized by the District to provide training (Vehicle Code 12804.11(c)(2)).

### **600.4 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 district 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.

The District Training Officer will ensure that there is a system in place to train and familiarize new members on the operation of all District vehicles prior to emergency operation. New members will be required to pass a District evaluation prior to emergency operation.



---

## Bloodborne Pathogen Training

### 601.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a state-mandated training program to ensure members have the skills and knowledge to protect themselves against occupational exposure to potentially infectious blood or bodily fluids (8 CCR 5193(g)(2)).

### 601.2 POLICY

It is the policy of the Truckee Fire Protection District to make members' health and safety a priority by providing initial and recurring bloodborne pathogen training. All members of the District whose duties have a risk of occupational exposure to potentially infectious blood or bodily fluids shall receive bloodborne pathogen training (8 CCR 5193(g)(2)).

### 601.3 PROCEDURES

The Fire Chief will assign a person as the district's Exposure Control Officer (ECO). The ECO shall be responsible for the following:

- (a) The overall management of the bloodborne pathogen Exposure Control Plan (ECP).
- (b) Establishing written procedures and a training program related to aerosol transmissible diseases, as required by 8 CCR 5199.
- (c) Working with management to develop and administer any additional related policies and practices necessary to support the effective implementation of this plan.
- (d) Remaining current on all legal requirements concerning bloodborne pathogens and other communicable diseases, as required by 8 CCR 5193.
- (e) Acting as a liaison during Cal/OSHA inspections, conducting program audits to maintain an up-to-date ECP and ensuring exposure report forms are available and adequate for members to properly report incidents of exposure.
- (f) Maintaining an up-to-date list of personnel requiring training.
- (g) Developing and implementing a training program, maintaining class rosters and quizzes, and periodically reviewing and updating the training program.
- (h) Reviewing and updating the ECP annually (on or before January 1 of each year).

District officers are responsible for exposure control in their respective areas. They shall work directly with the ECO and any affected members to ensure that the proper exposure control procedures are followed.

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Bloodborne Pathogen Training*

---

### **601.4 TRAINING REQUIREMENTS**

Any member whose duties place him/her at risk for exposure to bloodborne pathogens shall receive district-provided, no-cost training during working hours that shall include all of the state requirements (8 CCR 5193).

### **601.5 TRAINING RECORDS**

The Training Officer shall be responsible for maintaining records of all bloodborne pathogen 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 the 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

The Training Officer should maintain the training records in accordance with established records retention schedules.

---

## Hazardous Materials (HAZMAT) Training

### 602.1 PURPOSE AND SCOPE

The purpose of this policy is to establish training that will meet state requirements regarding the Truckee Fire Protection District Hazardous Materials (HAZMAT) response program. This policy identifies the level of training members must receive, when additional or supplemental training is required and the training records required to meet the provisions of the code (8 CCR 5192).

### 602.2 POLICY

It is the policy of the Truckee Fire Protection District that any member whose duties include a role in the HAZMAT response program shall receive training to the level in which they are expected to operate in a HAZMAT environment or at an incident involving hazardous materials. Members shall be trained by the District to the California Hazardous Substances Incident Response Training and Education Program standards (Government Code § 8574.19).

### 602.3 TRAINING REQUIREMENTS

HAZMAT training shall be based on the duties and functions to be performed by each member. The skill and knowledge levels required for all new members shall be conveyed to them through training before they are permitted to take part in actual emergency operations on an incident. Any member who participates or is expected to participate in an emergency response involving hazardous materials shall objectively demonstrate competency in the following areas (8 CCR 5192(q)(6)).

The California Office of Emergency Services manages the standardized statewide HAZMAT training at the California Specialized Training Institute (CSTI) (Government Code § 8574.20).

#### 602.3.1 HAZMAT FIRST RESPONDER OPERATIONS (FRO)

First responder operations (FRO) level training should be provided for individuals who respond to releases or potential releases of hazardous substances as part of the initial response to the site for the purpose of protecting nearby persons, property or the environment from the effects of the release. Members with this level of training can respond in a defensive fashion without actually trying to stop the release. Their function is to contain the release from a safe distance, keep it from spreading and prevent exposures. All line personnel shall have at a minimum, this level of certified training.

#### 602.3.2 HAZMAT TECHNICIAN

HAZMAT technician level training should be provided to all individuals who respond to releases or potential releases of hazardous substances for the purpose of stopping the release. A member with this level of training would assume a more aggressive role by approaching the point of release in order to plug, patch, or otherwise stop the release of a hazardous substance.

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Hazardous Materials (HAZMAT) Training*

---

#### 602.3.3 HAZMAT SPECIALIST

HAZMAT specialist level training should be provided to all individuals who respond with, and provide support to, HAZMAT technicians. A member with this level of training has a more directed or specific knowledge of the various hazardous substances requiring containment. A HAZMAT specialist may also act as a site liaison to government authorities regarding site activities.

#### 602.3.4 HAZMAT INCIDENT COMMANDER

HAZMAT incident commander level training should be provided to all individuals who could be responsible for all decisions relating to the management of a HAZMAT incident. All Chief Officers should be certified HAZMAT Incident Commander course.

#### 602.3.5 HAZMAT ANNUAL REFRESHER TRAINING

Members who receive an initial level of training in accordance with this policy shall receive annual refresher training of sufficient content and duration to maintain their competencies, or shall demonstrate competency in those areas at least yearly.

### **602.4 BASELINE PHYSICAL FOR HAZMAT TEAM MEMBERS**

The federal Occupational Safety and Health Administration (OSHA) requires medical examinations and consultations be made available to members of HAZMAT teams within prescribed time periods. All members of a designated HAZMAT team shall receive medical examinations and consultations on the following schedules (29 CFR 1910.120(b)(1)(ii)(E), 8 CCR 5192(q)(9)(A)) and 8 CCR 5192(f) et seq.):

- (a) Prior to assignment
- (b) At least once every 12 months (or 24 months if approved by occupational health physician)
- (c) At termination of employment or reassignment to duties not covered by this policy
- (d) As soon as possible upon notification that the employee has developed signs or symptoms indicating possible overexposure to hazardous substances or health hazards
- (e) As soon as possible upon notification that the employee has been injured or exposed above the permissible exposure limits or published exposure levels in an emergency situation.

The frequency of a member's examinations may be increased if the examining physician determines that it is medically necessary. Medical examinations should include medical and work history. Emphasis should be placed on any symptoms related to the handling of, or exposure to, hazardous substances or health hazards. Medical examinations should address fitness for duty, especially as it pertains to wearing personal protective equipment under conditions that may be encountered on duty. The content of medical examinations should be made available to the employee as determined by the attending physician.

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Hazardous Materials (HAZMAT) Training*

---

### 602.4.1 HAZMAT MEDICAL SURVEILLANCE FOLLOWING EXPOSURE

Members of an organized and designated HAZMAT team and HAZMAT specialists shall receive a baseline physical examination and be provided with medical surveillance (8 CCR 5192(q)(9)(A) and 8 CCR 5192(f) et seq.).

Any emergency response member who exhibits signs or symptoms which may have resulted from exposure to hazardous substances during the course of an emergency incident, either immediately or subsequently, shall be provided with medical consultation (8 CCR 5192 (q)(9)(B)).

Accurate records of the medical surveillance required by this policy shall be retained for the duration of the employee's employment plus 30 years. This record shall contain at least the following information (8 CCR 3204(d) et seq.):

- (a) The name and Social Security number of the employee.
- (b) The physician's written opinions, recommended limitations and results of examinations and tests.
- (c) Any employee medical complaints related to exposure to hazardous substances.
- (d) A copy of the information provided to the physician by the department, with the exception of district policies and OSHA standards.

### **602.5 TRAINING RECORDS**

The Training Officer shall be responsible for maintaining records of all HAZMAT training provided to members. Records should include, but are not limited to, the following:

- (a) Dates of the training sessions
- (b) A list of the topics or a summary of the content of the training sessions
  1. Specific content required by regulation covered
  2. Manufacturer's recommendations (as applicable)
  3. Manufacturer's operations/service/maintenance manuals (as applicable)
- (c) The names or other identifiers and job titles of all members who received the training.
- (d) The names, certificate numbers and qualifications of persons conducting the training
- (e) Demonstration that learning took place (e.g., evaluation, quiz, test)

The Training Officer should maintain the training records in accordance with established records retention schedules.

---

# Health Insurance Portability And Accountability Act (HIPAA) Training

## 603.1 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).

### 603.1.1 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).

## 603.2 POLICY

It is the policy of the Truckee Fire Protection 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 District that no member shall be retaliated or discriminated against for filing a complaint about violations of the HIPAA regulations (45 CFR 164.530(g)).

## 603.3 TRAINING REQUIREMENTS

To ensure confidentiality and compliance with the HIPAA regulations, the District 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 district's privacy policies and procedures.

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Health Insurance Portability And Accountability Act (HIPAA) Training*

---

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)).

Training should include a review of the:

- (a) District's statutory obligations imposed by HIPAA.
- (b) Patient Medical Record Security and Privacy Policy , including a thorough treatment of the security procedures the District 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 District 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) District's procedures for protecting employee health information.

### **603.4 TRAINING RECORDS**

The Training shall be responsible for maintaining the records of all HIPAA-related training for all members for six years (45 CFR 164.530(j)).

---

# Illness and Injury Prevention Program (IIPP) Training

## 604.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the training required in accordance with the Illness and Injury Prevention Program (IIPP) Policy and to ensure that members comply with safe and healthy work practices (8 CCR 3203). Training such as Hearing Conservation, Emergency Action Planning, Respiratory Protection, Heat Injury Illness Prevention and Repetitive Motion Injuries are included in the yearly IIPP Training.

### 604.1.1 DEFINITIONS

Definitions related to this policy include:

**General safety training** - Training necessary for members to work safely in the total District environment (e.g., following procedures and rules, reporting hazards to supervisors, not operating equipment or tools unless trained and authorized) and typically provided during member orientation.

**Specific safety training** - Training provided by the District as necessary for members to safely perform a specific job function (e.g., new fire apparatus, new rescue tools, new Occupational Safety and Health Administration (OSHA) standard).

## 604.2 POLICY

It is the policy of the Truckee Fire Protection District to provide training and instruction to all members when the IIPP is first established, to all new employees as they are hired and to any member given a new job assignment for which training was not previously received. Training shall also be provided by the District whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard, whenever the department is made aware of a new or previously unrecognized hazard and for supervisors to familiarize themselves with the safety and health hazards to which members under their immediate direction and control may be exposed (8 CCR 3203(a)(7) et seq.).

## 604.3 TRAINING RECORDS

The Training Officer shall be responsible for maintaining records of all safety and health training provided to members (8 CCR 3203(b)(2)):

- (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



# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Illness and Injury Prevention Program (IIPP) Training*

---

The Training Officer shall retain the training records in accordance with established records retention schedules, but not less than one year. The training records of a member who worked for the District for less than one year need not be retained beyond the term of employment.

---

# National Incident Management System (NIMS) Training

## 605.1 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).

## 605.2 POLICY

It is the policy of the Truckee Fire Protection District to adhere to the ICS in order to effectively manage personnel and resources when responding to a wide range of emergency incidents. All Truckee Fire Protection 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.

## 605.3 PROCEDURE

All district 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 District or the role of a member within the District 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.A, ICS-100 and ICS-200: Basic ICS or its equivalent
- (c) Middle Management: Strike Team Leaders, Division Supervisors, Emergency Operations Center Staff:
  - 1. IS-700.A, IS-800.B NRF, ICS-100, ICS-200 and ICS-300
- (d) Command and General Staff; Area, Emergency, and EOC Managers:
  - 1. IS-700.A, IS-800.B NRF, ICS-100, ICS-200, ICS-300 and ICS-400

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).

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *National Incident Management System (NIMS) Training*

---

### **605.4 TRAINING RECORDS**

The Training Officer shall be responsible for maintaining records of all NIMS training provided to members. Records should include, but not be limited to, the following:

- (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.

---

## Training Records

### 607.1 PURPOSE AND SCOPE

The purpose of this policy is to establish procedures for accumulating and maintaining records of all training provided by the District and all training received by individual district members. This policy shall apply to all training received but particularly training that is mandated by an external force such as a law, statute or regulation.

### 607.2 POLICY

It is the policy of the Truckee Fire Protection District to maintain comprehensive records of all training provided by the District, and all training received by district members. The Training Officer or the authorized designee shall be responsible for creating and maintaining training records. All members of the District are responsible for assisting the Training in documenting training activities by signing course rosters, submitting certificates of completion from outside training or providing other means of training documentation.

Training records may be documented utilizing either hard copies stored in a traditional filing system or via electronic files. All electronic training records will be redundantly stored using district-approved secure electronic file storage systems and/or the Target Solutions training record management system

### 607.3 PROCEDURE

The Training Officer will create and maintain an annual master training calendar for the District. This calendar will document all district-provided, regularly scheduled training opportunities. The master training calendar should be a living document, reflecting any changes made in the actual training schedule or actual training opportunities provided throughout the year. The types of training opportunities that should be included in the master training calendar are:

- (a) All federal or state mandated training. Examples include courses that address sexual harassment prevention, heat illness prevention, medical records privacy, personal protective equipment, bloodborne pathogens, CPR, hearing protection.
- (b) All federal or state mandated training drills, manipulative drills, skills or equipment testing. These types of training shall include annual audiograms, fit testing for Occupational Safety and Health Administration/National Institute for Occupational Safety and Health (OSHA/NIOSH)-approved masks and respirators.
- (c) All California Incident Command Certification System (CICCS) training provided by the District.
- (d) All National Incident Management System (NIMS) or Standardized Emergency Management System (SEMS) courses.
- (e) All Emergency Medical Services (EMS) pre-hospital care, continuing education courses or programs provided by the District.

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Training Records*

---

- (f) Any training opportunity scheduled through the Training and intended to be provided division-wide to each of the Divisions.
- (g) Any training opportunity utilizing instruction from outside the District.
- (h) Any interagency cooperative training program or activity.
- (i) Any regularly-scheduled skills or job performance training and testing evolutions.

#### **607.4 INDIVIDUAL TRAINING RECORDS**

The Training Officer will create and maintain an individual training file for each member of the District. The training files will be kept separate from the district's personnel files. The member training files should be used to document a member's training courses and training-related programs and activities.

The training files shall not be used to store any work-performance records, member conduct records, member disciplinary records or any other documentation that is not specifically training-related. Information entered into the member training files will be a permanent part of that record. No training information or entries will be removed from the file unless the record is found to be factually incorrect or erroneously entered into that member's training file. Each member's training file will be part of that member's permanent record of activity while employed by the District.

When a member ends employment with the District, that member's training file will be archived and maintained for a minimum of seven full calendar years following the member's separation from service.

Members of the District shall be provided access to their individual training file upon request. A member may request to review his/her training file either verbally or in writing. The Training Officer should facilitate those requests as soon as practicable but in all cases within 21 days of the member's request to review his/her file. Members may not remove any document or information from the training file without the express approval of the Training Officer. Members may not add any documents or entries to their training file without the approval of the Training Officer or other approved member of the Training staff. Members shall be allowed to photocopy or otherwise reproduce images of any entries in their individual training file.

Member training files should be organized to readily allow for the retrieval of specific training subject documentation, particularly in regard to documentation of any mandated training subject compliance.

Member training files should contain documentation of all work- or job-related licensing and certification that the member earns, achieves or is awarded. Information regarding member progress toward or application for licensing and certification should also be stored in the member training files. Examples include CICCIS coursework, CICCIS position task books and certification, NIMS certifications, SEMS certifications, California State Fire Marshal certifications, California Emergency Management Agency certifications (CALEMA) and State of California pre-hospital

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Training Records*

---

care provider continuing education coursework, and licensing and certification records (paramedic and emergency medical technician).

#### **607.5 TRAINING RECORDS FROM PREVIOUS EMPLOYERS**

Members of the District may submit training records from previous employers to the Training for inclusion in their individual training file. The Training staff will evaluate any submitted training records obtained during previous employment and will add any pertinent information to the member's training file as appropriate. New members should submit to the Training copies of any licenses, certifications and coursework that are pertinent to their position with the Truckee Fire Protection District.

The Training staff may request that new members obtain and submit copies of any previous employer training files for inclusion in their Truckee Fire Protection District training file.

#### **607.6 RELEASE OF FORMER MEMBER TRAINING RECORDS**

Upon written request, the individual training file of any former Truckee Fire Protection District member may be copied and released to either the former member or to a third-party upon receipt of a signed written request from a former member of the District. The written request should include the past member's full name, approximate dates of employment with the District and date of separation from employment with the District. In the event that the former member is requesting that copies of his/her file be sent directly to a third party, the written request should include a statement authorizing the Truckee Fire Protection District to release copies to the named third party.

## Firefighter Health, Safety and Survival

### 608.1 PURPOSE AND SCOPE

The purpose of this policy is to encourage a culture of safety first in an effort to increase firefighter health, safety and survival, and reduce the number of preventable injuries and deaths.

### 608.2 POLICY

The Truckee Fire Protection District is committed to providing leadership, accountability and training regarding firefighter health, safety and survival.

### 608.3 MEMBERS RESPONSIBILITIES

Members are responsible for participating in health, safety and survival training required by the District. Members are also responsible for their own actions and are expected to follow Truckee Fire Protection District safety standards, practices and training.

Any member who observes another member engaging in unsafe behavior should report the behavior to his/her supervisor as soon as reasonably practicable.

### 608.4 SUPERVISOR RESPONSIBILITIES

Company officers are responsible for ensuring members attend required health, safety and survival training.

All supervisors are expected to model safe behaviors and take appropriate action when unsafe behaviors are observed or reported.

### 608.5 TRAINING OFFICER RESPONSIBILITIES

The Training Officer is responsible for identifying health, safety and survival training required by the District.

### 608.6 TRAINING RECORDS

The Training Officer is responsible for maintaining records of health, safety and survival training received by 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 names or other identifiers and job titles of the members who received the training.
- (d) The names, certificate numbers and qualifications of persons conducting the training.

The Training Officer should maintain the training records in accordance with established records retention schedules.

---

## Training Policy

### 609.1 PURPOSE AND SCOPE

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

### 609.2 POLICY

The District 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 District 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.

### 609.3 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 district members.
- (c) Provide for continued professional development of district members.
- (d) Reduce risk and enhance safety.

### 609.4 TRAINING PLAN

A training plan/calendar 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/calendar on an annual basis, ensuring that all mandated training is achieved. All training records will be maintained in accordance with established records retention schedules.

### 609.5 TRAINING REQUEST PROCEDURES

- The employee requesting training must completely fill out a training request found in Aladtec under forms and attach class flyer/information, submit for time off in the Aladtec staffing program under the guidelines of staffing policy 205.
- The request will be forwarded to Division Chief 901 for approval.
- If approved, the request will then be forwarded to the Admin Office to be processed.
- The Admin Office will arrange lodging. Exceptions are allowed at the discretion of the Fire Chief or designee.
- The employee will receive the money allotted for meals and lodging prior to the class if possible. If the employee requires reimbursement for lodging, all receipts are required.



# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## Training Policy

---

- Employees will attempt to use District transportation before private vehicles are approved.
- If an employee must use their private vehicle, the employee shall maintain, as a minimum, automobile insurance coverage as required by state law. For the purpose of this policy, motorcycles are not allowed for use as private vehicles.
- The District allows up to two classes that are job related, per fiscal year. Extra collateral duties or specialty team classes will not be counted towards the two classes.

### 609.6 OVERTIME COMPENSATION SCENARIOS FOR MANDATORY/REQUIRED CLASSES

The designated work week is Sunday – Saturday.

**Required Classes** (i.e. Driver operator 1A & 1B, LARRO, Rescue Systems 1, ACLS & PALS refresher, Haz Mat Technician 1A, 1B, 1C, and 1D). If you attend a “required” class you will receive overtime for hours worked including travel (refer to Policy 1046: Section 1046.3(c)) and class time, less off duty time (defined as time after the conclusion of travel and prior to class time, i.e. evening and sleeping time) over scheduled hours (48 or 72).

#### Mandatory Out of Area Training greater than 70 miles from Station 91

##### Scenario

1

Work  
Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total work hours
24	24	x	x	x	x	24	72

Class  
Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total work hours	Straight Time	Overtime
14	8	8	8	8	8	24	78	72	6

10-Duty  
4-Travel \*  
10-off  
duty

##### Scenario

2

Work  
Schedule

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## Training Policy

---

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total work hours
x	24	24	x	x	x	x	48

### Class Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total work hours	Straight Time	Overtime
x	8	8	8	8	8	x	40	48	0

### Scenario

3

### Work Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total work hours
x	x	24	24	x	x	x	48

### Class Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total work hours	Straight Time	Overtime
x	8	8	8	8	8	x	40	48	0

### Scenario

4

### Work Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total work hours
x	x	x	24	24	x	x	48

### Class Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total work hours	Straight Time	Overtime
x	8	8	8	8	8	x	40	48	0

### Scenario

5

### Work Schedule

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## Training Policy

---

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total work hours
x	x	x	x	24	24	x	48

### Class Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total work hours	Straight Time	Overtime
x	8	8	8	8	24	x	56	48	8
					8-Class				
					4-Travel *				
					12-Duty				

### Scenario

6

### Work Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total work hours
24	x	x	x	x	24	24	72

### Class Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total work hours	Straight Time	Overtime
14	8	8	8	8	24	24	94	72	22
					10-Duty				
					4-Travel *				
					10-off duty				
					8-Class				
					4-Travel *				
					12-Duty				

## **Mandatory Local Area Training within 70 miles of Station 91**

### Scenario

7

### Work Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total work hours
24	24	x	x	x	x	24	72

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## Training Policy

---

### Class Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total work hours	Straight Time	Overtime
24	24	8	8	8	8	24	104	72	32
	8- class								
	16-Duty								

### Scenario

8

### Work Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total work hours
x	24	24	x	x	x	x	48

### Class Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total work hours	Straight Time	Overtime
x	24	24	8	8	8	x	72	48	24
	8- class		8- class						
	16-Duty		16-Duty						

### Scenario

9

### Work Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total work hours
x	x	24	24	x	x	x	48

### Class Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total work hours	Straight Time	Overtime
x	8	24	24	8	8	x	72	48	24
		8- class		8- class					
		16-Duty		16-Duty					

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## Training Policy

---

### Scenario

10

#### Work Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total work hours
x	x	x	24	24	x	x	48

#### Class Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total work hours	Straight Time	Overtime
x	8	8	24 8- class 16-Duty	24 8- class 16-Duty	8	x	72	48	24

### Scenario

11

#### Work Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total work hours
x	x	x	x	24	24	x	48

#### Class Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total work hours	Straight Time	Overtime
x	8	8	8	24 8- class 16-Duty	24 8- class 16-Duty	x	72	48	24

### Scenario

12

#### Work Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total work hours
24	x	x	x	x	24	24	72

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## Training Policy

---

Class Schedule		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total work hours	Straight Time	Overtime
24	8	8	8	8	8	24	24	24	104	72	32
						8- class	16-Duty				

\* Travel time dependent on location of class.

You are encouraged to take classes that coincide with your shift/tour being during the designated work week to not incur overtime, if at all possible. However, due to the limited availability of these classes we understand that this is not always possible.

**Specialty Classes and Career Development classes** (i.e. Chief Officer, Fire Officer, technical rescue classes, instructor classes, etc.). These classes are optional and voluntary, overtime will not be granted.

## **Chapter 7 - Equipment and Technology**

---

## Use of District-Owned and Personal Property

### 700.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the care and maintenance of district property entrusted to district members and the return of district property at the end of employment or affiliation with the District. This policy also provides guidelines for members to claim damage to or loss of personal property used in an occupational capacity.

### 700.2 POLICY

It is the policy of the Truckee Fire Protection District to issue equipment to members for the purpose of performing their assigned duties. Members shall be responsible for the safekeeping, serviceable condition, proper care, use and request for replacement of all district property issued or entrusted to their care. A member's intentional or negligent abuse or misuse of district property may lead to discipline, including, but not limited to, the cost of repair or replacement of the property, and up to and including termination.

### 700.3 PROCEDURE

The following procedures shall be in effect regarding district property issued to members:

- (a) Members shall promptly report via the chain of command any loss, damage or unserviceable condition of district-issued property or equipment assigned for member use.
- (b) The use of damaged or unserviceable district property should be discontinued as soon as practicable and a supervisor notified so that the item may be replaced.
- (c) No member should attempt to repair damaged or unserviceable district property without supervisory approval.
- (d) Use of district property should be limited to official purposes in the capacity for which it was designed. Except when otherwise directed and/or required by circumstances, district property shall only be used by the member to whom it was assigned.
- (e) District property shall not be discarded, sold, traded, donated, destroyed or otherwise disposed of without supervisory approval.

#### 700.3.1 SURRENDERING DISTRICT PROPERTY UPON SEPARATION

Members who separate from the District shall return all district property, regardless of its condition. The following guidelines shall apply:

- (a) All district property, including keys, identification cards, electronic devices and system access cards, shall be returned to the District no later than the member's departure date or as directed by the Fire Chief or the authorized designee.
- (b) Badge surrender shall be consistent with the Badges Policy.



# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Use of District-Owned and Personal Property*

---

- (c) A member who fails to return all district property in his/her possession may be required to reimburse the District for the value of the property or may be subject to legal action brought by the District.

#### **700.4 FILING CLAIMS FOR PERSONAL PROPERTY**

Members are responsible for exercising reasonable care and caution to avoid damage to or loss of personal property while on-duty. However, consistent with collective bargaining agreements and District and district rules, personal property that is lost or damaged during the proper performance of a member's job duties may be replaced or the cost reimbursed by the District when such loss or damage is not the result of intentional or negligent abuse or misuse by the member.

Any claim for the replacement or cost reimbursement for damage to or loss of a member's personal property must be submitted via email to the member's immediate supervisor.

The supervisor is responsible for reviewing the claim to assess whether the lost or damaged property was reasonably required for the proper performance of the member's job duties. The supervisor will make a determination as to whether reasonable care was taken to prevent loss or damage and whether proper procedures were followed just prior to the occurrence of the loss or damage. A supervisor may direct a member to submit additional details in a separate written report if needed.

If approved, the supervisor will forward the claim and related reports to the who will determine the appropriate reimbursement value of the property and will forward the claim for payment to the proper entity.

##### **700.4.1 COVERED PERSONAL PROPERTY**

Property that is necessary in the performance of the member's job duties shall be considered a covered item. Covered personal property typically includes, but may not be limited to: cellphones, prescription eyeglasses, sunglasses, contact lenses, hearing aids, dentures, and watches when damaged as a result of performing work-related duties. The District will replace these types of items on a like for like basis as long as they are considered a reasonable cost (ie. < \$200 watches and glasses). Items that are in excess of what is reasonable will not be reimbursed for the total cost. Members should leave expensive watches, glasses etc. at home to prevent loss.

##### **700.4.2 EXCLUDED PERSONAL PROPERTY ITEMS**

Members are discouraged from wearing expensive jewelry or watches or bringing personal property items to the workplace that may be damaged, lost or stolen. Personal property that is not eligible for replacement or reimbursement includes:

- (a) Any personal property that is lost or damaged directly or indirectly due to negligence of the member.
- (b) Personal computers, MP3 players, GPS devices or any other electronic devices that the member voluntarily brings to the workplace and that are not required by the District for the performance of the member's duties.

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Use of District-Owned and Personal Property*

---

- (c) Any personal property used in place of district-issued property, unless required by the District.
- (d) Any jewelry, with the exception of watches, which shall not exceed a \$200 reimbursement.

### 700.4.3 PERSONAL VEHICLES

The District will not provide vehicle insurance coverage for members who use their personal vehicles for district business. All members must rely on their personal vehicle insurance carrier for replacement or cost reimbursement of damage to or loss of a personal vehicle. Members using a personal vehicle for district business shall have the minimum evidence of financial responsibility required for that vehicle (Vehicle Code § 16056).

### 700.4.4 LOSS OR DAMAGE OF PROPERTY OF ANOTHER

Members intentionally or unintentionally may cause damage to the real or personal property of another while performing their duties. Any member who damages or causes to be damaged any real or personal property of another while performing any district function, regardless of jurisdiction, shall report it as provided below:

- (a) A verbal report shall be made to the member's immediate supervisor as soon as practicable.
- (b) A written report shall be submitted before the member goes off-duty or within the time frame directed by the supervisor to whom the verbal report was made.

### 700.4.5 DAMAGE BY PERSON OF ANOTHER AGENCY

If members of another jurisdiction cause damage to real or personal property belonging to the District, it shall be the responsibility of the member present or the member responsible for the property to make a verbal report to his/her immediate supervisor as soon as practicable. The member shall submit a written report before going off-duty or as otherwise directed by the supervisor.

All reports should be completed immediately after the incident or as soon as practicable if extenuating circumstances delay the member's ability to complete the report.

All reports, including the supervisor's written report, shall promptly be forwarded to the Fire Chief .

---

## Personal Communication Devices

### 701.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the use of mobile telephones and communication devices, whether issued by the District or personally owned, while on-duty or when used for authorized work-related purposes.

This policy generically refers to all such devices as Personal Communication Devices (PCDs) but is intended to include all mobile telephones, personal digital assistants (PDAs) and similar wireless two-way communications and/or portable Internet access devices. PCD use includes, but is not limited to, placing and receiving calls, text messaging, blogging and microblogging, emailing, using video or camera features, playing games and accessing sites or services on the Internet.

### 701.2 POLICY

The Truckee Fire Protection District allows members to utilize district-issued PCDs and to possess personally owned PCDs in the workplace, subject to certain limitations. Any PCD used while on-duty, or used off-duty in any manner reasonably related to the business of the District, will be subject to monitoring and inspection consistent with the standards set forth in this policy.

The inappropriate use of a PCD while on-duty may impair member safety. Additionally, members are advised and cautioned that the use of a personally owned PCD either on-duty or off-duty for business-related purposes may subject the member and the member's PCD records to civil or criminal discovery or disclosure under applicable public records laws.

Members who have questions regarding the application of this policy or the guidelines contained herein are encouraged to seek clarification from supervisory staff.

### 701.3 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 PCD issued by the District and shall have no expectation of privacy in their location should the device be equipped with location detection capabilities.

The District 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 District, including any district-issued PCD or personally owned PCD that has been used to conduct district-related business. This includes records of all keystrokes or Web-browsing history made on the PCD. 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 district PCDs or networks.

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Personal Communication Devices*

---

#### **701.4 DISTRICT-ISSUED PCD**

Depending on a member's assignment and the needs of the position, the District may, at its discretion, issue a PCD. District-issued PCDs are provided as a convenience to facilitate on-duty performance only, unless otherwise authorized by the Fire Chief or the authorized designee. Such devices and the associated telephone number, if any, shall remain the sole property of the District and shall be subject to inspection or monitoring (including all related records and content) at any time without notice and without cause.

Issued PCDs can be used for personal use as long as members realize the limitations to privacy and as long as there is not an additional cost to the District.

#### **701.5 PERSONALLY OWNED PCD**

Members may carry a personally owned PCD while on-duty, subject to the following conditions and limitations:

- (a) Carrying a personally owned PCD is a privilege, not a right.
- (b) The PCD and any associated services shall be purchased, used and maintained solely at the member's expense.

#### **701.6 USE OF PCD**

The following protocols shall apply to all PCDs that are carried while on-duty or used to conduct district business:

- (a) All PCDs in the workplace shall be set to silent or vibrate mode.
- (b) A PCD must not be disruptive while on duty.
- (c) Members may use a PCD to communicate with other personnel in situations where the use of radio communications is either impracticable or not feasible. PCDs should not be used as a substitute for, as a way to avoid or in lieu of regular radio communications.
- (d) Members are prohibited from taking pictures, audio or video recordings or making copies of any such picture or recording media unless it is directly related to official district business. Disclosure of any such information to any third party through any means, without the express authorization of the Fire Chief or the authorized designee, may result in discipline.
- (e) Members will be careful to not provide sensitive information if accessing social networking sites for any purpose that is not official district business.
- (f) Using PCDs to harass, threaten, coerce or otherwise engage in inappropriate conduct with any third party is prohibited. Any member having knowledge of such conduct shall promptly notify a supervisor.
- (g) Members should not take or answer personal calls while responding to or at the scene of an emergency.

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Personal Communication Devices*

---

### **701.7 SUPERVISOR RESPONSIBILITIES**

The responsibilities of supervisors include, but are not limited to:

- (a) Ensuring that members under their command are provided appropriate training on the use of PCDs consistent with this policy.
- (b) Monitoring, to the extent practicable, PCD use in the workplace and taking prompt corrective action if a member is observed or reported to be improperly using a PCD.

### **701.8 OFFICIAL USE**

Members are reminded that PCDs are not secure devices and conversations may be intercepted or overheard. Caution should be exercised while utilizing PCDs to ensure that sensitive information is not inadvertently transmitted. As soon as reasonably possible, members shall conduct sensitive or private communications on a land-based or other district communications network.

### **701.9 USE WHILE DRIVING**

The use of a PCD while driving can adversely affect safety, cause unnecessary distractions and present a negative image to the public. Firefighters operating emergency vehicles should restrict the use of these devices to matters of an urgent nature and should, where practicable, stop the vehicle at an appropriate location to use the PCD.

Except in an emergency, members who are operating vehicles that are not equipped with lights and siren shall not use a PCD while driving unless the device is specifically designed and configured to allow hands-free use (Vehicle Code § 23123(a)). Such use should be restricted to business-related calls or calls of an urgent nature. Drivers should not use the PCD while driving when they have a non-driving partner than can operate the PCD to make and receives calls. No member shall write, send or read a text-based communication on a PCD while driving (Vehicle Code § 23123.5).

---

# Vehicle/Apparatus Inspections And Maintenance

## 702.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the inspection and maintenance responsibilities of members with regard to district 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.

### 702.1.1 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, B or C with "F" endorsement 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 Field Operations Division or that is pre-positioned to be readily available to on-duty Field Operations personnel for calls for service (e.g., airport rescue or firefighting apparatus).

**Staff vehicles** - Typically, district 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.

## 702.2 POLICY

It is the policy of the Truckee Fire Protection District that all vehicles and apparatus be inspected at the beginning of every 48 hour shift, including in-service and reserve apparatus. 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.

## 702.3 PROCEDURE

District 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 district vehicles will differ based on this distinction.

### 702.3.1 APPARATUS INSPECTIONS

Members shall be responsible for conducting an inspection of apparatus that includes all of the items and provisions identified as part of the California Commercial Vehicle 7 Step Inspection at the beginning of every shift. The inspection list is detailed in the current version of the California

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Vehicle/Apparatus Inspections And Maintenance*

---

Commercial Driver Handbook. Monthly inspections will be done, consistent with the station calendar. All inspections shall be documented using the QR code in each vehicle.

Daily and Monthly ambulance inspections are based on equipment and supply par levels established by SSV EMS policy 701. If the ambulance falls below the par levels or has missing or inoperable equipment the member should notify their supervisor immediately to resolve the issue.

When an apparatus becomes inoperative or in need of a repair that affects safe operation, it shall be immediately removed from service, the on-duty Battalion Chief notified and a Faulty Equipment Report (FER) initiated.

Members should maintain an electronic record of inspections for each vehicle or apparatus using the appropriate inspection QR Code for the vehicle type.

#### **702.4 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 Battalion Chief before going out-of-service for vehicle maintenance.

#### **702.5 FUEL**

Vehicles shall be refueled when they reach 3/4 tank.

---

## Use of District Vehicles

### 703.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the procedures for the off-duty use of district take-home vehicles. The use of take-home vehicles is an essential component of the district's recall program, which ensures resources are available in the event of an emergency or critical incident. To facilitate faster response to recalls or for other legitimate district needs, members may be allowed to take district vehicles home. These vehicles provide the means to respond directly to an incident without first diverting to a fire station to retrieve a vehicle and/or needed equipment.

#### 703.1.1 DEFINITIONS

Definitions related to this policy include:

**Take-home vehicle** - A vehicle owned by the District that is authorized for commuting between work and home and/or off-duty use. District vehicles secured at a location other than the member's assigned work location for the purpose of shortening a member's commute or off-duty emergency response shall also be considered take-home vehicles.

### 703.2 POLICY

It is the policy of the Truckee Fire Protection District to authorize take-home vehicles for members under certain specific conditions:

- **Emergency recall** - A member's assignment requires immediate response during off-duty hours to other than the member's normal work location to handle an emergency action.
- **Investigative recall** - A member's assignment requires timely response during off-duty hours to other than the member's normal work location to handle a fire investigation.
- **Maintenance use** - A member's assignment routinely necessitates transporting and/or housing a vehicle or resource owned by the District.

The assignment of take-home vehicles is at the sole discretion of the Fire Chief or the authorized designee and is subject to change without notice.

### 703.3 PROCEDURE

District members authorized to use take-home vehicles must adhere to the following guidelines. District members may use the vehicle to:

- Commute between their residence and workplace.
- Conduct legitimate district-related business that occurs outside normal working hours, including, but not limited to, attendance at special meetings and recall to duty.
- Firefighters authorized to use take-home vehicles are to monitor the radio whenever they are operating the vehicle. They are to make appropriate notification or take



# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Use of District Vehicles*

---

appropriate action on any fire-related matter that may come to their attention via the radio or through personal observation.

- District members are prohibited from driving district vehicles any time their driving ability may be impaired by prescription or non-prescription drugs or alcoholic beverages.
- District take-home vehicles are to be left at a fire facility during vacations or other period of leave in excess of 30 days.
- District members shall not relinquish control of, nor allow any person to operate district vehicles if that person is not a member of the District, except in the case of an emergency where the member is unable to drive him/herself.

Take-home vehicles authorized as part of a management compensation package may be used for personal business only if authorized by the Fire Chief.

#### 703.3.1 VEHICLES SUBJECT TO INSPECTION

All district-owned vehicles are subject to inspection and/or search at any time by a supervisor. No member assigned to or operating such a vehicle shall be entitled to any expectation of privacy with respect to the vehicle or its contents.

#### 703.3.2 VEHICLE SECURITY

Take-home vehicles shall be subject to the following criteria:

- a. The vehicle ignition keys must be removed, and vehicle doors locked whenever the vehicle is left unattended.

#### 703.3.3 ACCESSORIES AND/OR MODIFICATIONS

No modifications, additions or deletions of any equipment or accessories shall be made to district vehicles without written permission from the designated vehicle manager.

---

## Information Technology Use

### 704.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the proper use of district information technology resources, including computers, electronic devices, hardware, software and systems.

#### 704.1.1 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 Truckee Fire Protection 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 District or district 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.

### 704.2 POLICY

Truckee Fire Protection District members shall use information technology resources, including computers, software and systems, that are issued or maintained by the District in a professional manner and in accordance with this policy.

### 704.3 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.

#### 704.3.1 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 district computer. Members shall not install

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Information Technology Use*

---

personal copies of any software on any district computer. Any files or software that a member finds necessary to install on district computers or networks shall be installed only with the approval of district 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 District while on district premises, computer systems or electronic devices. Such unauthorized use of software exposes the District and involved members to severe civil and criminal penalties.

Introduction of software by members should only occur as a part of the automated maintenance or update process of district- or District-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.

#### **704.3.2 HARDWARE**

Access to technology resources provided by or through the District shall be strictly limited to district-related activities. Data stored on or available through district computer systems shall only be accessed by authorized members who are engaged in an approved district-related project or program or who otherwise have a legitimate district-related purpose to access such data. Any exceptions to this policy must be approved by a supervisor.

#### **704.3.3 INTERNET USE**

Internet access provided by or through the District shall be strictly limited to district-related activities. Internet sites containing information that is not appropriate or applicable to district 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.

#### **704.4 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 District involving one of its members or a member's duties, an alleged or suspected violation of any district 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 district computer system when requested by a supervisor or during the course of regular duties that require such information.

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Information Technology Use*

---

#### **704.5 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 district technology system.

The District 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 District, including the district email system, computer network, or any information placed into storage on any district system or device. This includes records of all keystrokes or Web-browsing history made at any district computer or over any district 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 district computers, electronic devices, or networks.

The District 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 District may request access when it is reasonably believed to be relevant to the investigation of allegations of work-related misconduct (Labor Code § 980).

#### **704.6 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 district 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.

## Mobile Data Terminal Use

### 705.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the guidelines for use of the Mobile Digital Terminal (MDT) in the apparatus to access incident information, resource information and log unit status. Members using the MDT shall comply with appropriate federal and state rules and regulations.

### 705.2 POLICY

The MDT shall be used for official district business only. No alteration of apps or software may be made to the MDT without approval of the IT manager. Members shall not alter any of the system features including vehicle tracking system.

#### 705.2.1 USE WHILE DRIVING

Operating the MDT by the apparatus operator should be limited to times when the apparatus is stopped. Entering addresses other data on the MDT while the vehicle is in motion should be done by the Captain or other crew member with access to the MDT or done while the vehicle is stopped, whenever possible. Viewing the MDT map components for driving directions is permitted when safe to do so.

## Knox-Box® Access

### 706.1 PURPOSE AND SCOPE

The purpose of this policy is to provide information about the Knox-Box® Rapid Entry System and the roles and responsibilities of district members with regard to Knox-key security, storage, access and accountability. This policy shall apply to all buildings or sites within the Truckee Fire Protection District jurisdiction where it has been determined that a Knox-keyed device is needed or has been provided for accessibility for emergency responders (Fire Code § 506).

#### 706.1.1 DEFINITIONS

Definitions related to this policy include:

**Key tag** - Attached to each key in a Knox-Box to identify its function.

**Knox-Box** - A locked box used for securely storing the keys to a gate, building or rooms within a building.

**Knox cabinet** - A locked data cabinet used for storing information pertinent to the operation of a building, such as hazmat data and plant shut-down procedures. Keys to the facility can also be located within the cabinet.

**Knox Company** - The manufacturer/vendor of the Knox-Box, cabinets, key switches, padlocks and related accessories. This is the only company whose products can be accessed by the Truckee Fire Protection District.

**Knox master key** - A key carried on all fire apparatus which enables district members to access any Knox-keyed device within the jurisdiction.

**Knox tones** - Electronic tones sent by a dispatcher over the radio to release the Knox master key from the fire apparatus.

**Knox pad lock**- Pad lock used to secure gates

### 706.2 POLICY

It is the policy of the Truckee Fire Protection District to be registered with the Knox Company to participate in its rapid entry system, providing safe and secure non-destructive emergency access to commercial and residential properties. Participation minimizes potential budget impacts caused by forcible entry during an emergency and allows a building to be re-secured quickly and easily by members.

The Fire Chief or the authorized designee shall appoint a Knox program coordinator, who shall be responsible for ensuring that all aspects of the program are administered in accordance with state fire code, local ordinance and Knox Company requirements.

### 706.3 KNOX KEY ACCOUNTABILITY

No individual member shall be issued a Knox master key. Appropriate fire apparatus shall be equipped with locking units that are accessed by an individual pin code . Once the Knox master key

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Knox-Box® Access*

---

is released, it should be used to access the Knox-keyed device at the location of the emergency and be immediately returned to the secured unit.

The Fire Chief is ultimately accountable for Knox master keys issued to the District. Any missing master key shall be immediately reported verbally to a supervisor and followed up with a written explanation to the Fire Chief within two working days.

Maintenance and security of the Knox master keys is essential to the credibility of the program. Any loss of a master key shall be thoroughly investigated and appropriate action initiated. If the key cannot be recovered, all Knox master keys in the jurisdiction may have to be replaced at district expense.

The daily check of the apparatus shall include a check of the Knox key presence and security. All other keys shall be labeled.

#### **706.4 SITE INSTALLATION AND TESTING**

It is a property owner's responsibility to order Knox-keyed devices and ensure that they are installed securely in a manner and location approved by the District, in accordance with local building codes and ordinances. The reflective alert decal included with each Knox-Box should be mounted on the door or door frame adjacent to the Knox-Box. It is intended to alert fire companies to the presence of a Knox-Box.

Knox-Boxes should be installed near the main entrance to the building at a height not to exceed 6 feet. This height has proven ideal as it enables members to access the Knox-Box quickly without deploying a ladder, yet is high enough to discourage tampering. The preferred location for mounting a key switch is at the gate control head or adjacent to the gate or door entry key pad.

Knox-key switches should be installed by an electrician familiar with these devices.

#### **706.5 KEYS IN KNOX-BOXES**

Every access key/access card placed in a Knox-Box shall be identified with a sturdy tag. Each set of keys/access cards shall be grouped together on a key ring. Tags and key rings may be purchased from the Knox Company at the time the Knox-Box is ordered. The keys being installed will be at the discretion of the property owner but should be selected based on the access needs of emergency responders. Keys/access cards typically installed in a Knox-Box include:

- Main entrance
- Grand master
- Elevator control
- Mechanical room
- Fire alarm panel
- Electrical room
- Roof access

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Knox-Box® Access*

---

- Other secured areas deemed appropriate by the owner and/or the District

#### **706.6 LOCK UP OF KEYS IN KNOX-BOXES**

Knox-Boxes are shipped to the property owner in the open position. After the box has been installed, the property owner must contact the Truckee Fire Protection District to request a lock-up of the box. Fire prevention staff will assist the property owner in arranging for a lock-up. All keys should be tagged and ready for placement in the Knox-Box upon the arrival of the prevention staff.

#### **706.7 TESTING KEY SWITCHES / CLICK TO ENTER RADIO SWITCHES**

After a key switch has been installed, the property owner must contact the District. Prevention staff will test the key switch at its earliest convenience to ensure that it works properly. The property owner does not need to be present for the test. If the key switch fails to operate, the property owner will be contacted by the prevention staff to have the necessary repairs made.

#### **706.8 NUMBER OF KEY SETS REQUIRED**

More than one set of keys is often required to be placed in the Knox-Box, especially in larger buildings. The extra sets of keys are needed for additional fire companies or second alarms arriving later at the same incident. Prevention staff will evaluate each building to determine if more than one set is necessary.

#### **706.9 ANNUAL KNOX-BOX TESTING**

The Fire Chief or the authorized designee should try and conduct an annual check on each Knox-Box in the jurisdiction by fire prevention staff or engine company. This should consist of checking the operation of the box and the keys.



---

# Communications Operations

## 707.1 PURPOSE AND SCOPE

The purpose of this policy is to establish standards for two-way radio communications during routine, local emergency, regional emergency and mutual aid events. The basic function of the communications system is to satisfy the immediate information needs of the District in the course of its activities. Standards of performance are necessary if the system is to remain functional during emergencies.

### 707.1.1 FCC COMPLIANCE

All Truckee Fire Protection District radio operations shall be conducted in accordance with the Federal Communications Commission (FCC) procedures and guidelines.

## 707.2 POLICY

The Truckee Fire Protection District will provide access to a two-way radio communication system to facilitate a more efficient response to emergency situations. The communication system is intended for official job-related communications between fire apparatus, personnel and Dispatch. Fire apparatus and personnel shall be equipped with the appropriate types of two-way radios, personal communication devices and/or satellite paging system for the jurisdiction, type of work anticipated and local and regional interagency/multi-agency incidents.

## 707.3 RADIO COMMUNICATIONS

Operations are more efficient and member safety is enhanced when dispatchers, supervisors and fellow members know the status of other companies, including their locations and the nature of the incidents to which they are assigned. Most critical incident communication should occur verbally, over the radio, for this reason.

### 707.3.1 APPARATUS IDENTIFICATION

Apparatus radio identification systems shall be based on the type of apparatus and the station responsibility/jurisdiction. Members should use the entire call sign when initiating communication with a dispatcher. The use of a call sign allows for a brief pause so that the dispatcher can acknowledge the appropriate company. Members initiating communication with other agencies shall use their entire call sign. This requirement does not apply to continuing conversation between the mobile unit and dispatcher once the mobile unit has been properly identified.

### 707.3.2 RADIO TESTING

Members assigned to an apparatus and/or station for a shift should check each radio functionality at the beginning of each shift to ensure that the mobile and portable radios are working as designed.

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Communications Operations*

---

Mobile Radios that are inoperable or malfunctioning shall be placed out-of-service, a FER completed, the district fleet/facilities Manager and the on duty shift officer shall be contacted immediately for further instruction and to arrange repair.

Handheld Radios for personnel on duty that are inoperable or malfunctioning shall be placed out-of-service and the district Radio Communications Technician and the on duty shift officer shall be contacted immediately for coordination of radio repair and/or replacement.

#### 707.3.3 PERSONALLY OWNED RADIOS USE

Employees choosing to use their own personally owned radios while on duty may do so under the following provisions:

- (a) To monitor radio traffic as a pager while on duty.
- (b) Employees in structural firefighting or wildland PPE, while training or on an incident may not use personally owned radios.
- (c) Personally owned radios may be used for medical aids, special events, ect....
- (d) The District is not responsible for any loss, damage or repair of any employee owned radio.
- (e) Radios must be capable of transmitting at least five watts.

---

## Public Alerts

### 708.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for notifying the public of vital fire safety information and/or emergency evacuation instructions. This system is commonly referred to as "NIXLE".

### 708.2 POLICY

It is the policy of the Truckee Fire Protection District to use Public Alerts to notify the public of critical fire prevention campaigns, fire hazard warnings and emergency evacuation instructions. A Public Alert shall require the authorization of a Battalion Chief or higher rank.

### 708.3 PROCEDURE

Public Alerts are intended to recruit public assistance in preventing fires through proactive activities via a widespread media alert. In addition to any local radio, television and press affiliates, the public will be notified of the circumstances of an emergency affecting the health and safety of people in a geographic area, and what the public can do to assist emergency responders during the incident.

Chief Officers and the Public Information Officer will be issued access to send Public Alerts to members of the general public through the district Nixle account. The Public Information Officer should be involved in any communiqué released via a Public Alert, if time permits, but certainly in the case of fire prevention campaigns or fire hazard warnings. Contact should be made with the Truckee Police Shift Supervisor in order to coordinate information and determine which agency is responsible for sending the Public Alert.

In the event of a widespread emergency, such as a hazardous material (HAZMAT) release, biological threat or a major fire, Dispatch will likely be operating at or beyond capacity. Any Public Alert should include a telephone number outside Dispatch for the public to call for additional information and explicit instructions not to call Dispatch for additional information. Public Alerts should not be sent between the hours of 9:00 PM and 7:00 AM unless there is an immediate and urgent need to notify the public of an emergency incident.

A Public Alert should include, but not be limited to, the following:

- The Truckee Fire Protection District has generated the alert
- The nature of the alert
- The location and scope of the incident/prevention campaign/fire hazard
- What the recipient should do to assist in the effort
- Established routes and/or destinations, if applicable
- Where the recipient can call to get additional information, if applicable
- Instructions regarding what the recipient should not do, if applicable

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Public Alerts*

---

#### 708.3.1 GUIDELINES FOR PUBLIC SAFETY EMERGENCIES

Public safety emergency alerts should be activated by following the guidelines issued by the Office of Emergency Services (Government Code § 8593.7).

#### **708.4 SYSTEM ADMINISTRATION**

The Fire Chief or the authorized designee shall appoint an administrator for the Public Alert system. The administrator shall be responsible for all liaison contact with the Public Alert system vendor, all maintenance and upgrades of the system and will ensure the address/telephone number database is updated periodically in accordance with the vendor contract.

The administrator shall also conduct periodic audits of the system to ensure peak performance in terms of volume of calls reaching the desired number of recipients in a reasonable time. Based on audit results, adjustments may need to be made on the number of outgoing telephone lines or the system capacity.

The Training Officer and the administrator shall coordinate training in the use of the Public Alert system and ensure that the appropriate members receive training.

---

# Photography And Electronic Imaging

## 709.1 PURPOSE AND SCOPE

The purpose of this policy is to authorize district members to utilize photography and electronic imaging to document incidents while also protecting the privacy of citizens and ensuring district compliance with the mandates of the Health Insurance Portability and Accountability Act (HIPAA).

This policy establishes legal ownership of all photographs and electronic images collected by district members, establishes the parameters for the types of incidents, subjects and activities that may be photographed or electronically imaged, and establishes restrictions on the use of such photographs and electronic images.

## 709.2 POLICY

It is the policy of the Truckee Fire Protection District to authorize chief officers, investigators or their designees to utilize photography and electronic imaging to document incidents and district activities that are subject to compliance with specific regulations, conditions, restrictions and guidelines.

The use of photography or electronic imaging of medical patients, injured victims or other people who are medically evaluated or treated by district members must also comply with the requirements of HIPAA.

The Truckee Fire Protection District shall respect the privacy rights established in the state and federal constitutions.

## 709.3 OWNERSHIP AND COMMERCIAL USE OF PHOTOGRAPHS AND ELECTRONIC IMAGES

All photographs and electronic images taken by district members while on-duty or acting in an official capacity are the sole property of the District and may not be sold, transferred for commercial use, bartered or otherwise distributed for profit by any member of the District without the express prior approval of the Fire Chief (17 USC § 201).

## 709.4 AUTHORIZED USE OF PHOTOGRAPHY AND ELECTRONIC IMAGING

### 709.4.1 NON-INCIDENT EVENTS

Photography and electronic imaging may be utilized by district members for non-incident events, including:

- (a) Documentation of district training events, exercises, lectures, classes or activities, and all fire academy-related activities.
- (b) Documentation of internal district events and activities, such as promotional ceremonies, member recognition or award presentations, meetings, seminars, workshops and other activities involving district members.

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Photography And Electronic Imaging*

---

- (c) Documentation of public events, such as safety seminars, fire station open house events, Fire Prevention education events and activities, school safety presentations and club or service organization events.
- (d) Documentation of all district vehicles, apparatus, tools and equipment, facilities and other district-owned property.
- (e) Creating and maintaining a photo/image bank depicting all district members.
- (f) Documentation of all buildings, structures, facilities, infrastructure components, landmarks and recreational areas within the district's jurisdiction for later use in disaster mitigation, recovery and cost-recovery efforts.
- (g) To document any condition, activity or event related to the district's code enforcement responsibilities.
- (h) To document inspections, code compliance activities or any other activity of Fire Prevention.
- (i) Unless prohibited elsewhere in this policy, to document any district activity for future use in training.
- (j) For any other purpose authorized by any Chief Officer .

#### 709.4.2 INCIDENT-RELATED EVENTS

Photography and electronic imaging may be utilized **only** by district chief officers, investigators or their designees at incident scenes, including:

- (a) Documentation of the conditions on arrival and during suppression activities at any fire incident.
- (b) Documentation of fire, smoke, water, structural collapse or any other damage or conditions resulting from any fire or fire-related event.
- (c) Documentation of people at the scene of a fire or a fire-related incident for the purpose of future investigation.
- (d) Documentation of anything of evidentiary value found at a fire or incident scene where any type of investigation may be initiated.
- (e) Documentation of the location, position, trauma, injuries or any other factor of investigative interest related to deceased victims at a fire or fire-related incident or other incidents.
- (f) Documentation of the condition of vehicles, apparatus, bicycles or other items involved in collisions, accidents, entrapments or other rescue or medical events.
- (g) Documentation of the extrication of trapped individuals in any rescue situation.

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Photography And Electronic Imaging*

---

- (h) Documentation of the cause, location, extent, severity and nature of traumatic injuries of patients at the scene. These images may be transferred to the receiving physician, nurse or other authorized representative who assumes medical care for the patient.
- (i) Documentation of all aspects of any incident involving hazardous materials.
- (j) Documentation of severe weather events, including any damage, injuries or fatalities caused by such events.
- (k) Documentation of any other event, situation or activity as deemed appropriate and necessary by the Incident Commander of any event.

#### **709.5 PROHIBITED USE OF PHOTOGRAPHY OR ELECTRONIC IMAGING**

District members are prohibited from using photography or electronic imaging except as permitted in this policy.

Prohibited use of photography or electronic imaging shall include, but is not limited to:

- (a) Photographs and/or electronic images may not be taken, transmitted or used in violation of any HIPAA regulation.
- (b) Photographs and/or electronic images may not be taken, transmitted or used for personal purposes.
- (c) Unless requested by the receiving hospital or controlling medical authority or deemed necessary for the future treatment of the patient, no photographs or electronic images should be taken inside a private residence during a non-traumatic medical aid incident.
- (d) Unless requested by the receiving hospital or controlling medical authority or deemed necessary for the future treatment of the patient, no photographs or electronic images should be taken of a minor (under 18 years of age) patient resulting from a medical aid response.
- (e) Unless requested by the receiving hospital or controlling medical authority or deemed necessary for the future treatment of the patient, no photographs or electronic images depicting patient genitalia or the exposed breasts of female patients should be taken by district members.
- (f) Unless requested by the receiving hospital or controlling medical authority or deemed necessary for the future treatment of the patient, no photograph or electronic image should be taken of a patient being treated by district members if the person expresses or indicates that he/she does not wish to be photographed. In the event that the need arises to take a photograph or electronic image of a medical patient against the patient's wishes, the medical need for taking the image will be explained to the patient with a witness present. Details regarding the need for the photograph or electronic image, the explanation provided to the patient and the identity of the witness present shall be included in a patient care report and/or incident report for the response.

## **Non-Official Use of District Property**

### **710.1 PURPOSE AND SCOPE**

The purpose of this policy is to provide guidance on the non-official use of district property. District 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.

### **710.2 POLICY**

The personal use of district property is not authorized. No equipment shall be loaned or used by a member for any purpose other than official district business without the express prior approval of a Battalion Chief.

Requests from water companies or other agencies for hose adapters or other equipment should be forwarded to the appropriate Battalion Chief for consideration.



## Equipment Modification and Use

### 711.1 PURPOSE

The purpose of this Policy is to ensure that all equipment owned and used by the District is not modified to meet personal needs without proper consideration and implementation. The business of fire and rescue is extremely dangerous and can be of great risk to District employees. This policy is intended to protect the employee from these inherent risks while protecting the liability and concerns of the District as well.

### 711.2 POLICY

It is the Policy of the Truckee Fire Protection District to provide the best possible equipment while remaining financially responsible. The District encourages personnel to channel any equipment requests through the Chain of Command for approval. Any equipment not purchased by the District must either have been approved by the Equipment Committee or the the Fire Chief.

### 711.3 PROCEDURE

1. Under no circumstances shall District employees use different or modify equipment purchased and provided by the District for the use by employees without due consideration by the Equipment Committee and/or approval by the Fire Chief.
2. District employees shall not use any tool or personal protective equipment while involved in fire and rescue or emergency operations unless it has been approved by the Fire District.

## Security of District Vehicles

### 712.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the procedures for the security of District vehicles.

### 712.2 POLICY

It is the policy of the Truckee Fire Protection District to maintain vehicle security at all times.

### 712.3 PROCEDURE

Vehicle operators must take all of the following actions to maintain security of District vehicles:

- District vehicles parked in public, and not involved in an emergency call, must be shut off, ignition keys removed, and vehicle doors locked whenever the vehicle is left unattended.
- District vehicles parked in public, not involved in an emergency call, and not supplied with vehicle door locks, will have the operator try and stay with the vehicle or keep an eye on it whenever possible.

**Exception:** District vehicles that are directly involved in an emergency call.

## Chapter 8 - Records management

---

## Records Management

### 800.1 PURPOSE AND SCOPE

This policy provides guidelines for the management of all district documents, including those in fire stations, to ensure that district records are maintained and available as needed. This policy also provides guidance on the retention, disposition and security of records.

### 800.2 POLICY

It is the policy of the Truckee Fire Protection District to promote the efficient and cost-effective conduct of district 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.

### 800.3 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 District has, where the records are kept, the volume and how the records are used.
- (c) Maintain and update the district'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 district clerk to ensure all district records are properly classified and that the retention periods are appropriate for each document.
  3. Maintaining a current version of the district'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 Deputy Fire Chiefs and section managers to review files to determine if any records should be transferred to storage.
- (e) Manage the destruction of district records, including:
  1. Annually reviewing the records retention schedule and storage inventory list to determine which records are eligible for destruction.
  2. Obtaining any required approvals for the destruction of eligible records.
  3. Maintaining a list of records that have been destroyed.

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Records Management*

---

- (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 district records as reasonably necessary for the protection of such records, including:
  - 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 district website may be used to post public records in accordance with Government Code § 6253.
- (k) Ensure that public records posted on the district website meet the requirements of Government Code § 6253.10 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 § 6270.5) is publicly available upon request and posted in a prominent location on the district website.

#### **800.4 RECORDS MANAGEMENT PROGRAM**

The records management program should include the following:

- (a) District's records retention schedule
- (b) Storage for inactive files
- (c) A document imaging program to ensure records are archived appropriately
- (d) A records destruction procedure to ensure eligible records are destroyed in a timely and appropriate manner
- (e) Training as appropriate

#### **800.5 RECORD RETENTION SCHEDULE**

Refer to the Record Retention Schedule Policy.

#### **800.6 MAINTAINING CONFIDENTIAL RECORDS**

Confidential records are generally exempt from disclosure under state and federal law and must be maintained in a manner to protect their confidentiality. These records must be kept in a location and in such manner that will enable access only to authorized persons.

Confidential records include, but are not limited to (Government Code § 6254) the following:

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Records Management*

---

- (a) Pre-Hospital Care Reports (PCRs)
- (b) Personnel or similar files
- (c) Records pertaining to pending litigation
- (d) Legal opinions
- (e) Arson investigations
- (f) Disciplinary investigations based upon allegations that were not true
- (g) Test questions, scoring keys and other examination data used to administer an examination for employment

Records protected under the Health Insurance Portability and Accountability Act (HIPAA) and implementing Privacy Rule shall also be maintained as provided in the Patient Medical Record Security and Privacy Policy.

#### **800.7 IMAGING RECORDS**

Digital imaging should be used to store bulky records or those that are rarely accessed but have a long retention period. The Custodian of Records or the authorized designee should be responsible for imaging and storing district records and ensuring that it meets the minimum standards for archival records retention as specified by secretary of state (Government Code § 12168.7).

Materials not required to be retained should be disposed of before a file is scanned. After scanning, a review of the scanning should be performed to ensure accuracy. This must be completed before proceeding with destruction of original documents. In addition, a review of the index of the images and the labeling of the medium must be performed to ensure that the documents can be located and retrieved when needed.

Scanned records should be backed up and data should be migrated as necessary to upgraded media and software.

#### **800.8 DESTRUCTION OF RECORDS**

To ensure that all records retention requirements have been met, the following steps should be followed to prevent premature destruction of records, including records needed for financial audits, potential litigation or other needs of the District.

Records should be destroyed as soon as the minimum retention period identified in the records retention schedule has been met and the records are no longer needed. The following may preclude the destruction of records:

- (a) Pending litigation
- (b) An ongoing audit
- (c) An ongoing investigation

In the case of litigation or an audit, only the division or section involved may be aware of the proceeding, while relevant records may exist in a division or section that has no knowledge of

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Records Management*

---

the continued need for the records. Therefore, members aware of the potential need to retain a record beyond its scheduled retention period should notify the Custodian of Records as soon as practicable.

Certain records, such as catalogs, magazines, flyers, and extra copies of letters, memos and reports, may be discarded rather than stored or imaged. In only a portion of the file is comprised of such documents, these should be purged before the remainder of the file is stored, imaged or destroyed.

Extra copies of letters, memos and reports should not be destroyed unless the original records have been preserved as required.

#### **800.8.1 PROCEDURES FOR THE DESTRUCTION OF RECORDS**

The Custodian of Records shall annually send a reminder to each Chief Officer or section manager to review files from his/her respective area. The Chief Officer or section manager should forward to the Custodian of Records a list of records in his/her area that are eligible to be destroyed. To assist the Custodian of Records, the list should include the title of the record series as shown on the records retention schedule, the assigned retention period, the inclusive dates of the records to be destroyed and the quantity of records to be destroyed.

The Custodian of Records should verify that the documents listed are appropriate for destruction under the retention schedule and coordinate the destruction of records.

Most records may be destroyed by shredding, recycling or via general disposal. Confidential records should be destroyed by shredding or other secure manner that preserves their confidentiality.

The Custodian of records shall ensure destruction is coordinated and documented as may be required by state and local law. For example, if the record retention schedule is part of a District-Wide Schedule, approval may be required by the District clerk or governing body.

The Custodian of Records should also maintain a list of destroyed records that includes the date of destruction.

#### **800.9 MEMBERS' RESPONSIBILITY**

All members are expected to handle district 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.

#### **800.10 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.

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Records Management*

---

### **800.11 TRAINING**

The Custodian of Records should coordinate with the Training Officer to provide training regarding the records management program to the appropriate district members.



## Release of Records

### 801.1 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.

### 801.2 POLICY

It is the policy of Truckee Fire Protection 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 § 6253).

### 801.3 INSPECTING PUBLIC RECORDS

Public records are generally open to inspection during regular business hours.

For the most efficient service, any person who wishes to inspect public records should telephone the Truckee Fire Protection District to schedule an appointment.

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.

### 801.4 PROCESSING REQUESTS FOR PUBLIC RECORDS

Any member of the public, including the media and elected officials, may obtain copies of unrestricted records of this district by submitting a written and signed request for each record sought and paying any associated fees (Government Code § 6253).

- (a) All requests for records shall be forwarded to the Truckee Fire Protection 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, fax and e-mail.
  5. Any accommodation needed under the Americans with Disabilities Act.
- (b) The processing of requests is subject to the following limitations:
  1. All requests should be date stamped upon receipt and logged on the Public Records Act request log.

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Release of Records*

---

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.
  - (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 (Government Code § 6253(c)).
3. The District is not required to create records that do not otherwise exist in order to accommodate a request for information or records.
4. If the Custodian of Records or the authorized designee determines the requested records should be disclosed, the records will be made available as soon as reasonably practicable.
5. Released records shall be logged on the Public Records Act request log.

#### **801.5 RECORDS IN ELECTRONIC FORMAT**

Upon request, the District shall make available any public record in any electronic format in which the District holds the information or in the format requested if the format has been used by the District to create copies for its own use or for other agencies. The District may not provide the records only in electronic format unless specifically asked by the requestor (Government Code § 6253.9(e))

#### **801.6 FEES**

A copy of a requested public record not exempt from disclosure shall be made available upon payment of fees established by the Truckee Fire Protection District governing body (Government Code § 6253(b)).

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.

##### **801.6.1 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 § 6253.9):

- (a) For a record that is produced only at specific scheduled intervals.
- (b) For a record that requires data compilation, extraction, or programming.

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Release of Records*

---

#### **801.7 RELEASE RESTRICTIONS**

In balancing the public's right to access public records, the statutory individual right of privacy and the need for the Truckee Fire Protection 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 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 Truckee Fire Protection District include but are not limited to the following (Government Code § 6254):

- (a) Preliminary drafts, notes, or interagency or intra-agency memoranda that are not retained by the Truckee Fire Protection 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 Truckee Fire Protection 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 § 6254.3.
- (d) Records of complaints to or investigations conducted by the Truckee Fire Protection 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 Truckee Fire Protection 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 Truckee Fire Protection 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 Truckee Fire Protection District determines that the public interest served by not making the record public clearly outweighs the public interest served by disclosure.

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Release of Records*

---

Records subject to exemption may nevertheless be made available for inspection if waiving the exemption will serve the public interest, as determined by the Truckee Fire Protection District on a case-by-case basis. However, the Truckee Fire Protection District's determination to disclose a record, which may otherwise be exempt from disclosure, does not constitute a waiver with respect to any other records (Government Code § 6254.5).

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 District 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.

### **801.8 RELEASED RECORDS TO BE LOGGED**

A full copy of records released will be created, filed by request date, and process date logged onto the Public Records Act request log.

## Subpoenas

### 802.1 PURPOSE AND SCOPE

The purpose of this policy is to establish procedures for receiving, processing and responding to summons and subpoenas to appear or to produce records or evidence.

#### 802.1.1 DEFINITIONS

Definitions related to this policy include:

**Subpoena** - A time sensitive court order requiring a person or entity to appear at a particular time and place to testify as a witness at a deposition, trial or hearing and/or to provide documents, records or evidence in a legal proceeding.

**Subpoena duces tecum** - A time sensitive court order requiring a person to produce in court specific documents or evidence.

**Subpoena/Summons Request (SSR) log** - The district log documenting the receipt of each subpoena or summons delivered to the District, and that includes the document's source, the date received and the date of response to a request to produce documents or delivery to a member.

### 802.2 POLICY

It is the policy of the Truckee Fire Protection District to make reasonable efforts to comply with valid subpoena requests for records or evidence and personal appearances and to cooperate with court processes.

### 802.3 PROCEDURE

All subpoenas should be directed to the Custodian of Records or the authorized designee.

#### 802.3.1 CUSTODIAN OF RECORDS

The Custodian of Records and any authorized designees should receive training in proper intake and processing of subpoenas. Members not designated by the Custodian of Records and properly trained are not authorized to accept subpoenas for district records.

If the Custodian of Records determines that a subpoena or a request for public records involves a request for a confidential record or relates to pending litigation against the District or District, the request should be promptly brought to the attention of the Fire Chief and legal counsel for the District.

#### 802.3.2 SUBPOENAS FOR RECORDS

The Custodian of Records will consult with the district privacy officer regarding any request for medical records. The Custodian of Records or the authorized designee will only produce the requested records as provided in this policy and the Patient Medical Record Security and Privacy Policy.

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Subpoenas*

---

A Declaration of Records shall be prepared, signed, copied and attached to the records provided in response to a subpoena (Evidence Code § 1271; Evidence Code § 1561). The Custodian of Records shall make reasonable efforts to produce the requested records, or provide a response noting the lack of records, by the date specified in the subpoena.

The District is entitled to recoup any reasonable costs incurred in production of business records in response to a subpoena duces tecum. The Custodian of Records should provide a statement reflecting the assessment of these reasonable costs and require payment at the time subpoenaed records are delivered.

#### 802.3.3 CIVIL SUBPOENAS FOR DEPOSITION OR NOTICE TO APPEAR

The Custodian of Records shall ensure timely delivery of the subpoena to the identified member, noting on the log the date and time it was accepted. The receiving member should acknowledge receipt by signing and dating the log.

No subpoena for a member of this district as a witness in a civil action should be accepted unless it is accompanied by the statutory fee of \$275 for each day the member's appearance is required pursuant to the subpoena (Government Code § 68097.2).

Members shall notify their Battalion Chief of receipt of a subpoena. Members should contact the attorney issuing the subpoena to confirm the date and time of appearance or to confirm an on-call status. The member shall comply with all instructions on the subpoena and monitor the status of all required appearances to ensure compliance with judicial process. In the event a member will be unavailable to respond to a subpoena, the member shall promptly notify the attorney issuing the subpoena and the member's Battalion Chief.

Members who are deposed will request a copy of the transcript.

#### 802.3.4 ON-CALL SUBPOENAS

Upon receipt of a subpoena and after contacting the issuing attorney, a member may make arrangements with the issuing attorney to be placed in an on-call status.

The subpoenaed member shall promptly notify his/her supervisor of the subpoena and any on-call status and make arrangements regarding any potential scheduling conflicts, potential overtime compensation or other follow-up required to coordinate on-call appearance status.

#### 802.3.5 CRIMINAL SUBPOENAS

Upon receipt of a criminal subpoena related to district business, the member shall promptly notify the Battalion Chief of his/her appearance and contact legal counsel if he/she has any questions.

#### 802.3.6 CIVIL SUBPOENAS UNRELATED TO OFFICIAL DEPARTMENT BUSINESS

Members served with or receiving subpoenas for civil matters unrelated to their district duties shall comply with the requirements of the subpoena. Members are not entitled to compensation for any

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Subpoenas*

---

such appearance or deposition and arrangements for time off should be coordinated with their supervisor.

#### 802.3.7 WORKER'S COMPENSATION

A copy of any subpoena for a matter related to workers' compensation shall be promptly provided to the Administrative Officer and/or the risk manager.

### **802.4 RESPONSIBILITIES**

#### 802.4.1 MEMBERS

Members subpoenaed to appear in court for any district-related reason or who are subpoenaed to produce records or evidence shall:

- (a) Document the date, time and manner of receipt.
- (b) Promptly contact the Custodian of Records and provide the Custodian with a copy of the subpoena.
- (c) Make arrangements through the Custodian of Records to obtain any related reports or information.
- (d) Notify their supervisor of the subpoena.
- (e) Contact counsel for the District for any necessary guidance.

Employees who are subpoenaed to testify about district-related matters shall receive their normal wages. Any witness fees provided to an on-duty employee shall be promptly transmitted to the District. Members shall coordinate any scheduled appearances with their company officer to ensure minimization of any appearances requiring the payment of overtime.

Employees subpoenaed to testify about non work-related matters shall be permitted to take time off to testify but are not entitled to receive wages. Employees shall be entitled to use vacation, personal leave or compensatory time off for the time they will be away from work.

Members appearing in court or appearing for court-related functions such as depositions shall appear for court or other judicial proceedings in uniform or conservative business attire.

Any questions regarding this policy or its requirements shall be promptly directed to a supervisor or district legal counsel.

#### 802.4.2 SUPERVISORS

Supervisors should monitor the schedules of members who have been served subpoenas requiring their appearance to ensure appropriate shift coverage and compensation for the subpoenaed member.

Supervisors shall not intentionally adjust a member's duty schedule for the purpose of creating overtime.

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Subpoenas*

---

### **802.5 TESTIFYING AGAINST THE INTEREST OF THE DISTRICT**

Any member who has been subpoenaed to testify, has agreed to testify or who anticipates testifying or providing information on behalf of, or at the request of, any party other than the state, any city, county or any of their officers, agents or employees in which any of those entities or persons are parties to the litigation, will promptly notify his/her supervisor. The supervisor shall notify the Fire Chief, prosecuting attorney in a criminal case and the district's legal counsel, as may be indicated by the case.

(a) This requirement includes:

1. Providing testimony or information for the defense in any criminal trial or proceeding.
2. Providing testimony or information for the plaintiff in a civil proceeding against any city, county or their officers, agents or employees.
3. Providing testimony or information on behalf of, or at the request of, any party other than any city, county or District official in any administrative proceeding, including, but not limited to, personnel and/or disciplinary matters.

### **802.6 RECEIPT AND PROCESSING OF A SUMMONS**

Upon receipt of a summons and complaint in a matter related to district business, the member shall document the date, time and manner of receipt and promptly notify his/her supervisor and contact legal counsel for the District.

### **802.7 JURY DUTY**

If a member receives a summons for jury duty and it falls on an on-duty day, the member shall promptly notify his/her supervisor. Members shall be granted leave for jury duty for the hours required by the court.

The member should obtain a jury duty excuse form from the court and present the document to his/her supervisor upon returning to work.



---

# Patient Medical Record Security and Privacy

## 803.1 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 (CCMIA) (Civil Code § 56 et seq.)
- Health and Safety Code § 1797.220
- Health and Safety Code § 1798.

### 803.1.1 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 District 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 District 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

# Truckee Fire Protection District

## Truckee FPD Fire 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** - District records or data containing any information identifying a patient.

**Protected health information (PHI)** - Individually identifiable health information that is created or received by the District. 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.

#### **803.2 POLICY**

It is the policy of the District 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)).

#### **803.3 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 district 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)).

#### **803.4 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.

# Truckee Fire Protection District

## Truckee FPD Fire 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 District 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.

#### **803.5 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 Truckee Fire Protection District facilities by authorized personnel (45 CFR 164.530(c)).

#### **803.6 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 district records during the time district personnel retain possession of the documents.

No patient record, including documents and electronic images containing PHI, shall be visible to the public.

##### **803.6.1 ELECTRONIC PHI SECURITY**

All computer workstations and servers within the District 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 district 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 and authentication measures are used between sender and recipient, thus verifying full receipt by

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Patient Medical Record Security and Privacy*

---

the recipient. Any electronic PHI traveling outside a secure network environment, via the internet, requires encryption and authentication measures (45 CFR 164.312(e)).

#### 803.6.2 HARD COPIES

Hard copies of PCRs shall be kept in a secured area when unattended by authorized personnel. An area of the District 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 District.

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 District without express authorization from the Custodian of Records.

#### **803.7 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.

#### 803.7.1 PROHIBITED DISCLOSURES OF PHI AND PPI

The District 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.

# Truckee Fire Protection District

## Truckee FPD Fire 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.

#### 803.7.2 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 district'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 District 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))

#### 803.7.3 REQUIRED DISCLOSURES

The District 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)).

#### 803.7.4 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.

# Truckee Fire Protection District

Truckee FPD Fire 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 District or destruction of the PHI (including all copies made) at the end of the litigation or proceeding.

### 803.7.5 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 district'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 district'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 District 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

# Truckee Fire Protection District

Truckee FPD Fire 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

### **803.8 INDIVIDUAL RIGHTS**

The privacy officer is responsible for ensuring the District 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)

#### **803.8.1 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 District.
- (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)).

## Records Retention Schedule

### 804.1 POLICY

The records retention schedule should include all records produced or maintained by the District. The records retention schedule details the district's authority to retain and dispose of official public records. It assists the District by documenting which records require office or temporary storage, which records have historic or research value and which records should be destroyed because they no longer have any administrative, fiscal or legal value.

The records retention schedule should:

- (a) List records by series. A record series may include several different types of documents. A record series is a group of records with some of the following characteristics:
  - 1. A sequence of documents that have a progressive order or arrangement
  - 2. A common sequence that relates to a particular subject or function, that is the result of the same activity or that documents a specific kind of transaction
  - 3. A common law or regulation that relates to the series
  - 4. Is filed as a unit and transferred or destroyed as a unit
- (b) Include a series for records that are confidential under state or federal law and not open to disclosure under the state's public records law.
- (c) Identify the minimum length of time the District must keep records in a series.
- (d) Identify the district section or division responsible for the original record.

### 804.2 AMENDING RECORDS RETENTION SCHEDULE

The records retention schedule should be amended as necessary, including:

- (a) When a new record series is created.
- (b) When the law creating the retention period or needs of the District for records in a series has changed.
- (c) When the district section or division responsible for an original record changes.

The Custodian of Records should ensure that a request to change or amend the records retention schedule is approved as necessary by the District clerk or governing body or the state archivist.

### 804.3 HOW TO USE RETENTION SCHEDULES

A legend explaining the information presented in the retention schedule is printed on the back of each page for your easy reference; an index to locate records is also provided.

The specified retention period applies regardless of the media of the record: If a record is stored on paper and a computer file on a hard drive, both records should be destroyed (or erased) after the specified period of time has elapsed.



# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Records Retention Schedule*

---

Copies or duplicates of records should never be retained longer than the prescribed period for the original record.

### **STRUCTURE: DISTRICT-WIDE, DEPARTMENTS & DIVISIONS**

The District-wide retention schedule includes those records all department have in common (letters, memorandums, purchase orders, etc.). These records are NOT repeated in the Department retention schedule, unless the department is the Office of Record, and therefore responsible for maintaining the original record for the prescribed length of time.

Each department has a separate retention schedule that describes the records that are unique to their department, or for which they are the Office of Record. Where appropriate, the department retention schedules are organized by Division within that Department. If a record is not listed in your department retention schedule, refer to the District-wide retention schedule. An index will be provided for your reference.

### **DESTROYING RECORDS**

Records must be destroyed only in the ordinary course of business in accordance with the District's policies and procedures, and in full compliance with applicable Federal, State and Municipal law.

For questions, please contact the Administrative Officer.

### **804.4 DISTRICTS RECORDS RETENTION SCHEDULE**

[TFPD Records Retention Schedule](#)

## Chapter 9 - Safety

## Illness and Injury Prevention Program

### 900.1 PURPOSE AND SCOPE

The purpose of this policy is to establish an ongoing and effective plan to reduce the incidence of injury and illness for members of the Truckee Fire Protection District, in accordance with the requirements of Labor Code § 6401.7 and 8 CCR 3203.

Although this policy provides the essential guidelines for a plan that reduces injury and illness, it may be supplemented by district procedures outside the Policy Manual.

This policy does not supersede, but supplements any related Districtwide safety efforts.

### 900.2 POLICY

The Truckee Fire Protection District will adopt an Illness and Injury Prevention Program (IIPP) in order to increase the safety of its members.

#### 900.2.1 SAFETY COMMITTEES

The Safety and Health Officer will ensure that the district safety committee is formed with representatives from management and labor and that the safety committee meets regularly. The district Safety and Health Officer will be chairperson of the committee.

Safety committees are the central forum for the discussion of safety problems and procedures. The four specific duties of safety committees are:

- Review results of district safety inspections.
- Review investigation reports of member injuries and illnesses and submit preventive recommendations to district management.
- Review member reports of hazards and safety suggestions.
- Discuss and formulate new safety policies and procedures; submit these and other recommendations to district management.

The safety committee must prepare written minutes of each meeting and make them available to all district members by posting the minutes on the safety file on F drive. Copies of both safety committee agendas and minutes are to be sent to the Fire Chief or the authorized designee.

### 900.3 ILLNESS AND INJURY PREVENTION PROGRAM PLAN

The Health and Safety Officer (HSO) is responsible for developing an IIPP that shall include:

- (a) Workplace safety and health training programs.
- (b) Safety inspections.
- (c) Informing members of IIPP guidelines.
- (d) Recognizing members who perform safe work practices.

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Illness and Injury Prevention Program*

---

- (e) Member evaluation processes, including member safety performance.
- (f) A system ensuring that all safety and health policies and procedures are clearly communicated and understood by all members.
- (g) A communication system facilitating the continuous flow of safety and health information between supervisors and members. This system shall include:
  - 1. New member orientation, including a discussion of safety and health policies and procedures.
  - 2. Regularly scheduled safety meetings.
  - 3. Regular member review of the IIPP.
- (h) Establishing Division Safety Coordinators and defining their responsibilities.
- (i) Posting or distributing safety information.
- (j) A system for members to anonymously inform management about workplace hazards.
- (k) A system for reviewing whether safety mandates are being met that relate to:
  - 1. Communicable diseases.
  - 2. Respiratory protection (8 CCR 5144).
  - 3. Bloodborne pathogens (8 CCR 5193).
  - 4. Aerosol transmissible diseases (8 CCR 5199).
  - 5. Heat illness (8 CCR 3395).
  - 6. Personal protective equipment.
  - 7. Emergency Action Plan (8 CCR 3220).
  - 8. Fire Prevention Plan (8 CCR 3221).
  - 9. Workplace Violence Prevention Plan (8 CCR 3342).
- (l) Availability of forms that address:
  - 1. Identification, documentation, and correction of hazards, any unsafe condition or work practice, and actions taken to correct them.
  - 2. Investigations and corrective actions taken regarding individual incidents or accidents.
  - 3. Training records of each member, including the member's name or other identifier, training dates, type of training, and training providers.
- (m) Establishing a safety and health committee, which will:
  - 1. Meet regularly.
  - 2. Prepare a written record of safety and health committee meetings.
  - 3. Review the results of periodic scheduled inspections.
  - 4. Review investigations of accidents and exposures.
  - 5. Make suggestions to command staff for the prevention of future incidents.

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Illness and Injury Prevention Program*

---

6. Review investigations of alleged hazardous conditions.
7. Submit recommendations to assist in the evaluation of member safety suggestions.
8. Assess the effectiveness of efforts made by the District to meet standards.

The HSO must conduct and document a review of the IIPP at least annually.

### **900.4 SAFETY INSPECTION SYSTEMS**

The District Health and Safety Officer must conduct inspections of facilities, equipment and operations at least annually. Safety inspections are intended to identify both unsafe conditions and unsafe procedures.

In addition, inspections should be conducted whenever new substances, processes, procedures or equipment are introduced into the workplace or a hazard is recognized. Inspections must be documented. The following is the minimum information that must be included:

- The name of the person conducting inspection
- The date of the inspection
- Any unsafe condition or unsafe procedure discovered
- Any corrective action recommendations and the date(s) of completion

Safety inspections and corrective action records must be kept on file at least two years but must not be expunged before all corrective action has been completed. Copies of all safety inspections should be forwarded to the Safety and Health Officer and the safety committee for review and possible action.

### **900.5 HAZARDS**

All members should report and/or take reasonable steps to correct unsafe or unhealthy work conditions, practices, or procedures in a timely manner. Members should make their reports to a supervisor (as a general rule, their own supervisors).

Supervisors should make reasonable efforts to correct unsafe or unhealthy work conditions in a timely manner, based on the severity of the hazard. These hazards should be corrected when observed or discovered when it is reasonable to do so. When a hazard exists that cannot be immediately abated without endangering members or property, supervisors should protect or remove all exposed members from the area or item, except those necessary to correct the existing condition.

Members who are necessary to correct the hazardous condition shall be provided with the necessary protection.

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Illness and Injury Prevention Program*

---

All significant actions taken and dates they are completed shall be documented on the appropriate form. This form should be forwarded to the Administration Deputy Fire Chief via the chain of command.

The Administration Deputy Fire Chief will take appropriate action to ensure the IIPP plan addresses potential hazards upon such notification.

### **900.6 INJURY INVESTIGATION SYSTEM**

The District is required to investigate and report to the California Division of Occupational Safety and Health (Cal/OSHA) all occupational injuries and illnesses. Injury and accident investigation is a major component of a comprehensive safety program and is necessary to prevent a recurrence.

Members conducting injury investigations should understand basic accident causation in order to report detailed information that is both accurate and useful. Accidents can have two basic causes:

- (a) The **direct** cause. This can include an unsafe practice or an unsafe work condition. Examples include the following:
  - 1. Unsafe lifting technique
  - 2. Defective tool or equipment
  - 3. Poor housekeeping
  - 4. Not following safety procedures
- (b) The **contributing** cause. These are contributing factors, other than the direct cause. Examples include the following:
  - 1. Member with a poor safety attitude
  - 2. Weather conditions (snow, ice)
  - 3. Inadequate safety training

All member injuries are to be summarized and reported annually on the OSHA 300 log. The log must be posted at each work location in February each year. The log should be posted at station 91.

### **900.7 DIVISION SAFETY COORDINATORS**

Division Safety Coordinator responsibilities include but are not limited to:

- (a) Ensuring member compliance with injury and illness prevention guidelines and answering questions from members about this policy.
- (b) Training, counseling, instructing, or making informal verbal admonishments any time safety performance is deficient. Supervisors may also initiate discipline when it is reasonable and appropriate under the Conduct and Behavior Policy.
- (c) Establishing and maintaining communication with members on health and safety issues. This is essential for an injury-free, productive workplace.

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Illness and Injury Prevention Program*

---

- (d) Completing required forms and reports relating to injury and illness prevention; such forms and reports shall be submitted to the Administration Deputy Fire Chief.
- (e) Notifying the HSO when:
  1. New substances, processes, procedures, or equipment that present potential new hazards are introduced into the work environment.
  2. New, previously unidentified hazards are recognized.
  3. Occupational injuries and illnesses occur.
  4. New and/or permanent or intermittent members are hired or reassigned to processes, operations, or tasks for which a hazard evaluation has not been previously conducted.
  5. Workplace conditions warrant an inspection.

---

## Cal/OSHA Inspections

### 901.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines and responsibilities for Truckee Fire Protection District members to follow in the event that a California Division of Occupational Safety and Health (Cal/OSHA) inspector requests access to district property or work operations (Labor Code § 6314).

This policy does not address those inspections requested by the Truckee Fire Protection District as part of a consultation service by Cal/OSHA.

### 901.2 POLICY

It is the policy of the Truckee Fire Protection District for the Fire Chief or the authorized designee to designate one or more district 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)).

District 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 District to begin the inspection in a timely manner could result in the Cal/OSHA inspector obtaining an inspection warrant to enter district property. This could unnecessarily create an adversarial relationship and should be avoided if at all possible.

### 901.3 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 district worksite, the inspector will present his/her identification and will ask to meet with the district 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. District 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 may be



# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Cal/OSHA Inspections*

---

referred to the person at the District 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 district 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 district's Safety and Health Officer, risk manager and legal counsel, and that the District conducts an appropriate internal investigation and adequately addresses all Cal/OSHA findings.

---

## Cal/OSHA Notification of Injury, Illness or Death

### 902.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the requirements for the District to immediately report to Cal/OSHA any death, serious injury or illness connected with the victim's employment (including members of this district). Immediately shall mean as soon as practicable, but generally no longer than eight hours after the District 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)).

#### 902.1.1 EMPLOYMENT RELATED DEATHS OR INJURIES

Any member of this district 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)).

### 902.2 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 district'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

#### PROCEDURE:

1. For incident-related responses requiring telephonic notification to Cal/OSHA, the Battalion Chief shall be responsible for the notification. The BC will call the State of California, Division of Occupational Safety and Health, Cal/OSHA District Office, 2424 Arden Way, Suite 165, Sacramento, CA 95825. (916) 263-2800 (24 hour contact), fax (916) 263-2798.

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Cal/OSHA Notification of Injury, Illness or Death*

---

2. A follow-up fax will be sent to Cal OSHA and station 91 on the designated form with the balance of the incident information.
3. It is the responsibility of the treating paramedic to alert the BC of a possible mandatory notification incident.
4. Other agencies at scene may make notifications to Cal OSHA but that does not relieve TFPD from it's mandatory reporting responsibility.
5. If there is doubt about whether an incident qualifies as "serious" the BC should always decide in favor of reporting to Cal OSHA.

---

## Communicable Diseases

### 903.1 PURPOSE AND SCOPE

This policy is intended to provide guidelines for district members to assist in minimizing the risk of contracting and/or spreading communicable diseases. The policy offers direction in achieving the following goals:

- (a) Managing the risks associated with exposure to bloodborne pathogens (BBP), aerosol transmissible diseases, and other potentially infectious substances (8 CCR 5193, 8 CCR 5199 and 29 CFR 1910.134).
- (b) Assisting district members in making decisions concerning the selection, use, maintenance, limitations, storage, and disposal of personal protective equipment (PPE).
- (c) Protecting the privacy rights of all district members who may be exposed to or contract a communicable disease during the course of their duties.
- (d) Providing appropriate treatment and counseling should a member become exposed to a communicable disease.

### 903.2 POLICY

The Truckee Fire Protection District is committed to providing a safe and healthful work environment for its members by providing each member with the best available protection from occupationally acquired communicable disease. Communicable disease is an occupational health hazard, and transmission is possible during emergency responses and other district and in-station operations.

### 903.3 EXPOSURE CONTROL PLAN

The District has developed an Exposure Control Plan (ECP) to eliminate or minimize occupational exposure to communicable diseases. The Fire Chief or the authorized designee shall designate the TFPD Safety Officer as Exposure Control Officer (ECO), who will be responsible for the administration of the ECP and the designated responsibilities. The responsibilities shall include the establishment, implementation, and maintenance of effective written infection control procedures to control and reduce the risk of acquiring BBPs and aerosol transmissible diseases.

The ECP shall include the following core elements:

- Provide fire, rescue, and emergency medical services to the public without regard to known or suspected existence of communicable diseases.
- Regard all patient contacts as potentially infectious. Universal precautions will be observed at all times and will be expanded to include all bodily fluids and other potentially infectious material.
- Provide all at-risk district members with training, immunizations, TB skin test, and PPE necessary for protection from communicable diseases.

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Communicable Diseases*

---

- Provide any district member exposed to a communicable disease with a post-exposure follow-up in compliance with state standards.

The ECP shall be in writing, shall comply with all legal requirements, and shall (8 CCR 5193 et seq.):

- (a) Determine and note positions with the potential for exposure and whether the positions require respiratory protection.
- (b) Establish a schedule and method for implementing the plan.
- (c) Establish source control measures and the method of informing members of the source control measures.
- (d) Establish procedures for evaluation of the circumstances of exposure incidents and for appropriate follow-up.
- (e) Address the distribution and use of PPE related to communicable diseases.
- (f) Establish an effective procedure to track the frequency of use and the types and brands of sharps involved in exposure incidents; this should be documented on a sharps injury log.
- (g) Establish a process for vaccinating members.
- (h) Establish an effective procedure and method to identify currently available engineering controls and selecting such controls, where appropriate, for the procedures performed by district members in their respective work areas.
- (i) Establish a training program to educate district members on the ECP.
- (j) Be accessible to district members (8 CCR 3204(e)).
- (k) Be reviewed annually by the ECO, to include the input of members from various work areas.
- (l) Be reviewed for new or modified tasks and procedures affecting occupational exposures.
- (m) Reflect changes in technology that eliminate or reduce exposure.
- (n) Consider and/or implement any appropriate, commercially available needle-less systems and needle devices and sharps with engineered sharps injury protection.
- (o) Include new or revised member positions with occupational exposures.
- (p) Be available to the National Institute for Occupational Safety and Health (NIOSH) or the respective designee upon a request.

#### 903.3.1 EXPOSURE TO BLOOD, BODILY FLUIDS, OR AEROSOL TRANSMISSIBLE DISEASES

All district members who are exposed to another person's blood, bodily fluids, or an aerosol transmissible disease shall follow the ECP procedures and guidelines.

Exposure to blood or other potentially infectious materials includes but is not limited to the contact of such substances with the eye, mouth, other mucous membranes, non-intact skin, needle sticks,

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Communicable Diseases*

---

human bites, cuts, or abrasions, or any other qualifying exposure (Health and Safety Code § 121060.1 or 8 CCR 5193).

Exposure to an aerosol transmissible disease is any event in which all of the following have occurred (8 CCR 5199):

- (a) A member has been exposed to an individual who has or is suspected of having a reportable aerosol transmissible disease, or to a work area or to equipment that is reasonably expected to contain aerosol transmissible pathogens associated with a reportable aerosol transmissible disease.
- (b) The exposure occurred without the benefit of applicable exposure controls required by this policy.
- (c) It reasonably appears from the circumstances of the exposure that transmission of disease is sufficiently likely to require medical evaluation.

#### 903.3.2 EXPOSURE CONTROL OFFICER

The ECO (TFPD Safety Officer) shall be responsible for the following:

- (a) Establishing and maintaining written procedures and a training program related to BBPs (8 CCR 5193).
- (b) Establishing and maintaining written procedures and a training program related to aerosol transmissible diseases (8 CCR 5199).
- (c) Working with management to develop and administer any additional related policies and practices necessary to support the effective implementation of the ECP.
- (d) Investigating all reports of exposures or suspected exposures to communicable disease.
- (e) Providing guidance and follow-up instructions when an exposure occurs.
- (f) Communicating with hospital infection control personnel.
- (g) Coordinating the collection, management, security, and maintaining the confidentiality of all exposure records (8 CCR 5193).
- (h) Remaining current on all legal requirements concerning BBPs and other communicable diseases (8 CCR 5193).
- (i) Coordinating the immunization and vaccination of district members.
- (j) Acting as a liaison during Occupational Safety and Health Administration (OSHA) inspections, conducting program audits to maintain an up-to-date ECP, and ensuring exposure report forms are available and adequate for members to properly report incidents of exposure.
- (k) Working with the Training Officer to maintain an up-to-date list of district members requiring training.
- (l) Coordinating with the Training Officer in developing and implementing a training program, maintaining class rosters and quizzes, and periodically reviewing and updating the training program.

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Communicable Diseases*

---

- (m) Reviewing and updating the ECP annually, on or before January 1 of each year.
- (n) Establishing procedures to ensure that members request exposure notification from health facilities when transporting a person who may have a communicable disease, and that the member is notified of any exposure as required by Health and Safety Code § 1797.188.
- (o) Informing members of the provisions of Health and Safety Code § 1797.188 (exposure to communicable diseases and notification).
- (p) Acting as the designated officer liaison with health care facilities regarding communicable disease or condition exposure notification. The designated officer should coordinate with other district members to fulfill the role when not available. The designated officer shall ensure that the name, title, and telephone number of the designated officer is posted on the District website (Health and Safety Code § 1797.188).

District supervisors are responsible for exposure control in their respective areas. They shall work directly with the ECO and any affected members to ensure that the proper exposure control procedures are followed.

#### 903.3.3 EXPOSURE DETERMINATION

The District shall actively involve members in the preparation of an exposure determination that identifies the job classifications with potential for exposure to occupational BBPs. Exposure determination shall be made without regard to the PPE worn (8 CCR 5193(c)(1)(B)(8)).

The following is a list of all job classifications at TFPD in which employees have occupational exposure:

<b>Job Title</b>	<b>Department/Location</b>
• Fire Chief, Batalion Chief, Division Chief, Fire Captain	Fire Department
• Firefighter/Paramedic, Firefighter/EMT	Fire Department

#### 903.3.4 UNIVERSAL PRECAUTIONS

All human blood and bodily fluids such as saliva, urine, semen, and vaginal secretions are to be treated as if they are known to be infectious. Where it is not possible to distinguish between bodily fluid types, all bodily fluids are to be assumed potentially infectious.

The minimum number of members required to complete a task safely will be used for all on-scene operations. Members who are not immediately needed will remain a safe distance (at least 6 feet) from operations when a communicable disease exposure is possible or anticipated. When transporting a patient with a potential aerosol transmissible disease, members should notify hospital staff prior to arrival to allow for the proper isolation of the patient immediately upon arrival.

Universal precautions extend beyond the emergency incident and should be observed in the communal living environment of the fire station as follows:

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Communicable Diseases*

---

- (a) Members shall not report to work with signs or symptoms of a febrile aerosol transmissible disease or any wounds that cannot be completely covered or in which exudates from the wounds cannot be contained with dressings.
- (b) Members shall wash their hands thoroughly for a minimum of 15 seconds with soap and water:
  - 1. Before and after handling or preparing food.
  - 2. Before eating.
  - 3. After using the restroom.
  - 4. After sneezing or coughing into the hands and/or handling contaminated facial tissue.
  - 5. After each patient contact.
  - 6. After removing any PPE.
  - 7. After handling potentially infectious materials.
  - 8. After cleaning and/or decontaminating equipment.
- (c) If hand washing with soap and water is not possible, germicidal hand wipes or a waterless hand cleanser shall be used.
- (d) Exercise equipment shall be wiped down with germicidal cleaner between users.
- (e) Members shall not share utensils, towels, bedding, or personal care items (e.g., razors, toothbrushes, nail clippers).
- (f) Members shall cover the mouth and nose with a tissue when coughing or sneezing. If tissue is not readily available, members should avoid coughing or sneezing into their hands and cover their mouth and nose with their arm.
- (g) All eating, drinking, smoking, applying of cosmetics or lip balm, and handling of contact lenses is prohibited in areas where there is an expectation of communicable disease exposure.
- (h) Food and drink shall not be stored in areas where there is an expectation of communicable disease exposure.
- (i) Perishable food that requires cold storage shall be kept at a temperature of 3 degrees Celsius or 38 degrees Fahrenheit or lower.
- (j) Perishable food that requires freezer storage shall be kept at a temperature of -18 degrees Celsius or 0 degrees Fahrenheit or lower.
- (k) All food that is removed from original manufacturer packaging shall be kept in a tightly sealed food container or shall be wrapped with plastic food wrap.

#### 903.3.5 PERSONAL PROTECTIVE EQUIPMENT

PPE is the last line of defense against communicable disease. Therefore the following procedures should be followed:



# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Communicable Diseases*

---

- (a) District-issued disposable nitrile gloves shall be worn prior to initiating any patient treatment. If the situation dictates reusable gloves (i.e., structural or wildland gloves), and the risk of communicable disease is also present, disposable gloves shall be worn under the utility gloves.
- (b) Disposable gloves shall be replaced as soon as practicable when contaminated, torn, punctured or any time the ability to function as a barrier is compromised and before contact with any other person.
- (c) When possible, gloves should be changed between patients in multiple casualty situations and hands should be cleaned with disinfectant wipes.
- (d) Disposable gloves shall not be washed or decontaminated for reuse.
- (e) Approved medical aid eye protection and masks or full face shields are mandatory whenever splashes, spray or droplets of bodily fluid may be generated and eye, nose or mouth contamination can be reasonably anticipated. Procedures that put the member at risk for splash or spray exposure include, but are not limited to, inserting airways, suctioning, childbirth procedures and the treatment of a patient who is bleeding, vomiting or spitting.
- (f) A P100 respirator mask shall be worn when encountering an individual who is actively coughing or has a suspected or known aerosol transmissible pathogen.
- (g) A disposable mask may be placed on a patient with a potential aerosol transmissible pathogen only when the patient has not exhibited respiratory distress or potential respiratory compromise and pulse oximetry confirms that the patient is not hypoxic.
- (h) If the circumstances dictate head and foot covering are needed, firefighting gear, boots and helmets shall be worn.
- (i) It is the responsibility of the company officer to ensure that all appropriate PPE measures are utilized, as soon as it is apparent that PPE is appropriate.
- (j) A mechanical breathing or a mask with a one-way valve will be used when providing respiratory assistance.
- (k) Disposable resuscitation devices will be immediately available at all times when on-duty. The airway bag is to be brought to the patient's side for all medical emergency calls to ensure that all equipment necessary to ventilate the patient is accessible.
- (l) When in public, but not assigned to a medical aid call (e.g., grocery shopping or inspections), one member of the company should carry a mask with a one-way valve, gloves, goggles and a P100 mask.
- (m) A fluid resistant gown or turnout shall be worn when bodily fluid splashes and sprays to clothing are possible

PPE is located on all fire apparatus and in medical bags and may be self-obtained. Employees are expected to obtain all appropriate PPE. The EMS Coordinator will ensure there are sufficient amounts of PPE on the apparatus and in the medical bags; firefighters will check inventory amounts daily. Supply chains for surge capacity are established.

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Communicable Diseases*

---

The procedure for handling used PPE is as follows:

- **Gloves** - Grasp the cuff of one glove at your inner wrist. Roll the glove along your entire hand to remove it inside out. This will keep as much contamination on the inside as possible.
- Place the inside-out used glove in your remaining gloved hand.
- Grasp the remaining glove at your inner wrist and roll this glove along your entire hand to remove it inside out, keeping the first glove you removed inside the glove as you remove it. This will envelop the first glove within the second glove with both being inside out. The contaminated surfaces of the gloves will be to the inside.
- Throw the used exam gloves away immediately into regular trash.
- **Face shields and gowns** - Dispose of into red bio-hazard bag only when heavily contaminated e.g. dripping with blood or body fluid.
- Decontamination supplies and procedures are procured and coordinated through county OEC, Tahoe Forest Hospital System and public health resources. Intra-agency relationships are established to insure timely and appropriate implementation for decontamination of PPE, personnel, and equipment.

Reference attached Exposure Determination Worksheet.

#### 903.3.6 ANNUAL REQUIREMENTS

All line personnel shall have a TB Test and be vaccinated for the Flu Virus annually at the expense of the District. Those line personnel not choosing to receive the Annual Flu Vaccine will follow the guidelines set forth by the County Health Officer.

#### 903.3.7 IMMUNIZATIONS

All district members who, in the line of duty, may be exposed to or have contact with a communicable disease shall be offered appropriate treatment immunization.

#### 903.3.8 WORK PRACTICES

All members shall use the appropriate barrier precautions to prevent skin and mucous membrane exposure whenever contact with blood or bodily fluid is anticipated.

Disposable gloves shall be worn on all medical emergency responses. Disposable gloves shall be worn before making physical contact with any patient and/or when handling items that are soiled with blood or other bodily fluids. Disposable gloves that become contaminated with blood or other bodily fluids shall be disposed of as contaminated waste. Care should be taken to avoid touching other items (e.g., pens, books, personal items in general) while wearing the disposable gloves in a potentially contaminated environment.

When possible, open the back or side windows of an ambulance and turn on ventilation systems when transporting a patient with a potential aerosol transmissible pathogen. The window between the patient care compartment and the driver compartment must remain closed.

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Communicable Diseases*

---

All procedures involving blood or other potentially infectious materials shall be performed in a manner that will minimize splashing, spraying, or otherwise generating droplets of those materials.

Eating, drinking, smoking, applying lip balm, and handling contact lenses shall be prohibited in areas where a potential for an exposure exists.

#### 903.3.9 SHARPS AND ITEMS THAT CUT OR PUNCTURE

Members should take care when handling needles or sharps at all times, using the following guidelines:

- (a) A needle-free or self-sheathing device or a sharps with engineered sharps protection will be utilized to start intravenous (IV) medications or obtain a blood sample at all times except when:
  - 1. A needle-free or self-sheathing device or a sharp with engineered sharps protection is not available due to market availability.
  - 2. The use of a needle-free or self-sheathing device or a sharp with engineered sharps protection would jeopardize the patient's safety or the success of the intervention.
- (b) When a needle-free or self-sheathing device or a sharp with engineered sharps protection is not available, the sharps shall be placed into the authorized needle guard device using a one-hand technique prior to placement in the sharps container.
- (c) After use, all sharps must be immediately placed into a sharps container. This includes those devices that are self-sheathing.
- (d) A sharps container shall be easily accessible to members and located as close as possible to the immediate area where sharps are used. Sharps disposal containers are available in all first out medical bags and in the EMS supply closets at each station.
- (e) The sharps container shall be stored in the upright position at all times. At no time shall district members reach into a sharps container.
- (f) Once a sharps container is half full, the container's lid will be secured and the sharps taken to Tahoe Forest Hospital for proper disposal. Disposal will follow the hospital's policies and procedures.
- (g) Sharps containers will be inspected at morning checkout to ensure the container is not more than half full.
- (h) Broken glass shall not be picked up by hand. It shall be cleaned up with utility gloves, structural or wildland gloves and using mechanical means, such as a bush dust pan or tongs.

#### 903.3.10 SHARPS INJURY LOG

The TFPD Safety Officer shall maintain a sharps injury log that records all exposure incidents involving a sharp. Entries into this log will be recorded within 14 working days of the date the

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Communicable Diseases*

---

incident is reported to the District. The information on the log will include the following information, if it is known or reasonably available (8 CCR 5193(c)(2)):

- (a) Date and time of the exposure
- (b) Type and brand of the sharp involved in the exposure incident
- (c) Description of the exposure shall include the following:
  - 1. Job classification of the member involved in the exposure
  - 2. Work location where the exposure occurred
  - 3. Procedure the member was performing at the time of the exposure
  - 4. How the exposure occurred
  - 5. The body part involved in the exposure
  - 6. Whether the sharp had engineered sharp-injury protection, whether protection mechanism was activated and whether the injury occurred before the mechanism was activated, during activation or after activation, if applicable
  - 7. The member's opinion as to how or whether mechanism could have prevented the injury
- (d) Each member incident shall be recorded on the sharps injury log within 14 working days of the date the incident is reported to the District.
- (e) The information in the sharps injury log shall be recorded and maintained in a manner that protects the confidentiality of the member.

This log is reviewed as part of the annual program evaluation and maintained for at least five years following the end of the calendar year covered. If a copy is requested by anyone, any personal identifiers must be removed from the report copy.

#### **903.4 DISPOSAL AND DECONTAMINATION**

Equipment, supplies, and vehicles that have been contaminated by blood, bodily fluid, respiratory or airborne droplets, or other potentially infectious material, and members whose clothing or equipment has been contaminated, shall not respond to additional calls or engage in other work activities until all contaminated clothing, supplies, equipment, and vehicle interior has been exchanged, disposed of, or cleaned and decontaminated.

Contaminated supplies and equipment shall be kept in a separate location from clean or sterile supplies and equipment. Disposable gloves and goggles shall be worn when washing or handling contaminated equipment, clothing, or materials. A fluid-resistant gown shall be worn when there is the possibility of contaminated fluid splashes to clothing during clean-up procedures. When possible, one member should handle clean or sterile items and a different member should be assigned to handle contaminated items.

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Communicable Diseases*

---

Kitchen facilities will never be utilized for cleaning, decontaminating, storing, or disposing of any contaminated material or waste. Designated sinks will be utilized for this procedure, followed by decontamination using an approved EPA germicide or a 1:100 solution of chlorine bleach (one-quarter cup of bleach per one gallon of water).

#### 903.4.1 USE OF WASTE CONTAINERS

Members shall dispose of biohazards on-scene in the appropriate containers on the apparatus or at the attending clinic or hospital, with hospital approval, or in an appropriately marked biohazard waste container at the station immediately upon arrival.

The biohazard waste container located at the station shall be collapsible, leakproof, red in color or appropriately labeled with a biohazard warning, and routinely emptied.

#### 903.4.2 DECONTAMINATION OF SKIN AND MUCOUS MEMBRANES

Members shall wash their hands immediately (on-scene if possible) or as soon as possible following the removal of potentially contaminated gloves. Antibacterial soap and warm water or an approved disinfectant shall be used to wash one's hands, paying particular attention to the fingernails.

If a member's intact skin contacts someone else's blood or bodily fluids or other potentially infectious materials, the member shall wash the exposed part of his/her body with soap and warm water and/or an approved disinfectant as soon as possible. If the skin becomes grossly contaminated, body washing shall be followed by an approved hospital-strength disinfectant. If large areas of the member's skin are contaminated, the member shall shower as soon as possible, using warm water and soap and/or an approved disinfectant. Medical treatment should be obtained. Eyes should be flushed and other exposed mucous membranes appropriately disinfected.

Contaminated non-intact skin (e.g., injured skin, open wound) shall be washed/irrigated/cleaned using an approved disinfectant and then dressed or bandaged as needed. Medical treatment is required.

#### 903.4.3 DISPOSABLE PROTECTIVE EQUIPMENT

Contaminated disposable supplies (e.g., gloves, dressings, CPR masks) shall be transported with the patient in the ambulance. The waste material shall then be disposed of in a biohazard waste container at the hospital. Disposable gloves are to be worn while placing the waste into the biohazard waste container, placing the gloves in with the waste.

#### 903.4.4 DECONTAMINATION OF PPE

After using any reusable PPE, it shall be washed or disinfected and stored appropriately. If the PPE is non-reusable (e.g., disposable gloves), it shall be discarded in a biohazard waste container as described in this policy.

Any PPE that becomes punctured, torn or loses its integrity shall be removed as soon as feasible. The member shall wash and replace the PPE if the job has not been terminated. If this situation

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Communicable Diseases*

---

resulted in a contaminated non-intact skin event, the decontamination procedures in this policy shall be implemented.

Contaminated reusable PPE that must be transported prior to cleaning shall be placed into a red, biohazard waste bag and labeled with the member's name, station, contents and type of contamination. This bag should be given to the TFPD Safety Officer for cleaning by an approved vendor.

The Battalion Chief should be contacted regarding the replacement of structural protection garments and PPE.

The following contaminated articles will be laundered by the TFPD:

- All Personal protective equipment such as turnouts or wildland safety gear.
  - Laundering will be performed by the employee at Station 92 using only the extractor machine.

The following laundering requirements must be met:

- Handle contaminated laundry as little as possible, with minimal agitation.
- Place wet contaminated laundry in leak-proof bio-hazard bags prior to transport.
- Wear PPE such as gloves when handling and/or sorting contaminated laundry.

#### 903.4.5 DECONTAMINATION OF NON-DISPOSABLE EQUIPMENT

Contaminated non-disposable equipment shall be decontaminated as soon as possible. If it is to be transported, it shall be done by first placing it into a biohazard waste bag.

Grossly contaminated non-disposable equipment items shall be transported to a hospital or the fire station for proper cleaning and disinfecting. Porous surfaces such as nylon bags and straps shall be brushed and scrubbed with a detergent and hot water, laundered, and allowed to dry. Non-porous surfaces (e.g., plastic or metal) shall be brushed and scrubbed with detergent and hot water, sprayed with a bleach solution, rinsed, and allowed to dry. Delicate equipment (e.g., radios) should be brushed and scrubbed very carefully using a minimal amount of a type of germicide that is approved by the Environmental Protection Agency (EPA).

While cleaning equipment, pay close attention to handles, controls, portable radios, and corners (tight spots). Equipment cleaning shall not be done in the kitchen, bathroom, or other areas not designated as the cleaning/decontamination area.

Contaminated equipment should be cleaned using an EPA-approved germicide or a 1:100 solution of chlorine bleach (one-quarter cup of bleach per one gallon of water) while wearing disposable gloves and goggles. Large particles of contaminants, such as vomit, feces, and blood clots, should first be removed (using a disposable towel or other means to prevent direct contact) and properly disposed.

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Communicable Diseases*

---

#### 903.4.6 DECONTAMINATION OF CLOTHING

Contaminated clothing such as uniforms and undergarments shall be removed as soon as feasible and rinsed in cold water to prevent the setting of bloodstains. Contaminated clothing and gear shall not be taken into the station living quarters or taken home for cleaning.

If the clothing may be washed in soap and hot water, do so as soon as possible. If the clothing must be dry cleaned, place it into a biohazard waste bag and give it to the ECO. The ECO will secure a dry cleaner that is capable of cleaning contaminated clothing and inform them of the potential contamination. This dry cleaning will be done at the district's expense.

Contaminated leather boots shall be brushed and scrubbed with detergent and hot water. If the contaminant has soaked through the boot, the boot shall be discarded.

#### 903.4.7 DECONTAMINATION OF VEHICLES AND EQUIPMENT

Equipment such as exposed portions of the apparatus, transport ambulance, gurney, backboards, blood pressure cuffs and traction splints should be washed as soon as possible after the incident. After removal of gross contamination with soap and water, an approved EPA germicide or a 1:100 solution of chlorine bleach (one-quarter cup bleach to one gallon of water) and hot water at a minimum of 140 degrees should be used to clean the item. It should then be rinsed and allow to air dry. A spray bottle of the approved EPA germicide solution must be carried on all apparatus to facilitate expedient clean up. The bleach solution should be prepared every 24 hours to maintain potency.

Delicate electronic equipment, such as monitors, defibrillators, radios and suction equipment shall be cleaned and decontaminated following the manufacturer's recommendation and never immersed in water.

All disposable contaminated supplies are to be placed in a red biohazard bag and delivered to the receiving hospital for disposal. The exception is sharps that are to be placed in sharps containers. Disposal at the hospital must be in the areas and containers designed for biohazard waste.

#### 903.4.8 DECONTAMINATION OF STATION AND CLEANING AREA

The ECO shall designate a location at each fire station that will serve as the area for cleaning/decontamination. This area is to be used to keep equipment clean and sanitary and for members to wash any potential contamination from their bodies. This area is to be thoroughly cleaned after each use and to be maintained in a clean and sanitary order at all times between each use. The application of cosmetics, smoking cigarettes, food, and drink are prohibited in this designated area at all times.

### **903.5 POST-EXPOSURE REPORTING AND FOLLOW-UP REQUIREMENTS**

In actual or suspected exposure incidents, proper documentation and follow-up action must occur to limit potential liabilities and to ensure the best protection and care for the member. The priority shall be to provide the exposed member with the appropriate medical care, testing, and counseling to prevent or minimize the risk of contracting or spreading the disease (Health and Safety Code

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### Communicable Diseases

---

§ 120260, Health and Safety Code § 120261, Health and Safety Code § 120262 and Health and Safety Code § 120263).

#### 903.5.1 REPORTING EXPOSURE, EVALUATION, AND FOLLOW-UP

- (a) Should an exposure incident occur during normal business hours 0800 to 1700 Monday through Friday, contact Tahoe Forest Occupational Health (TFOH) 530-582-3277. Notify TFOH if you have had a potential exposure and are coming in for a consultation. After normal business hours and weekends report to Tahoe Forest Hospital Emergency Department (TFED). Follow up with Tahoe Forest Occupational Health on the very next available business day.
- (b) An immediately-available confidential medical evaluation and follow-up will be conducted following initial first aid (clean the wound, flush eyes, or other mucous membranes, etc.). The following activities shall be performed by the employee, supervisor, TFED, and/or TFOH.
  1. **(Employee)** Document the routes of exposure and how the exposure occurred on the Blood and Bodily Fluid Exposure Report Incident Form (EPINET). Obtain the form at TFED or TFOH if you do not have a form with you when you arrive at the facility. After completing the form, provide the original form to the Fire Chief, make a copy for TFPH, and bring it with you to TFOH on your first visit. TFOH will help in the completion of the form as needed.
  2. **(Employee)** Identify and document the source individual (unless the employer can establish that identification is infeasible or prohibited by state or local law). If a "significant" exposure has occurred (TFED or TFOH will assist in this determination), defined as a parenteral (needlestick or cut) from a sharps contaminated with blood or bloody fluid, or a mucous membrane splash to the eye or mouth exposure with blood or bodily fluids, or a nonintact cutaneous (skin) exposure involving large amounts of blood or prolonged contact with blood, any unfixed tissue or organ (other than intact skin) from human (living or dead), initiate the process for having the source patient's blood drawn for HIV, HBV, and HCV testing. Only a simple verbal consent from the patient is needed. Documentation for conveying the source individual's test results to TFOH is done as part of the test ordering process. TFED follows set protocols to insure that reports of potential exposure to TFED are handled appropriately. A significant exposure may also include exposure to a source of aerosol transmissible pathogen if the the circumstances of the exposure make the transmission of a disease likely because protective measures were not used.
  3. **(TFED OR TFOH)** Collect exposed employee's blood as soon as feasible after exposure incident for HIV, HBV, and HCV testing.
  4. **(Supervisor)** Submit all workers compensation required paperwork per the District's policies.
  5. **(TFOH)** Assure that the exposed employee is advised of the source individual's test results and with information about applicable disclosure laws and regulations concerning the identity and infectious status of the source individual (e.g. laws protecting confidentiality).



# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Communicable Diseases*

---

### 903.5.2 ADMINISTRATION OF POST-EXPOSURE EVALUATION AND FOLLOW-UP

- (a) TFOH and the Fire Districts work together to ensure timely post-exposure evaluation. A copy of OSHA's Blood-Borne Pathogens standard is kept in the **EPC Binder Appendix Section** - a copy is available for each person when an exposure occurs.
- (b) The District ensures that the health care professional evaluating an employee after an exposure incident receives the following:
  - 1. A description of the employee's job duties relevant to the exposure incident.
  - 2. Route of exposure.
  - 3. Circumstances of exposure.
- (c) TFOH shall provide the employee with a copy of the evaluating health care professional's written opinion (status report) within 15 days after completion of the evaluation.

### 903.5.3 PROCEDURES FOR EVALUATING THE CIRCUMSTANCES OF AN EXPOSURE INCIDENT

- (a) The Fire Chief or designee will review the circumstances of all exposure incidents to determine:
  - 1. Engineering controls in use at the time.
  - 2. Work practices followed.
  - 3. A description of the device being used (including type and brand).
  - 4. Protective equipment or clothing that was used at the time of the exposure incident (gloves, face protection: mask, respirator, eye shield, etc.)
  - 5. Location of the incident.
  - 6. Procedure being performed when the incident occurred.
  - 7. Employee's training.
- (b) If revisions to this ECP are necessary, TFOH will work with the Fire District to ensure that appropriate changes are made. (Changes may include an evaluation of safer devices, additional changes, etc.)

### 903.5.4 COUNSELING

The District shall provide the exposed member, and his/her family if necessary, the opportunity for counseling and consultation.

### 903.5.5 CONFIDENTIALITY OF REPORTS

Most of the information involved in this process must remain confidential. The ECO shall ensure that all records and reports are kept in the strictest confidence. The ECO shall be responsible for maintaining records containing the member's treatment status and the results of examinations, medical testing, and follow-up procedures.

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Communicable Diseases*

---

The risk manager shall be responsible for maintaining the name and Social Security number of the member and copies of any information provided to the consulting health care professional.

#### **903.6 SOURCE TESTING**

Testing for communicable diseases of a person who was the source of an exposure should be sought when it is desired by the exposed member or when it is otherwise appropriate. There are several methods to obtain such testing. It is the responsibility of the ECO to ensure that the proper testing and reporting occur. These methods are:

- (a) Obtaining voluntary consent from any person who may be the source of an exposure to cover testing for any communicable disease.
- (b) Filing a report with the county health officer when a member is exposed to the bodily fluids of an arrestee. The county health officer may pursue testing for HIV or hepatitis B or hepatitis C (Penal Code § 7510 et seq.).
- (c) Seeking consent for testing or applying for a court order for HIV, hepatitis B, and hepatitis C testing (Health and Safety Code § 121060 et seq.).
- (d) Seeking a court order when the person who may be the source of an exposure will not consent to testing and the exposure does not fall under the statutory schemes for testing. This covers testing for any communicable disease as deemed appropriate by a health care professional and documented in the request for the court order.
- (e) Under certain circumstances, a court may issue a search warrant for the purpose of HIV testing an adult or juvenile when a member of the Truckee Fire Protection District qualifies as a crime victim (Penal Code § 1524.1).

When the risk is a BBP, the source patient must be tested for hepatitis B, hepatitis C, and HIV, with a rapid HIV test being the preferred method and a hepatitis B surface antibody titer used to evaluate the member's immunity. If other contact transmissible or aerosol transmissible disease possibilities exist, other tests may be indicated and shall be determined by the treating emergency room physician.

##### **903.6.1 EXPOSURE FROM A NON-ARRESTEE**

Upon notification of a member's exposure to a person who was not arrested, the ECO should attempt to determine if the person who was the source of the exposure will voluntarily consent to testing. If consent is indicated, the following steps should be taken:

- (a) A licensed health care provider should notify the person to be tested of the exposure and make a good faith effort to obtain voluntary informed consent from the person or his/her authorized legal representative to perform a test for HIV, hepatitis B, hepatitis C, and other communicable diseases the health care provider deems appropriate.
- (b) The voluntary informed consent obtained by the health care provider must be in writing and include consent for three specimens of blood for testing. The ECO should document the consent as a supplement to an Exposure Control Report.
- (c) The results of the tests should be made available to the source and the exposed member.

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Communicable Diseases*

---

If consent is not obtained, the ECO should promptly consult with the District Counsel and consider requesting that a court order be sought for appropriate testing.

#### 903.6.2 EXPOSURE FROM AN ARRESTEE

Upon notification of an exposure by a person who was arrested, the ECO should take the following steps:

- (a) Comply with the statutory scheme of Health and Safety Code § 121060. This includes seeking consent from the person who was the source of the exposure and seeking a court order if consent is not given.
- (b) Take reasonable steps to immediately contact the county health officer and provide preliminary information regarding the circumstances of the exposure and the status of the involved individuals to determine whether the county health officer will order testing (Penal Code § 7510).
- (c) In all cases, comply with the reporting and testing scheme of Penal Code § 7510 et seq. This includes completing a State Department of Health Services Form CDPH 8479 and submitting it to the county health officer with a copy of the Exposure Control Report by the end of the member's shift. If submission by the end of the shift is not practicable, it must occur as soon as possible but no later than two days after the incident. The exposed member's name should not appear on this form.
- (d) Remain in contact with the county health officer to determine whether testing of the arrestee will occur and whether the testing satisfies the medical needs of the member.
- (e) The results of the tests should be made available to the source and the exposed member.

Since there is potential for overlap between the two statutory schemes, the ECO is responsible for coordinating the testing with the county health officer to prevent unnecessary or duplicate testing.

In the rare event that the exposed member is not covered by either statutory scheme, the ECO should seek consent or a court order in the same manner as for a non-arrestee.

#### 903.7 EMPLOYEE TRAINING

Any member whose duties place them at risk for exposure to BBPs shall receive district-provided, no-cost training during working hours that shall include all of the state requirements (see the Bloodborne Pathogen Training Policy) (8 CCR 5193).

- (a) All employees who have occupational exposure to bloodborne pathogens receive training on the epidemiology, symptoms, and transmission of bloodborne pathogen diseases. In addition, the training program covers, at a minimum, the following elements:
  - (a) A copy and explanation of the OSHA bloodborne pathogen standard.
  - (b) An explanation of our Exposure Control Plan and how to obtain a copy.
  - (c) An explanation of methods to recognize tasks and other activities that may involve exposure to blood and OPIM, including what constitutes an exposure incident.

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Communicable Diseases*

---

- (d) An explanation of the use and limitations of engineering controls, work practices, and PPE.
- (e) An explanation of the types, uses, location, removal, handling, decontamination, and disposal of PPE.
- (f) An explanation of the basis for PPE selection.
- (g) Information on the Hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated and that the vaccine is offered free of charge.
- (h) Information on the appropriate actions to take and persons to contact in an emergency involving blood or OPIM.
- (i) An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available.
- (j) Information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident.
- (k) An explanation of the signs and labels and/or color coding required by the standard and used at this facility.
- (l) An opportunity for interactive questions and answers with the person conducting the training.

Training materials are also at each Fire District.

### **903.8 RECORDKEEPING**

#### **A. MEDICAL RECORDS:**

- (a) The District shall establish and maintain an accurate medical record for each member who has the potential for occupational exposure to BBPs as follows (8 CCR 3204):
  - 1. Member status regarding all required vaccinations
  - 2. Results of TB skin tests
  - 3. Copies of information regarding exposures
- (b) Medical records are maintained for each employee with occupational exposure in accordance with 29 CFR 1910.1020, "Access to employee exposure and medical records."
- (c) Tahoe Forest Hospital Occupational Health is responsible for maintenance of the required medical records. Medical records that are required by this policy are to be kept confidential and shall be retained for the duration of the member's employment with the District, plus 30 years (8 CCR 3204(d)(1)(A)).

#### **B. OSHA RECORDKEEPING**

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Communicable Diseases*

---

- (a) An exposure incident is evaluated to determine if the case meets OSHA's Recordkeeping Requirements (29 CFR 1904). This determination and the recording activities are done by Tahoe Forest Hospital Occupational Health.

#### C. TRAINING RECORDS

- (a) Training records are completed for each employee upon completion of training. These documents will be kept for at least three years by the employer. These training records include:
  - Dates of training sessions
  - Contents or a summary of the training sessions
  - Names and qualifications of persons conducting the training
  - Names and job titles of all persons attending the training sessions

#### **903.9 HEPATITIS B VACCINATIONS**

- (a) Tahoe Forest Hospital Occupational Health will provide training to employees on Hepatitis B vaccinations, addressing safety, benefits, efficacy, methods of administration and availability.
- (b) The Hepatitis B vaccination series is available at no cost after initial employee training and within 10 days of initial assignment to all employees identified in the exposure determination section of this plan. Vaccination is encouraged unless:
  - 1. (a) Documentation exists that the employee has previously received the series;
  - (b) Antibody testing reveals that the employee is immune, or
  - (c) Medical evaluation shows that the vaccination is contraindicated.
- (c) If an employee declines the vaccination, the employee must sign a declination form. Employees who decline may request and obtain the vaccination at a later date at no cost. Documentation of refusal of the vaccination is kept by the employer.

Following the medical evaluation, a copy of the health care professional's written opinion will be obtained and provided to the employee within 15 days of completion of the evaluation. It will be limited to whether the employee requires the Hepatitis B vaccine and whether the vaccine was administered.

See "Hepatitis B Vaccine Declination (Mandatory)" and "Vaccination Declination Statement (Mandatory)" in Forms in the F Drive.

#### **903.10 ADDITIONAL VACCINES OFFERED**

Additional Vaccines Offered per ATD Standard Effective September 1, 2010

Vaccines to prevent those vaccine-preventable diseases listed in the Aerosol Transmissible Disease (ATD) Standard are made available to all employees who have the potential for occupational exposure as part of their on the job tasks. These are:

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Communicable Diseases*

---

- Influenza - one dose annually
- Measles - 2 doses
- Mumps - 2 doses
- Rubella - 1 dose
- Tdap - 1 dose, booster as recommended
- Varicella-zoster - 2 doses

If an employee declines a vaccination, the employee must sign a declination form. Employees who decline may request and obtain the vaccination at a later date at no cost. Documentation of refusal of the vaccination is kept by the employer.

### **903.11 EXPOSURE CONTROL PLAN: AEROSOL TRANSMISSIBLE DISEASES**

**The following components of the Aerosol Transmissible Diseases (ATD's) exposure control are in addition to those covered in the previous sections.**

- (a) [See Exposure Control Plan binder appendix for a copy of ATD standard: CCR Title 8 Section 5199. Appendix A of the standard lists the ATD pathogens.](#)
- (b) [Use the following patient screening criteria to determine the need for P100 respirator.](#)  
[Does Patient:](#)
  - Have a cough for more than three weeks that is not explained by non-infectious conditions?
  - Exhibit signs and symptoms of a flu-like illness during March through October, the months outside of the typical period for seasonal influenza, or exhibit these signs and symptoms for a period longer than two weeks at any time during the year? These signs and symptoms generally include combinations of the following: coughing and other respiratory symptoms, fever, sweating, chills, muscle aches, weakness and malaise.
  - Have severe coughing spasms, especially if persistent? Coughing fits may interfere with eating, drinking, and breathing.
  - Complain of fever, headache, muscle aches, tiredness, poor appetite followed by painful, swollen salivary glands, one side or both sides of face under jaw?
  - Complain of chills, cough, runny nose, watery eyes, associated with onset of an unexplained rash (diffuse rash or blister-type skin rash)?
  - Complain of fever, headache, stiff neck, possibly mental status changes?
  - State that they have a transmissible respiratory disease, excluding the common cold and seasonal influenza?
  - State that they have been exposed to an infectious ATD case, other than seasonal influenza?

**3. When performing high hazard procedures** on a person who is a case or suspected case of an aerosol transmissible disease (ATD), the potential for being exposed to

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Communicable Diseases*

---

aerosol transmissible pathogens is increased due to the reasonably anticipated generation of aerosolized pathogens. Such procedures include airway management, administering breathing treatments, cricothorotomy, and thoracotomy which are listed on the EDW.

The ATD standard states that high hazard procedures, with possible ATD exposure, must be done by employees wearing a powered air-purifying **respirator** (PAPR) with a High Efficiency Particulate Air (HEPA) filter(s), or a respirator that provides equivalent or greater protection e.g. P100 unless there are effective engineering controls. The ATD standard allows an exception to the PAPR requirement when it has been determined that the use of a PAPR would interfere with the procedure being performed or the safe operation of the ambulance or other vehicle. The justification for the exception must be documented in writing.

This employer requires that when ATD pathogens are likely based on indicative patient screening (see #2 above), a P100 respirator is required by the employee and implementation will be in accordance with a comprehensive respiratory protection program based on Title 8 CCR § 5144 Respiratory Protection; e.g. initial fit-testing and annual re-evaluation and training.

4. Additional effective control measures are also required whenever possible. The first control measure is called source control and involves a specific patient respiratory hygiene protocol, namely:

- supply the patient with disposable tissues
- supply the patient with hand sanitizer
- place a surgical mask on the patient if possible

The next measure is to use controls as available in the transport vehicle to reduce exposure to ATD pathogens, namely:

- exhaust fan
- partitions
- open windows
- As situation allows, employee should communicate the use of these measures to patient when possible as part of the protocol recommended.

## High-Visibility Safety Vests

### 904.1 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).

### 904.2 POLICY

It is the policy of the Truckee Fire Protection 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.

### 904.3 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 district personnel on-scene could easily remove (tear-away) the vest in reaction to unusual circumstances, to render assistance with direct firefighting.

#### 904.3.1 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.



## Body Armor

### 905.1 PURPOSE AND SCOPE

The Truckee Fire Protection District is committed to reducing or eliminating occupational risks and hazards whenever possible in an effort to improve member safety. The purpose of this policy is to identify body armor as a practical safety measure that should be used to reduce some of the occupational risks and hazards confronting members.

### 905.2 POLICY

It is the policy of the Truckee Fire Protection District to provide body armor to district members who may be exposed to any of the occupational risks and hazards the armor is designed to protect against. The Truckee Fire Protection District authorizes members to utilize district-issued body armor whenever members believe it may be prudent or appropriate to do so. It is not the intent of the District to have members utilize body armor on a routine basis, but rather to have body armor available to personnel for situations that may be violent, potentially violent or otherwise a risk to safety that the use of body armor could reduce or eliminate.

A supervisor may mandate the use of body armor in any situation or circumstance that he/she feels may warrant the use of armor.

### 905.3 PROCEDURE

For the purposes of this policy a supervisor may be defined as follows:

- The Incident Commander directing any incident
- Any supervisor in the Incident Command System chain of command directing or supervising the activities of personnel assigned to him/her
- The captain in charge of any apparatus or crew
- The senior member of any crew or functional unit when no clear lines of rank or authority exist (e.g., the senior member of a two-person rescue unit crew)

In certain situations, supervisors and members of the District should strongly consider utilizing body armor. These situations include:

- Incidents involving mass civil disturbances, rioting or looting
- Incidents involving large-scale protesting or organized civil disturbances
- Incidents involving confrontations between rival street gangs, motorcycle gangs or other criminal enterprises
- Incidents involving gunshots fired when reports or personal observations indicate that shooting is ongoing

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Body Armor*

---

- Incidents involving groups or organizations with a known history of violent encounters or activities
- Any incident when law enforcement representatives recommend the use of body armor

#### **905.4 STORAGE OF SOFT BODY ARMOR**

All district-issued body armor should be stored in full compliance with the manufacturer's guidance. Generally, all body armor should be stored such that it is not subject to direct sunlight or extreme temperatures and is protected from moisture or high humidity. Body armor should be stored in a location that is reasonably accessible to members as needed. During times of known or anticipated violent events, body armor may be temporarily moved to and stored in any location that makes it more readily and quickly accessible to members.

#### **905.5 MAINTENANCE AND SERVICE LIFE OF SOFT BODY ARMOR**

All district-issued body armor shall be inspected and maintained in accordance with the manufacturer's instructions. All district body armor will be immediately removed from service at any time that it is obviously damaged, any time it fails the manufacturer's inspection criteria or when it has exceeded its rated service life.

---

# Apparatus / Vehicle Backing & Exhaust System Use

## 906.1 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.

### 906.1.1 DEFINITIONS

Definitions related to this policy include:

**Apparatus** - Any district 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 Truckee Fire Protection District and used for department business.

## 906.2 POLICY

It is the policy of the Truckee Fire Protection District that drivers will avoid backing if possible. When backing is necessary, they will use a spotter to assist backing a district vehicle. Hose lines shall be picked up by driving forward over the hose rather than backing. All apparatus backing into district facilities equipped with a Vehicle Exhaust System shall ensure the proper connection to such apparatus while backing in to those facilities.

## 906.3 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 operator is responsible for deploying spotter(s) when backing-up or as necessary to allow the safe movement of an apparatus.

The driver should not move the vehicle or apparatus until the spotter has been deployed in a backing-up situation.

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Apparatus / Vehicle Backing & Exhaust System Use*

---

If the driver loses sight of the spotter, the member shall stop apparatus until the spotter is back in sight.

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.

Officers must insure spotters are being used when backing.

#### **906.4 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.

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Apparatus / Vehicle Backing & Exhaust System Use*

---

- (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.

When a spotter is not available, the follow recommendations should be considered:

- (a) Reconsider backing up, is it necessary?
- (b) Make a reasonable attempt to get a spotter.
- (c) If a spotter can't be obtained, get out of the vehicle and conduct a six side walk around.
- (d) Give a final warning with two horn blasts prior to backing.

### PROCEDURE:

1. The spotter moves to a position behind the vehicle where they are visible by the drivers in the mirror and they can see any possible obstructions behind the vehicle.
2. The driver rolls down their window to hear any commands from the spotter or others.
3. The spotter signals the driver back with a continuous hand signal until the exhaust system reaches the threshold and then signals the driver to stop.
4. Once the vehicle is stopped the spotter connects the exhaust system, moves back to a position visible to the driver in the mirror and begins signaling the driver to back, when clear.
5. The spotter signals the driver to stop when there is a possibility of the vehicle striking an obstruction or when the vehicle has reached it parking position.

### EXHAUST SYSTEM

The exhaust system is used to protect employees from dangerous vehicle emissions. For vehicles parked in the structure, the exhaust hose must be attached per manufacture specifications unless general maintenance requires a temporary disconnect. To ensure that vehicle emissions are not allowed to enter the structure the exhaust system must be attached when the vehicle reaches the threshold of the garage.

# Heat Illness Prevention Program

## 907.1 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).

### 907.1.1 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

# Truckee Fire Protection District

## Truckee FPD Fire 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.

#### **907.2 POLICY**

It is the policy of the Truckee Fire Protection 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).

#### **907.3 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.

# Truckee Fire Protection District

## Truckee FPD Fire 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.

#### **907.4 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).

#### **907.5 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.



# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Heat Illness Prevention Program*

---

- (c) Contacting additional EMS and, if necessary, transporting members to a place where they can be reached by an emergency medical provider.

#### **907.6 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).

#### **907.7 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.

---

# Respiratory Protection Program

## 908.1 PURPOSE AND SCOPE

The purpose of this policy is to identify the different types of respiratory protection equipment provided by the District, the requirements and guidelines for the use of respirators and the other mandates associated with their use (8 CCR 5144).

This policy applies to all members whose job duties could require them to use respiratory protection, due to exposure to atmospheres where there is smoke, low levels of oxygen, high levels of carbon monoxide, or the presence of toxic gases or other respiratory hazards. The policy is intended to ensure that the District complies with the mandates of 8 CCR 3409 and 8 CCR 5144 et seq.

### 908.1.1 DEFINITIONS

Definitions related to this policy include (8 CCR 5140):

**Aerosol** - Liquid or solid particles dispersed in a gaseous medium such as air, including mists, smokes, fumes and dusts.

**Dusts** - Formed when solid materials are broken down, such as by drilling, sanding or grinding. The smaller the dust particle, the longer it hovers in the air.

**Fumes** - Solid condensation particulates, usually of a vaporized metal.

**Gas** - A substance that is in a gaseous state at normal temperature and pressure; it has neither independent shape nor volume but tends to expand indefinitely.

**Immediately dangerous to life or health (IDLH)** - Any atmosphere that poses an immediate threat to life, would cause irreversible adverse health effects or would impair an individual's ability to escape from a dangerous atmosphere. Interior atmospheric conditions at structure fires beyond the incipient stage are considered IDLH, as are a variety of rescue types (8 CCR 5144(b)).

**Mists** - Liquid particles generated by condensation of a substance from the gaseous state to the liquid state, or by breaking up a liquid into a dispersed state (e.g., spraying).

**Respiratory protection** - Any device that is worn by the user to reduce or eliminate exposure to harmful contaminants through the inhalation of those contaminants.

**Vapors** - The gaseous form of a substance that is normally a solid or liquid at room temperature and pressure. Liquids are changed into the vapor state and mixed with the surrounding atmosphere through evaporation.

## 908.2 POLICY

It is the policy of the Truckee Fire Protection District to require members to use the proper level of respiratory protection, as described below, when working in hazardous conditions. The level of protection may be increased or decreased by a company officer or Incident Commander (IC), based upon their evaluation of the hazard. Members shall not be required, or allowed, to enter

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Respiratory Protection Program*

---

or work in hazardous conditions without proper respiratory protection, and shall be trained in the proper use and care of the devices (8 CCR 3409; 8 CCR 5144).

### **908.3 USE OF RESPIRATORY PROTECTION**

Members exposed to harmful exposure in the course of their assigned activities shall use respiratory protection devices (8 CCR 3409).

Members using respiratory protection shall ensure that they have no facial hair between the sealing surface of the facepiece and the face that could interfere with the seal or the valve function. Members also shall ensure that they have no other condition that will interfere with the face-to-facepiece seal or the valve function (8 CCR 5144(g)).

Members shall not wear corrective glasses, goggles or other personal protective equipment (PPE) that interferes with the seal of the facepiece to the face, or that has not been previously tested for use with that respiratory equipment (8 CCR 5144(g)).

For all tight-fitting respirators, members shall perform a user seal check each time they put on the respirators, using the procedures in 8 CCR 5144, Appendix B-1 or other district-approved procedures recommended by the respirator manufacturer (8 CCR 5144(g)).

Company officers shall monitor members using respiratory protection and their degree of exposure or stress. When there is a change in work area conditions or when a member's degree of exposure or stress may affect respirator effectiveness, the company officer shall reevaluate the continued effectiveness of the respirator and shall direct the member to leave the respirator use area when (8 CCR 5144(g)):

- (a) It is necessary for the member to wash his/her face and the respirator facepiece to prevent eye or skin irritation associated with respirator use.
- (b) The member detects vapor or gas breakthrough, or when there is a change in breathing resistance or leakage of the facepiece.
- (c) The member needs to replace the respirator or the filter, cartridge or canister.

Members who detect vapor or gas breakthrough, changes in breathing resistance or leakage of the facepiece shall replace or repair the respirator before returning to the work area.

#### **908.3.1 USE OF FULL-FACE RESPIRATORS**

Full-face respirators are respirators that fit over the full face to protect the face and eyes from contaminants while they filter air.

Company officers or the IC may allow the use of full-face respirators in situations where, due to the duration of the incident and level of exposure, the use of SCBA is not necessary or practical. These situations may include, but are not limited to:

- (a) Hazardous materials incidents where members are not working in the hot zone.
- (b) Overhaul operations where the structure has been fully ventilated and the atmosphere has been tested for unsafe levels of carbon monoxide and adequate levels of oxygen.

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Respiratory Protection Program*

---

- (c) Incidents involving weapons of mass destruction where members are outside of the hot zone and not directly exposed to any known hazard.
- (d) Certain emergency medical responses where additional protection is warranted.

Full-face respirators shall not be used when there is a potential for an oxygen-deficient atmosphere.

### 908.3.2 USE OF CARTRIDGE RESPIRATORS

Cartridge respirators are a type of air-purifying respirator that can be fitted with mechanical pre-filters or combination cartridge/filter assemblies for use in areas where gases, vapors, dusts, fumes or mists are present. Cartridge respirators provide limited air-purification capabilities, operate under negative pressure and allow some inward leakage of contaminated air around the sealing surfaces of the respirator. The correct cartridge must be selected prior to use.

A company officer or IC may specify the use of cartridge respirators in situations where the use of an SCBA or full-face respirator is not necessary. These incidents may include vegetation fires, exposure to a patient with a communicable disease and certain other incidents. Cartridge respirators shall not be used if there is a potential for an oxygen-deficient atmosphere or risk of exposure to the member's face or eyes.

Cartridge respirator filters shall be replaced whenever:

- The wearer begins to smell, taste or be irritated by a contaminant.
- The wearer begins to experience difficulty breathing due to filter loading.
- The cartridges or filters become wet.
- The expiration date on the cartridges or canisters has been reached.

### 908.3.3 USE OF N95 MEDICAL MASKS

N95 medical masks are a class of disposable respirators that are approved by the Food and Drug Administration (FDA) and the National Institute for Occupational Safety and Health (NIOSH) as suitable for use where fluid resistance is a priority. The masks protect against particulate contaminants that are 0.3 microns or larger, and meet the Centers for Disease Control and Prevention (CDC) guidelines for the prevention of tuberculosis (TB) exposure. Misuse of the N95 respirators may result in serious injury or death. N95 masks should only be used to protect the wearer from particulate contaminants and are not suitable in an oxygen-deficient atmosphere or where an unsafe level of carbon monoxide exists.

### 908.3.4 USE OF P100 MEDICAL MASKS

An aerosol transmissible disease (ATD) or aerosol transmissible pathogen (ATP) is a disease or pathogen for which droplet or airborne precautions are required, as listed in 8 CCR 5199, Appendix A (8 CCR 5199(b)).

P100 medical masks are disposable respirators that should be used when members may encounter cases or suspected cases of ATDs or ATPs. P100 masks should be used if the

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Respiratory Protection Program*

---

member suspects a patient may have an aerosolized infectious disease and when administering aerosolized medications. P100 masks should only be used to protect the wearer from particulate contaminants and are not suitable in an oxygen-deficient atmosphere or where an unsafe level of carbon monoxide exists (8 CCR 5199(g)(3)).

### **908.3.5 USE OF SELF-CONTAINED BREATHING APPARATUS**

Self-contained breathing apparatus (SCBA) are atmosphere-supplying respirators for which the breathing air source is designed to be carried by the user and which operate under positive pressure, allowing breathable air to escape from the facepiece while preventing contaminants from entering the facepiece (8 CCR 5144(b)).

Members shall use SCBA when entering an atmosphere that may be IDLH (8 CCR 5144(g)). These situations may include, but are not limited to:

- Entering an area that may be oxygen deficient such as confined spaces, trenches, unventilated structures or septic tanks.
- Engaging in any firefighting operations, with the possible exception of a vegetation fire.
- Entering the hot zone of a hazardous materials incident.
- Entering any area where contaminant levels may become unsafe without warning, or any situation where exposures cannot be identified or reasonably estimated.
- Any time use is specified by the company officer or IC.

Facepieces should be donned and regulators attached before entering any smoke-filled area or IDLH environment. Use of SCBA shall not cease until approved by the IC.

### **908.3.6 TRAINING**

Members should not use SCBA, full-face respirators or cartridge respirators unless they have completed the mandatory training requirements for the selected device. Annual training on the proper use of respiratory protection devices is mandatory for members (see the Respiratory Protection Training Policy) (8 CCR 5144(k)).

### **908.4 RESPIRATOR FIT TESTING**

Fit tests are used to qualitatively or quantitatively evaluate the fit of a respirator on an individual (8 CCR 5144(b)). Each new member shall be fit tested before being permitted to use SCBA in a hazardous atmosphere. Fit tests may only be administered by persons determined to be qualified by the program administrator (8 CCR 5144(f)).

All members who are required to wear SCBA and rely on a mask-to-face seal shall complete fit testing for all respiratory protection devices they may use.

After initial testing, fit testing shall be repeated:

- (a) At least once every 12 months.
- (b) Whenever there are changes in the type of SCBA or facepiece used.

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Respiratory Protection Program*

---

- (c) Whenever there are significant physical changes in the user (e.g., obvious change in body weight, scarring of the face seal area, dental changes, cosmetic surgery or any other condition that may affect the fit of the facepiece seal).

All members require initial fit testing for use of N95 or P100 masks to ensure a proper fit prior to responding to an incident that may expose them to a communicable disease.

### 908.4.1 RESPIRATOR FIT TESTING PROCEDURES

All respirator fit testing shall be conducted in accordance with Appendix A of 8 CCR 5144 including, but not limited to (8 CCR 5144(f)(5)):

- Qualitative testing for subjective sensation (e.g., taste, irritation, smell) of the respirator wearer to a particular contaminant.
- Quantitative instrument testing to measure face seal leakage.

Fit testing of tight-fitting respirators is to be done only in a negative-pressure mode. If the facepiece is modified for fit testing, the modification shall not affect the normal fit of the device. Such modified devices shall only be used for fit testing and not for field use (8 CCR 5144(f)).

Prior to the use of a respirator, the user shall also perform a user seal check to determine if the respirator is properly seated to the face (8 CCR 5144(b)). The user seal check shall be performed by conducting both positive and negative fit checks as follows:

- **Positive user seal check:** With palms over exhalation valve opening, exhale gently into the mask. Pressure should be felt in the facepiece.
- **Negative user seal check:** With palms over cartridge openings, inhale for 10 seconds. The mask should be felt pulling in toward the face.

### 908.4.2 RESPIRATOR MEDICAL EVALUATION QUESTIONNAIRE

All members who are required to use respiratory protection must complete a medical evaluation questionnaire upon initial fit testing and annually thereafter if there is a change as identified in 29 CFR 1910.134(e)(7). The questionnaires will be reviewed by a physician selected by the District to determine which, if any, member needs to complete a physical examination.

The Training Officer shall be responsible for maintaining records of all annual respirator medical evaluation questionnaires and any subsequent physical examination results.

### 908.4.3 FIT TESTING RECORDS

The Training Officer shall be responsible for maintaining records of all fit testing.

Current fit test records shall be retained as required by the district records retention schedule, but in all cases at least until the next fit test is administered. Fit test records should include (8 CCR 5144(m)):

- (a) Name of person tested.
- (b) Test date.

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Respiratory Protection Program*

---

- (c) Type of fit test performed.
- (d) Description (type, manufacturer, model, style and size) of the respirator tested.
- (e) Results of fit tests (e.g., quantitative fit tests should include the overall fit factor and a print out or other recording of the test).
- (f) The written guidelines for the respirator fit testing program, including pass/fail criteria.
- (g) Instrumentation or equipment used for the test.
- (h) Name or identification of test operator.

### **908.5 INSPECTION AND MAINTENANCE OF RESPIRATORS**

Prior to each shift, members are required to physically inspect and operate all SCBA and respirators that are on frontline fire apparatus. If the equipment is not in daily use, it should be inspected at least once a week and after each cleaning. Inspection should include, but is not limited to (8 CCR 5144(h)):

- (a) All alarm devices on the SCBA should be tested for proper operation.
- (b) Any SCBA or respirator which is not operating properly or is below district standard air volume shall be taken out of service immediately until the problem is remedied. All in-service SCBA cylinders shall be maintained in a fully charged state and shall be recharged when the air pressure falls to 90 percent of the manufacturer's recommended pressure level.
- (c) Rubber facepiece:
  - 1. Excessive dirt
  - 2. Cracks, tears, holes
  - 3. Distortion from improper storage
  - 4. Cracked, loose or scratched lenses (full facepiece)
  - 5. Broken or missing mounting clips
- (d) Head straps:
  - 1. Breaks or tears
  - 2. Loss of elasticity
  - 3. Broken or malfunctioning buckles or attachments
  - 4. Excessively worn serrations of the head harness which might allow the facepiece to slip
- (e) Inhalation and exhalation valves:
  - 1. Detergent residue, dust particles or dirt on valve seal
  - 2. Cracks, tears or distortion in the valve material or valve seal

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Respiratory Protection Program*

---

3. Missing or defective valve covers
- (f) Filter elements:
  1. Proper filter for the hazard
  2. Approved designation (NIOSH)
  3. Missing or worn gaskets
  4. Worn thread
  5. Cracks or dents in filter housing

### 908.5.1 MAINTENANCE, INSPECTION AND ANNUAL SERVICE

Members should thoroughly clean and sanitize all SCBA and respirators after each use. Respirators may be washed with mild detergent and warm water using a brush, followed by a thorough rinsing with fresh water and drying in a contaminant-free location. Sanitizing of respirators is performed with cotton swabs and/or isopropyl alcohol pads.

All partially empty bottles should be replaced with full bottles. Members should perform the inspections noted above before placing an SCBA or respirator back in service.

Every SCBA shall be inspected monthly by the District and serviced on an annual basis by individuals who have been trained and certified by the SCBA manufacturer to perform such annual servicing. SCBA bottles shall be hydrostatically tested pursuant to applicable federal regulations, state standards and manufacturer recommendations.

All maintenance, inspection and cleaning mandates of 8 CCR 5144(h) shall apply.

### 908.5.2 STORAGE

Respirators in storage shall be protected against (8 CCR 5144(h)):

- Damage
- Contamination
- Dust
- Sunlight
- Extreme temperatures
- Excessive moisture
- Damaging chemicals

Freshly cleaned respirators can be stored in reusable plastic bags or in a storage cabinet. Care must be taken so that distortion or deformation of the facepiece, exhalation valve, and rubber or elastic parts does not occur. Respirators shall not be stored in lockers or vehicles unless the respirators are stored in individual containers and are protected from damage.



# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Respiratory Protection Program*

---

All filters, cartridges and canisters shall be properly labeled and color coded with NIOSH approval labels. Labels shall not be removed and must remain legible (8 CCR 5144(j)).

### 908.5.3 FLOW TESTING

The District shall conduct annual flow testing on all SCBA. A flow test, also known as a performance test, ensures that the SCBA is performing to the manufacturer's specifications. Unlike basic inspections and functional testing, flow testing requires specialized equipment. The District shall use NFPA standards or the SCBA manufacturer's requirements for flow testing, whichever is more stringent.

Exposing SCBA to extreme temperatures, water or chemicals can degrade SCBA performance. If an SCBA is exposed to any type of corrosive material that could lead to a component failure, it should be sent to a certified SCBA technician for testing. If a member suspects that an SCBA has been compromised or damaged, a flow test should be conducted to ensure that it is in good working order.

All annual flow testing must be performed by a certified SCBA technician.

### 908.6 EXPOSURES

Any member who is exposed to a hazardous atmosphere should immediately leave the room or area and move to an area containing fresh, uncontaminated air. Symptoms of hazardous atmosphere exposure may include, but are not limited to:

- Difficulty breathing.
- Dizziness, headache or other distress symptoms.
- A sense of irritation.
- A smell or taste of contaminants.

If a member feels ill or impaired in any way, a supervisor should be notified, and emergency medical personnel summoned if not already available on-scene. Any time there is a doubt about the need for medical care, medical care shall be obtained. Any injury or exposure must be documented on an injury reporting form. Under most circumstances, the exposed member should not drive a vehicle.

An attempt should be made to identify the exposure agent by questioning the facility representative or by reviewing the hazardous materials inventory. A supervisor should attempt to make this determination. If possible, a Safety Data Sheet (SDS) for the exposure agent should be obtained.

### 908.7 FIRE INSPECTORS

Fire inspectors may be at risk for exposure to hazardous atmospheres during routine inspection activities. To avoid exposure, inspectors should employ common sense, awareness of potential hazards and their effects, and any necessary site-specific training.

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Respiratory Protection Program*

---

Fire inspectors should not knowingly enter a room or area containing a hazardous atmosphere. If the inspector cannot verify the safety of the atmosphere, he/she should consult a representative of the location being inspected prior to entry to avoid accidental exposure.

### **908.8 RESPIRATORY PROTECTION PROGRAM ADMINISTRATOR**

The Fire Chief will designate a program administrator with sufficient training or experience to oversee the objectives of this policy and ensure that the District meets any legal mandates related to respiratory protection (8 CCR 5144(c)).

The administrator shall:

- (a) Maintain, implement and administer a written respiratory protection program.
- (b) Ensure the written respiratory protection program and related procedures are followed and appropriate.
- (c) Ensure the procedures and written respiratory protection program address relevant mandates (8 CCR 5144).
- (d) Ensure selected respirators continue to effectively protect members.
- (e) Have supervisors periodically monitor member respirator use to make sure members are using them properly.
- (f) Regularly ask members who are required to use respirators for their input on program effectiveness and whether they have problems with the following (8 CCR 5144(l)).
  1. Respirator fit during use
  2. Any effects of respirator use on work performance
  3. Respirators being appropriate for the hazards encountered
  4. Proper use under current work site conditions
  5. Proper maintenance
- (g) Ensure the District covers the costs associated with respirators, medical evaluations, fit testing, training, maintenance, travel costs and wages, as applicable.
- (h) Provide direction for respirator selection.
- (i) Require medical evaluations for members who use respiratory protection as set forth in 8 CCR 5144 et seq.

### **908.9 EQUIPMENT ACQUISITION AND SPECIFICATIONS**

#### **908.9.1 SCBA REQUIREMENTS**

Truckee Fire Protection District's SCBA shall meet the standards found in the most current National Fire Protection Association (NFPA) publication and approved for use by NIOSH (8 CCR 5144(d)).

The Truckee Fire Protection District shall use only the respirator manufacturer's NIOSH-approved breathing-gas containers, marked and maintained in accordance with the quality assurance

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Respiratory Protection Program*

---

provisions of the NIOSH approval for the SCBA as issued in accordance with the NIOSH respirator certification standard at 42 CFR part 84 (8 CCR 5144(i)).

### 908.9.2 COMPRESSED BREATHING AIR

Compressed breathing air used in SCBA should meet at least the requirements for Grade D breathing air as described in the American National Standards Institute (ANSI) Compressed Gas Association Commodity Specification for Air (G-7.1-1989) (8 CCR 5144(i)).

Compressed breathing air must contain:

- (a) An oxygen content of 19.5 percent to 23.5 percent.
- (b) A hydrocarbon (condensed) content of 5 milligrams per cubic meter of air or less.
- (c) A carbon monoxide (CO) content of 10 parts per million (ppm) or less.
- (d) A carbon dioxide content of 1,000 ppm or less.
- (e) A lack of noticeable odor.

### 908.10 RESPIRATOR MEDICAL EVALUATION QUESTIONNAIRE

All members who are required to use respiratory protection must complete a medical evaluation questionnaire upon initial fit testing and annually thereafter as well as if any of the following conditions arise between annual tests (8 CCR 5144(e)):

- (a) A member reports medical signs or symptoms that are related to his/her ability to use a respirator.
- (b) A Physician or Licensed Health Care Professional (PLHCP), supervisor or the respirator program administrator informs the employer that an employee needs to be reevaluated.
- (c) Information from the respiratory protection program, including observations made during fit testing and program evaluation, indicates a need for an employee reevaluation.
- (d) A change occurs in workplace conditions (e.g., physical work effort, protective clothing, temperature) that may result in a substantial increase in the physiological burden placed on an employee.

The questionnaires will be reviewed by a PLHCP selected by the District to determine which, if any, members need to complete physical examinations.

The Training Officer shall be responsible for maintaining records of all annual respirator medical evaluation questionnaires and any subsequent physical examination results pursuant to state law (8 CCR 5144(m)).

### 908.11 PROGRAM EVALUATION

The District must conduct ongoing evaluations of the respiratory protection program to identify deficiencies and to make corrections as needed. The process of evaluating the effectiveness of the district respiratory protection program includes (8 CCR 5144(l)):

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Respiratory Protection Program*

---

- (a) Verifying that there are no feasible alternatives to respirators.
- (b) Conducting regular workplace evaluations for respiratory hazards.
  - 1. These evaluations will determine whether the correct respirators are being used and worn properly.
  - 2. Such evaluations will also serve to determine whether the training program needs to be changed or updated.

## Personal Alarm Devices

### 909.1 PURPOSE AND SCOPE

The purpose of this policy is to safeguard members who are engaged in interior structural firefighting activities that require the use of a self-contained breathing apparatus (SCBA) by providing each member so engaged with a personal alarm device. Such devices may also be known as a Personal Alarm (or Alert) Safety System (PASS) device, an Automatic Distress Signal Unit (ADSU) or another telemetry system that is designed to monitor responder movement and alert others to a lack of movement (8 CCR 3401).

### 909.2 POLICY

It is the policy of the Truckee Fire Protection District to provide all members engaged in interior structural firefighting activities that require an SCBA with a personal alarm device.

### 909.3 USE OF PERSONAL ALARM DEVICES

All personal alarm devices shall meet the requirements of the National Fire Protection Association (NFPA) standard 1982 and 8 CCR 3401(c)(3)(B).

Members should wear a personal alarm device any time they are in atmospheres that are immediately dangerous to life and health.

The Incident Commander shall apply personnel accountability measures to track the entry and exit of members from hazardous areas. A personal alarm device should be viewed as a last resort for members to summon help when they are unable to notify others that they are in distress.

## Safety and Health Officer

### 910.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the minimum qualifications for, and specify the duties and responsibilities of, the Safety and Health Officer.

### 910.2 POLICY

It is the policy of the Truckee Fire Protection District that the Safety and Health Officer will be appointed by the Fire Chief or the authorized designee, and shall be responsible for the duties described in this policy and other duties as assigned. When the Safety and Health Officer is unavailable, the Fire Chief or the authorized designee shall identify a replacement.

### 910.3 QUALIFICATIONS

The district's Safety and Health Officer should be a member with qualifications and training that include:

- Knowledge of federal, state and local laws regarding occupational health and safety applicable to the fire service.
- Knowledge of the health and physical fitness factors that are unique to the fire service.
- Knowledge of health and safety hazards involved in firefighting and related activities.
- Experience in fire suppression, emergency medical services (EMS) and instruction.
- Familiarity with the operation of the district's apparatus and equipment, including emergency communications equipment.
- Management skills appropriate to the operation of a safety and health program.
- The physical capability to conduct operations at an incident scene.
- The following certifications and courses:

California State Fire Marshal Company Officer

Fire Instructor I

Incident Safety Officer

### 910.4 ADMINISTRATIVE RESPONSIBILITIES

The Safety and Health Officer's administrative responsibilities shall include, but are not limited to, the following:

- Developing and maintaining the Illness and Injury Prevention Program (IIPP) and general district safety standards, and serving as the chair of the Joint Labor/Management Safety and Health Committee. See the IIPP Policy.

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Safety and Health Officer*

---

- Ensuring that safety and health regulations are followed and that any violations or deficiencies are immediately corrected and reported to the Fire Chief or the authorized designee.
- Ensuring that information provided to the Fire Chief or the authorized designee involving safety issues is also provided to the Joint Labor/Management Safety and Health Committee for review.
- Conducting regular safety inspections.
- Serving as a resource for district officers regarding safety and health matters.
- Identifying, documenting and notifying members of workplace safety hazards.
- Researching, identifying and recommending appropriate safety equipment and personal protective equipment (PPE).
- Coordinating with the Training Officer for the development and implementation of safety and health training topics.
- Providing safety supervision at training activities when requested.
- Developing and distributing safety information to members.
- Ensuring that accidents, exposures and injuries are thoroughly investigated.
- Developing and maintaining accident, injury and exposure statistics, reporting on trends and making recommendations to prevent a reoccurrence.

#### **910.5 RESPONSE DUTIES**

Whenever available, the Safety and Health Officer will respond to the following incidents and assume the position of Safety Officer to monitor scene safety and enforce appropriate safety and health practices:

- Greater alarm assignments
- Hazardous materials incidents
- Rescue response incidents, including trench, confined space, high angle, structural collapse and water rescues
- Serious injury or death of an on-duty member
- Injuries to third parties that may result in hospitalization
- Upon the request of an Incident Commander due to special or unusual circumstances

#### **910.6 SAFETY AND HEALTH INCIDENT REVIEW**

The Safety and Health Officer should review safety and health incident reports and ensure copies are forwarded to the appropriate Battalion Chief and Administrative Officer for their review.

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Safety and Health Officer*

---

Additionally the Safety and health Officer will stop or change work based on any adverse safety findings from incident reports to prevent further accidents, injures or illness.



## Vehicle Safety Belts

### 911.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that all members of the District wear safety belts while operating or riding in district vehicles or privately owned vehicles while conducting district 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).

### 911.2 POLICY

It is the policy of the Truckee Fire Protection District that all members shall wear properly adjusted safety restraints when operating or positioned in any vehicle owned, leased or rented by this district, 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).

### 911.3 INOPERABLE SAFETY BELTS

No person shall operate district 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.

---

## Fire Station Safety

### 912.1 PURPOSE AND SCOPE

The purpose of this policy is to establish safety procedures for the Truckee Fire Protection District members to follow, with the intent of reducing or eliminating injuries or illnesses to both members and the public.

### 912.2 POLICY

It is the policy of the Truckee Fire Protection District that all members should be involved in daily activities that are designed to reduce or eliminate injuries or illnesses, both in the field and in the fire station. This policy addresses safety activities in the fire station. All members are expected to follow the procedures outlined in the policy, for the safety of themselves, other members and any visitors to the fire station. Safety practices specific to incident type or task are addressed in other policies.

### 912.3 PROCEDURE

For the safety of all occupants, the on-duty captain at each fire station is responsible for ensuring the following procedures are applied to activities conducted in the fire station:

- (a) Personal protective equipment (PPE)
  - 1. Use adequate eye and face protection when there is a risk of eye injuries, such as punctures, abrasions, contusions or burns as a result of contact with flying particles, hazardous substances or projections. This includes, but is not limited to, working with grinders, drills, saws, welding equipment, mowers, edgers and while working under vehicles.
  - 2. Use hand protection when the work involves exposure to materials that are likely to cause cuts, burns or exposure to chemicals, e.g., working with trimmers, pruners and other tools or other operations.
  - 3. Wear hearing protection in compliance with the Hearing Conservation and Noise Control Training within the Injury Illness Prevention Program.
- (b) Housekeeping and personal hygiene
  - 1. Maintain all rooms, kitchens, offices, hallways, stairways, storage rooms and apparatus rooms in a clean, orderly and sanitary condition.
  - 2. Clean and repair the source of water leaks quickly to avoid mold growth.
  - 3. Smoking is prohibited in the building or within 20 feet of an entrance, exit or operable window, as provided in the Smoking/Tobacco Use Policy (Labor Code § 6404.5 and Government Code § 7596 et seq.).

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Fire Station Safety*

---

4. Avoid using compressed air to blow dirt, chips or dust from clothing while it is being worn.
  5. Maintain cooking appliances and eating utensils in good working order.
  6. Clean kitchen hoods and vents at least monthly. Ensure the hood light is installed and functioning.
  7. Provide and clearly label first-aid supplies.
  8. Post signs in all restrooms reminding employees/visitors to wash their hands.
- (c) Cooking
1. Use caution while cutting food with a kitchen knife. Be sure the item is secure on a flat surface before attempting to cut it.
  2. Use potholders to avoid burns when removing hot items from the oven and/or stovetop.
  3. Do not let pot handles extend over the counter.
- (d) Safe lifting
1. Store heavy or awkward objects at approximately waist level to prevent unnecessary lifting.
  2. Use team lifting for heavy or awkward objects that need to be lifted above the waist level. Do not attempt to lift or carry more than you can easily handle. Injuries frequently occur from lifting items, such as out-of-county bags, drug boxes, map boxes, etc.
  3. Practice safe-lifting techniques: Use the legs to lift; keep the back straight and do not twist while lifting; keep the body as close as possible to the object being lifted.
- (e) Walking surfaces and exits
1. Ensure all primary exit routes are obvious, marked with an "Exit" sign and free of obstructions.
  2. Remove any objects that block hallways and/or passageways.
  3. Clean up or repair potential slip or trip hazards immediately on apparatus bay floors, kitchen floors, bathroom floors, hallways, outdoor walkways, etc.
  4. Ensure stairways are in good condition with standard railings provided for every flight having four or more risers.
  5. Ensure handrails are of sufficient strength and proper design for all stairways and floor openings.
  6. Ensure all areas of the building are adequately illuminated.

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Fire Station Safety*

---

7. Ensure beds are located to cause minimum interference during dressing.
- (f) Apparatus floor
1. Mark ladders, pike poles and other items projecting from the apparatus clearly with brightly colored flags, stripes or other identification.
  2. Use caution and handrails when exiting apparatus.
  3. Maintain apparatus doors in a safe, operable condition.
  4. Maintain adequate clearance for vehicles under apparatus doors.
- (g) Equipment machinery and tools
1. Observe safety precautions when operating all equipment, machinery and tools.
  2. Avoid using defective equipment, such as ladders with broken rungs or power equipment, without proper safety protection. Repair or replace before use.
  3. Mount all equipment and machinery securely to the surface on which it sits.
  4. Ensure grinders and grinding wheels are adequately guarded. Guarding must include work rests, tool rests, eye shields and spindle/nut/flange coverage.
  5. Work rests and tool rests on grinders shall be within 1/8 inch and 1/4 inch respectively to the grinding wheel.
  6. Ensure all power tools are adequately grounded.
  7. Store maintenance hand tools safely when not being used. They shall be maintained and periodically inspected to ensure they are in a safe and operable condition.
  8. Portable ladders shall be adequate for their purpose, in good condition and have secure footing.
  9. Fixed ladders shall be equipped with side rails, cages or special climbing devices.
- (h) Electrical wiring, fixtures and controls
1. Maintain 36 inches of clear access around all electrical control panels.
  2. Label electrical switches and circuit breakers with their purpose.
  3. Ensure all electrical outlets have cover plates that are secured to the wall outlets.
  4. Ensure all extension cords are properly grounded and approved.
  5. Avoid using flexible cords and cables as a substitute for fixed wiring.
  6. Avoid hanging electrical cords on pipes, nail hooks and so forth.
  7. Check all electrical cords for fraying or exposed plug wiring.

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Fire Station Safety*

---

8. Ensure all electrical tools do not have damaged power cords or plugs, worn switches, defective ground circuits or other faults that could render them unsafe for use.
- (i) Fire extinguishers and fire prevention
1. Ensure fire extinguishers are of the proper type for the expected hazards.
  2. Maintain portable fire extinguishers in a fully operable condition.
  3. Ensure fire extinguishers have a durable tag securely attached to show the maintenance or recharge date.
  4. Test the fire alarm system at least annually.
  5. Ensure a qualified person services the sprinkler system at least annually.
  6. Check smoke detectors periodically to ensure they are working properly.
  7. Maintain at least 18 inches of clearance below all sprinkler heads.
- (j) Hazardous materials and exposure prevention
1. Label all hazardous materials containers with the name of the hazardous material, applicable hazard warning and the name and address of the manufacturer, importer or responsible party.
  2. Evaluate compatibility of hazardous materials before they are stored. Incompatible hazardous materials shall be separated by distance, partitions, dikes, berms or secondary containment.
  3. Store hazardous materials separately from food, food preparation and eating areas.
  4. Use safety containers with self-closing lids for the storage of flammable liquids and soiled oily rags.
  5. Store cylinders of compressed gas in an upright position, away from combustible materials.
  6. Avoid wearing or storing turnout gear in the living quarters or buildings.
  7. Clean living quarters thoroughly on a regular basis, including vacuuming or frequently washing blankets, drapes and upholstered furniture.
  8. Wash clothing regularly, taking care not to spread contamination by taking clothing home.
  9. Use vehicle exhaust collection systems effectively by following all guidelines and manufacturer's recommendations.
  10. Perform regular vehicle inspection and maintenance to minimize diesel particulate and gas emissions.

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Fire Station Safety*

---

- (k) Communicable diseases - If a member has been exposed to a hazardous material or a communicable disease, follow the reporting procedure in the Communicable Diseases Policy within the Injury Illness Prevention Program.
- (l) On-duty physical fitness activities - For safety guidelines during physical fitness, see the Firefighter Wellness and Fitness Policy.
- (m) Visitor safety - For visitor safety guidelines, see the Public Education Policy.

## Ground Ladder Testing

### 913.1 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 district members when using ground ladders.

### 913.2 POLICY

It is the policy of the Truckee Fire Protection District to perform testing and certification of all ground ladders for the safety of district members and to comply with NFPA standards.

### 913.3 PROCEDURE

All district-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.

### 913.4 TESTING RECORDS

The Fleet Facilities Manager shall be responsible for maintaining comprehensive records of all ladder testing and certification for the service life of each ladder.

---

## Automated External Defibrillators

### 914.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the requirements for maintaining status as an approved Public Safety AED Service Provider through the county Emergency Medical Services (EMS) agency (22 CCR 100021).

#### 914.1.1 DEFINITIONS

Definitions related to this policy include:

**Automated External Defibrillator (AED)** - An external defibrillator capable of cardiac rhythm analysis that will charge and deliver a shock either automatically or by user interaction after electronically detecting and assessing ventricular fibrillation or rapid ventricular tachycardia (22 CCR 100005).

**CPR** - Establishing and maintaining an open airway, ensuring adequate respiration and ensuring adequate circulation either spontaneously or by means of closed chest cardiac compression, in accordance with standards promulgated by the current American Heart Association Guidelines for Cardiopulmonary Resuscitation and Emergency Cardiovascular Care (22 CCR 100007).

**Public Safety AED Service Provider** - An agency or organization that is responsible for, and is approved to operate, an AED (22 CCR 100006).

### 914.2 POLICY

It is the policy of the Truckee Fire Protection District to maintain AEDs for District vehicles as well as support community organizations in establishing and maintaining AEDs for staff and public access. Refer to Sierra Sacramento Valley EMS Agency for guidance.

### 914.3 GUIDELINES

Refer to SSV Policy for the ongoing implementation and support of public AED programs. SSV Policy 474.



## Personal Protective Equipment

### 915.1 PURPOSE AND SCOPE

The purpose of this policy is to reasonably protect Truckee Fire Protection District members by providing personal protective equipment (PPE), safety devices and safeguards for workplace activities (8 CCR 3380, 8 CCR 3381, 8 CCR 3382, 8 CCR 3383, 8 CCR 3384 and 8 CCR 3385).

### 915.2 POLICY

It is the policy of the Truckee Fire Protection District to provide PPE and safeguards of the proper type, design, strength and quality needed to reasonably eliminate, preclude or mitigate a hazard (8 CCR 3380, 8 CCR 3381, 8 CCR 3382, 8 CCR 3383, 8 CCR 3384 and 8 CCR 3385).

The Truckee Fire Protection District shall also adopt the National Fire Protection Association (NFPA) standard for the selection, care and maintenance of PPE to reduce the safety and health risks associated with the improper selection, poor maintenance, inadequate care, excess wear and improper use.

### 915.3 PROCEDURES

The District 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 be expected to wear the PPE any time there is a risk of exposure to a hazard. PPE shall include all of the following guidelines, requirements and standards:

- The PPE provided shall minimally meet the standards approved by the American National Standards Institute (ANSI) or other recognized authority.
- 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 the Fire Chief or his/her designee
- PPE shall be distinctly marked so as to facilitate easy identification of the manufacturer.
- The Training Officer shall ensure that the member is properly instructed and uses PPE in accordance with the manufacturer's instructions.
- The District shall ensure that all PPE, whether provided by the District or the employee, complies with the applicable state standards.
- Members are responsible for maintaining their assigned PPE in a safe and sanitary condition.
- Supervisors are responsible for ensuring that all PPE is maintained in a safe and sanitary condition.

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Personal Protective Equipment*

---

- PPE shall be of such design, fit and durability as to provide adequate protection against the hazards for which they are designed.
- PPE shall be reasonably comfortable and shall not unduly encumber member movements that are necessary to perform work.
- PPE shall not be altered or modified from the original manufactures specifications or designs.
- NFPA Guidelines will be consulted and followed when practically possible.

#### 915.3.1 HEAD PROTECTION

Members working or training in locations or environments where there is a risk of head injuries 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).

All field employees shall be issued one structure helmet and one wildland helmet. All helmets will be OSHA/NFPA approved. Helmets not provided by the District are not authorized unless approved by the Fire Chief.

Helmets will be marked as follows:

Chief Officer or Acting Chief Officer - White

Captain or Acting Captain - Red

Fire Fighter - Black

Structure helmets will have rank, organization, and name located on the front approved leather shield and Bourke eye shield (note: Structure helmets with just a Bourke eye shield does not meet NFPA standards, additional NFPA approved goggles or safety glasses are required). All helmets will have a manufacture installed Nomex earlap protection. Approved goggles and flash light holders will be allowed on the helmet. No additional stickers, wording or attachments will be allowed without the approval of the Fire Chief.

Custom leather fronts may be purchased by the employee, based on the following standards:

- Custom fronts are required to contain all components of issued helmet fronts.
- Fronts will include department, rank, and name.
- Each front will include rank identification medallion in the center of each helmet front.
- Each will include appropriate bugle markings for chief officers, captains, and lieutenants.
- Firefighter fronts will contain the traditional firefighter scramble.

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## Personal Protective Equipment

---

- The designs featured below are the only ones preapproved by the Fire Chief. They may be purchased from any manufacturer, as long as they conform to the same design, content, & color scheme.



### 915.3.2 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 District shall provide and require that members wear approved face and eye protection suitable for the hazard and in accordance with (8 CCR 3382).

### 915.3.3 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, oxidizing agents, body fluids or any other hazardous substance shall be removed and shall not be worn until properly cleaned or destroyed (8 CCR 3383).

All field employees will be issued two sets of structure turn outs including pant, coat, and nomex hood.

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Personal Protective Equipment*

---

All field employees will be issued one set of wild land pant and shirt. In addition, approved web gear with an approved fire shelter shall be given to each employee.

All purchases, any changes/additions or trade ins of PPE must be approved by the Procurement Officer.

#### 915.3.4 HAND 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.

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-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).

All Field employees will be issued one pair of stucture gloves, one pair of wildland gloves. All gloves must be approved and purchased by the Procurement Officer.

#### 915.3.5 FOOT PROTECTION

Appropriate foot protection shall be required for members who are exposed to foot injuries from electrical hazards, hot, corrosive, 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).

All Employees will be provided with the appropriate foot wear/foot protection approved and purchased by the Procurment Officer.

#### 915.3.6 MISCELLANEOUS GEAR

Any additional equipment needed by the employee to safely complete their tasks as required not listed in this policy shall be provided by the District, approved by the Fire Chief and purchased by the Procurement Officer.

#### 915.3.7 SAFETY GLASSES

All saftey glasses must meet ANSI requirements and purchased by the Procurement Officer.

When needed prescription inserts for SCBA masks will be provided by the district.

### **915.4 NFPA 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,

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Personal Protective Equipment*

---

wristlets and footwear. The NFPA standard self-care and maintenance program consists of the following.

#### 915.4.1 SELECTION

The PPE selection process will be conducted through a labor-management committee utilizing members from labor and representatives from the District purchasing section.

Prior to procurement, a risk assessment will be performed to include expected hazards, frequency of use, past experiences, geographic location and climatic conditions. The selection process will evaluate comparative information on all ensemble elements to ensure they will interface and perform based on the risk assessment. The process should consider the following:

- (a) PPE performance expectations, to include thermal and physiological effects
- (b) Style and design for user comfort and wear performance
- (c) Construction for quality, durability and garment life
- (d) Manufacturer ability to meet performance demands, technical information, service, warranty and customer support needs

#### 915.4.2 INSPECTION

NFPA standards define two primary types of PPE inspection:

**Routine inspection** - Each firefighter shall conduct a routine inspection of his/her issued PPE each time the elements are exposed or are suspected of having been exposed to damage or contamination.

- (a) Coat, trouser, gloves and hood should be checked for the following:
  - 1. Soiling
  - 2. Contamination from hazardous materials or biological agents
  - 3. Physical damage, such as:
    - (a) Rips, tears and cuts
    - (b) Damaged/missing hardware and closure systems
    - (c) Thermal damage, such as charring, burn holes and melting
    - (d) Damaged or missing reflective trim
    - (e) Shrinkage
    - (f) Loss of elasticity or flexibility at openings
- (b) Helmets should be checked for the following:
  - (a) Soiling
  - (b) Contamination from hazardous materials or biological agents

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Personal Protective Equipment*

---

- (c) 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
- (d) Physical damage to ear flaps, such as:
  - (a) Rips, tears, and cuts
  - (b) Thermal damage, such as charring, burn holes and melting
- (e) Damaged or missing components of suspension and retention systems
- (f) Damaged or missing components of the goggle system including:
  - (a) Discoloration
  - (b) Crazing (small cracks)
  - (c) Scratches to goggle lens, limiting visibility
- (g) 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 and shank
    - (d) Loss of water resistance

**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 employees 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 NFPA standard.

#### 915.4.3 CLEANING AND DECONTAMINATION

The following rules and restrictions shall apply to the cleaning and decontamination of PPE:

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Personal Protective Equipment*

---

- (a) 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.
- (b) Commercial dry cleaning shall not be used.
- (c) The District will examine the manufacturer's label and user information for specific cleaning instructions.
- (d) Chlorine bleach or chlorinated solvents shall not be used to clean or decontaminate PPE elements.
- (e) Scrubbing or spraying with high-velocity water jets, such as a power washer, shall not be used.
- (f) All contract cleaning or decontamination businesses shall demonstrate procedures for cleaning and decontamination that do not compromise the performance of PPE ensembles and elements.
- (g) NFPA standards identify and define three primary types of cleaning: routine, advanced and specialized.
  - 1. **Routine cleaning** - After each use, any elements that are soiled shall receive routine cleaning. It is the firefighter's responsibility to routinely clean his/her 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.
    - (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 district's Procurement officer shall perform or manage all advanced cleaning utilizing a qualified contract cleaner.
    - (b) Advanced cleaning will be coordinated with the Procurement officer by either the crew or by the individual. Loaner PPE will be provided for any member scheduled to work.

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Personal Protective Equipment*

---

- (c) Station laundering machines shall not be used to clean PPE elements. The Extractor washer at station 92 is the only washer approved for laundering PPE.
3. **Specialized cleaning** - PPE elements that are contaminated with hazardous materials or biological agents shall undergo specialized cleaning as necessary to remove the specific contaminants.

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 contaminate. All bagged PPE shall include name, company and shift. Universal precautions shall be observed when handling known or suspected contaminated PPE elements.

The district's Procurement officer shall manage all specialized cleaning and will utilize a qualified contract cleaner. The District, if possible, shall identify the suspected contaminate, and if identified, the District shall consult the manufacturer for an appropriate decontamination agent and process.

#### 915.4.4 REPAIR OF PPE

The district's Procurement officer 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.

#### 915.4.5 ISSUING PPE

All PPE ensembles or elements shall be issued through the district's Procurement officer. All fittings shall be completed by the Procurement officer and/or by a manufacturer representative.

- Members shall only use district-issued PPE.
- 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 district facilities.

#### 915.4.6 STORAGE OF PPE

The parameters for the storage of all PPE ensembles or elements include the following:

- PPE shall not be stored in direct sunlight or exposed to direct sunlight when it is not being worn.
- PPE shall be clean, dry and well ventilated before storage.
- PPE shall not be stored in airtight containers unless the container is new and unused.
- PPE shall not be stored at temperatures below 40 degrees or above 180 degrees.



# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Personal Protective Equipment*

---

- PPE shall be stored in a protective case or bag to prevent damage if stored in compartments or trunks.
- PPE shall not be subjected to sharp objects, tools or other equipment that could damage the ensemble or elements.
- 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.
- PPE shall not be stored in contact with hydraulic fluids, solvents, hydrocarbons, hydrocarbon vapors or other contaminants.

#### 915.4.7 PPE TRAINING

The Training Officer shall be responsible for the following:

- (a) Upon issue, all employees 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.
- (b) New firefighters shall receive training in the care, use and maintenance of their PPE before participating in live fire training or operations. All other firefighters shall receive training as needed when PPE ensembles or elements are upgraded or changed.

#### 915.4.8 PPE RECORD KEEPING

District's Procurement Officer shall maintain or require contracted vendors to maintain records on all structural firefighting ensembles or elements to include the following:

- The name of the member to whom the element is issued
- The date and condition of the element when issued
- The manufacturer, model name or design
- The manufacturer's identification number, lot number or serial number
- The month and year of manufacture
- The dates and findings of all advanced inspections
- The dates of advanced, specialized cleaning or decontamination, and by whom it was performed
- The date of any repairs, the person who repaired the PPE and a brief description of the repair
- The date the element was removed from service (retirement)
- The date and method the element was disposed

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Personal Protective Equipment*

---

#### 915.4.9 PPE RETIREMENT

All PPE ensembles and elements that are worn or damaged to the extent that the District deems that it is not possible or cost effective to repair, shall be retired. All PPE ensembles and elements that are no longer useful for emergency operations but are not contaminated, defective or damaged, shall be retired. All PPE ensembles and elements that were not in compliance with the edition of the NFPA standard that was current when the elements were manufactured shall be retired.

Retired PPE ensembles and elements shall be destroyed or disposed of by the District 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."

#### 915.4.10 SPECIAL INCIDENT PROCEDURE

If any member of the Truckee Fire Protection District suffers a serious injury or death while wearing PPE, the following procedure should be followed:

- The PPE will immediately be removed from service.
- Custody of the PPE will be maintained by the Fire Chief or the authorized designee, and the PPE shall be kept in a secure location with controlled, documented access.
- 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.
- The PPE shall be made available to the district'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.
- The Fire Chief or the authorized designee shall determine the retention period for storage of the PPE.

---

## Hazardous Energy Control

### 916.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the minimum control requirements mandated by 29 CFR 1910.147 and 8 CCR 3314. The control requirements are intended to isolate a machine or equipment from all energy sources to prevent the start-up of the machine or equipment or the release of stored energy, both of which could cause injury.

The control requirements apply to the servicing or maintenance of machines and equipment used in a fire station or on an apparatus. This policy includes member training and periodic control and inspection requirements.

#### 916.1.1 DEFINITIONS

Definitions related to this policy include:

**Affected member** - A member whose job duties require him/her to work in an area where hazardous energy exposure could result from cleaning, repairing, servicing, setting up or adjusting machines or equipment under lockout or tagout.

**Authorized member** - A member who is qualified to perform lockout or tagout of machines or equipment, in order to clean, repair, service, set up or adjust its operations. An affected member becomes an authorized member when that member's duties include performing the maintenance operations covered in this policy.

**Hazardous energy** - The unexpected energization or activation of equipment, or the release of stored energy, that could potentially cause injury.

**Lockout or tagout** - The use of devices, positive methods and procedures that result in the effective isolation or securing of machinery and equipment from all hazardous energy sources (e.g., mechanical, hydraulic, pneumatic, chemical, electrical or thermal).

### 916.2 POLICY

It is the policy of the Truckee Fire Protection District to implement and maintain a hazardous energy control program that is in compliance with state and federal regulations.:

- (a) Machines or equipment affected by the hazardous energy control program include :
  1. Hydraulic systems (e.g., rack, jacks)
  2. Complex electrical systems (e.g., generators, pumps, radios, etc.)

### 916.3 LOCKOUT AND TAGOUT

An authorized member shall be responsible for the following, before working on de-energized electrical equipment or systems, unless the equipment is physically removed from the wiring system (8 CCR 2320.6 and 8 CCR 3314(e)):

- (a) Notification of all involved personnel.

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Hazardous Energy Control*

---

- (b) Locking the disconnecting means in the "open" position with the use of lockable devices (e.g., padlocks or combination locks), or disconnecting the conductor or other positive methods or procedures. This will effectively prevent unexpected or inadvertent energizing of a designated circuit, machine or appliance.
- (c) Tagging the disconnect means with appropriate accident prevention tags. Lockout is not required when the tagging procedures are used as specified here and where the disconnect means is accessible only to personnel trained in tagout procedures.
- (d) Blocking the operation or dissipation of energy of all stored energy devices that present a hazard (e.g., capacitors or pneumatic, spring-loaded mechanisms).

#### **916.4 INSPECTIONS**

The Truckee Fire Protection District Safety Officer shall conduct a periodic inspection of the hazardous energy control program components at least annually to evaluate its continued effectiveness and to determine the necessity for updating any methods or procedures (8 CCR 3314)

- (a) The periodic inspection shall be performed by an authorized member other than the members utilizing the hazardous energy control procedures that are being inspected.
- (b) Where lockout and/or tagout are used for hazardous energy control, the inspector shall provide a review of roles and responsibilities to the authorized members.
- (c)

#### **916.5 TRAINING**

The Training Officer shall be responsible for ensuring that members receive annual training on hazardous energy control methods and procedures through the Injury Illness Prevention Program. Members shall receive training prior to any work assignment in which a potential hazard exists. Training should include, but is not limited to, the following topics (8 CCR 2320.1, 8 CCR 2320.9 and 8 CCR 3314):

- (a) Definitions of hazardous energy
- (b) Workplace hazards
- (c) Work techniques, hazards and injuries involved in energized equipment
- (d) Lockout and tagout procedures, equipment and its proper use
- (e) Authorized and affected employees
- (f) Safety precautions required when energized electrical equipment is not under the control of an authorized member
- (g) Refresher training on an annual basis, depending on the results of the annual inspection process

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Hazardous Energy Control*

---

### **916.6 TRAINING RECORDS**

The Training Officer shall document the hazardous energy control training provided to members both initially and annually and shall retain those records for one year. Documentation shall include the following (8 CCR 3203):

- (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 rank of the members who received the training
- (d) The names, certificate number and qualifications of persons conducting the training

---

## Hazard Communication

### 917.1 PURPOSE AND SCOPE

The purpose of this policy is to protect the health and safety of district members who may be occupationally exposed to hazardous substances in the workplace (8 CCR 5194).

### 917.2 POLICY

It is the policy of the Truckee Fire Protection District to develop, implement, and maintain a written hazard communication program for members to use as a reference. The program shall minimally describe how district members will receive information and training on the criteria specified for labels and other forms of warning and Safety Data Sheets (SDS) (8 CCR 5194).

### 917.3 PROCEDURE

The District's Safety Officer shall implement and maintain a written hazard communication program that includes, but is not limited to (8 CCR 5194):

- (a) A list of hazardous substances that uses an identifier referenced on the appropriate SDS. The list may be compiled for the workplace as a whole or for individual work areas.
- (b) The methods the District will use to inform members of the hazards of non-routine tasks and the hazards associated with substances in unlabeled containers.
- (c) The District shall make the written hazard communication program available, upon request, to members, to their designated representatives and to the National Institute for Occupational Safety and Health (NIOSH).
- (d) The District shall ensure that each container of a hazardous substance is labeled, tagged or marked with the following information:
  1. Identity of the hazardous substance
  2. Appropriate hazard warnings
  3. Name and address of the manufacturer, importer or other responsible party

### 917.4 SAFETY DATA SHEETS

The District shall have an SDS for each hazardous chemical that is in use in the workplace. The SDS concerning a hazardous chemical shall be readily accessible to members and prepared in accordance with 8 CCR 5194(g).

#### 917.4.1 CLEANING PRODUCT RIGHT TO KNOW ACT

Printable information regarding the ingredients of air care products, automotive products, general cleaning products, or polish or floor maintenance products used primarily for janitorial, domestic, or institutional cleaning purposes used by the District shall be readily accessible to members (Labor Code § 6398.5; Health and Safety Code §108952(f); Health and Safety Code § 108954.5(c)).

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Hazard Communication*

---

### **917.5 TRAINING REQUIREMENTS**

See the Hazard Communication Program Training Policy.

## **Chapter 10 - Personnel**



## Recruitment and Selection

### 1000.1 POLICY

In accordance with applicable federal, state, and local law, the Truckee Fire Protection District provides equal opportunities for applicants and employees 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, or any other protected class or status. The District does not show partiality or grant any special status to any applicant, employee, or group of employees unless otherwise required by law.

### 1000.2 DISABILITY ACCOMMODATION

The District will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. Employees who cannot perform any of the essential functions because of a disability should contact the Fire Chief. The District will engage in an interactive process with any candidate or employee who requests reasonable accommodation due to a disability. The employee seeking accommodation may be required to provide medical certification regarding the existence of a disability and need for accommodation. All medical information obtained will be kept in a confidential, medical information file and shared only on a need-to-know basis.

While the District welcomes all suggestions for accommodations to enable employees to perform the essential functions of the job, the District will make the final decision as to what, if any, reasonable accommodation to provide.

#### 1000.2.1 HIRING AUTHORITY

The Fire Chief has the authority to recruit for and fill all vacancies created for current funded positions and to keep the Board informed as to status. The Fire Chief must seek Board approval to create and fill any new positions not previously approved. When conducting a recruitment, the Fire Chief has the discretion to determine the appropriate scope and type of recruitment to conduct in order to maximize qualified applicants. Where appropriate and subject to the District's discretion, the District will attempt to promote from within. However, the District reserves the right to conduct an open recruitment for all positions and to select the best candidate - whether an internal or external applicant.

### 1000.3 SELECTION STANDARDS

Employment standards and/or job descriptions shall be established for each job classification with the District and shall include, at a minimum, the special training, abilities, knowledge, and skills required to perform the duties of the job in a satisfactory manner. When recruiting for a position and evaluating candidates, the Fire Chief shall consider all relevant and legally permissible factors.

The following factors are illustrative of those that will be applied when recruiting for a position and when determining whether a candidate is eligible for employment with the District:

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Recruitment and Selection*

---

#### 1000.3.1 MOTOR VEHICLE OPERATION - FOR THOSE CANDIDATES WHO WILL BE REQUIRED TO OPERATE VEHICLES IN CONNECTION WITH THEIR EMPLOYMENT

- Possession of a valid state driver license
- The demonstrated ability to drive safely
- Possession of a valid state-issued commercial driver license, if job duties include driving a vehicle that requires such a license
- The ability to comply with the U.S. Department of Transportation (DOT) regulations regarding employees in safety-sensitive driving assignments, and the ability to comply with the provisions of the DOT Drug and Alcohol Testing Policy

#### 1000.3.2 INTEGRITY

- Being honest in dealing with the public and District employees
- Showing strong moral character and integrity in dealing with the public
- Refusing to tolerate unethical or illegal conduct on the part of other fire service personnel

#### 1000.3.3 CREDIBILITY AS A WITNESS IN A COURT OF LAW

- The ability to give testimony in a court of law without being subject to impeachment due to honesty or veracity (or their opposites) or due to prior felony conviction

#### 1000.3.4 DEPENDABILITY

- A history of completing work accurately and in a timely manner
- Demonstrated history of being self-motivated to perform well
- A willingness to work the hours necessary to complete the job

#### 1000.3.5 LEARNING ABILITY

- Demonstrated ability to learn, comprehend, and retain information
- The ability to recall information pertaining to standard operating procedures, the Incident Command System, and fireground safety measures
- The ability to apply the material, tactics and procedures required of a firefighter to a variety of situations

#### 1000.3.6 PERSONAL SENSITIVITY

- The ability to assist with a variety of problems while demonstrating sensitivity for the feelings of others
- Empathy

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Recruitment and Selection*

---

- Effectiveness in dealing with and communicating with a variety of people (including co-workers, management, and members of the public) in potentially stressful situations without arousing antagonism
- The ability to understand the motives of people and how they may react and interact

#### 1000.3.7 JUDGMENT UNDER PRESSURE

- The ability to apply common sense during high-pressure situations
- The ability to make quick and effective decisions
- The ability to use good judgment in dealing with a variety of emergency situations
- The ability to make logical and reasonable decisions under pressure

#### 1000.3.8 ILLEGAL USE OR POSSESSION OF DRUGS AND OTHER CRIMINAL CONDUCT

Any history of illegal use or possession of drugs shall be evaluated on a case-by-case basis. The District will consider any prior criminal convictions. The existence of criminal convictions is not necessarily a bar to being an employee of the District. When evaluating candidates with records of criminal conviction(s), the District will consider the nature of the offense, the date of the offense, the surrounding circumstances, and the relevance of the offense to the position.

#### 1000.3.9 LOCAL RESIDENT PREFERENCE

Preference in hiring new employees may be given to candidates who live within 30 miles of Station 91 or within the Fire District boundaries. Because of the District's remote location, severe winter weather and possible need for emergency call back, the District must balance the number of employees who live outside the District in order to ensure adequate coverage.

### **1000.4 TRAINING**

All firefighters must complete training in the California Fire Service Training and Education System (CFSTES) established by OSFM (Health and Safety Code § 13159 et seq.).

### **1000.5 CONDITIONAL OFFERS OF EMPLOYMENT**

The Fire Chief (or his/her designee) has the discretion to make hiring decisions and to apply, consistent with applicable law, all relevant factors to fully evaluate all candidates. All offers of employment are made conditional on the candidate submitting to and favorably passing a pre-employment physical examination, pre-employment drug testing, physical fitness assessment, and background check. The physical examination will be conducted by a medical clinic selected by the District, and the District will pay all expenses of the examination. The background check will be conducted by a third party of the District's choosing, and the District will pay all associated expenses.

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Recruitment and Selection*

---

### **1000.6 RULE OF THREE IN HIRING AND PROMOTING**

The District retains the right to pick any of the top three candidates that are on a hiring or promotion list to fill an open position. The Fire Chief will select the candidate whose overall qualifications are, in the Fire Chief's discretion, best suited to the position.

---

## Performance Evaluations

### 1001.1 PURPOSE AND SCOPE

The objective of the evaluation system is to record work performance for both the District 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 and a guide for mutual work planning and review, additionally it is a opportunity to convert general impressions into a more objective history of work performance based on job standards.

### 1001.2 POLICY

Employee performance evaluations will be undertaken based on job-related factors specific to the position occupied by the employee without regard to race, sexual orientation, age, pregnancy, religion, creed, color, national origin, ancestry, physical or mental disability, marital status or sex.

### 1001.3 PROCEDURE

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, the 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 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, peers and employees directly familiar with the employee's performance during the rating period should be consulted by the immediate supervisor for their input. Any employee of the district may submit an anonymous 360 degree review to be considered in the evaluation process. The purpose of the 360 is to encourage anyone that has constructive feedback to provide that to the employees supervisor without fear of retaliation. It is the supervisors job to share the feedback with the employee in an improvement oriented tone.

The district wide evaluation form is available on F drive and should be used for consistency. Those in supervisory roles should also receive the supervisors evaluation to address management and leadership areas of performance. The Fire Chief approves all evaluation forms.

### 1001.4 FULL-TIME PROBATIONARY EMPLOYEES

All newly hired full-time and part-time personnel will serve a 24 month probationary period before being eligible for certification as a non probationary employee. Probationary firefighters shall be evaluated every 3-6 months during the probationary period. Performance evaluation reports

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Performance Evaluations*

---

shall be completed by a pre assigned supervisor for each probationary firefighter during the probationary period.

All full-time employees that promote within the district shall have a 12-month probationary period in the newly promoted position.

#### **1001.5 FULL-TIME PERMANENT STATUS EMPLOYEES**

Permanent employees are subject to four types of performance evaluations:

**Annual** - A performance evaluation report should be completed annually around the end of the fiscal year (June 30) by the employee's immediate supervisor.

**Shift or Station Change** - If an employee has a shift or station change in the middle of an evaluation period and less than six months had transpired with the previous supervisor, an evaluation shall be completed by the current supervisor with input from the previous supervisor.

**Special** - A special evaluation may be completed any time the rater and the rater's supervisor believe one is necessary due to employee performance deficiencies. Generally, the special evaluation will be used to document areas of performance deemed less than standard when follow-up action is planned (e.g., action plan, remedial training, retraining). The evaluation form and associated documentation shall be submitted as one package.

**Promotional** - When employees promote there should be periodic evaluations more frequent than the Regular Evaluation based on supervisor, peer and subordinate feedback during the training period or while working in the new position.

#### **1001.6 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.

The performance review rating is not subject to the District's internal complaint procedure. An employee who disagrees with his or her review may request a meeting with the Fire Chief to discuss the review and/or file a written statement of his or her objections, and the reasons therefor, which will be attached to the review and placed in the employee's personnel file.

#### **1001.7 EVALUATION REVIEW**

After the supervisor finishes the discussion with the employee, the signed performance evaluation report should be forwarded to the rater's supervisor for review.

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Performance Evaluations*

---

The Battalion Chief should review the evaluation for fairness, impartiality, uniformity, and consistency, and evaluate the Captain on the quality of the ratings provided to employee.

### **1001.8 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 Administrative Officer.

## Position Descriptions

### 1002.1 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 District.

### 1002.2 POLICY

It is the policy of the Truckee Fire Protection District to develop unique position descriptions for each assignment within an established rank or classification.

### 1002.3 PROCEDURE

The Administrative Officer will generally develop and maintain classification specifications (e.g., firefighter, fire captain, Battalion Chief). 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.

### 1002.4 POSITION DESCRIPTIONS

#### Operations Division

[Division Chief - Operations](#)

[Battalion Chief](#)

[Captain](#)

[Firefighter](#)

[Firefighter Non-Operator](#)

[Part-Time Intermittent Firefighter](#)

[Seasonal Firefighter/Paramedic or EMT](#)

#### Prevention Division

[Division Chief - Prevention](#)

[Fire Marshal](#)

[Administrative Battalion Chief](#)

[Fire Prevention Specialist - Safety](#)



# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Position Descriptions*

---

Fire Prevention Specialist Non-Safety

Part-Time Prevention Inspector

Part-Time Prevention Forester

Seasonal Fire Prevention Defensible Space Inspector

Seasonal Hydrant Maintenance

### **Administrative Division**

Administrative Officer

Finance Director

Administrative Assistant I and II

Fleet/Facilities Director

Fleet/Facilities Assistant I and II

---

## Tuition Reimbursement

### 1003.1 PURPOSE AND SCOPE

The District appreciates and encourages members who are willing to devote their time to education and training. This tuition reimbursement policy is intended to encourage members to become better qualified for their present duties and to prepare for advancement within the Truckee Fire Protection District by taking courses from an accredited institution.

### 1003.2 POLICY

It is the policy of the Truckee Fire Protection District to establish a tuition reimbursement policy and to review requests for tuition reimbursement to ensure the following criteria are met.

#### 1003.2.1 ELIGIBILITY

Tuition reimbursement eligibility will be limited to full-time employees who have completed at least one probationary period. To be approved, a course must have as its purpose the objective of improving the capacity of the member to perform the duties to which he/she is assigned or to increase his/her readiness to assume broader responsibilities within the realm of public safety. Where practical, members will be encouraged to attend local, public education institutions.

#### 1003.2.2 FUNDS AVAILABILITY

A portion of the employee's costs may be reimbursed in the amount specified by the District. This includes tuition, registration fees, laboratory or similar and materials fees. Specifically excluded are student body fees and fees levied for student services or social activities. Funds are available based on annual fiscal budget availability. Reimbursement will be based on the least expensive qualified program in the area offering the same or similar course work. The program selected must be less than, or of similar cost to any qualified, comparable options. Local public colleges will be used as a benchmark for cost, including UNR and California State University Sacramento. Currently the District has partnered with Columbia Southern University as a preferred educational provider.

Once all above stipulations have been met, the District will reimburse half of the employee's cost of tuition (**50/50**), to a maximum of \$2,500 per fiscal year.

These funds shall be available to all qualifying District members, unless budgetary concerns dictate otherwise.

Again, based on budgetary stipulations, the District will reimburse both college-level education, as described above, in addition to the already granted annual training allotment of two continuing education courses (see policy 609.5). During years when funds are limited, these educational allotments may be limited to the District member being approved/reimbursed for the cost of one or the other (ie: college level degree program or two annual continuing education industry classes).

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Tuition Reimbursement*

---

#### 1003.2.3 MAXIMUM CREDIT HOURS PER YEAR

The maximum amount of credit hours that may be claimed for the purpose of tuition reimbursement is determined by the District. Programs with an accelerated course of study leading to a bachelor's, master's or a doctorate degree may be eligible for reimbursement as determined by the Fire Chief but in no case should exceed the limits outlined elsewhere in this policy.

#### 1003.2.4 OTHER CONSIDERATIONS

Members are encouraged to take correspondence/on-line college courses that allow more flexibility working around work schedules.

Truckee Fire Protection District vehicles may not be used for transportation to and from a class and no allowance will be given for mileage or transportation costs, unless approved by the Fire Chief.

Class attendance and assignments should be completed on the employee's own time. No compensation in any form will be authorized for class attendance or the completion of class assignments.

In order to request a tuition reimbursement, a grade of satisfactory (e.g., C or better) must be achieved for undergraduate courses and a grade of above average (e.g., B or better) must be achieved for graduate courses.

Bachelors & Masters Degree Programs are encouraged. PhD Programs will be considered on a case-to-case basis, with considerations being weighted towards the cost-benefit of such a program.

Acceptable courses of study include but are not limited to:

- 1) Business Management
- 2) General Education
- 3) Fire/Emergency management
- 4) Elective required for specialized degree consistent with the intent of the program
- 5) Health Sciences
- 6) Organizational Leadership

#### **1003.3 PROCEDURE**

Approval of the Fire Chief or the authorized designee should be obtained in advance of enrollment. It is the responsibility of the applicant to notify (in writing) District Administration of their intentions to attend college classes in the FY **no later than the summer preceding the [school year/](#)** **[courses](#)** , in order to avoid any scheduling issues, and to insure the District's financial ability to reimburse the employee. . The employee will be notified (in writing) of the District's ability to reimburse the coursework before classes begin.

Reimbursements shall be requested on a semester, quarter or class by class basis, rather than the entirety of the cost of the degree program.

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Tuition Reimbursement*

---

To request reimbursement, satisfactory evidence of fees paid, other allowable expenses and proof of satisfactory completion of the course, with a passing grade of C or above for undergraduate, or B or above for masters/PhD, must be submitted to the Fire Chief for approval and then forwarded for processing of the payment. Copies of diplomas, certificates or grade notices shall be retained in the employee's file.

#### **1003.4 RESPONSIBILITY**

The Administrative Officer is responsible for District-wide administration and coordination of this policy. The District should use this policy for employee development in keeping with district goals and with the current and anticipated district needs. The Fire Chief should administer this policy for the employees within the limits of the funds that have been allocated for this purpose.

#### **1003.5 RECORDS**

The Training Officer should retain all records of training completed by employees in accordance with established records retention schedules.

#### **1003.6 TAX CONSIDERATIONS**

It is highly recommended that employees receiving a reimbursement consult with their tax adviser. Tuition reimbursement may be considered taxable income in some instances. The District will report tuition reimbursement payments to the Internal Revenue Service (IRS) in accordance with state and federal tax codes.

## Reporting for Duty

### 1004.1 PURPOSE AND SCOPE

This policy describes the District's expectations of its employees when reporting for duty, to ensure that all members are fully capable of functioning in their capacity.

### 1004.2 POLICY

It is the policy of this district to maintain sufficient staffing levels to provide efficient and quality services to the community and to provide for the safety its members.

### 1004.3 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. It is a best practice and creates good team relationships to show up 15 minutes prior to the start of the shift to take any last minute calls so that off going crews dont need to respond.

### 1004.4 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 Battalion Chief. Company supervisors may not be absent from their place of assignment without the specific permission of a Battalion Chief.

### 1004.5 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.

### 1004.6 PERSONAL APPEARANCE

All members should be properly attired at all times when representing the District. Each member should wear the appropriate uniform or protective equipment that has been approved for the activity being performed.

### 1004.7 CLEANLINESS

All members should keep their persons, uniforms, desks, cars, beds and lockers in a neat and clean condition. Each station and apparatus should be cleaned prior to the on-coming shift personnel arrival. If a persistent problem is noticed, the member should be notified immediately.

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Reporting for Duty*

---

#### **1004.8 INABILITY TO REPORT FOR DUTY**

If an employee is unable to report to work as scheduled, he or she shall notify the on-duty supervisor at least within 30 minutes of the time the employee is scheduled to begin work, preferably earlier, by 0630. Employees must inform the supervisors of the expected duration of any absence from work. If an employee must leave work before the end of the employee's scheduled work time, the employee shall notify his or her immediate supervisor as far in advance as possible.

Excessive absenteeism or tardiness (excused or not) may be grounds for discipline up to and including termination of employment. Each situation of excessive absenteeism or tardiness will be evaluated on a case-by-case basis. If an employee fails to report to work without notifying his or her supervisor for a period of three working days, the employee will be deemed to be Absent Without Leave (AWOL) and the District may terminate the employee.

#### **1004.9 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.

#### **1004.10 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 Battalion Chief, followed by written charges and documentation in accordance with District procedures.

---

## Emergency Recall

### 1005.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the right of the Truckee Fire Protection District to recall off-duty employees, both safety and administrative, 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.

#### 1005.1.1 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 Truckee Fire Protection District and neighboring jurisdictions.

### 1005.2 POLICY

It is the policy of the Truckee Fire Protection 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.

### 1005.3 PROCEDURES

The Fire Chief or any other Chief Officer may initiate an emergency recall by providing Dispatch 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.

#### 1005.3.1 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.

#### 1005.3.2 CALL-BACK PROCEDURE

The duty officer or his/her designated representative will call personnel by phone.

*Contact time 2 hours*- when the need arises for coverage for a specific District function, or shift coverage that is not for the same day, the duty officer will announce the coverage needed and

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Emergency Recall*

---

will take the names of callers for a period not to exceed two (2) hours. Utilizing the OT list for the rank needed, the duty officer will offer the caller closest to the top of that list hours available. That individual will then be placed at the bottom of the list.

### **Non-Planned need**

*Contact time 30 minutes* - when the need arises to cover a shift which currently does not meet staffing criteria, the duty officer announce the coverage needed and will take the names of callers for a period not to exceed thirty (30) minutes. Utilizing the OT list for the rank needed, the duty officer will offer the caller closest to the top of that list the hours available. That individual will then be placed at the bottom of the list.

### **Emergency need**

*Immediate contact* - As needed to supplement District coverage and staff emergencies that might include; engine strike teams, water tender requests, and etc. The duty officer will announce the coverage needed, and will offer the first qualified caller(s) the position.

Note: 12-hour or less assignments and assignments to on-going emergencies will not affect an individual's position on the overtime list.

### **Cancellation of Coverage**

Upon obtaining coverage, or when coverage is no longer needed, the duty officer will announce that the position has been filled, or a need no longer exists.

#### **1005.3.3 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.

#### **1005.4 OTHER RESOURCES**

If sufficient resources cannot be assembled by an emergency recall, the District may consider other options such as:

- Automatic aid
- Mutual aid
- Chief officers



## Overtime

### 1006.1 PURPOSE AND SCOPE

The purpose of this policy is to identify the use and management of overtime by Truckee Fire Protection District members and to establish an overtime payment request process. This policy applies only to the District's non-exempt employees. It is the District's general policy to avoid the need for overtime work whenever possible.

### 1006.2 POLICY

It is the policy of the Truckee Fire Protection District to maintain a degree of flexibility concerning the overtime policy due to the nature of fire service work and the needs of the District. Overtime should be held to a minimum, consistent with the efficient operation of the District. Overtime should only be used to cover emergency situations, to meet minimum staffing, special assignments and training. Part time employees should be used to assist with seasonal peak work loads, emergency situations and other situations involving fluctuating staff levels.

### 1006.3 PROCEDURE

Overtime may be available due to unforeseen personnel absences, emergency incidents or constant staffing requirements.

Any instance of work that requires overtime payment shall be approved in advance by a supervisor. If circumstances do not permit prior approval, then approval shall be sought as soon as practicable during the overtime shift and in no case later than the end of shift in which the overtime is worked.

Members classified as non-exempt by the Fair Labor Standards Act (FLSA ) are not authorized to volunteer work time to the District. Non-exempt members who work authorized overtime either by payment of wages as agreed and in effect through the collective bargaining agreement or by the allowance of accrual of compensatory time off should submit a request for overtime payment on their monthly timecard.

Short periods of work at the end of the normal duty day (e.g., less than one hour in duration) may be handled unofficially between the supervisor and the member by flexing a subsequent shift schedule to compensate for the time worked, rather than by submitting a request for overtime payment. If the supervisor authorizes or directs the member to complete an overtime request for such a period, the member shall comply.

The individual member may request compensatory time in lieu of receiving an overtime payment as described further in this policy. The employee must make the election of overtime pay or compensatory time off before the overtime credits accrue.

### 1006.4 OVERTIME PAYMENT REQUESTS

- (a) Payment for Overtime:

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### Overtime

---

1. **Planned Overtime:** Planned overtime is overtime hours worked by full-time employees that is built into their work schedule or benefit package. These hours are compensated as per FLSA guidelines and are reportable to PERS. Shift employees gain planned overtime two ways:
  - i. **Holiday Pay:** The District will provide holidays as listed in Employee Benefits Section B. Shift personnel will accrue eight hours of HTO (Holiday Time Off) for each holiday, on a fiscal basis this amounts to 96 hours of HTO. HTO will be accrued after the holiday occurs. The maximum amount of HTO that can be carried over into the next fiscal year is 96 hours. If at the end of the fiscal year an employee's HTO balance is over the maximum carry over of 96 hours additional HTO will not accrue until the employee's balance is brought to or below 96 hours. Use of holiday time will be authorized as per the Leave Policy for use.
  - ii. **Shift Pay:** The District complies with section 7(k) of the FLSA. Overtime is based on the aggregate number of hours worked in a work period in accordance with federal regulations.
2. **Unplanned Overtime:** Unplanned overtime are hours worked by full-time non-exempt employees who exceed their assigned scheduled hours. This is generally an emergency incident. These hours will not be reported to PERS as income. Qualifying employees will be compensated at one and one half their hourly rate for unplanned overtime worked at a minimum of one hour. If an employee is called back to work outside his or her normally scheduled work hours, the employee will be compensated at his or her overtime rate for all hours worked during the call back. If an employee is called to respond to an emergency (as designated by the Fire Chief), the hours worked are computed from the time the employee begins responding to the call to the time the employee returns home.
3. **Part-time employees receive overtime pay in accordance with section 7(k) of the FLSA and its implementing regulations.**
  - (b) **Compensated Time Off (CTO):** Weekly employees have the option to accrue overtime credits as cash or CTO. The total CTO for Weekly employees shall not be allowed to accrue beyond 72 hours at any time. Any overtime credit converted to CTO that will cause the employee's balance to exceed 72 hours will be converted to cash.
  - (c) **Compensated Time Off (CTO):** Shift employees working the 56-hour shift plan will have the option to accrue overtime credits as cash or as CTO, effective July 1, 2003. The total CTO for Shift employees shall not be allowed to accrue beyond 108 hours at any time. Any overtime credit converted to CTO that will cause the employee's balance to exceed 108 hours will be converted to cash. Overtime accrual will be as per FLSA guidelines. CTO as with overtime credits as cash will be accrued at the close of the time period, at which time CTO hours will be available for use.
  - (d) **Approval of Overtime:** All overtime work must be authorized in advance by the appropriate supervisor, except in cases of emergency.

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### Overtime

---

Time off for approved schools and vacation will be counted as time worked for overtime purposes.

Time off for off the job related injury or illness will not be counted as overtime worked. Time off for on the job related injury or illness will be counted as time worked for overtime purposes.

Employees attending sponsored training by the District will not be compensated for time worked while off duty unless the training is mandated by the District.

#### **1006.5 ACCOUNTING FOR OVERTIME**

Members should record the actual time worked in an overtime status.

##### 1006.5.1 ACCOUNTING FOR PORTIONS OF AN HOUR

When accounting for less than a full hour, time worked shall be rounded up to the nearest quarter of an hour, as indicated below:

<b>TIME WORKED</b>	<b>INDICATE ON CARD</b>
1 to 15 minutes	¼ hour
16 to 30 minutes	½ hour
31 to 45 minutes	¾ hour
46 to 60 minutes	1 hour

##### 1006.5.2 VARIATION IN TIME REPORTED

Where two or more members are assigned to the same incident or activity, and the amount of time for which payment is requested varies between the members, the Battalion Chief or other approving supervisor may require each member to include the reason for the variation.

## **Discriminatory Harassment**

### **1007.1 PURPOSE AND SCOPE**

This policy is intended to prevent district members from being subjected to discrimination or sexual harassment (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.

### **1007.2 POLICY**

The Truckee Fire Protection 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 District will not tolerate discrimination against a member in hiring, promotion, discharge, compensation, fringe benefits and other privileges of employment. The District will take preventive and corrective action to address any behavior that violates this policy or the rights it is designed to protect.

The nondiscrimination policies of the District 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.

Regardless of the title or position, no person, or employee, has the authority (expressed, actual, apparent, or implied) to discriminate against any other employee of the District. This policy applies while on the job or during any District related activity.

### **1007.3 DISCRIMINATION PROHIBITED**

#### **1007.3.1 DISCRIMINATION**

The District prohibits all forms of discrimination, including any employment-related action by a member that adversely affects an applicant or member and is based on the 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 or 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 district equipment and/or systems to transmit or receive offensive material, statements, or pictures. Such conduct is contrary to district policy and to the district's commitment to a discrimination-free work environment.

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Discriminatory Harassment*

---

### 1007.3.2 SEXUAL HARASSMENT

The District 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 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.

### 1007.3.3 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 Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing guidelines.
- (b) Bona fide requests or demands by a supervisor that a member improve his/her work quality or output, that the member report to the job site on time, that the member comply with District or district rules or regulations, or any other appropriate work-related communication between supervisor and member.

### 1007.3.4 RETALIATION

Retaliation is treating a person differently or engaging in acts of reprisal or intimidation against the person because he/she has engaged in protected activity, filed a charge of discrimination, participated in an investigation, or opposed a discriminatory practice. Retaliation will not be tolerated (see the Anti-Retaliation Policy).

## **1007.4 RESPONSIBILITIES**

This policy applies to all district members. All members shall follow the intent of these guidelines in a manner that reflects district policy and the best interest of the Truckee Fire Protection 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 his/her 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 Administrative Officer, or the TFPD Board of Directors.

Any member who believes, in good faith, that he/she has been discriminated against, harassed, or subjected to retaliation, or who has observed harassment or discrimination, is encouraged to promptly report such conduct in accordance with the procedures set forth in this policy.

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Discriminatory Harassment*

---

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 resolution as stated below.

#### 1007.4.1 SUPERVISOR RESPONSIBILITY

Each supervisor and manager shall:

- (a) Continually monitor the work environment and strive to ensure that it is free from all types of unlawful discrimination, including harassment or retaliation.
- (b) Take prompt, appropriate action within their work units to avoid and minimize the incidence of any form of discrimination, harassment, or retaliation.
- (c) Ensure that their subordinates understand their responsibilities under this policy.
- (d) Ensure 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) Notify the Fire Chief or Administrative Officer in writing of the circumstances surrounding any reported allegations or observed acts of discrimination, harassment, or retaliation no later than the next business day.

#### 1007.4.2 SUPERVISOR'S ROLE

Because of differences in individual values, supervisors and managers may find it difficult to recognize that their behavior or the behavior of others is discriminatory, harassing, or retaliatory. Supervisors and managers shall be aware of the following considerations:

- (a) Behavior of supervisors and managers should represent the values of the District.
- (b) False or mistaken accusations of discrimination, harassment, or retaliation can have negative effects on the careers of innocent members.
- (c) Supervisors and managers must act promptly and responsibly in the resolution of such situations.
- (d) Supervisors and managers shall make a timely determination regarding the substance of any allegation based upon all available facts.

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.

#### 1007.4.3 QUESTIONS OR CLARIFICATION

Members with questions regarding discrimination or sexual harassment are encouraged to contact a supervisor, a manager, the Fire Chief, the Administrative Officer, or the TFPD Board of Directors for further information, direction, or clarification.

#### 1007.5 INVESTIGATION OF COMPLAINTS

Various methods of resolution exist. During the pendency of any such investigation, the supervisor of the involved member or members should take prompt and reasonable steps to

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Discriminatory Harassment*

---

mitigate or eliminate any continuing abusive or hostile work environment. It is the policy of the Truckee Fire Protection District that all complaints of discrimination or harassment shall be fully documented and promptly and thoroughly investigated. The participating or opposing member should be protected against retaliation, and the complaint and related investigation should be kept confidential to the extent possible.

#### **1007.5.1 SUPERVISORY RESOLUTION**

Members who believe they are experiencing discrimination, harassment, or retaliation should be encouraged to inform the individual that his/her behavior is unwelcome, offensive, unprofessional, or highly inappropriate. However, if the member feels uncomfortable, threatened, or has difficulty expressing his/her 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.

#### **1007.5.2 FORMAL INVESTIGATION**

If the complaint cannot be satisfactorily resolved through the process described above, a formal investigation will be conducted.

The member 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 offering testimony or evidence in any 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, 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, Administrative Officer, or the TFPD Board of Directors.

#### **1007.5.3 ALTERNATIVE COMPLAINT PROCESS**

No provision of this policy shall be construed to prevent any member from seeking legal redress outside the District. 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.

#### **1007.6 NOTIFICATION OF DISPOSITION**

Complainant and/or victim will be notified in writing of the disposition of the investigation and action taken to remedy or address the circumstances giving rise to the complaint.

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Discriminatory Harassment*

---

Where appropriate, the District may first work to resolve the matter informally. If the matter is not suitable for informal resolution, appropriate formal action will be taken. The complainant will not be required to meet with the alleged discriminator regarding his or her complaint.

The District prohibits retaliation made against any employee who lodges a good faith complaint of discrimination, or who participates in any related investigation. Employees should recognize that making false or bad faith accusations of discrimination can have serious consequences for those who are wrongly accused. The District prohibits deliberately making false and/or malicious allegations of discrimination or harassment, as well as deliberately providing false information during an investigation. Anyone who violates this rule is subject to disciplinary action, up to and including termination.

The District will not retaliate against any employee for making a good faith report of discrimination or for participating in good faith in the investigation. If an employee feels that he or she has been or is being subjected to retaliation for reporting or for participating in an investigation, the employee should report such retaliation to his or her supervisor or any other supervisor with whom the employee feels comfortable speaking.

#### **1007.6.1 DISCIPLINE**

Any employee found to have discriminated against or harassed anyone in or from the District based on one of the categories above will be disciplined. Appropriate disciplinary action, up to and including termination, will be taken depending upon the specific circumstances.

If the complainant is not satisfied with the Fire Chief's or investigator's determination, the complainant may present his or her complaint to the Clerk of the Board for transmittal to the Board of Directors. The Board of Directors' decision will be final.

#### **1007.7 DOCUMENTATION OF COMPLAINTS**

All complaints or allegations shall be thoroughly documented on forms and in a manner designated by the Fire Chief. The outcome of all reports shall be:

- Approved by the Fire Chief, the TFPD Board of Directors, or the Administrative Officer, as deemed appropriate.
- Maintained for the period established in the district's records retention schedule.

#### **1007.8 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 he/she has been advised of this policy, is aware of and understands its contents, and agrees to abide by its provisions during his/her term of employment with the District.

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.



# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Discriminatory Harassment*

---

### **1007.8.1 QUESTIONS REGARDING DISCRIMINATION OR SEXUAL HARASSMENT**

Members with questions regarding discrimination or sexual harassment are encouraged to contact a supervisor, manager, the Fire Chief, Administrative Officer or the TFPD Board of Directors.

### **1007.8.2 SUPERVISOR TRAINING**

All supervisors shall receive specific training and education regarding sexual harassment, prevention of abusive conduct, and harassment based on gender identity, gender expression, and sexual orientation within six months of assuming a supervisory position. Refresher training shall be provided every two years thereafter (Government Code § 12950.1; 2 CCR 11024).

### **1007.8.3 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).

### **1007.9 REQUIRED POSTERS**

The District 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

### 1008.1 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.

### 1008.2 POLICY

It is the policy of this district that its members strive to attain the highest professional standard of conduct and discharge their duties in a courteous and professional manner.

### 1008.3 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 District. Conduct unbecoming a member shall include that which discredits the District or the person as a member of the District or which impairs the operation or efficiency of the District or its members.

All members should conduct themselves in a manner that will not impair the good order and discipline of the District. 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 District should be familiar with the expected standard of behavior, both on- and off-duty.

### 1008.4 INTERACTION WITH THE PUBLIC

In the performance of their duties, members should be courteous to the public and tactful in the performance of their duties. 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 concerning race, religion, politics, sex, age (40 and over), gender identity, gender expression, physical or mental disability, genetic information or other medical condition, sexual orientation, marital status, national origin, lifestyle or similar personal characteristics (Government Code § 12940 et seq.).

When relaying information to the public, employees must state only factual information and must limit their comments to the subject about which the member of the public has inquired. Employees are not permitted to make any admissions of responsibility on behalf of the District. Requests for further information shall be referred to the District Administrative Office to be handled by the Public Information Officer or the Fire Chief.

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Conduct and Behavior*

---

#### **1008.5 COURTESY TO MEMBERS**

Members should be courteous and respectful in their relations with all members of the District. Members shall not use coarse, violent, profane or insolent language or gestures and shall not express prejudice concerning race, religion, politics, sex, age (40 and over), gender identity, gender expression, physical or mental disability, genetic information or other medical condition, sexual orientation, marital status, national origin, lifestyle or similar personal characteristics (Government Code § 12940 et seq.).

#### **1008.6 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.

#### **1008.7 DEROGATORY OR MALICIOUS STATEMENTS**

Members should not be a party to any malicious gossip, report or activity which would tend to disrupt district morale or bring discredit to the District or any member thereof. Member questions concerning district policy, activities, officers and/or safety issues shall be submitted by official written communication to the member's immediate supervisor.

#### **1008.8 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 District.

#### **1008.9 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.

#### **1008.10 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 district-issued or owned by the member.

#### **1008.11 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, service or any other thing of value from any person, business or organization that is doing business with, or seeking to do business with, the District or the District.

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

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Conduct and Behavior*

---

any relevant requirements applicable to individuals under Government Code § 1090 et seq. or the State Political Reform Act, Government Code § 87100 et seq.

#### **1008.12 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 Administration Division for instruction on proper ways to donate.

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.

#### **1008.13 ABUSE OF POSITION**

Members should not use their official position, 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 district members (e.g., in connection with testimonials or advertisements of any commodity or commercial enterprise) without the approval of the Fire Chief.

#### **1008.14 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 District while presenting themselves or in any way identifying themselves as representing the District, without the approval of the Fire Chief.

---

## Personnel Complaints

### 1009.1 PURPOSE AND SCOPE

This policy provides guidelines for reporting, investigation and disposition of complaints regarding the conduct of members of this district and the service provided by this district. 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.

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).

### 1009.2 POLICY

This district takes seriously all complaints regarding service provided by the District and the conduct of its members. The District 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 district to ensure that the community can report misconduct without concern for reprisal or retaliation.

### 1009.3 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 district 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 district 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 district's response to specific incidents.

#### 1009.3.1 CLASSIFYING COMPLAINTS

Personnel complaints shall be classified in one of the following categories:

**Informal** - A matter in which the member's Battalion Chief 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 district representative, depending on the seriousness and complexity of the investigation.

## *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 district 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.

### **1009.4 AVAILABILITY AND ACCEPTANCE OF COMPLAINTS**

#### 1009.4.1 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 district 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.

#### 1009.4.2 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 District, 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.

### **1009.5 COMPLAINT DOCUMENTATION AND TRACKING**

Supervisors shall ensure that all formal and informal complaints are documented.. The supervisor shall ensure that the nature of the complaint is defined as clearly as possible.

### **1009.6 DISCIPLINARY INVESTIGATIONS**

Refer to Discipline Policy for policy and procedures.

All allegations of misconduct will be investigated as follows:

#### 1009.6.1 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.

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Personnel Complaints*

---

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) District 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 Battalion 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 Battalion Chief of the accused member, via the chain of command. The Battalion Chief will forward a copy of the complaint to the 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 Battalion 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 non-injury.
- (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 Administrative Officer and the Battalion Chief for direction regarding his/her role in addressing the complaint.
- (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 District 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 Battalion Chief.
- (g) Unresolved citizen complaints shall be forwarded to the Battalion Chief 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.

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Personnel Complaints*

---

- (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.

#### 1009.6.2 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 District 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 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.



# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Personnel Complaints*

---

- (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.

#### 1009.6.3 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.

#### 1009.6.4 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 District, 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 Administrative Officer in writing of the employee's administrative leave and the cause for the leave.

#### 1009.7 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

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Personnel Complaints*

---

writing before forwarding the report. The Fire Chief may accept or modify the classification and recommendation for disciplinary action contained in the report.

#### **1009.7.1 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 supervisor 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.
  2. If the member elects to respond orally, the presentation shall be recorded by the District. 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.

#### **1009.8 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.

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Personnel Complaints*

---

- (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.

#### **1009.9 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.

#### **1009.10 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.

In the event of punitive action against a member covered by FBOR, the appeal process shall be in compliance with Government Code § 3254.5.

#### **1009.11 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.

## Outside Employment

### 1010.1 PURPOSE

The purpose of this policy is to establish guidelines to be followed by any Truckee Fire Protection District members considering outside employment.

### 1010.2 POLICY

It is the policy of this district to allow members to engage in employment other than with the District 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 District.

### 1010.3 PROCEDURE

No member shall be employed or self-employed in any manner outside of District employment without prior authorization from the Fire Chief.

Any member requesting authorization for outside employment must submit the request in writing and provide sufficient detail to enable 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.

The Fire Chief shall notify the District employee in writing of a final decision within ten days after receiving a request for such approval from the District employee. The Fire Chief may make any restrictions on outside employment consistent with operation of the District. Any District employee who engages in any outside employment for compensation in violation of this policy, shall be subject to disciplinary action, up to and including dismissal.

#### 1010.3.1 REVIEW OF FINANCIAL RECORDS

Prior to providing written approval for outside employment, the District may request that a member provide his/her personal financial records for review/audit if the District 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 District has reason to believe that a conflict of interest exists based on a financial reason, the District 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.

### 1010.4 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):

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Outside Employment*

---

- (a) Involves the member's use of district time, facilities, equipment or supplies, or the use of the district 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 district 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 district.
- (c) Involves the performance of an act in other than the member's capacity as a member of this district that may later be subject directly or indirectly to the control, inspection, review, audit or enforcement of any other member of this district.
- (d) Involves time demands that would render performance of the member's duties for the District 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 District.
- (g) Would otherwise compromise the ability of the District 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 District.

#### **1010.5 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 District 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 district 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 district's medical advisers.
  2. The outside employment performed requires the same or similar physical ability as would be required of an on-duty member.

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Outside Employment*

---

3. The member fails to make timely notice of his/her intention to continue outside employment to his/her supervisor.

### **1010.6 APPEALS**

If a member's outside employment request is denied or withdrawn, the member should be informed of the action and reason in writing.

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.

### **1010.7 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.

District 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.

### **1010.8 PROHIBITED USE OF DISTRICT RESOURCES**

Members are prohibited from using any district 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 district or other agencies through the member's position with this district.

## Personal Projects On-Duty

### 1011.1 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.

### 1011.2 POLICY

It is the policy of the Truckee Fire Protection 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 should be worked on after 1700 hours or before 0800 hrs.
- (c) Personal projects shall not interfere with other assigned station duties.
- (d) At their discretion, the company officer or Battalion Chief may deny or revoke permission for a personal project while on-duty.
- (e) All district policies must be followed while engaged in the personal project.

### 1011.3 PROHIBITED PERSONAL PROJECTS

For the purposes of this policy, the following personal projects are prohibited:

- (a) Any project for which someone other than the District is compensating the member.
- (b) Any project that has the potential to cause injury or illness to anyone, or the potential to create risk or liability for the District.

## On-Duty Voting in Statewide Elections

### 1012.1 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.

### 1012.2 POLICY

It is the policy of the Truckee Fire Protection District to provide members a reasonable opportunity to vote in all statewide elections.

### 1012.3 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.

### 1012.4 POSTED NOTICE

The Administrative Officer 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 district facilities. Notices from the California Secretary of State may be used for this purpose.



## Personnel Records

### 1013.1 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.

#### 1013.1.1 PERSONNEL RECORDS DEFINED

Personnel records shall include any record maintained under an individual member's name relating to:

- Personal data, including marital status, family members, educational and employment history or similar information.
- 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.
- Election of employee benefits.
- Member advancement, appraisal or discipline.
- 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.
- Any information that if disclosed would constitute an unwarranted invasion of personal privacy.

#### 1013.1.2 EMPLOYEE RECORD LOCATIONS

Personnel records will generally be maintained in one of the following files:

**District file** - Any file maintained in the office of the District or the Administrative Officer as a permanent record of a member's employment with the District.

**Division 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 District.

**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.

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Personnel Records*

---

#### **1013.2 POLICY**

It is the policy of the District to maintain the confidentiality of its members' personnel records.

#### **1013.3 REQUESTS FOR DISCLOSURE**

All records kept by California public agencies are considered public unless they are covered by specific disclosure statutes (Government Code § 6250 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 district'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 TFPD Board of Directors, District Counsel or attorneys or representatives of the District in connection with official business.

#### **1013.4 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 district will be subject to discipline and/or termination and the penalties of all applicable laws.

#### **1013.5 RELEASE OF NON-CONFIDENTIAL INFORMATION**

The information listed below is a matter of public record and available to anyone. The District will release such information regarding an employee or ex-employee in response to outside inquiries:

1. Employee's name.
2. Position title and job description.

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Personnel Records*

---

3. Status (e.g., regular, temporary, full-time, part-time, volunteer).
4. Hire date and/or termination date.
5. Salary range.

### **1013.6 MEMBER ACCESS TO OWN FILE**

Any member may request access to his/her own personnel file during the normal business hours of the Administration Office (Government Code § 3256.5 and Labor Code § 1198.5), in the presence of Administrative personnel. Personnel files may not be removed from the Administration Office without authorization from the Fire Chief. Employees may obtain copies of documents they have previously signed from their personnel files.

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).

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 District 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 District'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 District, 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

### **1013.7 NOTIFICATIONS OF CHANGES**

Employees are responsible for ensuring that the District has accurate information. Therefore, employees should notify the Administrative Officer or administrative representative if there are any changes in personal data including, but not limited to, the following:

1. Legal name.
2. Address (mailing and/or physical).
3. Contact telephone number.

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Personnel Records*

---

4. Marital status.
5. Children.
6. Insurance beneficiaries.
7. Emergency contact.
8. Driver license and certifications relating to the employee's position.
9. Changes in outside employment.

#### **1013.8 RETENTION**

All personnel records will be maintained for a period of time in accordance with TFPD Retention Policy and applicable law.

---

## Commendations and Meritorious Service

### 1014.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for reporting and collecting reports of exceptional public service and for the evaluation and process for district awards.

### 1014.2 POLICY

It is the goal of the Truckee Fire Protection District to recognize members through an awards system for exceptional performance.

### 1014.3 PROCEDURES

Community and district members may report acts of exceptional public service through any district supervisor.

#### 1014.3.1 TYPES OF AWARDS

The types of awards offered by the Truckee Fire Protection District include:

- (a) Letter of Appreciation from a citizen or coworker
- (b) Letter of Appreciation from the Fire Chief
- (c) Company Citation
- (d) Commendation
- (e) Meritorious Service Award

#### 1014.3.2 SUBMITTING AWARD NOMINATIONS

Any member may report, in writing, to any supervisor, the exemplary performance of another member.

Any member of the public may submit a nomination in writing and submitting it to the Administration division.

#### 1014.3.3 AWARD CRITERIA, APPROVAL AND PRESENTATION

The Fire Chief should appoint a review committee to review each report of exemplary performance or award nomination. Each report and nomination should be reviewed for merit and further investigated, if necessary, for additional factual details. In determining factual details, resources that may be used include, but are not limited to, copies of audio or recordings, copies of incidents, interviews with additional members or witnesses or other information.

Each report and nomination should be evaluated on its own merit, with the following criteria as a guideline:

- (a) If a report or nomination is determined to be for individual performance expected during the normal course of a member's assigned job duties, the review committee may elect to present the member with a copy of the report and nomination and place a copy

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Commendations and Meritorious Service*

---

in the member's personnel file. A Battalion Chief should approve this presentation. A supervisor should present the letter to the member in the presence of the company or station members.

- (b) If a nomination is determined to be for individual performance beyond what is expected during the normal course of a member's assigned job duties, the review committee may choose to have a Letter of Appreciation drafted to the member, for the Fire Chief's signature, detailing the specifics of the incident and how the member excelled. A Battalion Chief should approve this award before sending the letter to the Fire Chief for signature. The Battalion Chief should present the Letter of Appreciation to the member in the presence of the company or station members.
- (c) If an award nomination is determined to be for team performance beyond what is expected during the normal course of a company's assigned job duties, the review committee may elect to have a Company Citation drafted to the company, for the Fire Chief's signature, detailing the specifics of the incident and how the company excelled. A Battalion Chief should approve this award before sending the letter to the Fire Chief for signature and should present the letter to the company in the presence of other members of the battalion, if practicable.
- (d) If an award nomination is determined to be for individual or team performance well beyond what is expected during the normal course of assigned job duties, the review committee may elect to have a Commendation drafted for the Fire Chief's signature, detailing the specifics of the incident. The Fire Chief should approve this award. The Fire Chief should present this award, at his/her discretion, in a manner befitting the circumstances.
- (e) If an award nomination is determined to be for individual or team performance extraordinarily beyond what is expected during the normal course of assigned job duties, such as life-saving at significant risk of injury or death to the member, the review committee may elect to have a Meritorious Service Award conferred by the Fire Chief. The Fire Chief should approve this award. This award should typically be conferred publicly, at the discretion and direction of the Fire Chief.

#### **1014.4 REVIEW DISPOSITIONS**

The review committee should review award reports and nominations at least quarterly. Each nomination should be given a disposition of:

- (a) Copy of nomination placed in the member's file
- (b) Letter of Appreciation, approved/disapproved
- (c) Company Citation, approved/disapproved
- (d) Commendation, approved/disapproved
- (e) Meritorious Service Award, approved/disapproved

## Grievance Procedure

### 1015.1 PURPOSE AND SCOPE

The District is committed to effective communication with employees about their wages, hours and working conditions. The District understands that during the course of District business, disputes can and will arise. The District urges employees to resolve these disputes through open communication. The purpose of the internal grievance procedure is to allow all employees to voice job-related complaints, to have them considered fairly by the District, and to have them resolved at the lowest level possible. The procedures outlined are intended to meet these objectives.

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 district Progressive Discipline 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.

#### 1015.1.1 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 (MOU)
- 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 District which may pose a threat to health, safety or security.

Grievances may be brought by an individual member or by a group representative.

### 1015.2 POLICY

It is the policy of this district 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 district to promote free verbal communication between members and supervisors.

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Grievance Procedure*

---

#### **1015.3 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.

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.

Reference Anti-Retaliation Policy within this Chapter.

#### **1015.4 PROCEDURE**

Grievances as defined above, should be resolved using the following procedure.

- (a) The employee may select another employee, who is not involved in the grievance, as his or her representative to assist him or her under this policy;
- (b) Each party involved in a grievance should act promptly so that the grievance can be resolved as quickly as possible. Every effort should be made to complete action within the time limits specified in the grievance procedure. The Fire Chief may, however, extend the time limitation for any step if he or she finds it necessary and appropriate.

##### **1015.4.1 INFORMAL GRIEVANCE PROCEDURE**

An employee who has a grievance should first discuss the issue with his or her immediate supervisor within five working days from the time the employee first becomes aware of the issue. The immediate supervisor should make sure that any grievance receives prompt, fair attention.

The immediate supervisor must notify the employee of his or her decision about the issue within ten working days from the time the employee first brought the issue to the immediate supervisor's attention. If the immediate supervisor decides to take no action, he or she should give the employee an explanation of the reasons for that decision. If the grievance is settled at this point, no further action will be taken, and the immediate supervisor's decision will be final and binding.

##### **1015.4.2 FORMAL GRIEVANCE PROCEDURE**

###### **(a) Written statement to Fire Chief:**

1. An employee must use the District's informal grievance procedures before filing a formal grievance. If the complaint is not resolved to the employee's satisfaction using the informal grievance process, the employee may, within 15 working days after first notifying the immediate supervisor of the informal grievance, submit a formal grievance. To do so, the employee must submit to the Fire Chief a written statement giving a concise account of the grievance. The written statement shall include: the date the issue arose or came to the employee's attention; a concise summary of the facts; the rule, regulation, or policy the employee claims was violated; the names of the individuals involved; the immediate supervisor's response to the informal grievance; and other pertinent information that may be necessary to arrive at a full understanding of the grievance.



# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Grievance Procedure*

---

2. The Fire Chief shall reply in writing within five working days after receiving the written grievance. If the grievance is settled at this point, no further action will be taken, and the Fire Chief's decision will be final and binding.

(b) **Appeal to the Board of Directors:**

1. If the issue is still not resolved to the employee's satisfaction, he or she shall have five working days from receipt of the Fire Chief's written response to file a written appeal to the Board of Directors. The appeal must be submitted to the Secretary of the Board and must include the employee's written grievance, the Fire Chief's response, and the employee's statement as to why he or she is dissatisfied with the Fire Chief's response. The Board of Directors will consider the grievance at a properly noticed Board meeting. The Board may, at its discretion, interview the employee, the employee's supervisor and any other individuals with pertinent information. As soon as practicable, the Board shall reply in writing to the employee regarding the grievance and its determination of the grievance will be final and binding on all parties.
2. Alternatively, the Board may, at its discretion, hire an impartial hearing officer to hear the appeal of an employee's grievance. Under such circumstances, the hearing officer shall prepare a written proposed decision and submit the proposed decision to the Board. If the Board so requests, the hearing officer shall also prepare a record and include findings of fact and conclusions of law in his or her written proposed decision. If the Board rejects the proposed decision, it may review the record and shall prepare, with the assistance of legal counsel, its own decision which may include findings of fact and conclusions of law.

### **1015.5 GRIEVANCE RECORDS**

At the conclusion of the grievance process, all documents pertaining to the process shall be forwarded to the Administration.

## Physical Fitness

### 1016.1 PURPOSE AND SCOPE

The purpose of this policy is to provide firefighters with on-duty physical fitness guidelines. The District provides on-duty time for firefighter physical fitness to assist personnel in achieving and maintaining optimal health and physical fitness.

### 1016.2 POLICY

It is the policy of the Truckee Fire Protection 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 District retains the right to prohibit any physical fitness activity which, in its sole discretion, presents greater risks than benefits.

### 1016.3 PROCEDURE

The time, location and duration of company physical fitness activities are at the discretion of the on-duty Battalion Chief and the company officer. 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 Field 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 company officer during the designated physical fitness period. Members who have provided the District with written physical restrictions from a qualified health care provider shall not participate in any physical activity that conflicts with the restriction.

Members participating in on-duty physical fitness activities shall comply with the Uniform Regulations Policy.

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.

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Physical Fitness*

---

#### **1016.4 PHYSICAL FITNESS GUIDELINES**

Physical fitness activities designed to maintain or improve flexibility, muscular strength, endurance and anaerobic and aerobic capacity may include, but are not limited to, the following:

- Stretching
- Running, jogging, walking or rowing
- Weight training
- Stationary aerobic training (e.g., stair-climber, treadmill, stationary bicycle, elliptical machine)
- Core strengthening
- Firefighter specific activities (e.g., hose drag, simulated ventilation, dummy drag)

Member participation in competitive or contact sports is not allowed while on-duty.

#### **1016.5 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, the following:

- Insufficient warm-up
- Poor core stabilization
- 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
- Use a spotter when using the bench press.
- 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.

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Physical Fitness*

---

See also the District's Injury and Illness Prevention Program.

### **1016.6 RETIRED MEMBERS**

Retired members will be allowed to exercise at any station gym between the hours of 0700-1900 hours with the approval of the station captain. The priority for use of exercise equipment will be given to on-duty crews.

# Critical Incident Stress Debriefing

## 1017.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a Critical Incident Stress Debriefing Program. The Truckee Fire Protection District recognizes that during the course of performing job duties, members may become involved in or be exposed to incidents that have the potential to cause various forms of short- or long-term emotional trauma.

### 1017.1.1 DEFINITIONS

Definitions related to this policy include:

**Critical incident stress** - A strong emotional, cognitive or physical reaction that has the potential to interfere with daily life, including physical and emotional illness, loss of interest in the job, personality changes, marital discord and loss of ability to function.

**Critical Incident Stress Debriefing (CISD)** - A standardized approach using a group format to provide education, an atmosphere and opportunity for emotional release through discussion, and support for members who are involved in emergency incidents under conditions of extreme stress. CISD is not a diagnostic or treatment process like that provided in counseling sessions by a mental health professional. Instead, it is a service that provides education and support.

## 1017.2 POLICY

It is the policy of the Truckee Fire Protection District to implement a CISD Program to provide support and professional intervention to members of this district following exposure to situations that are likely to create unusually strong emotional reactions.

## 1017.3 CISD PROGRAM

The District should establish a committee responsible for implementing and managing the CISD Program. The Fire Chief or the authorized designee is responsible for appointing members to the committee who are representative of all levels of district personnel. The district's safety and health officer serves as the committee chairperson.

Functions of the committee include, but are not limited to:

- Providing input and assistance to the development and implementation of the CISD Program.
- Recommending the type and content of critical incident-related programs, workshops or seminars.
- Distributing CISD-related information to members.
- Providing the administrative and technical support needed to implement CISD activities.
- Assisting in the recruitment and training of peer support personnel.

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Critical Incident Stress Debriefing*

---

- Coordinating and following-up on requests for CISD.

### **1017.4 CISD COMPONENTS**

The CISD Program should include pre-incident, on-scene and post-incident activities, including education, diffusion of emotional reactions and debriefing. The purpose of the program is to minimize the impact of stress on members following major incidents.

Ideally, CISD should incorporate the services of both peer support personnel and trained professionals, such as physicians, psychologists or counselors.

The program is intended to be consistent with the recommendations of the National Fire Protection Association (NFPA) and the Fire Service Joint Labor/Management Wellness and Fitness Initiative, developed by the International Association of Fire Fighters (IAFF) and the International Association of Fire Chiefs (IAFC).

#### **1017.4.1 ACTIVATION**

The following are examples of incidents that may initiate a CISD response:

- Major disaster or mass casualty incidents
- Serious injury, death or suicide of a firefighter, police officer or other emergency service provider
- Serious injury or death of a civilian resulting from emergency service operations
- Death of a child or similar incident involving a profound emotional response
- Any incident that attracts unusually heavy media attention
- Loss of life following an unusual or extremely prolonged expenditure of emotional and physical energy by emergency services personnel
- Any unusual incident that produces an extreme, immediate or delayed emotional response
- Cumulative trauma from multiple incidents.

Any time it has been determined that a critical incident has occurred and intervention may be needed, a CISD should be requested. The request may be made either directly to peer support personnel or through the CISD committee. Depending on the type and magnitude of the incident and services that may be needed, the CISD may be activated either during or after a critical incident.

All members are responsible for recognizing incidents that may need a CISD. Once an incident has been identified as a critical incident, a CISD should be initiated as soon as practicable.

Debriefing may be conducted anywhere there is ample space, privacy and freedom from distractions. Consideration should be given to including responders from other agencies who were involved in the incident including, but not limited to, communications personnel, law enforcement officers and paramedics or ambulance personnel.

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Critical Incident Stress Debriefing*

---

Any member may request peer support or professional help as needed, on an individual basis.

#### 1017.4.2 CISD PROVIDERS

CISD providers should include mental health professionals and peer support members.

- (a) The duties and responsibilities of mental health professionals include the following:
  - 1. Supervise and advise on all clinical aspects of the program.
  - 2. Ensure the quality of CISD services.
  - 3. Offer clinical support and program guidance to the CISD committee and peer support personnel.
  - 4. Assist in the selection of new peer support personnel.
  - 5. Provide guidance to peer support personnel.
  - 6. Assist in training peer support personnel and with continuing education.
  - 7. Advise on the development of policy and written operational CISD protocols.
- (b) Mental health professionals involved in the CISD program should have the following qualifications:
  - 1. Be a licensed mental health professional.
  - 2. Be trained and experienced in a recognized CISD model.
  - 3. Demonstrate experience in counseling emergency services personnel.
- (c) The duties and responsibilities of peer support members include the following:
  - 1. Assist and support the CISD mental health professionals as necessary.
  - 2. Provide referrals to mental health professionals, where appropriate.
  - 3. Providing support and basic education to members and their families.
  - 4. Serving as a CISD provider with mental health professionals.
  - 5. Complete training and supervision necessary for the role.
- (d) Members involved in the CISD Program as peer support personnel should have the following qualities:
  - 1. Good negotiating skills
  - 2. Ability to communicate effectively
  - 3. The respect and trust of peers
  - 4. Ability to maintain confidentiality
  - 5. Ability to adhere to established limits and criteria
  - 6. Ability to learn about the psycho-social process

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Critical Incident Stress Debriefing*

---

7. Good listening skills
8. Good rapport with fellow emergency workers
9. Sensitivity to the problems of others
10. Be an emergency service provider or a member of a related service
11. Experience and knowledge about the types of incidents and situations to which members may be exposed

Peer support personnel should participate in both initial and continuing education and training regarding CISD principles and procedures.

### **1017.5 DEBRIEFING**

The form of CISD utilized should depend upon how early the intervention is activated and the nature of the incident. The use of one format does not preclude the use of others for the same critical incident.

Common formats for CISD include:

- (a) On-scene debriefing: Peer support personnel or mental health professionals respond to the scene as observers and advisers to watch for the development of acute reactions. They may offer encouragement and support, check on the well-being of personnel and allow for individual discussion of feelings and reactions.
- (b) Initial defusing: This usually takes place within a few hours of the incident and is generally facilitated by peer support personnel. It is an informal process encouraging open and free expression of feelings without a critique of the incident. The purpose is to stabilize involved members so they can go home or return to service.
- (c) Formal debriefing: Debriefing led by a CISD Program mental health professional and peer support personnel that usually takes place 24 to 48 hours after the conclusion of the incident. Members involved in the critical incident are given the opportunity for free expression of feelings. This expression should be met with acceptance, support and understanding.
- (d) Follow-up debriefing: If deemed necessary, it may be facilitated by the CISD mental health professional and peer support personnel several weeks or months after a critical incident. The main purpose is to resolve any issues or problems that were not initially resolved. The follow-up debriefing may include the entire group or a portion of those originally involved.

Regardless of the type of debriefing, CISD is not a critique of district operations at the incident. The CISD provides a setting in which members can discuss their feelings and reactions as a means to reduce the stress resulting from exposure to critical incidents. Performance issues should not be discussed during the debriefing.

No one has rank during a debriefing process. Everyone is equal.



# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Critical Incident Stress Debriefing*

---

Following any intervention, should members feel a need for additional assistance, contact may be made with peer support personnel or a CISD committee member to obtain information regarding a referral.

### **1017.6 ATTENDANCE**

Only those involved in the incident and CISD team members should be present. Members directly exposed to the traumatic aspects of an incident are strongly encouraged to participate in CISD.

Under special circumstances, the supervising officer may make attendance mandatory. Even if attendance is mandatory, members should not be obligated to speak or express their feelings during the CISD.

During debriefings, members involved should be out of service with radios, pagers or other distractions turned off.

### **1017.7 ROTATION OF PERSONNEL**

Command officers should minimize members' exposure at critical incidents by rotating or removing initial responding personnel from the immediate scene and reassigning them to less stressful operations as soon as possible. Members directly involved in critical incidents should be considered a high priority for immediate reassignment or removal from the scene. Relief from duty may also be considered.

Trained peer support personnel may make a request to their command officer for relief or reassignment during a shift to participate in CISD activities. The peer support personnel should provide a number of on-scene services, including on-site evaluation, encouragement and consultation. They should also be considered an available resource for assignment to rehab, medical, or other areas as needed.

Circumstances of a critical incident may result in a recommendation that individuals or companies be taken out of service. The command officer is responsible for making the appropriate arrangements.

Under no circumstances is being taken out of service to be construed as critical or negative. Personnel taken out of service are to be viewed as deserving of the same consideration as an injured firefighter.

### **1017.8 CONFIDENTIALITY**

The District considers all CISD interventions, regardless of type, as strictly confidential. Notes, other than those specifically identified in this policy, are prohibited. No audio or video recording may be made without the express consent of all participants.

The only exceptions to confidentiality should be when:

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Critical Incident Stress Debriefing*

---

- (a) There is reasonable evidence to assume a risk of harm to the member or to others. If the risk is to another person, that person is identifiable and there are means to contact the person.
- (b) Participants divulge information that falls under any applicable state mandatory reporting duties.

### **1017.9 RECORD-KEEPING**

Following a CISD intervention, the committee chairperson should prepare a summary report and forward it to the CISD Program committee for statistical record-keeping. The report should be limited to the following information:

- (a) Incident date and time
- (b) Brief description of incident facts
- (c) Intervention date and location
- (d) Names of CISD members conducting the intervention
- (e) Numbers of participants from each agency involved

Names of participants should not be recorded.

---

## Workplace Violence

### 1018.1 PURPOSE AND SCOPE

The purpose of this policy is to make clear that the District does not tolerate any direct or implied threats of violence or violent behavior in the workplace or any act or behavior which is or can be perceived as threatening, hostile and/or violent.

### 1018.2 POLICY

It is the policy of the Truckee Fire Protection 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 District 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.

### 1018.3 DEFINITIONS

Definitions related to this policy include:

**Violent behavior** - Any violent or threatening behavior, whether physical, verbal or any written communication, including electronic or radio messaging, that includes, but is not limited to:

- Violence, such as homicide, assault, battery and rape.
- Threats of violence, such as intimidation, coercion and harassment.
- Striking, punching, slapping or assaulting another person.
- Fighting or challenging another person to fight.
- Grabbing, pinching or touching another person in an unwanted manner.
- Possession, use or threat of use of a gun, knife or other weapon of any kind on district property. This includes parking lots, other exterior premises, district vehicles or any time members are engaged in work activities for the District in other locations, unless possession or use of the object is a requirement of the job.
- Using obscene or abusive language or gestures in a threatening manner.
- Raising voices in a threatening manner.

**Workplace** - Any building, facility, vehicle, emergency response scene or location in which members conduct district business.

**Employee** - Any person in the paid employ of the District in any regular, part-time, temporary or contract position, including paid reserves, extra-help positions and paid staff/management interns.

**Volunteers** - A volunteer in an unpaid position providing services to the District, such as fire explorers, unpaid interns and chaplains.

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Workplace Violence*

---

**Weapon** - Firearms, chemical sprays, clubs, batons, knives or any other implement capable of inflicting bodily harm if it is used as a weapon or displayed in such a manner as to cause harm or threaten a person with harm.

### **1018.4 PROHIBITED BEHAVIOR**

No member shall engage in, encourage or promote violent behavior toward any person while conducting district business or on district property.

District management is prohibited from authorizing members to carry weapons while engaged in district business.

No member engaged in district business shall carry self-defense weapons in violation of applicable state or local laws or this policy.

Also see the Carrying Weapons On-Duty Policy.

### **1018.5 REPORTING AND INVESTIGATING**

#### **1018.5.1 MEMBER RESPONSIBILITY**

District 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.

#### **1018.5.2 SUPERVISOR, CAPTAIN, BATTALION CHIEF, DIVISION CHIEF, FIRE 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.

Local law enforcement personnel shall be notified immediately of all threatening or violent behavior.

#### **1018.5.3 INVESTIGATION**

The Administration Division will promptly, impartially and with as much confidentiality as practicable, coordinate the investigation of all reports of violent behavior.

District 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.

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Workplace Violence*

---

#### **1018.5.4 REPORTING NON-WORK RELATED THREATENING OR VIOLENT BEHAVIOR**

District 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 supervisor.

Supervisors receiving any such report shall contact the Administration Division as soon as practicable so that any appropriate safety measures or plans may be developed.

#### **1018.6 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 his/her supervisor.

The District prohibits and does not tolerate retaliation against any employee because of that employee's participation in protected activities, including but not limited to good faith reporting of work place wrongdoing, making a protected claim against the District, participating in any related investigation, or properly using District benefits. Any employee who engages in prohibited retaliation is subject to disciplinary action, up to and including termination.

Regardless of title or position, no person has the authority (expressed, actual, apparent, or implied) to retaliate against any employee.

The District prohibits deliberately making false and/or malicious allegations, as well as deliberately providing false information during an investigation. Anyone who violates this rule is subject to disciplinary action, up to and including termination.

#### **1018.7 RESTRAINING ORDERS**

Members who obtain a restraining order listing their workplace, person, or the District as a protected area must provide a copy of the restraining order to their immediate supervisor or the Administrative Officer. The District needs this information in order to provide a safe workplace.

#### **1018.8 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 District 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

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Workplace Violence*

---

- Criminal arrest and prosecution
- Special procedures, such as job relocation or initiation of a court order

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.

#### **1018.9 LEGAL ACTION**

The Administration Division, in consultation with the District's legal counsel, will determine if the District will seek a temporary restraining order or injunction to reduce future or threatened violent behavior in the workplace (Code of Civil Procedure § 527.8).

#### **1018.10 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 work station designs and office traffic flow patterns.
- Requiring the employee to attend a fitness-for-duty evaluation.
- Developing specific workplace violence procedures for incident response, prevention and corrective actions.

#### **1018.11 WORKPLACE VIOLENCE PREVENTION**

All district members are responsible for assisting in the prevention of violence in the workplace.

The District will provide appropriate training to members regarding workplace violence.

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 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.

## Smoking / Tobacco Products

### 1019.1 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.

### 1019.2 POLICY

It is the policy of the Truckee Fire Protection District that all members are prohibited from smoking or using any other form of tobacco products while on-duty. This policy includes any form of vaping

Smoking and use of any other tobacco products is not permitted inside any district facility, office, district 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 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 tobacco product inside district 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 district facility), whether that person is present for training, enforcement or any other purpose (Government Code § 7596 et seq.).

## Drug and Alcohol Free Workplace

### 1020.1 PURPOSE AND SCOPE

The Truckee Fire Protection 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 property or when performing District-related business elsewhere.

#### 1020.1.1 DEFINITIONS

Definitions related to this policy include:

**Controlled substance or drug** - Those substances listed in the Controlled Substances Act (21 USC § 812), except that lawful possession or use of medications prescribed by the member's licensed physician shall be excluded.

**Reasonable suspicion** - Belief based on objective factors, such as behavior, speech, body odor, appearance or other evidence of impairment which would lead a reasonable person to believe that the member may be under the influence of drugs or alcohol.

**Legally prescribed drug** - A prescription or other written approval for the use of a drug as medical treatment. The prescription or written approval should include the patient's name, the name of the drug, the amount to be taken and the period of approval.

### 1020.2 POLICY

It is the policy of the Truckee Fire Protection District to provide a drug free workplace for all members. The misuse of and/or dependency on drugs and/or alcohol by members of this district is a threat to public welfare and to the safety of all members. The use, possession or being under the influence of alcohol or unauthorized drugs by members while on-duty or while conducting any official business will not be tolerated. It is the policy of the Truckee Fire Protection District to prevent the use of drugs and alcohol in the workplace through testing and education, and to comply with the United States Department of Transportation Federal Highway Administration (U.S. DOT-FHWA) regulations on Controlled Substances and Alcohol Use Testing (49 CFR 382 and 49 CFR 40).

### 1020.3 GENERAL GUIDELINES

The Truckee Fire Protection District recognizes the need to maintain an attitude of assistance and treatment toward member's problems. However, because of the dangers to members' health and safety and that of the general public, alcohol and drug use in the workplace or on district time shall not be tolerated. Any employee violating this policy shall be subject to disciplinary action, up to and including termination.

#### 1020.3.1 USE OF PRESCRIBED MEDICATIONS

District members who are medically required to take prescription medications during work hours shall not allow such medications to impair their ability to perform their work.



# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Drug and Alcohol Free Workplace*

---

Any member who is required to take any medication with side effects which might impair his/her ability to fully and safely perform all requirements of the position shall report the need for such medication to his/her immediate supervisor. No member shall be permitted to work or drive a vehicle owned or leased by the District while taking such potentially impairing medication without a written release from his/her physician.

Possession or use of medical marijuana or being under the influence of marijuana on- or off-duty is prohibited and may lead to disciplinary action.

### **1020.4 APPLICABILITY**

This policy applies to all safety and non safety members as defined by DOT regulations and includes paid part-time members, volunteers, contract employees and contractors, who operate, as part of their job requirement or while conducting business on behalf of the District.

### **1020.5 DRUG AND ALCOHOL TESTING**

Except those who are required to test under the DOT Drug and Alcohol Testing Policy, the District has the discretion to test a current employee for alcohol or drugs as follows.

#### **1020.5.1 PRE-EMPLOYMENT TESTING**

New members hired or current members changing classification of employment (i.e. Part-Time to Full-Time), or who are assigned to perform duties affected by this policy shall submit to a pre-employment drug test. The District must receive a negative test result prior to the performance of any duties assigned.

#### **1020.5.2 REASONABLE SUSPICION**

The District may require a blood test, urinalysis or other drug and/or alcohol screening of those persons reasonably suspected of using or being under the influence of a drug or alcohol at work.

In order to receive authority to test, the supervisor must record the factors that support reasonable suspicion and discuss the matter with the Fire Chief. If there is a reasonable suspicion of drug or alcohol use, the member will be relieved from duty and placed on sick leave until the test results are received.

#### **1020.5.3 POST-COLLISION TESTING**

As soon as practicable following a collision involving a driver covered by this policy, the driver shall be tested for alcohol and/or controlled substances if any of the following conditions exist:

- The collision involved the loss of human life.
- The driver was cited for a moving violation, under state or local law, within eight hours of the occurrence of the collision.

If the driver was cited within 32 hours of the collision, under state or local law, for a moving violation arising from the collision, he/she shall be tested for controlled substances, if the incident involved:

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Drug and Alcohol Free Workplace*

---

- Bodily injury to any person who, as a result of the injury, immediately received medical treatment away from the scene of the collision; or
- One or more motor vehicles incurred disabling damage as a result of the collision, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.

#### **1020.6 MEMBER RESPONSIBILITIES**

Members shall come to work in an appropriate mental and physical condition and are absolutely prohibited from manufacturing, distributing, dispensing, possessing or using controlled substances or alcohol on district premises or on district time.

Members must notify their supervisor before beginning work when they are taking any medications or drugs, prescription or non-prescription, which may interfere with the safe and effective performance of duties or operation of District equipment.

Members must notify a supervisor immediately when they observe behavior or other evidence they believe demonstrates that a fellow employee poses a risk to the health and safety of the employee or others due to drug or alcohol use.

Members are required to notify their immediate supervisor of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

#### **1020.7 RETURN TO DUTY OR FOLLOW-UP TESTING**

A covered member who has violated any of the prohibitions of this policy must submit to a return to duty test before returning to his/her position (49 CFR 40.305). The test result must indicate an alcohol concentration of less than 0.02 (0.01 in the State of California ) or a verified negative result on a controlled substances test. In addition, because studies have shown that the relapse rate is highest during the first year of recovery, the member will be subject to follow-up testing, which is separate from the random testing obligation. The member will be subject to at least six unannounced drug/alcohol tests during the first year back to the safety-sensitive position following the violation.

#### **1020.8 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 engaged in the performance of a federal grant, the District 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).

#### **1020.9 EMPLOYEE ASSISTANCE PROGRAM**

Employees who experience drug or alcohol problems are encouraged to seek referral for rehabilitation through an Employee Assistance Program (EAP) or their insurance provider. It is the responsibility of each employee to seek assistance before alcohol or drug problems lead

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Drug and Alcohol Free Workplace*

---

to performance problems. Employees may contact the Administrative Officer, their insurance provider or an EAP representative for additional information.

The District recognizes the need for confidentiality and privacy and forbids disclosure of any information relating to chemical abuse treatment, except on a need to know basis or as allowed by law. Information shall only be released with the express written consent of the employee involved or pursuant to an agreement or other lawful process. All documents generated by the EAP are considered confidential medical records.

### **1020.10 PROHIBITED SUBSTANCES**

Prohibited substances addressed by this policy include the following (49 CFR 382):

- (a) Any illegal drug or any substance identified in Section 202 of the Controlled Substance Act 21 USC § 812 and defined by 21 CFR 1300.11. This includes, but is not limited to: marijuana, amphetamines, opiates, phencyclidine (PCP), cocaine and any drug not approved for medical use by the U.S. Drug Enforcement Administration or the U.S. Food and Drug Administration.
- (b) The use of beverages containing alcohol or substances including any medication, mouthwash, food, candy or other substance such that alcohol is present in the body while performing work-related duties. The concentration of alcohol is measured by an evidentiary breath-testing device.
- (c) The illegal use of legal drugs while performing work-related duties (e.g., misuse of legally prescribed drugs and the use of illegally obtained prescription drugs).

The use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance that carries a warning label that indicates that mental functioning, motor skills or judgment may be adversely affected must be reported immediately to an appropriate supervisor.

Written approval from a qualified health care professional must be provided to the Truckee Fire Protection District before the affected member may perform any work-related duties while taking these medications.

### **1020.11 PROHIBITED CONDUCT**

#### **1020.11.1 MANUFACTURE, TRACKING, POSSESSION AND USE**

Truckee Fire Protection District members affected by this policy are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession or use of prohibited substances while on-duty. Members who violate this prohibited conduct will be subject to disciplinary action, up to and including termination. Law enforcement shall be notified, as appropriate, where criminal activity is suspected.

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Drug and Alcohol Free Workplace*

---

#### 1020.11.2 INTOXICATION OR UNDER THE INFLUENCE

District members affected by this policy who are reasonably suspected of being intoxicated, impaired, under the influence of a prohibited substance or not fit for duty shall be suspended from job duties pending an investigation and verification of their condition. Members found to be under the influence of prohibited substances or who fail to pass a drug or alcohol test shall be removed from duty and subject to disciplinary action, up to and including termination. A drug or alcohol test is considered positive if the member is found to have a quantifiable presence of a prohibited substance in the body that is above the minimum thresholds defined in 49 CFR Part 40.

#### 1020.11.3 COMPLIANCE WITH TESTING REQUIREMENTS

All members affected by this policy will be subject to urine drug testing and breath alcohol testing.

Any member who refuses to comply with a request for testing shall be removed from duty and subject to disciplinary action, up to and including termination.

In addition, any member who is suspected of providing false information in connection with the test or who is suspected of falsifying test results through tampering, contamination, adulteration or substitution will be required to undergo an observed collection of a urine specimen. Verification of these actions will result in the member's removal from duty and possible disciplinary action, up to and including termination.

Refusal can include an inability to provide a sufficient urine specimen or breath sample without a valid medical explanation, as well as a verbal declaration, obstructive behavior or physical absence that results in the member's inability to take the test.

#### **1020.12 SEARCHES**

In order to promote a safe, productive and efficient workplace, the District has the right to search and inspect all District property, including, but not limited to, lockers, storage areas, furniture, District vehicles and other places under the common control of the District or the joint control of the District and members. No member has any expectation of privacy in any District building, on any District property or when using any District communications system.

If the member is covered by the Firefighters Procedural Bill of Rights Act, no search of such spaces shall be made except in the member's presence or with his/her consent or after notice has been given to the member (Government Code § 3250 et. seq.). Nothing herein shall affect a search conducted pursuant to a search warrant.

#### **1020.13 TESTING GUIDELINES**

The following represent a summary of testing guidelines. For testing forms see the Administrative Officer.

##### 1020.13.1 TESTING REQUIREMENTS

Requirements shall include tests for alcohol and controlled substances:

- (a) A National Highway Traffic Safety Administration (NHTSA)-approved evidential breath testing (EBT) device will be used at the .02 and .04 alcohol concentrations.

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Drug and Alcohol Free Workplace*

---

- (b) For controlled substances, a urine specimen will be collected to test for marijuana, cocaine, amphetamines, PCP, opiates and prescription drugs that may affect a member's ability to perform job duties safely.

The District shall only use testing facilities that adhere to the DOT requirements regarding testing for specified prescription drugs.

#### 1020.13.2 PROCEDURE

The District will refer employees to an independent, certified clinic or laboratory for administration of drug testing. Failure will constitute violation of this policy and will subject the employee to discipline, up to and including dismissal. All drug test results will be treated as confidential information and handled accordingly.

#### 1020.13.3 TESTING NOTIFICATION AND MEMBER RESPONSIBILITIES

The Administrative Officer will notify the appropriate supervisor regarding the member who is to be tested. If testing is required post collision or is due to reasonable suspicion, the member's supervisor shall transport the member to the testing site.

If testing is for any other reason, the selected member is required to proceed to the testing site immediately upon notification. Except as noted above the member may use a vehicle owned by the District to go to the testing site if one is reasonably available, .

If the results of a test could reasonably lead to disciplinary action, the member may have union representation at the testing site. However, the testing will not be unreasonably delayed to accommodate the request.

#### 1020.13.4 TEST RESULTS

All controlled substance tests will be reviewed by a licensed physician who has been designated as the medical review officer and is responsible for receiving laboratory results (49 CFR 40.121). The medical review officer receives all test results from the District's drug-testing program and evaluates medical explanations for certain drug test results. Positive tests are submitted to the District Administrative Officer.

## Personal Appearance Standards

### 1021.1 PURPOSE AND SCOPE

In order to project uniformity and neutrality toward the public and other members of the District, members shall maintain their personal hygiene and appearance to project a professional image appropriate for this district and for their assignment.

The procedures contained herein are intended to promote uniformity of the members of the District by addressing specific grooming items. However, nothing herein shall limit the District's ability to address any other grooming or personal appearance deemed improper for members of the District.

### 1021.2 GROOMING STANDARDS

The following appearance standards shall apply to all members except those whose current assignment would deem them not appropriate or where the Fire Chief or the authorized designee has granted an exception.

#### 1021.2.1 PERSONAL HYGIENE

All members must maintain proper personal hygiene. Examples of improper personal hygiene include, but are not limited to, dirty fingernails, bad breath, body odor and dirty or unkempt hair. Any member who has a condition due to a protected category (e.g., race, physical disability) which affects any aspect of personal hygiene covered by this policy may qualify for an accommodation and should report any need for an accommodation to a supervisor or the Administrative Officer.

#### 1021.2.2 HAIR

The hairstyle of all members shall be neatly trimmed and arranged. For safety employees, during on duty hours between 0800 and 1700, hair must not reach below the top of the collar more than two inches. It must not drop below the bottom of the ear more than one inch and must not extend out from the scalp more than two inches. Between 1700 and 0800, hair may be worn down unless the employee responds to a incident or training during this time, or will be out in the public and available for response, then the employee must meet the guidelines listed above for on duty time.

#### 1021.2.3 MUSTACHES

A short and neatly trimmed mustache may be worn. Mustaches shall not extend beyond the natural hairline of the upper lip. All facial hair shall not inhibit the use of a self contained breathing apparatus regardless of positive pressure applications or application of substances on the hair to ensure a seal.

#### 1021.2.4 SIDEBURNS

Sideburns shall not extend below the bottom of the ear and shall be trimmed and neat.

#### 1021.2.5 BEARDS AND GOATEES

Beards, goatees, any hair on the chin or near the bottom lip is prohibited.

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Personal Appearance Standards*

---

#### 1021.2.6 FACIAL HAIR

Facial hair other than sideburns, mustaches and eyebrows shall not be worn, unless authorized by the Fire Chief or the authorized designee.

#### 1021.2.7 COSMETICS

Members are permitted to wear cosmetics of conservative color and amount.

#### 1021.2.8 FINGERNAILS

Fingernails extending beyond the tip of the finger can pose a safety hazard to members working in the field. For this reason, fingernails shall be trimmed so that no point of the nail extends beyond the tip of the finger.

#### 1021.2.9 JEWELRY AND ACCESSORIES

No jewelry or personal ornaments shall be worn by members on-duty on any part of the uniform or equipment, except those authorized within this manual. Members should be mindful of wearing jewelry that can become snagged or caught during performance of fire suppression duties.

- Necklaces or jewelry, worn around the neck, shall not be visible above the shirt collar.
- It is recommended that members refrain from wearing rings while assigned to suppression.
- Employees are not permitted to wear jewelry to work if the length and/or style of the jewelry might endanger the employee's safety when operating District equipment or machinery, or responding to emergency incidents.

#### 1021.3 TATTOOS

At no time will tattoos be visible while on-duty 0800-1700 hrs except for daily exercise time or when temperatures exceed 85 degrees, out of public view when at all possible. After daily work hours 1700-0800 hrs tattoos may be visible around the station outside of public view. Tattoos must be covered during any public interaction including but not limited to calls, station tours, public education, events, shopping and moving from one station to another. Any tattoo, brand or mutilation on the head, neck, scalp, face, neck, arms, hands, legs or feet must be covered by way of a uniform or neutral-colored skin patch while on-duty. Small existing tattoos may be allowed with approval and at the discretion of the Fire Chief. No offensive tattoos shall be visible at anytime. Offensive tattoos will be determined at the sole discretion of the Fire Chief.

#### 1021.4 BODY PIERCING OR ALTERATION

Except for a single stud pierced earring worn in the lobe of each ear, no body piercing shall be visible while any member is on-duty or representing the District in any official capacity.

Alteration to any area of the body that is visible in any authorized uniform or attire, that is a deviation from normal anatomical features and is not medically required is prohibited. Such body alteration includes, but is not limited to:

- (a) Tongue splitting or piercing.

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Personal Appearance Standards*

---

- (b) The complete or trans-dermal implantation of any material other than hair replacement.
- (c) Abnormal shaping of the ears, eyes, nose or teeth.
- (d) Branding or scarification.
- (e) Ear gauges



## Uniform Regulations and Safety Apparel

### 1022.1 PURPOSE AND SCOPE

The purpose of this policy is to establish uniform regulations for members in order to enhance the district's overall professional and positive image.

### 1022.2 POLICY

It is the policy of the Truckee Fire Protection District that members shall wear the proper uniform at all times when on-duty or engaged in district-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 district regulations regarding the use of any personal protective equipment (PPE).

### 1022.3 STANDARD WORK UNIFORM AND BOOTS

The dress and grooming standards for employees are governed by the requirements of safety and professional appearance. Employees are supplied uniforms on a regular basis. All employees must wear uniforms that are in good repair and meet the intent of the safety applications. Uniforms that are stained, torn, faded, or in other forms of disrepair shall not be worn and must be replaced. It is the employee's responsibility to keep his or her uniform clean and presentable at all times. Only the approved uniform shall be worn while on duty.

- (a) Uniforms Class B: During working or on duty hours between 0800-1700, after 1700 for any meetings or public events away from the station.
- (b) District personnel shall wear uniforms provided by the District at the District's expense. Uniforms will be provided as follows:
  - (a) New Shift Employees will receive four uniform shirts, four uniform T-shirts, four uniform pants, one embroidered sweatshirt, one uniform/winter jacket, one belt, one badge, one name tag, one baseball hat and one winter beanie.
  - (b) New Weekly Employees will receive five uniform t-shirts, five uniform shirts, five uniform pants, one uniform/winter jacket, one embroidered sweatshirt, one belt, one badge, one name tag, one baseball hat and one winter beanie.
  - (c) Annually Shift Employees are eligible to receive two uniform shirts, three uniform T-shirts, two uniform pants each fiscal year if needed. When needed they may also receive either a duty jacket or approved embroidered sweatshirt. Administration or the supervisor can make exceptions and exceed these limits if uniform is not meeting neat professional standard. Approval of these uniforms will be at the discretion of the Fire Chief.
  - (d) Annually Weekly Employees are eligible to receive five uniform t-shirts, five uniform shirts, five uniform pants, also one uniform jacket or embroidered sweatshirt if needed as approved by the Fire Chief. Polo type shirts with the approved District logo will be provided to these employees as approved by the Fire Chief. District mechanics may purchase overalls on an as-needed basis.

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Uniform Regulations and Safety Apparel*

---

- (e) New Part-time personnel will receive two uniform shirts, two uniform pants, one belt, one badge, one name tag, one baseball hat, one winter beanie and one uniform/winter jacket. Replacement will be on an as-needed basis.
- (c) Class B duty shirts do not need to be worn around the station by duty crews when temperatures, according to Truckee NOAA are above 85 degrees. District provided Tee Shirts are appropriate during these times, however, duty shirts must be still be worn on calls/incidents or anytime away from the station.
- (d) Duty Boots:Field employees must wear approved black duty boots at all times during working hours (0800-1700) and on emergency responses. During the winter months or inclement weather the preapproved District provided snow boots are acceptable. The boots must be made of leather, black, with deep lug soles such as vibram, and the tops a minimum 6 inches tall unless otherwise pre-approved by the District Purchasing Agent.The duty boot will be supplied by the District and will be purchased through the District Purchasing Agent. Only boots approved by the Fire Chief will be authorized.Boots will be supplied as needed.Replacement for worn out boots that are less than a year old must be authorized by the Fire Chief or his/her designee.
- (e) Class B Duty Shirt. The uniform shirt will be outfitted with district approved items to include district patch on left shoulder, ALS, BLS, or American Flag patch on right shoulder, a badge, name tag with name and rank, an optional 9-11 pin centered approximately 1 inch above the name tag, collar brass for officer ranks. Unless approved by the Fire Chief no additional pins, patches or alterations will be made to the uniform shirt.

The District will provide each employee with the required uniform components on an as-needed basis.After initial distribution, if a component needs replacing, the employee must return the original component to the District upon receipt of the replacement.Upon termination of employment, an employee must clean and return all uniforms with components to the District.All components of the District uniform are provided solely for the employee's use during working hours and are not to be worn when an employee is not on duty.

Lockers and changing areas are provided to each employee for storage of the District uniform while not in use and for changing into and out of uniform at the beginning and end of work.Employees are expected to be dressed, groomed and in their uniforms ready to begin work at the beginning of their shift.

Employees will be permitted to clean up and change into their personal clothes 15 minutes before the end of their shift.

#### 1022.3.1 UNIFORM JACKETS

Uniform jackets may be worn as described in this subsection:

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Uniform Regulations and Safety Apparel*

---

- At any time over the Class B work uniform shirt during 0800-1700 or over a Tee shirt after hours.
- Uniform jackets are not fire resistive and shall not be worn underneath PPE.
- Unless approved by the Fire Chief no additional pins, patches or alterations will be made to the Uniform Jacket.

### 1022.3.2 UNIFORM T-SHIRTS

Official district navy blue on-duty t-shirts (long or short sleeve) must be worn:

- At all times while on duty with exception of physical fitness work outs, showering and sleeping.
- Under the standard work uniform shirt.
- A long sleeve t-shirt may not be worn under a short sleeve uniform shirt.

### 1022.3.3 BASEBALL CAPS AND WINTER BEANIES

Official district approved on-duty baseball caps and winter beanies may be worn, except:

- When a helmet is required.
  - At formal or semi-formal events or occasions.

Baseball hats must be worn with brims facing forward. Modifications to the hat including adding pins, patches or altering the shape of the bill are not allowed.

### 1022.3.4 OTHER

Official district Embroidered Sweatshirts may be worn:

- Over official uniform shirt between 0800-1700 hrs around the station.
- Over official T Shirts around the station after 1700 hrs or to emergency responses after 1700 hrs.
- Unless approved by the Fire Chief no additional pins, patches or alterations will be made to the Embroidered Sweatshirt.

### 1022.3.5 PERS SPECIAL COMPENSATION UNIFORM ALLOWANCE

1. For PERS Classic members only:
  - Class B Uniform shirts, pants, and belts shall be considered as accountable equipment, and will be tracked accordingly.
  - All T shirts and hats shall be considered as expendable equipment, and will be tracked accordingly.
  - All jackets shall be considered as District-owned equipment, and will be tracked accordingly.

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Uniform Regulations and Safety Apparel*

---

2. Under California Code of Regulations Section 571, CalPERS requires that the initial value of Uniforms given to employees are reported as "special compensation" for Classic members. The value of the initial allotment of Uniform items are as follows:
  - New Shift Employees receive an initial allotment of uniform items, up to and not to exceed \$1,250.00 per employee on a fiscal year basis.
  - New Weekly Employees receive an initial allotment of Uniform items, up to and not to exceed \$1,500.00 per employee on a fiscal year basis.
  - Annual Shift Employees receive an allotment of Uniform items on an as-needed basis, up to and not to exceed \$800.00 per employee on a fiscal year basis.
  - Annual Weekly Employees receive an allotment of Uniform items on an as-needed basis, up to and not to exceed \$1,500.00 per employee on a fiscal year basis.

### **1022.4 PHYSICAL FITNESS APPAREL**

The physical fitness apparel (sweatshirts, sweatpants, gym shorts) shall primarily be worn when engaged in physical fitness activities. It may also be worn in quarters after normal working hours (0800-1700) but only as directed by station company officer.

Nylon, other synthetic materials and other fitness apparel not district approved should not be worn under PPE because those fabrics may melt.

### **1022.5 DRESS UNIFORMS**

Dress uniforms (Class A) may be required as directed by the Fire Chief or designee when attending the following types of events:

- Funerals and memorials
- Formal district functions, such as graduations and badge ceremonies
- Formal District functions

### **1022.6 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 and name tags shall be clean and free from excessive scratches.

## Badges

### 1023.1 PURPOSE AND SCOPE

The name of the Truckee Fire Protection District on the district badge and uniform patches are parts of the uniform worn by its personnel and are property of the District. This policy establishes the rules associated with Truckee Fire Protection District badges and any likeness of the badge.

### 1023.2 POLICY

The Truckee Fire Protection District may issue members of the District a uniform badge for use or display in compliance with this policy.

Only authorized badges issued by this district shall be displayed, carried or worn by members while on-duty or otherwise acting in an official or authorized capacity. Persons not currently active and in good standing may not possess, display, or present a badge implying employment with the District.

### 1023.3 BADGE TYPES

Shirt badges will be provided as follows:

Firefighters, Captains, Prevention and Administrative personnel - Two Tone (silver/gold)

Chief Officers - Gold Tone

#### 1023.3.1 PART-TIME PERSONNEL

Part-Time personnel will be issued one uniform badge.

If employment ends prior to retirement the badge will be returned to the District.

#### 1023.3.2 FULL-TIME PERSONNEL

Full-Time personnel will be issued one badge during their probationary period.

Full-Time employees may purchase an additional shirt and/or wallet badge at their expense.

The employee may retain badges which change through promotional or classification change until retirement.

If employment ends prior to retirement all badges will be returned to the District and the employee will be reimbursed for any personal purchases.

#### 1023.3.3 RETIREE BADGES

If the employee retires all badges will be presented to the employee in a manner appropriate for display with the following exception:

- A full-time retiree may elected to retain a shirt or wallet badge. If the employee chooses to retain a badge a "Retired" ribbon will be added to the badge above the rank ribbon. All other badges will be presented as stated above.

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Badges*

---

### 1023.3.4 MOURNING BADGE

Uniformed members shall wear a black mourning band across the uniform badge whenever a firefighter is killed in the line of duty. The following mourning periods will be observed:

- (a) A firefighter of this District: from time of death until midnight on the 14th day after death.
- (b) A firefighter from this or another county: from time of death until midnight on the day of the funeral.
- (c) Funeral attendee: While attending the funeral of an out-of-region firefighter.
- (d) As directed by the Fire Chief.

### 1023.4 LOSS OF BADGE

Any member who loses any badge must immediately report the loss to his/her supervisor.

### 1023.5 UNAUTHORIZED USE OF BADGES

No badge shall be issued to anyone other than a current or honorably retired member of the District. District badges are for official use only.

The district badge, uniform patch or any likeness thereof shall not be used for personal or private reasons including, but not limited to, letters, memoranda or electronic communications, such as e-mail, websites or web pages.

Members may not use the district badge, uniform patch or district name in any material (printed matter, products or other items) without approval of the Fire Chief.

Members shall not loan their district badge to others and shall not permit the badge to be reproduced or duplicated.

---

## Identification Cards

### 1024.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the guidelines for issuing and possessing Truckee Fire Protection District identification cards. Any image or likeness of the identification card and the name of the Truckee Fire Protection District are the property of the District and their use shall be restricted as specified in this policy.

### 1024.2 POLICY

It is the policy of the Truckee Fire Protection District that identification cards shall be issued to all district members. The use and display of district identification cards shall be in compliance with this policy.

### 1024.3 IDENTIFICATION CARD CONTENT

District-issued identification cards shall include the following information:

- The district name
- An image of the district logo
- The full name of the member
- The member's title
- Issue and expiration dates
- The district's mailing address
- A statement indicating that the identification card is the property of the Truckee Fire Protection District and that if found, the card must be returned to the District

### 1024.4 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 District.

### 1024.5 UNAUTHORIZED USE

District identification cards may not be displayed for any purpose other than official use.

Members may not use an image or likeness of the district identification card in any material (printed matter, products or other items) without prior written approval from the Fire Chief.

Members shall not loan district identification cards to others and shall not permit the identification card to be reproduced or duplicated.

### 1024.6 LOSS OF DISTRICT IDENTIFICATION CARD

The loss of the district identification card must be immediately reported to the District.

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Identification Cards*

---

### **1024.7 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

### 1025.1 PURPOSE AND SCOPE

The purpose of this policy is to assist the Truckee Fire Protection District in accurately reporting work-related illnesses and injuries and managing workers' compensation costs. The policy also provides district 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.

#### 1025.1.1 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 or disease arising out of employment or occurring in the course of employment duties (Labor Code § 3208); includes the contraction of a communicable disease (Labor Code § 5500.5 ).

### 1025.2 POLICY

It is the policy of the Truckee Fire Protection District to provide workers' compensation benefits and assistance to all members who incur a work-related illness or injury. The District 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 ).

### 1025.3 PROCEDURE

Work-related injuries or illnesses incurred by members may be covered by workers' compensation through the Truckee Fire Protection 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.

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *On-Duty Injuries*

---

#### 1025.3.1 MEMBER RESPONSIBILITIES

A member who is injured on the job must immediately report his/her injury to a supervisor or the Administrative Officer. 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.

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 District 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).

#### 1025.3.2 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 district-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 Employee's Claim for Workers' Compensation Benefits 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 Administration Division.

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *On-Duty Injuries*

---

#### 1025.3.3 ADMINISTRATIVE OFFICER RESPONSIBILITY

The Administrative Officer shall ensure that the injury or illness is properly reported to the District's Workers Compensation 3rd Party Administrator. The Administrative Officer shall further ensure that all appropriate paperwork is processed and filed according to the Reporting Procedure Guideline.

For employees requesting to return to work the Administrative Officer will evaluate and send the request to return to work and any necessary medical verification to the District's Occupational Health Provider to 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 Administrative Officer, in consultation with the 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.

#### 1025.3.4 RETURN TO WORK FOLLOWING INJURY OR ILLNESS

It is the member's responsibility to keep the District informed regarding his/her absence and to immediately advise the person designated by the District 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.

#### 1025.3.5 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.

### **1025.4 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, and/or other insurers are entitled to recover civilly. To ensure that the District's interests are protected and that the member has the benefit of the District's experience in these matters, the following procedure shall be followed.

#### 1025.4.1 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

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *On-Duty Injuries*

---

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.

#### **1025.4.2 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 to determine whether the offered settlement will affect any claim the District 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's right of subrogation, while ensuring that the member's right to receive compensation for injuries is not affected.

#### **1025.5 MONTHLY WORKERS' COMPENSATION CLAIM REVIEW**

A representative from the Administration division will ensure there is a monthly workers' compensation claim review with appropriate managers from the Administrative Officer, any third-party administrator and the Field Operations Deputy Fire 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.

#### **1025.6 MANAGEMENT REPORTS**

There are three key management reports that shall be completed. These reports will provide management with the necessary reports to ensure the district'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:

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *On-Duty Injuries*

---

**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 District to insure its workers' compensation program. Annual funding needs are generally based on the actuary's analysis of the district's loss history, insurance levels, and changes in state law.

**Annual Third-Party Administrator Stewardship Report** - The stewardship report will assist the District 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)

#### **1025.7 REPORTING PROCEDURE GUIDELINE**

Choose one of the three following scenarios:

- (a) **"Information only" notifications: Injury or illness when the employee does not wish to seek medical treatment and no time is lost. And/or medical treatment is rendered in house (i.e. ice pack, bandage, pain reliever, etc.) and no time is lost.**
1. Injured Worker Procedure:
    - i. Notify your supervisor immediately.
    - ii. Complete the Report of Injury/First Aid form in its entirety; make a copy for your records.
    - iii. [Employee's Report of Injury or "Non-Injury Accident/Near Miss Form"](#)
  2. Supervisor Procedure:
    - i. Complete the "Supervisor Investigation Report" form.
    - ii. Forward all documents to the Administrative Officer at Station 91.
  3. Program Manager/Administrative Officer Procedure:
    - i. File paperwork in employees' appropriate file.
- (b) **"One-time medical treatment with no time lost other than the date of the injury." (Sutures are not considered a one-time medical treatment.)**
1. Injured Worker Procedure:
    - i. Notify your supervisor immediately.

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *On-Duty Injuries*

---

- ii. Complete the Report of Injury/First Aid form in its entirety; make a copy for your records.
  - iii. Complete the "Report of Work-Related Injury Addendum".
  - iv. Complete and staple to the Injury/First Aid form:
    - (a) [Employee's Report of Injury or "Non-Injury Accident/Near Miss Form"](#)
    - (b) Exposure Report (if exposure occurred)
    - (c) Copy of the Incident Report (if available)
  - v. Submit the completed forms to your supervisor.
2. Supervisor Procedure:
- i. Complete the "Supervisor Investigation Report" form.
  - ii. Forward all documents to the Administrative Officer at Station 91.
3. Program Manager/Administrative Officer Procedure:
- i. Make copies of the Employee's and Supervisor's Report of Injury or Accident and forward to the Safety Officer as well as the Workers' Compensation administrator.
  - ii. Complete form 5020 and forward to the Workers' Compensation administrator.
- (c) **Injury or illness that requires a doctor or emergency room visit with either sutures, prescription medication, more than one medical treatment, and/or more than one shift of lost time.**
1. Injured Worker Procedure:
- i. Notify your supervisor immediately.
  - ii. Complete DWC-1 form items # 1 through #8. Retain the green copy for your records.
  - iii. Complete and staple to the DWC-1 form:
    - (a) "Report for Work-Related Injury Addendum"
    - (b) [Employee's Report of Injury or "Non-Injury Accident/Near Miss Form"](#)
    - (c) Exposure Report (if exposure occurred)
    - (d) Copy of the Incident Report (if applicable)
  - iv. Submit the completed forms to your supervisor.
2. Supervisor Procedure:
- i. Provide employee with DWC-1 form within 24 hours of knowledge of the incident. Once received from the employee complete items #9 through #18 and provide employee with the pink copy (either in person or via U.S. Mail).

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *On-Duty Injuries*

---

- ii. Complete the Supervisor's Report.
  - iii. Forward all documents to the Administrative Officer at Station 91.
  - iv. Review the incident with the Safety Officer and take steps to mitigate any unsafe work environment.
3. Program Manager/Administrative Officer Procedure:
- i. Make copies of the Employee's and Supervisor's Report of Injury or Accident and forward to the Safety Officer as well as the Workers' Compensation administrator.
  - ii. Complete Form 5020 and forward to the Workers' Compensation administrator.

### **Medical Treatment:**

You may seek medical treatment for your work-related injury from your personal physician if the pre-designation was filed with the Administrative Officer *prior* to your date of injury. If you have not pre-designated a personal physician, medical treatment will be provided by the District's Physician (Occupational Health Provider):

Tahoe Forest Hospital Occupational Health Telephone: 530-582-3277

Address: 10956 Donner Pass Road, Truckee, CA 96161

Please advise your supervisor or the Workers' Compensation Program Manager, "Program Manager", (prior to the appointment) that you will be seeking medical treatment. The Program Manager or his/her designee must fax a referral/authorization form to the treating physician. This form is necessary to assist the treating physician in billing procedures, and other pertinent information relative to your care. The Program Manager is Joyce Engler, who can be reached at: 530-582-7850. (The form must be submitted within 24 hours of the appointment.)

### **Work Status Report:**

A copy for the Work Status form - completed by the treating physician - is to be presented to your Supervisor or the Program Manager directly after your appointment. Should you not be able to return to work or have made previous arrangements, the form can be faxed to: 530-582-7854. Be sure to call 582-7850 prior to faxing the form so that the appropriate representative is available to receive the fax.

### **Documentation Distribution:**

The Supervisor is responsible to review all pertinent documents to ensure they have been appropriately completed. Once the review has been made and no more than three days from the date of the injury, the Supervisor shall submit the following documentation to the Program Manager/Administrative Officer:

- A. Completed:
  1. Report of Injury/First Aid form OR

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *On-Duty Injuries*

---

2. DWC-1
3. Report of Work-Related Injury Addendum (completed by employee)
4. Supervisor's Report of Injury or Accident
5. Exposure Report (if exposure occurred)
6. Incident Report (CFIRS/NFIRS) if applicable.
7. [Non-Injury Accident/Near Miss Form](#)

Additional forms are located in the F Drive under Workers' Compensation Forms.



## Temporary Modified Duty Assignments

### 1026.1 PURPOSE AND SCOPE

The purpose of this policy is to describe the procedure for assigning employees to temporary modified duty when injuries sustained on- or off-duty result in physical limitations as diagnosed by a qualified health care professional.

### 1026.2 POLICY

It is the policy of the Truckee Fire Protection District to assist injured employees in returning to work as soon as they are medically able to perform meaningful work for the District. In some instances, the return to work may result in a temporary modified-duty assignment.

### 1026.3 PROCEDURE

Temporary modified-duty assignments are intended to provide employees who have sustained a work-related occupational or non-occupational injury that temporarily limits their ability to perform their regularly assigned duties with an opportunity to return to work. The ability of the District to offer an employee a temporary modified-duty assignment will be based on the limitations of the employee and the needs of the District, and will generally not exceed six months. The process for evaluating an employee for a modified-duty assignment after being medically cleared with restrictions from an injury occurring on- or off-duty, or an illness as a result of an exposure, shall be as follows:

- (a) The employee's treating health care professional must have provided the employee with written clearance stating that the employee is able to work modified duty with identified work restrictions.
- (b) The employee must provide the clearance document to the Administrative Officer as soon as practicable.
- (c) The Administrative Officer should contact the Fire Chief or the authorized designee to determine the availability of a temporary modified-duty assignment that is commensurate with the employee's work restrictions. There may be instances when a temporary modified-duty position within the employee's work restrictions is not available.
- (d) If a temporary modified-duty assignment is available, the employee may be required to schedule an appointment with the district's occupational medical provider for final medical clearance before reporting for duty.
- (e) Temporary modified-duty assignments shall not exceed six months without approval from the Fire Chief or the authorized designee. Extensions will be based on the employee's need for continued temporary modified duty and the district's need for continued work in the task assigned. Extensions are not guaranteed. Extensions in a temporary modified-duty assignment will be granted on a case-by-case basis and

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Temporary Modified Duty Assignments*

---

at the sole discretion of management. An authorized extension will not expand any temporary modified duty into a permanent assignment and will not be considered as precedent for any other extensions.

- (f) With the exception of employees who are disabled, as defined by the Americans With Disabilities Act (ADA) or the California Fair Employment and Housing Act (Government Code § 12940 et seq.), temporary modified-duty assignments normally will end at the point when the injured employee's condition is declared permanent and stationary.

See also Early Return To Duty Program Duty Statement in Position Descriptions Policy

---

## Return to Work/Fit For Duty

### 1027.1 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.

#### 1027.1.1 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.

### 1027.2 POLICY

It is the policy of the Truckee Fire Protection 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 District.

### 1027.3 EMPLOYEE RESPONSIBILITIES

It is the employee's responsibility to inform the District of his/her absence and to immediately advise the District 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 Administrative Officer.

### 1027.4 DISTRICT RESPONSIBILITIES

The District will evaluate the employee's request to return to work and the written medical verification, and will consult with the District's Occupational Health provider 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 District 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.

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Return to Work/Fit For Duty*

---

The Administrative Officer, in consultation with a Tahoe Forest Hospital Occupational Health representative, should make a recommendation to the Fire Chief or the authorized designee regarding the status of the employee. The Administrative Officer should communicate with the employee about plans for the employee to return to work, after consulting with the Fire Chief or the authorized designee.

#### **1027.5 FIT FOR DUTY**

Truckee Fire Protection District will develop a Fit for Duty physical examination, which shall be administered by Tahoe Forest Hospital Occupational Health. This Fit for Duty physical evaluation shall be appropriate to the duties of the position for which the employee is returning to.

The employee shall coordinate with the Administrative Officer to set a date for the evaluation.

When the employee satisfactorily completes the evaluation, that employee shall be returned to work.

If the employee does not satisfactorily complete the evaluation, the Administrative Officer shall:

- (a) Determine whether this was an on-duty injury or a non-industrial injury or illness.
- (b) Assist the employee in determining whether the employee has adequate sick time to be able to work on fitness.
- (c) Reschedule a fit for duty evaluation when the employee is prepared to complete the evaluation.

---

## Line-of-Duty Deaths

### 1028.1 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 district 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 district 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 district members are seriously injured.

### 1028.2 POLICY

It is the policy of the Truckee Fire Protection District to assist and support the family members and coworkers of fallen members to the extent reasonably practicable, while also assisting with the investigation as to the cause of death, making appropriate notifications and fielding press inquiries.

### 1028.3 RESPONSIBILITIES

#### 1028.3.1 FIRE CHIEF

In the event of being notified of a line-of-duty death, the Fire Chief or the authorized designee should:

- (a) Notify District officials.
- (b) Conduct briefings in order to communicate activities to the assigned officers.
- (c) Make an announcement to the District at the appropriate time. Immediately after the announcement, all flags at fire stations and other district facilities should be lowered to half-staff and all badges should be shrouded. Flags should remain at half-staff until the day following the funeral. Badge shrouds should be worn for 30 days after the funeral.
- (d) Have another agency take the District and provide coverage for the Fire Chief/Battalion Chief.
- (e) Notify the PIO.

#### 1028.3.2 BATTALION CHIEF

In the event of a line-of-duty death, the Battalion Chief 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.

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Line-of-Duty Deaths*

---

- (b) Gather all available information concerning the incident and circumstances leading to the death.
- (c) Request that the Administration Division assemble personal data, such as date of birth, file photo, 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 Administration Division.
- (e) Assign a family liaison officer to facilitate communication between the deceased member's family and the District.
- (f) Document all actions, contacts, requests and other pertinent data. This information should be provided to the Fire Chief.
- (g) Provide briefing to labor representatives regarding the incident and the deceased member only as is necessary to initiate labor organization benefits and honors.
- (h) Preserve any equipment, turnouts and breathing apparatus used by the deceased firefighter for the investigation.
- (i) Preserve all tactical worksheets, video and/or audiotapes for the investigation.
- (j) If appropriate, have all station filled by Mutual Aid agencies.
- (k) Contact CALFIRE GVECC and have them contact Cal OSHA; and provide coverage (Battalion Chief, Stations).

#### 1028.3.3 PUBLIC INFORMATION OFFICER

- (a) Collect facts of the incident from the Battalion Chief 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 Battalion Chief.
- (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 Health Insurance Portability and Accountability Act HIPAA and Protected Health Information (PHI) Policy in this manual.

#### 1028.3.4 ADMINISTRATIVE OFFICER

The Administrative Officer is responsible for ensuring the security and proper disposition of the personal effects of a member in the event of his/her line-of-duty death. Personal effects include

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Line-of-Duty Deaths*

---

all property owned by the deceased member that are kept on district property, as well as personal items on the person of 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 his/her personal effects:

- (a) All personal effects at the station house shall be taken to the Administration division 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 Administration division and secured.
- (c) A designee from the Administration Division 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 forward to the Administration Division for placement in the deceased member's personnel file.

#### 1028.3.5 ADMINISTRATION DIVISION

The Administration division 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 and other salary and accrued leave pay).
- (c) Review the Public Safety Officer's Benefit Act 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 of the benefits to which the survivor is entitled.
  - (a) Including but but not limited to contacting the National Fallen Firefighters Foundation, to seek assistance for the family to file for the Federal Public Safety Officers Benefit programs that provide death and educational benefits for fallen firefighters and their family.
    - (a) Additionally confirm with the Foundation and convey to the family a list of all available federal, state and local benefit programs.
  - (b) Contact California Workers Compensation and assist the family with filing for death and funeral benefits.
  - (c) Contact CalPERS and assist the family with filing for death and funeral benefits.
  - (d) Contact the California Fire Foundation/California Professional Firefighters and assist the family with filing for all available benefits.

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Line-of-Duty Deaths*

---

- (e) Ensure that the family is aware of all spouse and dependent educational benefits as provided by the Regents of the University of California, the Board of Directors of the Hastings College of Law, or the Trustees of the California State university System.
- (f) Contact the Woodmen of the World and assist the family with filing for any benefits available.
- (g) Additionally contact county Non-Profit Support for family assistance.

### **1028.4 FAMILY SUPPORT LIAISON**

The appointed family support liaison should conduct all duties in accordance with the Family Support Liaison Policy.

### **1028.5 FUNERAL ARRANGEMENTS**

Funeral arrangements should be made in accordance with the Funerals Policy.

### **1028.6 LINE-OF-DUTY DEATH INVESTIGATIONS**

For line-of-duty death investigation procedures, see the Line-of-Duty Death Investigations Policy.

### **1028.7 CALFIRE ASSISTANCE**

- A. Contact CALFIRE GVECC or Duty Chief for request for assistance.
- B. Request CISM assistance.
- C. Consider ESS - Employee Support Services.
- D. Request the SART - Safety Accident Review Team.



---

## Line-of-Duty Death and Injury Notification

### 1029.1 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, steps for conducting each set of notifications and identifies roles and responsibilities.

### 1029.2 POLICY

It is the policy of the Truckee Fire Protection 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 District shall make it a priority to offer assistance and support to the member's family.

### 1029.3 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 Battalion Chief at the scene of the injury or death will immediately notify the Fire Chief and provide the necessary information.
- (c) The Fire Chief will be the point of contact for making assignments and will coordinate actions .
- (d) All inquiries related to the incident should be referred to the Incident Commander, Public Information Officer or the Battalion Chief, as appropriate.
- (e) In the event of the death of a member, the Battalion Chief must immediately initiate the procedures in the Line-of-Duty Death Investigation Policy.

### 1029.4 DEATH NOTIFICATIONS

The Fire Chief or the authorized designee, will assign a two-person notification team consisting of either a Chief Officer and district chaplain or two Chief Officers 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 Administration division to obtain information regarding the employee's next of kin.
- (b) Call-back operations staff, if necessary.

#### 1029.4.1 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 Battalion Chief learning of the injury or death. The following should be considered when planning the notification:

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Line-of-Duty Death and Injury Notification*

---

#### 1029.4.2 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, he/she should make the notification.
- (c) Notification should be made briefly and directly.
- (d) Information regarding precipitating factors or information that is not verified should not be provided until an investigation has been completed.
- (e) Team members should communicate the support and sympathy of the Fire Chief and all members of the District.
- (f) Team members should ask family members whether they would like the team to notify other parties, such as clergy or grief counselors.

#### 1029.4.3 NOTIFICATION OF FAMILY OUT OF THE AREA

If the immediate next of kin of the deceased employee lives more than two hours away, the Battalion Chief 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 Fire Chief.
- (e) The Fire Chief or the authorized designee should be prepared to speak to the family by phone as soon as the notification is made.

#### 1029.4.4 INTERNAL DISTRICT NOTIFICATIONS

The following internal notifications should be made in advance of any media release:

- (a) All on-duty Battalion Chiefs should be notified.
- (b) All employees should be notified as soon as possible after the family notification is made.

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Line-of-Duty Death and Injury Notification*

---

### 1029.4.5 GOVERNING BODY AND LABOR NOTIFICATIONS

The Battalion Chief 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) TFPD Board of Directors
- (c) Employee labor representatives
- (d) District safety officer who will make the necessary notifications.
- (e) Other notifications as determined by the Fire Chief

### 1029.4.6 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.
- (d) Cal OSHA is to be notified via the ECC.

### 1029.5 FAMILY SUPPORT

The Battalion Chief 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.

### 1029.6 NEWS MEDIA RELATIONS

It is the policy of the Truckee Fire Protection 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 are aware of the death, the Public

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Line-of-Duty Death and Injury Notification*

---

Information Officer will simply confirm that a death has occurred and communicate the district's compassion and concern for the employee's family and colleagues. The Public Information Officer 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.

### **1029.7 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, the Fire Chief should assign a Battalion Chief, who is not involved in the incident, to go to the hospital and become the hospital liaison.
- (b) The Battalion Chief should establish communications with the hospital and report regularly to the Fire Chief on the employee's condition.

The hospital liaison should work cooperatively for the benefit of the employee and his/her family. In addition, the Fire Chief should ensure close coordination with the treating medical facility.

### **1029.8 INJURY OR HOSPITALIZATION NOTIFICATION TEAM**

The same practices and procedures detailed in 1037.4 shall apply to an employee who is seriously injured in the line of duty.

## Family Support Liaison

### 1030.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the position, role and responsibilities of the Family Support Liaison. The procedure describes the conditions under which the position is activated and identifies the district personnel responsible for the activation.

### 1030.2 POLICY

It is the policy of the Truckee Fire Protection District to assign a member to act as a Family Support Liaison, as soon as practicable, to the family of any member who has been seriously injured or has died in the line-of-duty. The member assigned should be the most appropriate person for the circumstances, without regard for rank.

### 1030.3 PROCEDURE

#### 1030.3.1 LIAISON ACTIVATION CRITERIA

The District will assign a member to the Family Support Liaison position whenever any district member has been seriously injured or has died in the line of duty. At the discretion of the Fire Chief, the position may be activated and filled in the event of an off-the-job serious injury or death or in the event of a member's catastrophic loss.

#### 1030.3.2 LIAISON ROLE AND RESPONSIBILITIES

The Family Support Liaison will coordinate the needs and wishes of an employee's family with the responsibilities and needs of the District and will represent the District in helping meet the needs of the employee's family by communicating direction with the Fire Chief or the authorized designee. Responsibilities shall include, but not be limited to, the following:

- (a) Establish ongoing communication with the member's Battalion Chief and obtain a briefing regarding circumstances of the event, family contacts up to the present and other relevant information.
- (b) Establish contact with family members. Identify immediate needs and questions and provide appropriate solutions or responses. Relay any unfilled needs and unanswered questions to the Fire Chief.
- (c) Coordinate or provide transportation to hospitals, places of worship and/or other appropriate locations.
- (d) Within 24 hours of an employee's line-of-duty death, arrange for the Fire Chief to visit the family.
- (e) Establish contact with the district Public Information Officer and coordinate media information needs, while considering the privacy wishes of the family.
- (f) Coordinate with local law enforcement to provide for the physical security of the family.

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Family Support Liaison*

---

- (g) Establish communications with other support personnel or groups, including district chaplains, employee associations, human resources representatives and appropriate labor organizations.
- (h) If appropriate, coordinate with the district-appointed funeral detail officer.
- (i) Ensure the family knows how to reach him/her and establish a time to contact the family in the future.

### 1030.3.3 SELECTION AND REPORTING REQUIREMENTS

The affected member's Battalion Chief will select the Family Support Liaison. The following guidelines should be used for selection:

- (a) The liaison should be an individual the family knows and with whom they are comfortable working.
- (b) If the family has no preference, the selection may be made from names recommended by the affected member's supervisor and/or coworkers.
- (c) The liaison should report directly to the affected member's Battalion Chief.
- (d) If the selected liaison does not already have an assigned district pager or cellular telephone, one or both should be assigned to facilitate the necessary communications.

---

## Funerals

### 1031.1 PURPOSE AND SCOPE

It is the intent of this policy to ensure that every member of the District, both active and retired, who passes away, may be offered the option of a funeral or assistance from the District. These guidelines will ensure proper support and care of the family and the posthumous honoring of a member of the District.

#### 1031.1.1 DEFINITIONS

Definitions related to this policy include:

**Level I, Line-of-Duty Death** - Considered for all firefighters (career and reserve) of the District who die as a direct result of injuries suffered at the scene of any emergency incident or while responding to, or returning from the scene of an emergency incident. This includes medical conditions (e.g., heart attack) that result in the death at the scene of an emergency.

**Level II, On-Duty Death** - Pertains to all firefighter of the District who die while on-duty, but not due to injuries sustained while performing emergency activities. This includes firefighters whose death is a direct result of medical treatment or complications arising from a previous on-duty injury.

**Level III, Active Employee Off-Duty** - The death of an active firefighter that occurs while the firefighter is off-duty and the death is not related to any emergency activity.

**Level IV, Retired Employee or Staff Professional** - The death of a retiree or professional staff employee of the District. Level IV may also include a dignitary closely associated with the District, as designated by the Fire Chief, and upon whom the District wishes to bestow funeral honors. The death of a retired Fire Chief may be considered as a higher level, at the district's discretion.

**Level V, Death of a Family Member** - The death of a family member of an active firefighter, retiree or staff professional of the district. Level V may also include a family member of a dignitary closely associated with the District as designated by the Fire Chief, and upon whom the District wishes to bestow funeral honors.

### 1031.2 POLICY

It is the policy of the Truckee Fire Protection District for the Duty Officer to make the necessary assignments and coordinate actions with the Fire Chief and other district representatives any time the District learns that an active or retired employee has passed away. Activities should be in accordance with the Line-of-Duty and Injury Notification and Communication Policy.

If a responsible family member requests district assistance, the Duty Officer should appoint, with the approval of the Fire Chief and the family member, an employee to act as a funeral detail officer and oversee all of the arrangements. The Fire Chief may deny the option of district participation if the circumstances of the member's death may reasonably bring discredit to the District.

The Duty Officer should determine the highest level of participation the District can provide, based on the cause of death.

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Funerals*

---

#### **1031.3 LEVEL OF PARTICIPATION**

The desires of the family are paramount and shall be given fullest consideration; however, the district's funeral participation will be conducted according to the following guidelines:

- (a) A Level I funeral may include Level II criteria and any of the following:
  - 1. Crossed ladders
  - 2. Supreme Sacrifice Medal
  - 3. Helicopter fly-over
- (b) A Level II funeral may include Level III criteria and any of the following:
  - 1. Fire engine or caisson with casket
  - 2. California State Fire Association Steamer (if available)
  - 3. Cordon of fire apparatus of both the District and visiting agencies
- (c) Level III funeral may include Level IV criteria and any of the following:
  - 1. Casket draped with the U.S. flag
  - 2. Honor Guard as pallbearers
  - 3. Procession with district apparatus from the firefighter's current battalion
  - 4. Bugler
  - 5. Bell ceremony
- (d) Level IV funeral may include:
  - 1. Hearse with casket
  - 2. Apparatus from last assignment (if appropriate)
  - 3. Honor Guard
  - 4. Pipe and drum band
  - 5. Administration and logistic support as needed
  - 6. Uniformed personnel
  - 7. Flag folding (if appropriate)
- (e) Level V funeral honors may include (with the approval of the Fire Chief):
  - 1. One piece of apparatus to be used as a static display (not to be included in a procession)
  - 2. Honor Guard (if appropriate)
  - 3. Uniformed personnel



# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### Funerals

---

#### 1031.4 ROLES AND RESPONSIBILITIES

The Fire Chief or the authorized designee may appoint one or more of the following positions to provide assistance with the funeral arrangements:

- **Family Support Liaison** - Any district member who is a close friend of the family and will make reasonable effort to address the needs and desires of the family, communicate between the District and the family and coordinate details with the Officer in Charge (OIC).
- **Funeral detail officer** - An employee who is appointed by the Fire Chief to oversee all arrangements for a funeral.
- **Head usher** - The head usher is responsible for seating and parking arrangements at the funeral services, both at the church and at the grave site.
- **Honor Guard Commander/Officer in Charge of the Honor Guard and pipe and drum band** - This position will be filled by a member of the Honor Guard and will be responsible for the coordination of the Honor Guard, Color Guard and the pipe and drum band.
- **Honorary pallbearers** - Honorary pallbearers are those selected by the family. They will follow the casket from the location of the services to the grave site.
- **Logistics officer** - The logistics officer is charged with preparing the apparatus, vehicles, equipment and facilities for the funeral services.
- **Officer in Charge (OIC)/detail officer** - Selected by the Fire Chief or the authorized designee, the detail officer is the person in charge of the overall district participation and is responsible for the coordination between the funeral director, the chaplain and the family support liaison.
- **Public agency liaison (as needed)** - The public agency liaison will coordinate any interaction with other public agencies that wish to participate in the services.
- **Public Information Officer (as needed)** - The Public Information Officer will coordinate all media and public relations issues.
- **Pallbearers** - The pallbearers in Level I, Level II and Level III will be members of the Honor Guard, unless otherwise requested by the family.
- **Protocol liaison** - Appointed by the Fire Chief or the authorized designee, the protocol liaison will provide direction, advice and clarification to the family regarding proper funeral procedures.
- **Transportation officer** - The transportation officer is responsible for all transportation of family members, pallbearers and escort detail from a pre-determined location to the location of the services, from the service to the grave site and back to a pre-determined location (e.g., the family home, place of worship).

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Funerals*

---

### **1031.5 FUNERAL AND CREMATION COSTS**

The District will cover up to \$3,000 for Funeral and/or Cremation costs for active, retired District Employees including current and past Board members, on request of the family.

## Family and Medical Leave

### 1032.1 POLICY

It is the policy of the Truckee Fire Protection District to manage leave for eligible employees with qualified medical and family reasons in compliance with federal and state law and any applicable collective bargaining agreement.

### 1032.2 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 or placement of a child for adoption or foster care.
- To care for an immediate family member (spouse, child, or parent) 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.

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 Administrative Officer 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.

#### 1032.2.1 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).

**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 district benefits plan will accept certification of the existence of a serious health condition to substantiate a claim for benefits (29 CFR 825.125).

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Family and Medical Leave*

---

**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).

#### **1032.3 ELIGIBLE EMPLOYEES**

Employees are eligible for FMLA/CFRA after working for the 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). Employees may not be eligible for leave if there are less than 50 other employees within 75 miles of the employee's work site.

#### **1032.4 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.

##### **1032.4.1 SERIOUS HEALTH CONDITIONS**

Eligible employees may take up to 12 weeks of leave to care for a spouse, child, or parent 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).

If both spouses are employed by the Truckee Fire Protection 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).
- 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)).

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Family and Medical Leave*

---

#### 1032.4.2 BIRTH OR PLACEMENT OF A CHILD

Eligible employees make 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). The leave must be concluded within one year of the birth or placement of the child (29 CFR 825.120; 29 CFR 825.121).

If both parents are employed by the Truckee Fire Protection 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).

#### 1032.4.3 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.
- 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.

#### 1032.4.4 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).

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Family and Medical Leave*

---

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 a husband and wife are both employed by the Truckee Fire Protection 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.

#### 1032.4.5 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).

#### 1032.4.6 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 or 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).

Intermittent leave for any employee shall be tracked and calculated.

#### 1032.4.7 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.

#### 1032.4.8 CONCURRENT LEAVES

In most cases, family and medical leave will count concurrently against an employee's entitlement to both FMLA and CFRA leave. This means that most eligible employees taking family and medical leave will exhaust their entitlement to protected leave under both FMLA and CFRA at the same time, with the following exceptions:

- An employee's own incapacity due to pregnancy, childbirth, or related conditions will be counted against an employee's entitlement to FMLA as a serious health condition, but not against CFRA leave;

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Family and Medical Leave*

---

- Exigency leave will be counted against an employee's entitlement to FMLA, but not against CFRA leave;
- Military caregiver leave will be counted against both FMIA and CFRA for up to the first 12 workweeks of leave if the service member is a family member covered by CFRA (in other words, a spouse, child, or parent). If, on the other hand, the service member is a "next of kin" (not covered by CFRA), the leave will count against an employee's entitlement to FMLA, but not against CFRA leave;
- Leave taken to care for a registered domestic partner with a serious health condition will be counted against an employee's entitlement to CFRA leave, but not against FMLA leave.

### 1032.4.9 LEAVE FOR VICTIMS OF ABUSIVE BEHAVIOR

Eligible employees may take leave if the employee is the victim of domestic violence, stalking, 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 District shall provide written notice of the rights specified in this section to newly hired employees and upon request (Labor Code § 230.1).

### 1032.4.10 NEW PARENT LEAVE ACT

Eligible employees may take parental leave up to 12 weeks to bond with a new child within one year of the child's birth, adoption, or foster care placement. The employee shall be able to utilize accrued vacation pay, paid sick time, other accrued paid time off, or other paid or unpaid time off negotiated with the Truckee Fire Protection District during the period of parental leave. If both parents are employed by the Truckee Fire Protection District and both qualify for the requested leave, the leave is limited to 12 weeks combined. Employees eligible for both FMLA and CFRA are not eligible for parental leave (Government Code § 12945.6).

### 1032.5 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.

The District will continue to make the same premium contribution as if the employee had continued working, and the employee is responsible for continuing to make any required 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 District 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).

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Family and Medical Leave*

---

Employees may not earn additional time off while on unpaid leave.

#### **1032.6 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.

##### **1032.6.1 USE OF SICK LEAVE**

If leave is for the employee's own serious health condition, then the employee is required to first use all available sick leave.

If leave is for the serious health condition of a family member, then employees may choose (but are not required) to use paid sick leave concurrently with leave under this policy (Labor Code § 233):

- To care for a parent, spouse or child with a serious health condition.
- To care for a domestic partner recognized under California law, who has a serious health condition.

After exhausting all applicable forms of paid leave, all remaining FMLA/CFRA leave will continue on an unpaid basis. Any family and medical leave, whether paid, unpaid, or a combination thereof, will be counted toward the employee leave entitlement. During any period of unpaid leave, employees will not continue to accrue sick leave, vacation, or any other forms of paid time off and will not be paid for holidays that occur during the leave.

#### **1032.7 USE OF FMLA/CFRA LEAVE**

If an employee takes a leave of absence for any reason that is FMLA/CFRA qualifying, the District will designate that leave and count it against the employee's FMLA/CFRA leave entitlement. The only exception is for Firefighters who are on workers' compensation leave pursuant to Labor Code § 4850.

#### **1032.8 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 district'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.



# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Family and Medical Leave*

---

Once the leave is requested the supervisor should forward the request to the Administrative Officer who will ensure the employee is provided the necessary forms and FMLA/CFRA information (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). If leave is needed for the employee's own serious health condition, the employee must provide a certification from the healthcare provider stating:

- (a) The date of the commencement of the serious health condition;
- (b) The probable duration of the condition;
- (c) That the employee is unable to work at all or is unable to perform any one or more of the essential functions of his/her position because of the employee's serious health condition.

If leave is needed to care for the serious health condition of a family member, the employee must provide certification from the healthcare provider stating:

- (a) The date of commencement of the serious health condition;
- (b) The probable duration of the condition;
- (c) Confirmation that the serious health condition warrants the participation of the employee.

If the family and medical leave request is for the employee's own serious health condition and the District has reason to doubt the validity of the medical certification provided by the employee, the District may require, at its expense, a second opinion from a healthcare provider designated by the District. The healthcare provided designated by the District will not be one who is employed on a regular basis by the District. If the second opinion differs from the first opinion, the District may require, at its expense, that the employee obtain a third opinion by a healthcare provider approved jointly by the District and the employee. The third opinion shall be considered final and binding on the District and the employee.

Recertification may be required if the employee requests an extension beyond the original certification.

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 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).

In appropriate circumstances, the District maintains the discretion to require the employee to undergo a fitness for duty examination by a healthcare professional chosen by the District prior to reinstatement.

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Family and Medical Leave*

---

### **1032.9 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 including seniority, unless the employee would not otherwise have been employed at the time reinstatement is requested.

An employee has no greater right to reinstatement than if the employee had been continuously employed rather than on leave. For example, if an employee on family and medical leave would have been laid off had he/she not gone on leave, or if the employee's position has been eliminated during the leave, then the employee would not be entitled to reinstatement (29 USC § 2614, 29 CFR 825.214; 29 CFR § 825.216).

If at the conclusion of FMLA/CFRA 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 Administrative Officer to engage in an interactive process with the employee to identify a potential reasonable accommodation. The District will consider all appropriate medical information as well as any specific requests made by the employee, and will make the ultimate determination about what, if any, accommodation to provide.

If an employee fails to report to work promptly at the end of the family and medical leave and fails to obtain approval for an additional leave of absence, the District will treat the failure to return as a voluntary resignation.

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 Administrative Officer will determine whether non-FMLA/CFRA leave should apply.

Following the employee's reinstatement but prior to resuming full duty or performing any work on behalf of the District, all fire safety employees must undergo a fitness for duty examination by the District's health care provider, in order to ensure that the employee is capable of performing the essential functions of the employee's assigned position. In addition, the District reserves the right to require all fire safety employees returning from any type of medical leave (whether pregnancy, FMLA/CFRA, or workers' compensation) to participate in training in order to demonstrate and ensure that the employee's perishable skills are adequately maintained.

### **1032.10 RESPONSIBILITY**

Supervisors should work with the Administrative Officer or legal counsel regarding questions relating to leave or reinstatement from leave under this policy. The Administrative Officer should advise the supervisor and inform members of their rights and responsibilities.

### **1032.11 RECORDS**

The District will maintain leave-related records as required by 29 CFR 825.500 for at least three years and in compliance with the district's established records retention schedule.

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Family and Medical Leave*

---

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.

## Military Leave

### 1033.1 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 Administrative Officer or legal counsel to obtain specific guidance regarding military leave rights.

### 1033.2 POLICY

The Truckee Fire Protection District supports employees who may be called or who volunteer to serve in the military. The District will comply with USERRA and state laws relating to military leave.

### 1033.3 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)).

#### 1033.3.1 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)).

#### 1033.3.2 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).

### 1033.4 PROCEDURES AND RESPONSIBILITIES

Employees requesting military leave shall:

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Military Leave*

---

- (a) Provide as much advance notice of the pending service as reasonably possible (38 USC § 4312(a) and (b)).
- (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 Truckee Fire Protection District will determine eligibility for military leave and notify the employee in writing of the determination.

#### **1033.5 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 district will apply the more beneficial right or benefit (38 USC § 4302).

#### **1033.6 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.

#### **1033.7 COMPENSATION**

During approved military leave, employees are entitled to compensation as follows:

- (a) An employee whose combined Truckee Fire Protection 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 Truckee Fire Protection 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 Truckee Fire Protection District with one or more years of Truckee Fire Protection 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

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Military Leave*

---

regular salary and compensation as an employee for 30 days, regardless of the length of prior employment with the Truckee Fire Protection District (Military and Veterans Code § 395.04) .

#### **1033.7.1 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 district's health plan for no more than the regular employee share. If the approved military service is 31 days or more, the District will charge the employee for no more than 102 percent of the full premium of the health care plan (38 USC § 4317).

#### **1033.8 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)).

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Military Leave*

---

Employees who are recovering from an illness or injury incurred in or aggravated during military service, must report to the District 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)).

An employee who fails to report or apply for reemployment in a timely manner will be subject to the district's rules of conduct and established policies covering absence from scheduled work.

### **1033.9 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.

#### **1033.9.1 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 District 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 district'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 District, 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 District, 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).

#### **1033.9.2 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).

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Military Leave*

---

- (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).
- (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 District 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 district 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.

### 1033.9.3 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 Truckee Fire Protection District, except as provided in 38 USC § 4312(c).
- (c) Has been issued a discharge under honorable conditions.
- (d) Reports to the Truckee Fire Protection 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).

### 1033.9.4 DISTRICT REEMPLOYMENT RESPONSIBILITIES

The District 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 District shall reinstate employees as soon as practicable (20 CFR 1002.181).

The District is not required to reemploy a person after approved military leave if any of the following conditions exist (38 USC § 4312(d)):



# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Military Leave*

---

- (a) The district's circumstances have so changed as to make such reemployment impossible or unreasonable.
- (b) Such reemployment would impose an undue hardship upon the District.
- (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 Administrative Officer or legal counsel before determining whether any of these conditions exist.

### **1033.10 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.

### **1033.11 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

### 1034.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the Truckee Fire Protection District ("the 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)).

#### 1034.1.1 DEFINITIONS

Definitions related to this policy include:

**Interactive process** - Informal communication between employer and employee, designed to evaluate whether an employee is a qualified individual with a disability, identify the precise limitations resulting from a disability, and identify 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.

### 1034.2 ELIGIBILITY FOR LEAVE

The District provides pregnancy disability leaves of absence without pay to eligible employees who are temporarily unable to work due to a disability related to pregnancy, childbirth, or related medical conditions. Time off needed for prenatal care or post-natal care, severe morning sickness, doctor-ordered bed rest, childbirth, loss or end of pregnancy and recovery from childbirth would all be covered by a pregnancy disability leave. There is no required minimum amount of service time or number of hours worked in order to be eligible for pregnancy disability leave (2 CCR 11037).

### 1034.3 TIME AND DURATION OF LEAVE

Employees may take up to 17 and 1/3 weeks 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 instead may be taken intermittently or on a reduced work schedule, on an as-needed basis, when determined medically advisable by the employee's health care provider. (2 CCR 11042). The smallest increment of time that can be used for such leave is 0.50 of an hour. The District may transfer the employee to an alternative position or alter the existing job to accommodate intermittent leave or a reduced work schedule. When the District initiates a transfer to accommodate intermittent leave or a reduced work schedule, the employee will receive the same pay and benefits in the alternate position.

An employee may request a reasonable accommodation for pregnancy, childbirth, or related medical conditions if she provides the District with medical certification from her health care provider. A pregnant employee 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 physician

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Pregnancy Disability Leave*

---

qualified health care professional after reviewing the employee's job description and required duties (2 CCR 11041).

An employeemay also receive other types of reasonable accommodation for conditions related to pregnancy, childbirth or related medical conditions, if recommended by a qualified health care professional (Government Code § 12945(3)). Where transfers are made based on the employee's request, the employee will receive the pay that accompanies the alternative position.

#### **1034.4 PAY AND BENEFITS DURING LEAVE**

An employee taking pregnancy leave must substitute any available sick leave in connection with the pregnancy disability leave. Once that time is exhausted, an employee taking pregnancy leave may substitute any available vacation, holiday leave (if eligible), personal leave, or compensatory time off before continuing on an unpaid basis. Any substituted paid leave will be counted toward the 17 1/3 week entitlement.

The District provides long-term disability benefits to eligible employees. During any time where an employee on pregnancy disability leave is receiving long-term disability benefits, the employee is not required to exhaust accrued sick leave or any other type of paid time off (including all those listed above). The employee may, however, elect to supplement long-term disability benefits with a pro rata amount of accrued paid leave.

An employee on pregnancy disability leave will continue to receive any group health insurance coverage that was provided at the commencement of the leave (2 CCR 11044; Government Code § 12945).

The District shall maintain and pay for the coverage for the duration of the leave as required in Government Code § 12945(2) for a period of up to 17 and 1/3 weeks, unless coverage would be continued for other employees on disability leave for a greater period of time.

The District may recover premiums it paid to maintain health coverage, as provided by FMLA laws and Government Code § 12945(2), if an employeedoes not return to work following pregnancy disability leave.

Sick leave, vacation leave, holiday leave (if eligible) and seniority do not accrue while an employeeis on unpaid pregnancy disability leave.

#### **1034.5 USE OF OTHER LEAVES**

Pregnancy disability leave will run concurrently with FMLA and any short-term disability leave for those employees who are eligible for both.

Since pregnancy and related medical conditions can also qualify as "serious health conditions" under FMLA, pregnancy disability leave and FMLA leave run concurrently. However, the right to take a pregnancy disability leave is separate and distinct from the right to take CFRA leave. Leave taken by an employee disabled by pregnancy, childbirth or related medical conditions is not family

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Pregnancy Disability Leave*

---

leave under the CFRA, even though it may qualify as FMLA leave. Accordingly, although the District requires that pregnancy disability and FMLA leave run concurrently, CFRA leave can never run concurrently with a pregnancy disability leave. This means that, at the end of the employee's period(s) of pregnancy disability and/or pregnancy disability/FMLA leave, whichever occurs first, a CFRA eligible employee may take up to 12 workweeks of CFRA leave for baby bonding due to the birth of her child or for other family leave purposes (for eligibility and other information about CFRA leave, please see the District's FMLA/CFRA policy).

Where an employee has exhausted her entitlement to pregnancy disability/FMLA leave prior to the birth of her child, and her health care provider certifies that continued leave is medically necessary, the District will engage in an interactive process with the employee and will evaluate whether the employee is eligible for any type of reasonable accommodation. In addition, the District may, but is not required to, allow the employee to utilize CFRA leave prior to the birth of her child.

### **1034.6 PROCEDURE**

The following procedures apply to all employees requesting pregnancy disability leave:

- (a) Employees who wish to take pregnancy disability leave shall provide their supervisor with 30 days advance notice if the need for leave is foreseeable or as soon as practicable if the need for leave was not foreseeable (2 CCR 7291.10). The 30-day advance notice may be waived with the supervisor's written approval.
- (b) An employees shall submit a written request for pregnancy disability leave to the Administrative Officer approved by the employee's supervisor before the leave begins. The request shall be supported by a written certification from a physician or qualified health care professional that the employee 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 Administrative Officer and ensure that the pregnancy disability leave or transfer request is initially responded to as soon as practicable and in no event later than 10 days after receiving the request (2 CCR 11050).
- (d) Employees shall submit any request for an extension of leave in writing to their supervisor prior to the originally established date of return. The request for extension must be supported by a written certification from the attending physician that the employee continues to be disabled by pregnancy, childbirth or a related medical condition.
- (e) Employees returning from pregnancy disability leave shall provide a written statement from a qualified health care professional attesting that the employee is fit to return to full duty (2 CCR 11050).

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Pregnancy Disability Leave*

---

### **1034.7 REINSTATEMENT FOLLOWING LEAVE**

So that an employee's return to work can be properly scheduled, an employee on pregnancy disability leave is requested to provide the Administrative Officer with at least two weeks' advance notice of the date she intends to return to work.

Employees returning from pregnancy disability leave must submit a health care provider's verification of their fitness to return to work.

Upon the expiration of pregnancy disability leave or transfer, and the district's receipt of a written return to full duty certification, the employee 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).

Following the employee's reinstatement but prior to resuming full duty or performing any work on behalf of the District, all fire safety employees must undergo a fitness for duty examination by the District's health care provider, in order to ensure that the employee is capable of performing the essential functions of the employee's assigned position. In addition, the District reserves the right to require all fire safety employees returning from any type of medical leave (whether pregnancy, FMLA/CFRA, or workers' compensation) to participate in training in order to demonstrate and ensure that the employee's perishable skills are adequately maintained.

If the same position is no longer available, as in a layoff, the employee 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.

In general, employees taking pregnancy disability leave will be treated the same as other similarly situated employees taking disability leave. Employees returning from a pregnancy disability leave shall return with no less seniority than they had when the leave commenced for purposes of layoff, recall, promotion, job assignment, and seniority-related benefits. Employees shall retain employee status during the period of leave, and the leave shall not constitute a break in service for purposes of longevity and/or seniority.

If upon the expiration of pregnancy disability leave an employee is unable to perform the essential functions of the job because of a disability, the employee's supervisor should work with the Administrative Officer or legal counsel to engage in an interactive process with the employee to identify a potential reasonable accommodation.

If an employee fails to report to work promptly at the end of the pregnancy disability leave, the District will assume that the employee has voluntarily resigned.

### **1034.8 RESPONSIBILITY**

Supervisors should work with the Administrative Officer to review requests for leave and any request to return to duty under temporary modified duty limitations. The Administrative Officer

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Pregnancy Disability Leave*

---

should advise the supervisor and inform employees of their rights and responsibilities. Also see the Temporary Modified Duty Assignments Policy and the Return to Work Policy.

### **1034.9 RECORDS**

The District will maintain leave-related records for at least four years after separation from employment or in compliance with the district's established record retention schedule (Government Code § 12946).

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 employee's personnel files.

---

## Driver License Requirements

### 1035.1 PURPOSE AND SCOPE

The purpose of this policy is to establish procedures to ensure that all Truckee Fire Protection District members who drive as a part of their duties have and maintain required driving licenses.

### 1035.2 POLICY

In order to promote driver safety, it is the policy of the Truckee Fire Protection District that any member who is assigned duties that require him/her to drive district vehicles or equipment, or drive a privately owned vehicle while conducting district business, has and maintains driving privileges and licenses consistent with their duties.

### 1035.3 REQUIREMENTS

Any member who is assigned duties that require him/her to drive district 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); and Vehicle Code § 12500(d)).

The Administrative Officer 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 District 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 minimum Class C Firefighter Restricted license.

District employees for whom driving is an essential job function must possess a valid California (or equivalent) motor vehicle driver's license and maintain a good driving record. Additionally, such employees must be insurable under the District's automobile insurance policy at a reasonable rate. Failure to meet any of these requirements shall be cause for discipline up to and including termination.

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Driver License Requirements*

---

Any employee for whom driving is an essential function of the job who is convicted of a moving vehicle violation, must report such information to the Fire Chief immediately. Any employee for whom driving is an essential function of the job who has his or her driver's license suspended or revoked, must report such information to the Fire Chief immediately and may be suspended, terminated, or placed on a leave of absence. The District may terminate an employee for whom driving is an essential job function and whose license is suspended or revoked, who is convicted of a moving vehicle violation that raises serious questions about their ability to drive safely, or who becomes uninsurable as a driver at a reasonable rate, or who fails to report any of this information in a timely manner.

### 1035.3.1 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 district business, to confirm each driver has a valid driver license and to monitor driving records for potential problem behavior.

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.

### 1035.3.2 NEW EMPLOYEES

Applicants for positions in which driving is an essential function must possess a valid State of California (or equivalent) motor vehicle driver license and have a good driving record. (Good driving record means a satisfactory record with the Department of Motor Vehicles and insurable, at a reasonable expense as determined by the District, with the District's insurance carrier.)

### AMBULANCE - Part-time Firefighters only

Licensing: Prior to successful completion of the probationary period all newly hired part-time firefighters will be required to obtain an ambulance drivers endorsement through the California DMV. A DMV physical and completion of the California DMV DL51 form (or equivalent) will be required to obtain the ambulance endorsement. A DMV physical will be required every two years to maintain endorsement.

\* The ambulance drivers endorsement is not required for full-time firefighters.

Certification: Prior to successful completion of the probationary period, all firefighters will be required to complete the ambulance certification program as offered by the District.



# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Driver License Requirements*

---

### FIRE APPARATUS - Full-time Firefighters only

All new line personnel during their probationary period will complete the following:

#### Licensing:

- Apply for the California or equivalent Class A, B or C driver license with a "Class F Endorsement".
- Complete a Medical Questionnaire or Medical Evaluation as determined by the California DMV.
- Complete examinations for "Air Brake" and "Water Tank" endorsements.
- Conduct driver training with the District full-time personnel.
- Pass the appropriate Driving test(s).

Certification: After acquiring the appropriate driver's license, the driver will be required to attend and successfully complete an approved Driver/Operator program.

### 1035.3.3 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.

Insurance Physical. For those employees that were not required to have a physical under one of the other categories (ie driving, Haz Mat or Dive) you will need a physical that follows the basic DMV physical, per SDRMA our insurance provider.

Any member who drives a vehicle while conducting district 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 district business.

If a member's driver license is suspended, revoked or becomes invalid, the District 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 district 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.

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Driver License Requirements*

---

Any member who is unable to obtain reinstatement of his/her driver license may be subject to disciplinary action, up to and including termination.

## Promotion

### 1036.1 POLICY

The District philosophy is to fill vacancies from within the organization whenever there are qualified and interested members. Promoting from within helps to create an environment where there is upward mobility and career advancement opportunities which in turn create job enrichment. The organization benefits by having experienced and well-rounded members filling the various roles. When there are not qualified and interested members to apply for openings the District will go outside the organization to seek qualified people.

The cornerstones of any promotional process is to attempt to measure skills the will be needed in the open position as well as create a fair process.

### 1036.2 PROMOTIONAL LISTS

Promotional lists will be created from time to time, by rank, when there is an anticipated need to fill an open position in the foreseeable future. Lists will generally be active for approximately two years from the assessment date, however, they can be shortened or extended at the Fire Chief's discretion. Following industry standards, the assessments will generally consist of various skill and knowledge stations related to the job. Evaluators will generally be at least one rank higher than the rank of the members being assessed and ideally are a mix of District and outside the District. Members that pass a minimum score on the assessment may be allowed to work in an "acting" role if there is a need.

### 1036.3 ASSESSMENTS

Criteria used in the assessment can include various skills, experience and knowledge stations including but not limited to interviews, resume review, scenarios, skill demonstrations, management scenarios, organization exercises, written tests and timed stations.

Generally, to qualify for a promotional assessment candidates must have been in their current role for 3-5 years. The Fire Chief can decide to reduce the "years in rank" based on need.

### 1036.4 SCORING

Assessment stations will be scored by the evaluators. The Fire Chief will decide on how much each station is weighted by determining a maximum amount of points for each station. Generally each station will receive an equal weight, totaling to an overall score. Candidates will pass the assessment with a score of at least 70%. A passing score is required to be considered for an "acting" position.

The Fire Chief will announce the next candidate on the list that will be offered the next available opening, as long as the list is active. The other rankings will remain confidential to reduce the post

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Promotion*

---

assessment disappointment. The Assessment is only used to place members on a hiring list and it does not represent their overall performance and value to the Fire District.

### **1036.5 RULE OF THREE IN HIRING AND PROMOTING**

The District retains the right to pick any of the top three candidates that are on a hiring or promotion list to fill an open position. The Fire Chief will select the candidate whose overall qualifications are, in the Fire Chief's discretion, best suited for the position.

---

## Nepotism and Conflicting Relationships

### 1037.1 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 district (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.

#### 1037.1.1 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, grandparent, grandchildren, nieces, nephews, aunts, uncles, or in-laws.

**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.

### 1037.2 POLICY

The Truckee Fire Protection 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.

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Nepotism and Conflicting Relationships*

---

#### **1037.3 RESTRICTED DUTIES AND ASSIGNMENTS**

The District 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 District will attempt to make every reasonable effort to avoid placing such employees in supervisor/subordinate situations. The District, 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 district 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.
- (f) Every effort will be made to keep employees of any rank that are described under Definitions: Relative or Personal Relationship from working at any Fire Station at the same time unless under a temporary or emergency situation.

#### **1037.3.1 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.

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Nepotism and Conflicting Relationships*

---

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 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.

#### 1037.3.2 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

## 1038.1 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 District.

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.

### 1038.1.1 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 World Wide Web, email, file transfer, remote computer access, news services, social networking, social media, instant messaging, blogs, forums, video and other file-sharing sites.

## 1038.2 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 district. Due to the nature of the work and influence associated with the fire profession, it is necessary that members of this district be subject to certain reasonable limitations on their speech and expression. To achieve its mission and efficiently provide service to the public, the Truckee Fire Protection District will carefully balance the individual member's rights against the district's needs and interests when exercising a reasonable degree of control over its members' speech and expression.

## 1038.3 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 Truckee Fire Protection 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.



# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Member Speech, Expression and Social Networking*

---

- Otherwise disclosing where another firefighter can be located off-duty.

### **1038.4 PROHIBITED SPEECH, EXPRESSION AND CONDUCT**

To meet the district'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, 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 Truckee Fire Protection 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 Truckee Fire Protection District and tends to compromise or damage the mission, function, reputation or professionalism of the Truckee Fire Protection 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 District.
- (e) Speech or expression that is contrary to the canons of the Firefighters Code of Ethics as adopted by the Truckee Fire Protection 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 District 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 district logos, emblems, uniforms, badges, patches, marked vehicles, equipment or other material that specifically identifies the Truckee Fire Protection 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 district owned, for personal purposes while on-duty, except in the following circumstances:

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Member Speech, Expression and Social Networking*

---

1. When brief personal communication may be warranted by the circumstances (e.g., inform family of extended hours).
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). Violators of this policy will be subject to disciplinary action, up to and including discharge, for any violation reasonably believed to have been committed.

### 1038.4.1 UNAUTHORIZED ENDORSEMENTS AND ADVERTISEMENTS

While members are not restricted from engaging in the following activities as private citizens, members may not represent the Truckee Fire Protection District or identify themselves in any way that could be reasonably perceived as representing the Truckee Fire Protection 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 his/her individual capacity or through an outside group or organization, is affiliated with this district, the member shall give a specific disclaiming statement that any such speech or expression is not representative of the Truckee Fire Protection District.

Members retain their right to vote as they choose, to support candidates of their choice and to express their opinions as private citizens, 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).

### 1038.4.2 POLITICAL ACTIVITY

The following rights are retained by firefighters by statute and are extended to all other members by the Truckee Fire Protection District (Government Code § 3252).

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Member Speech, Expression and Social Networking*

---

- (a) No member shall be prohibited from engaging in political activity, unless otherwise prohibited by law, in violation of district 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.
- (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 he/she is not employed, including, but not limited to, any city, county, special district or political subdivision.

#### **1038.5 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 district technology system.

The District 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 District, including the district email system, computer network or any information placed into storage on any district system or device.

This includes records of all keystrokes or Web-browsing history made at any district computer or over any district 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 district computers, electronic devices or networks.

However, the District may not require a member to disclose a personal username or password or open a personal social website, except when access is reasonably believed to be relevant to the investigation of allegations of work-related misconduct (Labor Code § 980).

#### **1038.6 TRAINING**

Subject to available resources, the District should provide training regarding the limitations on speech, expression and the use of social networking to firefighters and supervisors.

#### **1038.7 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 District or the efficiency or morale of its members.
- (c) Whether the speech or conduct would reflect unfavorably upon the District.
- (d) Whether the speech or conduct would negatively affect the member's appearance of impartiality in the performance of his/her duties.
- (e) Whether similar speech or conduct has been previously authorized.

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Member Speech, Expression and Social Networking*

---

- (f) Whether the speech or conduct may be protected and outweighs any interest of the District.

## Working Out of Class

### 1039.1 POLICY

It is the policy of the Truckee Fire Protection District to allow employees to work out of class. While working out of class in an acting capacity, the employee shall only perform the duties of the upgraded position.

### 1039.2 PROCEDURE

An employee may be asked to work out of class in order to comply with District standards for minimum shift coverage. See Lexipol 205.

#### 1039.2.1 ACTING CAPTAIN

To qualify as an Acting Captain, members must have passed the most recent Captain's assessment and have a completed Captain's task book. A qualified Firefighter may then work Out of Class to fill open Captain positions with the following guidelines:

- (a) The Acting Captain will be selected from the current shift and asked if they would like to work as an Acting Captain. If none are available, overtime may be authorized, if appropriate.
- (b) It is the responsibility of the Duty Officer or his/her designee to manage the rotation of the Acting Captains on their shift in a fair manner. To keep rotations down to a minimum, the BC may decide to use an Acting Captain that is already in place at the station that needs coverage.
- (c) The District staffing program shall be updated to reflect hours worked as Acting Captain.

#### 1039.2.2 BATTALION CHIEF

In the event that the Battalion Chief position cannot be staffed with a full-time Battalion Chief an Acting Battalion Chief may be used to fill that position.

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Working Out of Class*

---

### **1039.3 WORKING OUT OF CLASS COMPENSATION**

Employees asked to work out of class will be compensated for their time consistent with the policy that promotions must result in a minimum 2.5% pay increase. The employee's hourly rate for the time worked out of class will be a minimum 2.5% higher than their current hourly rate and according to the salary schedule of the position they are temporarily filling. For Classic CalPERS members working out of class, compensation will be reported to CalPERS as Special Compensation - Temporary Upgrade Pay in the period it is earned.

## Probationary Period

### 1040.1 POLICY

This policy defines the probationary period for employees of the Truckee Fire Protection District.

### 1040.2 GENERAL

All newly hired full-time and part-time employees are subject to a twenty-four month probationary period. The probationary period is part of the District's hiring process during which the District continues evaluating the probationary employee to determine whether he or she should be offered a regular position with the District. This period also gives the probationary employee an opportunity to evaluate the job for which he or she is being considered and to determine whether it is the right job for him or her.

If a probationary employee successfully completes the probationary period, he or she may be offered regular employment. An employee's probationary period does not end automatically; it only ends when an employee is offered and has accepted a regular position. When appropriate, the Fire Chief may extend an employee's probationary period or require a longer probationary period with additional prerequisites to be completed prior to regular full-time employment. An example may be the successful completion of an accredited paramedic program during probation.

Current full-time employees being appointed to a promotional position shall be subject to a twelve-month probationary period.

### 1040.3 PROVISIONS GOVERNING PROBATIONARY PERIOD

Probationary employees will receive an evaluation from their supervisor every 3-6 months, using the approved employee evaluation form. At the end of the probationary period, the employee's supervisor will make a recommendation as to whether the probationary employee should be offered a regular position with the District.

Subject to the applicable waiting period, probationary full-time employees are eligible for District health insurance benefits (See Employee Benefits Policy and current MOU).

### 1040.4 AT WILL EMPLOYEES

Successful completion of the probationary period for at-will employees does not guarantee continued employment with the District or change at-will status of their employment.

## Wages, Hours of Work, Payroll Practices

### 1041.1 POLICY

It is the policy of Truckee Fire Protection District to define wages and salary rates, hours of work, and payroll practices.

### 1041.2 WAGES AND SALARY RATES

The District has established a wage and salary plan that provides for appropriate compensation for positions of varying responsibility. As a general policy, the District monitors salary and benefit trends in comparable agencies to provide our employees with a competitive compensation program. The Fire Chief will review the District's wage, salary, and benefit plan on an annual or MOU cycle basis with the Employee's Association. The Employee's Association will have any change request available to the Fire Chief on or before September 1st of each year. The Fire Chief, with the Employee's Association representative shall recommend changes, if necessary, to the Board of Directors. Any changes to the salary schedule plan must be approved by the Board of Directors.

Salary increases are based on a variety of factors including, but not limited to cost of living increases, performance, ability, and willingness to learn, mastery and application of the various skills and abilities required by an employee's job, and the District's economic situation. Salary increases are not guaranteed at any time or under any circumstances. Salary increases due to promotion will be a minimum of 2.5% above present salary.

The salary schedule is found in the current MOU.

### 1041.3 HOURS OF WORK

Working Hours: The District is normally open for business Monday through Friday, between the hours of 8:00 a.m. and 5:00 p.m. for administrative purposes. The emergency response business hours are 24 hours per day, seven days a week. Employees are expected to be at their desks or work stations, ready to begin work at their scheduled start time. Unauthorized absences and/or tardiness for work will not be tolerated and may result in disciplinary action.

- (a) Personnel on a 14 day work period will work either thirty-six or forty hours per week as identified in the position job description. These employees are known as "weekly" employees.
- (b) Personnel on a twenty-four day work period will work a fifty-six hour work week known as a "forty-eight on and ninety-six off" as demonstrated below. These employees are known as "shift" employees. X = ON DUTY; O = OFF DUTY: XXOOOXXOOOXXOOOXXOOOXXOOO repeated continuously.

### 1041.4 SHIFT TRADES

Refer to Shift Trade Policy



# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Wages, Hours of Work, Payroll Practices*

---

### **1041.5 SALARY STEP INCREASES**

Salary step increases generally will be granted following an overall satisfactory performance evaluation, although the District retains discretion to deny or defer increases based on District finances. Salary step increases generally will be granted July 1 of each year for those employees qualifying for such. Employees hired on or before January 1 of each year will qualify for salary step increases July 1. Employees hired after January 1 will not qualify for salary step increases until the next fiscal year, July 1.

Salary increases as outlined in an MOU will generally occur January 1 following the EA and Management negotiations in the Fall.

### **1041.6 BREAKS**

All employees shall be allowed breaks throughout the day as follows. Emergency calls take precedence over scheduled break times:

#### Shift Employees:

0800-0930 Start work - Exercise Program  
9:30-1200 15 Minute Break (any 15 min within that time)  
1200-1300 Lunch Break  
1300-1700 15 Minute Break (any 15 min within that time)  
1700 End of Work Day

#### Weekly Employees:

0730 Start of work day  
1000-1015 15 Minute Break  
1200-1300 Lunch Break (any 30 Minutes between)  
1500-1515 15 Minute Break  
1700 End of work day

Non exempt shift employees will take paid one hour lunch breaks while remaining available for emergency response. Non exempt weekly employees will take one hour unpaid lunch breaks. Exempt employees generally should take one hour lunch breaks as listed above. Employees on unpaid lunch breaks shall cease all work related duties during the break.

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Wages, Hours of Work, Payroll Practices*

---

All non exempt shift employees will be allowed 1 1/2 hour each work day to participate in an exercise program. All non exempt weekly employees will be allowed time to exercise no more than twice weekly when workload allows.

#### **1041.7 PAY DAY AND RELATED PAYROLL PRACTICES**

##### **Pay Day**

District employees will be paid on the last business working day of each month.

Paychecks are normally available by 0900 hours on the listed pay day. Pay checks can be picked up at the Administrative Office, in the employee's box at their assigned station, mailed on request, or payroll automatic deposit on request. If there is an error in an employee's paycheck, the employee must immediately report it to the Finance Director.

##### **1041.7.1 PAY PERIODS**

Shift employees and part-time paid employees will have pay day periods covering 24 days, resulting in 13.1 pay periods per year. They will have 12 pay days as listed previously. All other employees will have monthly pay periods equal to the pay day schedule listed previously.

##### **1041.7.2 TIME CARDS**

In order to ensure that employees are properly paid for the time they work, the District must keep accurate time records. All non-exempt employees are required to record all hours beyond normal assigned work hours worked in the District's electronic scheduling software, recorded as overtime paid or compensatory time off (CTO) credits. Part-Time employees scheduled time will be logged into the electronic scheduling software by the shift scheduler. The Part-Time employee must record all non-scheduled hours worked on the appropriate form in the electronic scheduling software. All Employees must review their schedule confirming the number of hours they worked for each pay period no later than 5 days past the close of the work period unless otherwise instructed.

If an employee needs to amend his/her schedule to correct a recording error, the employees must first seek to consult with their supervisor. If their supervisor is not available, the available shift officer may complete the amendment after validation of the error.

##### **1041.7.3 PAYROLL ADVANCES**

The District does not permit employees to take advances against future paychecks or unaccrued vacation or sick leave unless special approval by the Fire Chief.

## Employee Benefits

### 1042.1 POLICY

It is the policy of Truckee Fire Protection District to provide various benefits to its employees.

### 1042.2 EMPLOYEE BENEFITS

The following is a summary of the District's current employee benefits. If the District wishes to add to, subtract from, or otherwise modify these benefits and/or employee eligibility requirements for such benefits at any time, the District must notify and negotiate in good faith with the Employees Association. When possible, the District will provide employees with advance notice of such intentions.

### 1042.3 INSURANCE BENEFITS AND MEMBERSHIPS

Subject to the restrictions in this policy, the District currently offers medical, dental, and vision care insurance benefits (collectively, health insurance benefits) to its full-time employees and their dependents. Additionally full-time employees are enrolled in PORAC membership, CSFA membership, long term disability, and life insurance. The District provides CSFA membership, and life insurance. The District provides all benefits/insurances mandated by state and federal law. Detailed descriptions of all the insurance plans are available in the Administration Office.

#### 1042.3.1 ELIGIBILITY

Subject to the applicable waiting periods imposed by an insurance plan, full-time employees become eligible for District sponsored health insurance benefits on their first day of work.

#### 1042.3.2 MEDICAL

##### Full-Time Employees

TFPD provides health benefits to its full-time employees under the CalPERS Health Benefits Program ("CalPERS"). Full-Time employees shall be eligible for a monthly health insurance allowance from TFPD equal to the lesser of the cost of the monthly premium for the PORAC administered health insurance plan available through CalPERS which is applicable to the employee and his or her dependents, if any, or, the cost of the monthly premium of the CalPERS health plan in which the employee enrolls ("Health Allowance"). The Health Allowance shall be made available through the Truckee Fire Protection District Cafeteria Plan in order to preserve it as a nontaxable benefit and a portion of the Health Allowance will be designated as the contribution required of TFPD pursuant to Government Code Section 22892 as reflected in Resolution 03-2013.

If an employee enrolls in a CalPERS health plan with a monthly premium that exceeds the Health Allowance, the excess cost will be the employee's responsibility.

##### Retirees

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Employee Benefits*

---

Employees who retire from TFPD may be eligible to receive continued health benefits during their retirement. To be eligible for retirement health benefits, an employee's retirement from TFPD must be effective within 120 days of the employee's separation from employment with TFPD and the employee must be receiving a retirement allowance from CalPERS resulting from the employee's service with TFPD. Retired employees who satisfy the preceding requirements ("Eligible Retirees") are eligible to continue health coverage with CalPERS.

All allowances described in this section shall only be available to Eligible Retirees enrolling in a CalPERS health plan.

The retiree health benefit provided by TFPD varies depending upon an Eligible Retiree's date of employment with TFPD. TFPD provides retirement health benefits as follows:

#### I. Eligible Retirees Hired Before July 1, 2000 and Fire Management Group.

Eligible Retirees hired before July 1, 2000 will receive a monthly amount not to exceed the Health Allowance made available by TFPD to active employees ("Tier I Allowance").

Any employee appointed by the Board of Directors as the fire chief, deputy chief or fire marshal of TFPD at any time between December 1, 2005 and January 1, 2013, and that qualifies as an Eligible Retiree shall be eligible for a monthly amount up to the Tier I Allowance.

The Tier I Allowance will be paid as follows:

- (a) an amount equal to the minimum contribution required of TFPD pursuant to Government Code Section 22892 as reflected in Resolution 03-2013 ("Minimum Contribution") will be paid directly to CalPERS by the District; and
- (b) a reimbursement by the District to the retiree for the monthly health insurance premiums actually paid by the retiree in an amount not to exceed the difference between the Tier I Allowance and the Minimum Contribution.

If an Eligible Retiree subject to this Section B.I enrolls in a CalPERS health plan with a monthly premium that exceeds the Tier I Allowance, the excess cost will be the Eligible Retiree's responsibility.

#### II. Eligible Retirees Hired On or After July 1, 2000 but before July 1, 2013.

The allowance for Eligible Retirees hired on or after July 1, 2000 but before July 1, 2013 will be determined in accordance with a vesting schedule which calculates benefits on the basis of a retiree's years of service. An Eligible Retiree must have 10 years of service credit at the time of retirement (at least five years of which need to be with TFPD) to be eligible to receive a benefit equal to 50% of the contribution calculated on the basis of Government Code Section 22893(a)(1) ("Tier II Allowance"). These Eligible Retirees will receive an additional

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Employee Benefits*

---

five percent of such contribution for each additional year of service with a CalPERS employer after satisfying the 10 year minimum.

The Tier II Allowance will be paid as follows:

- (a) an amount equal to the Minimum Contribution will be paid directly to CalPERS by the District; and
- (b) a reimbursement by the District to the retiree for the monthly health insurance premiums actually paid by the retiree in an amount not to exceed the difference between the Tier II Allowance and the Minimum Contribution.

If an Eligible Retiree subject to this Section B.II enrolls in a CalPERS health plan with a monthly premium that exceeds the Tier II Allowance, the excess cost will be the Eligible Retiree's responsibility.

### III. Eligible Retirees Hired On or After July 1, 2013.

Eligible Retirees hired on or after July 1, 2013 shall only be eligible to receive the Minimum Contribution which TFPD will pay directly to CalPERS. If an Eligible Retiree subject to this Section B.III enrolls in a CalPERS health plan with a monthly premium that exceeds the Minimum Contribution, the excess cost will be the Eligible Retiree's responsibility.

## Part-Time Employees

Part-time employees will be offered health insurance in accordance with the Affordable Care Act.

### [2017 PORAC PPO SUMMARY BENEFITS COVERAGE PDF](#)

#### 1042.3.3 DENTAL

The District offers dental insurance through Sun Life Financial (formerly known as Assurant Employee Benefits) to its full-time employees and their dependents. Dependents are covered until the age designated by the Affordable Care Act, currently age 26.

For detailed plan description refer to the plan summary.

The District will pay 100% of the premium.

### [DENTAL BENEFIT SUMMARY TRUCKEE FIRE PDF](#)

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Employee Benefits*

---

### 1042.3.4 VISION CARE

The District offers vision care insurance through VSP to its full-time employees and their dependents. Dependents are covered until the age designated by the Affordable Care Act, currently age 26.

For detailed plan description refer to the plan summary.

The District will pay 100% of the premium.

### [VSP BENEFIT SUMMARY PDF](#)

### 1042.3.5 OTHER INSURANCES AND MEMBERSHIPS

Other Insurances:

#### Life Insurance

The District offers life insurance to all full-time and part-time employees.

#### 1) Full-Time Employees

- a) CSFA - \$10,000.00
- b) Sun Life Financial (formerly known as Assurant Employee Benefits)
  - i) Until age 65 - \$15,000.00
  - ii) Between age 65 and 70 - \$10,050.00
  - iii) After age 70 - \$6,733.50

#### 2) Part-Time Employees

- a) CSFA - \$10,000.00

For detailed plan description refer to the plan summary.

The District will pay 100% of the premium.

### [CSFA LIFE BROCHURE PDF](#)

### [LIFE AD&D BENEFIT SUMMARY TRUCKEE FIRE PDF](#)

#### Long Term Disability

The District offers long term disability insurance through CSFA/Myers-Stephens & Toohey to all full-time employees.

For detailed plan description refer to the plan summary.

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Employee Benefits*

---

The District will pay 100% of the premium.

[GROUP LTD BROCHURE PDF](#)

### Memberships

The District offers and pays 100% of the premium for the following memberships:

- 1) CSFA (California State Firefighters Association) – All employees and elected officials are enrolled.
- 2) PORAC (Peace Officers Research Association of California) – All full-time employees and retirees are enrolled (required for health insurance).

### **1042.4 RETIREMENT**

The Truckee Fire Protection District offers its employees one of two retirement programs; CalPERS (California Public Employees Retirement System) and PARS (Public Agency Retirement Services). The District does not participate in Social Security. Employees are referred to Social Security Form SSA-1945, a statement concerning employment in a job not covered by Social Security.

All CalPERS retired annuitants are not eligible for any benefits including retirement. The District will enroll any retired annuitant working on special assignment in the CalPERS system as non-contributing member and they will be subject to all CalPERS post retirement rules including not working more than 960 hours per fiscal year.

#### 1042.4.1 PUBLIC EMPLOYEES RETIREMENT SYSTEM (PERS)

All full-time employees and eligible part-time employees will be enrolled in the appropriate PERS Retirement Plan as of their first date of employment or eligibility with the District.

It is the responsibility of the part-time employee who is either enrolled by the District in PERS or enrolled by another PERS agency in PERS to notify the Administrative Officer of any change of eligibility at any time during employment.

All Employees who qualify for CalPERS Retirement and are classified as “Classic Members” by CalPERS will maintain the following benefit structure:

1. Local Safety Members Retirement Benefit Formula – 3% @ 55
2. Miscellaneous Members Retirement Benefit Formula – 2.7% @ 55
3. Reportable Special Compensation
  - a. Temporary Upgrade Pay

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Employee Benefits*

---

b. Fair Labor Standards Act (FLSA)

c. Uniform Allowance

4. Employee to pay designated employee contribution on a tax-deferred basis pursuant to Section 414(h)(2) of the Internal Revenue Code.

i. Local Safety Members – will pay employees' 9% contribution

ii. Miscellaneous Members – will pay employees' 8% contribution

All Employees who qualify for CalPERS Retirement and are classified as "New Members" by CalPERS will be eligible for the following benefit structure:

1. Local Safety Members Retirement Benefit Formula – 2.7% @ 57

2. Miscellaneous Members Retirement Benefit Formula – 2% @ 62

3. Reportable Special Compensation

a. Fair Labor Standards Act (FLSA)

4. Employee to pay designated employee contribution on a tax-deferred basis pursuant to Section 414(h)(2) of the Internal Revenue Code.

### 1042.4.2 PUBLIC AGENCY RETIREMENT SERVICES (PARS)

All Part-Time employees, unless eligible for CalPERS retirement or a retired annuitant, will be enrolled in the PARS (Public Agency Retirement Services) ARS (Alternate Retirement System) Plan. The PARS-ARS Plan is a defined contribution plan.

(a) The set contribution rate is 7.5%. This is to be paid on a tax-deferred basis by the employee.

### 1042.5 HOLIDAY LEAVE

The following are the official District holidays. Only full-time employees, whether probationary or regular, are eligible to be paid for these holidays. Part-time employees are not entitled to any paid holiday benefits.

New Year's Day

Martin Luther King Day

Lincoln's Birthday

Presidents' Day

Julio Caesar Chavez Day

Memorial Day



# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Employee Benefits*

---

July 4th

Columbus Day

Labor Day

Veterans' Day

Thanksgiving Day

Christmas Day

- (a) **Weekly Personnel:** If the holiday falls on a Saturday, the day will be taken on the preceding Friday. If the holiday falls on a Sunday, the day will be taken on the following Monday. If the holiday falls on an assigned day off, the day will be taken the preceding or following day.
- (b) **Shift Personnel:** The District will provide holidays as listed above. Shift personnel will accrue eight hours of HTO (Holiday Time Off) for each holiday, on a fiscal basis this amounts to 96 hours of HTO. HTO will be accrued after the holiday occurs. The maximum amount of HTO that can be carried over into the next fiscal year is 96 hours. If at the end of the fiscal year an employee's HTO balance is over the maximum carry over of 96 hours, additional HTO will not accrue until the employee balance is brought to or below 96 hours. Use of holiday time will be authorized as per the leave policy for use.

#### **1042.6 VACATION LEAVE**

(a) **Rate of leave accrual**

- 1. Full-time weekly employees will accrue vacation time as per the following schedule:
  - (a) YEARS OF EMPLOYMENT RATE OF ACCRUAL
  - (b) 1-3 Years 6.66 hours per month/10 days per year
  - (c) 4-6 Years 10 hours per month/15 days per year
  - (d) 7-9 Year 10.66 hours per month/16 days per year
  - (e) 10-15 Years 13.33 hours per month/20 days per year
  - (f) 16-19 Years 16.66 hours per month/25 days per year
  - (g) 20 or More Years 20 hours per month/30 days per year
- 2. Administrative part-time employees who work 20 hours per week will accrue vacation time as per the following schedule:
  - (a) YEARS OF EMPLOYMENT RATE OF ACCRUAL
  - (b) 1-3 Years 3.33 hours per month/5 days per year
  - (c) 4-6 Years 5 hours per month/7.5 days per year

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## Employee Benefits

---

- (d) 7-9 Years 5.33 hours per month/8 days per year
  - (e) 10-15 Years 6.66 hours per month/10 days per year
  - (f) 16-19 Years 8.33 hours per month/12.5 days per year
  - (g) 20 or More Years 10 hours per month/15 days per year
3. Full-time shift employees will accrue vacation time as per the following schedule
- (a) YEARS OF EMPLOYMENT RATE OF ACCRUAL
  - (b) 1-3 Years 8 hours per month/96 hours per year
  - (c) 4-6 Years 12 hours per month/144 hours per year
  - (d) 7-9 Years 14 hours per month/168 hours per year
  - (e) 10-15 Years 20 hours per month/240 hours per year
  - (f) 16-19 Years 22 hours per month/264 hours per year
  - (g) 20 or More Years 24 hours per month/288 hours per year
- (b) **Maximum Accrual of Vacation Leave:** A full-time employee may accrue vacation hours per the schedules above and carry over a maximum of 400 hours into the next fiscal year. If at the end of the fiscal year an employee's vacation balance is over the maximum carry over of 400 hours, additional vacation will not accrue until the balance is brought to or below 400 hours. Special circumstances will be at the discretion of the Fire Chief. (See Policy on Other Leaves).
- (c) **Use of Leave Credits:** If a holiday falls during a weekly employee's pre-approved leave, that day will not be charged against his or her leave time. Due to work coverage needs, the number of employees who may take leave at any given time is limited. Therefore, leave will be authorized on a first come first serve basis. Leave must be approved by the immediate supervisor on the correct form and submitted through channels. When leave is allowed for personnel on shift, minimum staffing will be maintained as per the policy on Minimum Staffing. All efforts will be made to authorize leave while minimizing the use of overtime pay for coverage. Leave credits earned during a pay period can not be used until the next pay period.
- (d) **Request for Leave Credits:** An employee must submit all leave requests in the District's electronic scheduling software for prior approval. Requests should be submitted at least 24 hours in advance and within 365 days of the date being requested off. First come first served will be used to allocate time off. In case of a tie, seniority will be used (date of full time hire). A tie would occur if two or more requests were received during normal business hours, between 8:00 a.m. and 5:00 p.m. Special requests outside the 365 day window will be approved on a case by case basis by the Fire Chief. The primary factor in scheduling of leave will be the meeting of the staffing criteria listed in the Staffing Policy/Minimum Staffing Policy. Leave must be scheduled at a time that will not cause serious disruption to or interference with work programs. Leave requests do not have to be honored if it compromises the District's mission.

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Employee Benefits*

---

- (e) **Termination of Employment:** Upon termination of employment with the District, an employee will be compensated for all unused, accrued vacation, holiday, and CTO leave at the hourly rate they are making at the time of termination.

### **1042.7 SICK LEAVE**

#### **Full -Time Employees**

**Purpose:** Paid sick leave is an income protection benefit that is earned by full-time employees to be used when an employee needs time off due to his or her own illness or injury, or the illness or injury of the employee's immediate family member. It is not to be confused with vacation or other types of leave. Sick leave may only be used under the circumstances described below in item 4 (Use of Leave).

**Accrual:** All full-time weekly employees will accrue 8 hours of sick leave per month. Part-time office weekly employees will accrue 4 hours of sick leave per month. Shift employees will accrue sick leave at a rate of 24 hours per month. Employees do not accrue sick leave during any unpaid leave of absence. (See Policy on Other Leaves.)

**Maximum accrual of leave:** There is no maximum amount of sick leave accrual.

**Use of leave:** Sick leave may be taken for personal illness, personal disability or an illness or disability of an immediate family member who requires the employee's personal attention. Up to three days of sick leave may be used for bereavement leave for a death of the employee's immediate family member. Accrued sick leave can be taken by eligible employees in increments of 1 hour. Paid holidays falling within the periods of sick leave will not be deducted from an employee's accrued sick leave. For purposes of this policy, immediate family member is defined as the employee's spouse, child, sibling, parent, grandparent and the employee's spouse's child, sibling, parent, and grandparent.

**Request for leave:** To claim sick leave with pay, an employee must notify his or her supervisor at or prior to the beginning of his or her work-reporting time on the first day of absence from work and at periodic intervals during the term of the absence. The employee is encouraged to call the on-duty Battalion Chief at least 1 hour prior to the start of their shift, or earlier if known.

Early notification helps ensure district coverage and prevents the possibility of forcing on-duty employees to remain on-duty to cover a shortfall below minimum staffing levels. The reporting frequency shall be established by the Fire Chief depending on the circumstances surrounding the absence. Any change in an employee's previously reported return status should be communicated to employee's supervisor as soon as possible. Failure to provide proper notice of the initial or continued need for sick leave may result in the denial of sick leave with pay and may result in disciplinary action. Requests for payment of sick leave must be submitted, on a Leave Request Form, to the employee's supervisor for approval. If an employee develops a medical condition while on vacation leave, the length of time (supported by a licensed health care practitioner's statement) for which he or she was under a licensed health care provider's care or required hospitalization can be converted to sick leave.

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Employee Benefits*

---

Medical certification/verification: The District retains the right, in its discretion, to request certification from an appropriate licensed health care provider for all absences due to an employee's illness or disability or the illness or disability of the employee's immediate family member. The District reserves the right to request a second medical opinion, at District expense, before approving leave. The District also retains the right, in its discretion, to request verification of a medical, dental or eye care appointment. The District may withhold sick pay if an employee fails to submit a satisfactory certification or verification upon request. Before allowing an employee to return to work following a sick leave absence of more than three days, the District reserves the right to require that the employee produce medical certification from the District's physician, Tahoe Forest Hospital Occupational Health Department, that he or she is able to return to work and may include a Fit for Duty assessment

Probationary period: A full-time employee will accrue and may use accrued sick leave during his or her probationary period.

Coordination of benefits: When an employee is unable to work due to illness or injury and is receiving Workers' Compensation Insurance benefits, the District will coordinate the payment of salary as per section 4850 of the Labor Code, for all safety employees, and a self-administered comparable program to section 4850 of the Labor Code, for all non-safety employees, with payments from the appropriate entity Special District Risk Management Authority (SDRMA). After one year of 4850 or self-administered comparable program payments, the District will coordinate the payments of sick leave and/or vacation to the employee with payments from the appropriate entity; Special District Risk Management Authority (SDRMA).

Separation of Employment: Upon retirement, an employee will receive payment for his or her accumulated sick leave in the following manner: Employees will receive one-half of their hourly rate for all unused hours of sick leave. Sick leave gained as a shift employee after July 1, 2001, will be converted by one-third prior to payment at time of retirement. Upon other separation of employment from the District (voluntary termination, involuntary termination, etc.) employees are not entitled to be compensated for unused Paid Sick Leave. However, previously unused paid sick days must be reinstated if an employee separates from employment and then is rehired by the District within one year.

#### Part-Time Employees

Effective July 1, 2015, employees of Truckee Fire Protection District ("the District") who are not otherwise eligible for paid sick leave from the District may be entitled to Paid Sick Leave under this policy pursuant to California law. The intent of this policy is to comply with the Healthy Workplaces, Healthy Families Act ("the Act") of 2014. Employees who earn sick leave through agreement or other written policy of the District are not eligible for additional leave under this policy.

Eligibility: To be eligible for Paid Sick Leave under this policy, employees must work for the District in California for 30 or more days within a year of their hire date. Employees start accruing California Paid Sick Leave on the first day of employment. Employees become eligible to earn Paid Sick Leave once they have worked for 30 or more days. Employees become eligible to use accrued

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Employee Benefits*

---

California Paid Sick Leave on the 90th day of employment. Pursuant to AB 304 CalPERS retired annuitants are not eligible for paid sick leave.

Basic Leave Entitlement: California Paid Sick Leave may be taken for the following reasons:

- The diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee's family member; or
- To attend legal proceedings, or to obtain medical treatment, counseling or other victims' services for domestic violence, sexual assault, or stalking.

A "family member" for these purposes is defined as a child (a biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis), a parent (a biological, adoptive or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child), a spouse or registered domestic partner, a grandparent, grandchild, and sibling.

Accrual: Employees accrue California Paid Sick Leave at a rate of one hour for every 30 hours worked. Employees may only use a maximum of three days or 24 hours, whichever is greater, of Paid Sick Leave per calendar year. Additionally, accrued but unused Paid Sick Leave carries over into the following year, except that there is a cap on the maximum amount of Paid Sick Leave allowed to accrue. An employee can accrue up to 6 days or 48 hours (whichever is greater) of Paid Sick Leave.

Separation of Employment: Upon separation of employment from the District (voluntary termination, involuntary termination, etc.) employees are not entitled to be compensated for unused Paid Sick Leave. However, previously unused paid sick days must be reinstated if an employee separates from employment and then is rehired by the District within one year.

Increments: Employees may use California Paid Sick Leave in one-hour increments.

Notice: To the extent possible, employees must provide reasonable advance notice of their need to use Paid Sick Leave under this policy. If the need for leave is not foreseeable, an employee must provide notice as soon as practicable.

Benefits Continuation: Paid Sick Leave under this policy will not constitute a break in the employee's continuous service for the purpose of District-provided benefits and seniority.

Relationship with Other Leave Policies: If a law or regulation provides for greater accrual or use of sick days, the law, regulation, or policy with the greater protection will apply. For questions regarding the interplay between your entitlement to leave under other laws or regulations and your entitlement to leave under the Act, please contact the Administrative Officer.

Job Restoration: After using Paid Sick Leave, an employee will generally be reinstated to his or her position with equivalent seniority, benefits, pay and other terms and conditions of employment.

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Employee Benefits*

---

#### **1042.8 PERSONAL LEAVE**

The District will provide 24 hours of personal leave each fiscal year for FMLA and/or emergencies. Emergencies are defined as funerals and/or other unforeseen events that do not fall under the sick leave criteria. Unused leave does not carry forward.

#### **1042.9 JURY OR WITNESS DUTY LEAVE**

An employee who receives a jury duty summons or a witness subpoena should bring the summons or subpoena to the employee's supervisor within three working days of receipt so that arrangements can be made to accommodate the employee's need for time off. If called to jury duty or witness duty, weekly employees will be paid up to a maximum of ten working days (80 hours) per calendar year for the working hours lost while on jury duty or witness duty. Shift employees will be paid up to a maximum of four shifts (96 hours) per calendar year for the working hours lost while on jury duty or witness duty. In return, any funds received for jury or witness duty must be endorsed and forwarded to the District. The District will return to the employee any amount intended as compensation for mileage, meals, and lodging. [NOTE: This policy does not apply to witnesses testifying as an expert in any matter. Employees wishing to testify as an expert witness must apply for unpaid leave or use vacation time.]

Employees on jury or witness duty are, however, expected to work during the hours their presence as a juror, potential juror or witness is not required. The employee must contact his or her supervisor after receiving jury duty or witness instructions to discuss whether the employee will be able to work during the time he or she is on duty. An employee on jury or witness duty for more than ten days will be permitted to use accrued vacation or be placed on an unpaid leave of absence for the remainder of the time he or she is absent. The employee will, however, be paid for any time he or she works while on the unpaid leave. Employees are expected to report to their supervisor at the end of their jury or witness duty with a statement from the court of time served.

#### **1042.10 OTHER LEAVES**

##### **1042.10.1 MILITARY DUTY LEAVE**

Refer to Military Leave Policy.

##### **1042.10.2 TIME OFF TO VOTE**

Refer to On-Duty Voting Policy.

##### **1042.10.3 OTHER LEAVES**

###### **(a) General provisions**

1. Requests for a leave without pay for any purpose must be submitted in writing to the Fire Chief, and will be authorized by the Board of Directors only.
2. Vacation and sick leave are not accrued during an unpaid leave. Exceptions may be made, at the District's discretion, for unpaid leaves of less than 30 days. Unpaid leave will start at the end of the 4850 Labor Code process. For

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Employee Benefits*

---

example, an employee on disability leave who receives two thirds of their salary from EDD or SCIF will have the remaining third paid by the District for one year after disability payments start. After one year the employees on an unpaid disability leave may coordinate their payments from SDRMA with accrued sick leave and/or vacation pay. At the end of the 4850 payments by the District, the employee will be on unpaid leave and will no longer accrue sick leave or vacation leave. Additionally, employees do not receive any holiday benefits while on unpaid leave.

3. Employees taking a leave without pay must make arrangements to fund District insurance benefits during the period of the unpaid leave of absence. Benefits paid by the District will be suspended during the period the employee is on unpaid leave. Exceptions may be made, at the District's discretion, for unpaid leaves of less than 30 days.
  4. Except in cases of disability, as a general rule, employees must exhaust their accrued vacation leave, and under certain circumstances their accrued sick leave, before they will be eligible for an unpaid leave of absence.
  5. An employee's failure to return from a leave, unless followed by another approved leave of absence, or an employee's failure to present reasons for not returning as arranged, will be considered abandonment of the position and may result in immediate termination of employment.
- (b) **Industrial Illness or Injury Disability ("IIID") Workers' Compensation ("W/C") Leave**
1. Refer to On-Duty Injury Policy
- (c) **Non-industrial Disability ("NID") Leave**
1. Refer to Family Medical Leave Act Policy.
- (d) **Pregnancy Disability Leave/Accommodation of Pregnancy-Related Disabilities**
1. Refer to Pregnancy Disability Leave Policy
- (e) **Exceptional Leave of Absence**
1. An unpaid leave of absence may be granted for exceptional circumstances not covered by one of the above enumerated reasons. In order to request an exceptional leave of absence, an employee must submit a written request for such leave of absence to the Fire Chief, setting forth the reasons for and expected duration of the requested leave of absence. The Fire Chief and the Board will take into consideration the best interests of the District and the employee when granting or denying a request for an exceptional leave of absence. The Fire Chief, in consultation with the Board of Directors, may grant a leave of absence for 60 days or less. Requests for a leave of absence of more than 60 days must be approved by the Board, after consideration of the Fire Chief's recommendation. Prior to being granted an unpaid exceptional leave, employees must exhaust all of their accrued vacation leave, holiday time, and under certain circumstances, their accrued sick leave.

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Employee Benefits*

---

#### **1042.11 LEAVE CREDIT TRANSFER**

A transfer of leave credits may be authorized for a catastrophic illness or natural disaster for all full time employees of the District who meet the District's criteria. Leave credits are described as vacation time, sick leave, compensated time off (CTO), and holiday time.

#### **1042.12 EXTENSION OF BENEFITS TO RETIREES**

- (a) This section discusses the extension of existing Truckee Fire Protection District (TFPD) Vision and Dental Benefits to TFPD retirees under existing coverage policies in force with providers on a cost neutral basis. The District acknowledges and has found that there are no adverse economic impacts to this policy and in fact there is often an economic advantage to expanding the pool of coverage, "economy of size."
- (b) **Responsibility:** It shall be the responsibility of the Fire Chief and the TFPD Administration to administer this policy.
- (c) **Implementation and Practice:** The TFPD Administration shall offer to all existing and future retirees the option to participate in the District's Vision and Dental programs. The TFPD Administration will invoice in advance, and monitor accounts of individuals who elect to participate in the program. A 2% administrative charge on the premium cost will be billed to the individual retiree's account. The District reserves the right to review the administrative charge on an ongoing basis and adjust it as needed to meet the intent of the policy, which is to operate on a cost neutral basis. If a retiree's account becomes delinquent, a written notice will be made to the retiree that they will be dropped from the elective program consistent with the policy terms of opting out of coverage.
- (d) **Appeal Process:** Any retiree claiming that the extension of benefits or charges are not correct may file a written notice of appeal with the District Fire Chief specifically outlining what is disputed. The Fire Chief or his or her designated representative shall promptly review the appeal, and if necessary, meet with the retiree, consider written and oral evidence regarding the appeal, and rule on the appeal.



---

## Shift and Station Selection

### 1043.1 POLICY

This policy was implemented to allow employees a fair way to pick their shift and station of work in the event of either an opening or through the Open Shift/Station Selection Program.

### 1043.2 PROCEDURE

Open shift and station selection will be conducted every other year to allow employees the opportunity to choose where they would like to work. To implement this in an organized fashion employees will have an opportunity to pick their shift/station in order of rank and seniority with the highest rank and most senior person getting the first selection of any open shift/station first, followed by the next most senior person. Shifts and stations will have operational minimum staffing requirements based on certain training and certifications.

For employee and District planning purposes, open shift and station selection will begin approximately 6 months prior to July and every other year thereafter. The bidding process will be implemented by the Employee Association President or designee. The new shifts will take effect on the pay period following July 1 of that year after approval by the Fire Chief.

Requests for leave credits for the new open shift and station selection will not be accepted or approved until after the selection process is completed by the EA president or designee. Upon the completion of the shift and station selection the date that leave requests will first be accepted into the Aladtec staffing program will be determined by the EA president or designee. That date should be determined within a few days of the selection process completion and should offer at least 7 days of advanced notice to all effected personnel. Refer to Lexipol policy 1042 Employee Benefits - section 1042.6(c) requests for leave credits

To implement this process a seniority list has been established based on the following criteria. This seniority will only be used for shift bidding.

See the Shift and Station Selection Worksheet Form.

### 1043.3 SENIORITY LIST

Shift and station selection will be based on this seniority list. The seniority list was created by these criteria:

- (a) Firefighter seniority is decided by full-time hire date. Ties will be broken by ranking on the hiring/promotional list.
- (b) Captain and Battalion Chief seniority is decided by promotional date. Ties will be broken by date of full time hire. Continuing ties will be decided by ranking on promotional test.
- (c) New full-time firefighters and/or captains who join the department through annexation or management contract will enter the seniority list at the bottom. The new employees

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Shift and Station Selection*

---

will be ranked amongst themselves by using the above criteria at the department that is being annexed.

### **Seniority List (Updated 8-14-19)**

#### **Battalion Chief**

- (a) Rust, Bill
- (b) Wadsworth, Mark
- (c) Parkhurst, Matt
- (d) McKechnie, Kevin
- (e) Brown, Laura

#### **Captain**

- (a) Huseby, Rob
- (b) Osburn, Kenny
- (c) Akers, Don
- (d) Davis, Crash
- (e) Ryan Ochoa
- (f) Steve Kessmann
- (g) Doc Holoday
- (h) Fowler, Jerry
- (i) Weiss, Randy
- (j) Jitloff, Erik
- (k) Anderson, Brandon
- (l) Fichter, Dave

#### **Firefighter**

- (a) Brock, Chad
- (b) Huckabay, Art
- (c) Arney, Brian
- (d) Simpson, Josh
- (e) Voosen, Eric
- (f) Smart, Ryan
- (g) Tennant, Nick
- (h) Schnieder, Garrett

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## Shift and Station Selection

- (i) Williams, Richard
- (j) McDonnell, Jared
- (k) Schwab, Jameson
- (l) Brixey, Max
- (m) Bena, Clayton
- (n) Nevin, Tucker
- (o) Dustin Gwerder
- (p) Ackerman, Carl
- (q) Westmoreland, Ben
- (r) Cutter, Haley
- (s) Brock, Colton
- (t) Przybyslawski, Konrad
- (u) Brixey, Michael
- (v) Nelson, Mitch

### 1043.3.1 CURRENT SHIFT BID (Updated 12-27-19)

A Shift - Rust			
92	95	96	97
Fowler	Fichter	Holiday	Davis
Gwerder	Huckabay	Ackerman	Voosen
Max Brixey		Tennant	
Colt Brock		McDonnell	

B Shift - Parkhurst			
92	95	96	97
Ochoa	Anderson	Kessmann	Weiss
Przybyslawski	Arney	Williams	Schwab
Cutter		Bena	

C Shift - Wadsworth		
92	95	96
Akers	Huseby	Jitloff
Smart	Chad Brock	Simpson
Westmoreland		Schnieder
Nelson		Nevin

20

### 1043.4 SHIFT AND STATION SELECTION LOGISTICS

- (a) The selection process will begin six months prior to the new shift and station assignments. The selection process will be facilitated by the Fire Chief's designee.
- (b) The selection order will begin, based on rank and seniority, with the most senior Captains and then Firefighters. Each person gets one move. Each new opening will be offered to the most senior person who hasn't used their one move.
- (c) Any personnel assigned to "limited term" assignments (i.e. acting Captain) shall be placed in their respective rank in descending order based on time in grade after the permanently assigned employees.
- (d) Shift and station minimum staffing requirements by special training/certification will need to be met. There will be a minimum of 2 Hazardous Material Technician and 2 Dive Team members per shift.
- (e) Each station/shift will have at least one paramedic/firefighter.

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Shift and Station Selection*

---

- (f) Each station/shift will only have one person from any recently annexed department on year one of the shift selections.
- (g) In the event that minimum staffing requirements are not met personnel will need to reselect their station/shift based on a revised availability of open spots.
- (h) Relatives as defined in the Policy Nepotism and Conflicting Relationships may not be assigned to the same shift. Relatives may work on the same shift during emergencies, call back scenarios, planned shift trades, and overtime shifts. When assigned under these planned and emergency need terms, the personnel will not be assigned at the same station or in a supervisory – subordinate role.

Staffing will be consistent with provisions of Policy Personnel and Station Staffing Criteria.

### **1043.5 MID-YEAR OPENINGS**

In the event of a shift/station position opening during the year the position will be filled using the order of the seniority list with the most senior person getting the first opportunity to move to the new opening.

### **1043.6 ADMINISTRATION OPTION**

It should be understood by all employees that the Fire District administration (Fire Chief) has the authority to override any and all decisions pertaining to shift and station location to meet operational and human resources needs should the situation arise. Examples: 1. Personality conflicts or disciplinary action taken by management. 2. Operational need to attain a specialized skill level such as ALS certifications, or other specialized skills. 3. Special coverage due to illness, annexations, or other need to move personnel for operational concerns. FLSA allows the movement of a firefighters duty station a maximum of twice during a pay period.

## Truckee Fire MOU's

### 1044.1 CURRENT & PAST MOU'S

[MOU January 1, 2020 through December 31, 2024-Amendment](#)

[MOU January 1, 2020 through December 31, 2024](#)

[MOU January 1, 2018 through December 31, 2019](#)

[MOU January 1, 2016 through December 31, 2017](#)

[MOU July 1, 2015 through December 31, 2015](#)

[MOU July 1, 2014 through June 30, 2015](#)

[MOU July 1, 2013 through June 30, 2014](#)

[MOU July 1, 2012 through June 30, 2013](#)

[MOU Appendix A July 1, 2011 through June 30, 2012](#)

[MOU July 1, 2011 through June 30, 2012](#)

[MOU July 1, 2009 through June 30, 2011](#)

[MOU July 1, 2006 through June 30, 2009](#)

[MOU July 1, 2005 through June 30, 2006](#)

[MOU July 1, 2004 through June 30, 2005](#)

[MOU July 1, 2003 through June 30, 2004](#)

[MOU July 1, 2002 through June 30, 2003](#)

[MOU July 1, 2001 through June 30, 2002](#)

[MOU July 1, 2000 through June 30, 2001](#)

## Reductions in Force and Resignations

### **1045.1 POLICY**

It is the policy of Truckee Fire Protection District to address reductions in force and resignations, including retirements.

### **1045.2 REDUCTIONS IN FORCE**

The District Board, upon recommendation of the Fire Chief, may lay off any employee as a result of material changes in duties or organization or shortage of work or funds. Layoffs shall be made according to District needs. Lay offs will be made based on longevity.

### **1045.3 RESIGNATION; TERMINATION**

An employee who voluntarily resigns their employment, including retirement, with the District is asked to give the District the courtesy of two weeks notice. Employees are asked to submit any statements of resignation in writing to their supervisor.

Prior to leaving District employment, all employees shall have an exit interview with their immediate supervisor. The TFPD exit interview form will be used for the exit interview by the employee's supervisor. All District owned property (i.e. vehicles, keys, uniforms, identification badges, credit cards, etc.) must be returned to the District upon resignation or termination.

## Use of Vehicles and Travel Policy

### 1046.1 POLICY

It is the policy of the Truckee Fire Protection District to describe use of District vehicles and travel.

### 1046.2 USE OF VEHICLES

- (a) **Generally:** Personal use of District vehicles, other than specifically authorized commuting to and from work in situations set forth below, is strictly prohibited. Furthermore, District vehicles may only be driven by District employees and directors. When not in use, District vehicles shall be parked at the District's vehicle storage facility, except as outlined in paragraph 2 below. Improper or unauthorized use of District vehicles will result in disciplinary action up to and including termination.
- (b) **Specifically authorized commuting:** The Fire Chief, Division Chief, Fire Marshal, Fire Prevention Specialist and Fleet and Facilities Manager are subject to call at all times and, therefore, are entitled to keep a District vehicle at their residence during non-work hours. Similarly, an employee who is on call will be entitled to keep a District vehicle at his or her residence during non-work hours for the period that the employee is on such duty as approved by the Fire Chief.
- (c) **Permitted use of District vehicles:** If possible, the District will provide a vehicle for transportation to and from business meetings held away from the District, and work-related conventions, conferences, seminars, or events District employees are invited to attend. If a District vehicle is not available and an employee must drive his or her own personal vehicle, the District will reimburse the employee for mileage to and from the event. Additional mileage for private travel during the event will not be authorized. Mileage reimbursement rates will be changed annually to reflect amount directed by Cal HR.

An employee may request permission to have his or her spouse accompany the employee in the District vehicle if required to spend one or more nights away from home on District business or other work-related functions. Employees will not be reimbursed for travel expenses of their spouses.

### 1046.3 OVERNIGHT TRAVEL EXPENSES (PER DIEM)

When authorized, employees who must be away from their home overnight on District business shall be reimbursed for reasonable accommodations, meals and other related expenses. Receipts must be submitted by the employee to the accounting department.

The District credit card should be used for payment of transportation, meals, lodging, gasoline, or other legitimate business travel expenses. All expenses must be verified by receipts and submitted for reimbursement with an expense voucher. All business travel credit card receipts must be turned into the District immediately upon returning from the travel. The District's credit card is for use on District business only. Any misuse of the District credit card will result in disciplinary action up to

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Use of Vehicles and Travel Policy*

---

and including termination. Furthermore, the District will seek full reimbursement for any improper expenses charged to the credit card.

- (a) Meals will be reimbursed as follows: Employees traveling for the District will receive reimbursement for meals that are required due to the travel. Example: an employee leaving at 0600 hours for a class in Sacramento and the class ends at 1700 hours will receive credit for lunch and dinner. Breakfast should be provided by the employee before leaving. Per diem will not be allowed for assignments less than 35 miles from the employee's assigned station unless approved by the Fire Chief. Reasonable meal costs, as outlines on the Training Request form, plus a tip up to a maximum of 20% are allowable. Meal reimbursement rates will be changed annually to reflect amount directed by Cal HR.
- (b) Lodging: Employees will receive funds for lodging. If required, lodging will be reimbursed at actual costs from the purchase receipt. In most cases, lodging will be arranged for by the Administrative Assistant and double occupancy will be required unless otherwise approved. Lodging in most cases will be paid for in advance by the Administrative Assistant or a check will be provided. If an employee chooses to make private arrangements, no reimbursement will be allowed unless approved by the Fire Chief.
- (c) Travel: Employees traveling greater than 70 miles from Station 91 (10049 Donner Pass Rd.) to an approved class, conference, or seminar sponsored by the district that begins at 8:00 a.m. will be allowed travel and lodging the night before class. If the employee is on "shift" the night before they will be permitted to leave work at 18:00 hours (6:00 p.m.) to allow time for travel and obtaining lodging near class location. If the employee is on "shift" the day of travel they will not be compensated for off duty time (defined as time after the conclusion of travel and prior to class time, i.e. evening and sleeping time) For employees traveling less than 70 miles from Station 91 (10049 Donner Pass Rd.) to an approved class, conference, or seminar sponsored by the District, travel and lodging requests will be reviewed by the Fire Chief on a case-by-case basis.
- (d) Air Travel: Employees traveling long distances to an approved class, conference, or seminar sponsored by the District requiring air travel shall adhere to section "c" above. All air travel and return will be arranged by the Administrative office. If the class, conference, or seminar ends before 3:00 p.m. on the last day or at a time early enough to make a return flight, the flight shall be booked on the last day of the approved class, conference or seminar. If the employee opts to stay additional day(s) and take a return flight other than what has been arranged, the employee is responsible for their own lodging and the difference in any in air faire. If the last day does not end at a reasonable time or if there is no flight available the employee will be booked on a return flight the next morning and lodging will be provided by the District.
- (e) Rental Car: If a rental car is needed by an employee traveling by air to an approved class, conference, or seminar, a rental car, compact only, will be arranged for by the Administrative Assistant. Although arranged for by the Administrative office, the employee will be required to pay for the expense and submit for reimbursement, unless the employee possesses a District credit card.



# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Use of Vehicles and Travel Policy*

---

- (f) Taxi and/or Shared Ride: The use of taxis and shared ride sources, i.e. Uber, are allowed at a reasonable cost plus a tip up to the maximum of 10%.

### **1046.4 EMPLOYEE REQUIREMENTS**

When traveling on District business, all employees must use safety belts and observe all traffic laws. The District will not assume financial responsibility for traffic citations received by employees driving either District owned vehicles or privately owned vehicles on District business.

#### **1046.4.1 VEHICLE SECURITY**

The vehicle ignition keys must be removed, and vehicle doors locked whenever the vehicle is left unattended.

## Open Door Policy

### 1047.1 POLICY

The District has an Open Door Policy that encourages employee participation in decisions affecting them and their daily professional responsibilities.

### 1047.2 PROCEDURE

Employees who have job-related concerns or complaints are encouraged to bring forth and discuss their concerns. Employees must address these concerns with their immediate supervisors prior to addressing them with District administration.

It is understood that under special circumstances questions or concerns can not always be discussed with an immediate supervisor. If an employee can not seek resolution with their immediate supervisor they are encouraged to discuss the issue with the Fire Chief, any other District supervisor, or the Administrative Officer. The District believes that this policy of open communication at all times is the best way to address employee concerns and to deal effectively with the daily challenges of our work.

Employees who conclude that their work-related concerns should be brought to the attention of the District by written complaint and formal investigation may avail themselves of the Grievance Procedure.

## Daily Work Schedule

### 1048.1 POLICY

It is the policy of the Truckee Fire Protection District to provide a daily work schedule for all paid personnel working a 56 hour work week.

### 1048.2 PROCEDURE

Calls for service supersede all other routine duties around the station. These duties are broken down into a 48 hour shift tour. The daily work schedule may be modified by the Duty Chief on an as-needed bases.

#### 1st Day of the tour:

**0800-0815:** Shift Exchange

**0815-9:30:** Equipment Check (Dailies)

**9:30-1030:** Shift Meeting (all stations)

**1030-1200:** Physical Fitness Training

**1200-1300:** Lunch

**1300-1700:** Training, Apparatus Monthlies, Station Maintenance (per the weekly schedule), Projects, etc.

#### 2nd Day of the tour:

**0800-0930:** Physical Fitness Training

**1000-1200:** ESO, Target Solutions, E-Mails

**1200-1300:** Lunch

**1300-1700:** Training, Apparatus Monthlies, Station Maintenance (per the weekly schedule), Projects, etc.

**0630-0800:** Off going station chores

*\*\* Station chores may need to be completed before 0800 or after 1700 occasionally due to weather, call volume or other unforeseen situations. Chores include but not limited to, snow removal, apparatus cleaning, laundry, cleaning kitchen, living quarters, mopping & vacuuming, wake up time will be 0630 unless modified by Duty Chief.*

## Anti-Retaliation

### 1049.1 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.

### 1049.2 POLICY

The Truckee Fire Protection 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.

### 1049.3 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.

## *Anti-Retaliation*

---

### **1049.4 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 Administrative Officer.

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.

### **1049.5 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.

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Anti-Retaliation*

---

#### **1049.6 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.

#### **1049.7 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.

##### **1049.7.1 DISPLAY OF WHISTLE-BLOWER LAWS**

The District 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).

#### **1049.8 RECORDS RETENTION AND RELEASE**

The Custodian of Records shall ensure that documentation of investigations is maintained in accordance with the established records retention schedules.

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Anti-Retaliation*

---

### **1049.9 TRAINING**

This policy should be reviewed with each new member.

All members should receive periodic refresher training on the requirements of this policy.

## Discipline

### 1050.1 POLICY

It is the District's intent to communicate openly its standards of conduct to all employees as a means of avoiding undesirable conduct.

### 1050.2 PROCEDURE

The rules of conduct, discipline and counseling procedures set forth in this policy represent guidelines which the District believes are generally appropriate to govern employee conduct.

The District will strive to treat all its employees and each situation as evenly and consistently as possible.

It is extremely important to the success of the District's business that the District's policies are enforced. If an employee violates District policy by engaging in any conduct that is detrimental to the District's business goals and objectives, the employee will be subject to disciplinary action up to and including termination. Such action may begin at any one of the following steps, depending on the nature of the offense:

- Preventive (informal)
- Corrective (informal)
- Adverse (formal)
  - Suspension
  - Demotion
  - Dismissal

### 1050.3 GROUNDS FOR DISCIPLINARY ACTION

The following list contains examples of conduct that constitute grounds for disciplinary action. Action may be taken against an employee for these and other activities or conduct that interferes with the orderly and reasonable pursuit of the District's objectives. This list is not exhaustive. Discipline, up to and including dismissal, may be imposed for actions not set forth below.

- (a) Poor job performance
  1. Incompetency;
  2. Inefficiency;
  3. Failure or inability to perform job tasks or responsibilities in a satisfactory manner;
  4. Failure or inability to be fit for duty.
- (b) Misconduct



# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Discipline*

---

- (a) Falsification of employment application or physical examination questionnaire, or any other fraud, whether through misrepresentation or omission, in securing employment;
- (b) Falsification, unauthorized removal, alteration or destruction of any District records;
- (c) Unauthorized use or theft of District property, including vehicles, or property for which the District is responsible, or of property of co-workers, customers or vendors;
- (d) Negligence or other misconduct which could cause damage to or waste of District property or the property of any employee or customer; any negligence or misconduct which could impair or disrupt District services;
- (e) Threatening, intimidating, fighting, harassing, coercing, or interfering with others while on duty or while on District business or District property; failure to work harmoniously with other employees;
- (f) Participating in horseplay or practical jokes while on duty or while on District premises at any time;
- (g) Violation of criminal laws while on duty or while on District business or District property, including District vehicles;
- (h) Conviction of a crime or engaging in criminal behavior relevant to employment;
- (i) Insubordination including, but not limited to, failure or refusal to obey the orders or instructions of a supervisor or member of management, or the use of abusive or threatening language toward a supervisor or member of management;
- (j) Discourteous or other inappropriate treatment of the public or other employees in connection with employment;
- (k) Excessive tardiness or absenteeism; failure to maintain consistent and regular attendance;
- (l) Absence without permission; failure to report after leave of absence has expired, or after such leave has been revoked or canceled by the District;
- (m) Abuse of sick leave or other privileges;
- (n) Neglect of duty; malingering on the job; or sleeping at unapproved times.
- (o) Conducting personal business during working hours;
- (p) Unauthorized working of overtime;
- (q) Wearing extreme, unprofessional or inappropriate styles of dress or hair while working;
- (r) Failure to comply with safety rules, regulations, policies, practices and procedures, including failure to wear safety equipment as directed; any action which indicates a lack of concern for injury to self or others;
- (s) Dishonesty relevant to employment;

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Discipline*

---

- (t) Violation of the prohibition against sexual harassment or harassment on any other prohibited basis as identified in this manual;
- (u) Use, possession, manufacture, distribution, transfer, sale, solicitation, or being under the influence of alcohol or illegal drugs on District property, including District vehicles, or while conducting District business;
- (v) Being impaired by any prescribed medication while performing any work for the District;
- (w) Failure to maintain a valid California or equivalent motor vehicle drivers license and a good driving record (including, insurability under the District's automobile insurance policy at a reasonable rate, as determined by the District), if driving is one of the employee's essential job functions;
- (x) Improper political or religious activity while on duty;
- (y) Failure to exercise good judgment while on duty or while conducting District business or on District property;
- (z) Any acts or omissions which are detrimental to the best interests of the District as determined by the Fire Chief or the Board of Directors; and
- (aa) Any other circumstances which the District believes warrant corrective action. See Conduct and Behavior Policy for further description of expected conduct in the workplace.

#### **1050.4 DISCIPLINARY PROCEDURES**

From time to time, it may become necessary to correct or discipline District employees for conduct arising out of their employment with the District. In such cases, supervisors may take action to correct and/or discipline employees that is consistent with the provisions of this policy.

The primary goal of any corrective and/or disciplinary action is to restore and maintain for the District the maximum possible level of effective service within the capabilities of the assigned personnel. To accomplish this, corrective action and/or disciplinary action may be initiated.

Corrective action may take the form of counseling or verbal reprimand, while disciplinary action may take the form of a written reprimand and/or other actions, up to and including dismissal.

Any firefighter under investigation for matters which could lead to disciplinary action and who are subject to an interrogation by his or her commanding officers shall be interviewed in compliance with the Firefighters Procedural Bill of Rights (CA Govt. Code Section 3253, et, seq.).

- (a) **Corrective Action:** Corrective action may take the following forms. A verbal warning may or may not be preceded by counseling. The District reserves the discretion to determine the appropriate level and type of response to particular workplace conduct.
  1. **Counseling:** A duly instructed employee may be subject to counseling on how to attain a desired level of performance, if the employee fails to perform in the expected manner and/or in accordance with instructions.

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Discipline*

---

2. **Verbal Warning:** In the event counseling does not result in attainment of a desired level of performance or if the supervisor feels the situation warrants it in the first instance, the supervisor may give a verbal warning. The verbal warning shall identify the performance issue, explain the expectations, and list the possible actions that could result from failure to respond to the verbal warning.
  3. The supervisor providing the counseling/warning shall prepare an Employee Corrective Action Record, setting forth the circumstances giving rise to the counseling/warning, as well as the instructions provided to the employee, and forward a copy of all documentation to the Fire Chief.
  4. The employee shall have 30 days to file a written response to any adverse comment contained in the Employee Corrective Action Record. Prior to placing the Employee Corrective Action Record in the employee's personnel file, the employee shall be given an opportunity to read and sign the document, indicating his or her understanding of any adverse statements therein. If the employee refuses to sign the Employee Corrective Action Record, it will be noted on the document and the employee shall initial or sign the note before it is placed in the employee's personnel file. If the employee submitted any written response, it will be attached to the Employee Corrective Action Record and placed in the personnel file.
- (b) **Disciplinary Action (Adverse Action):** Disciplinary action shall normally be preceded by corrective action; however, disciplinary action may be taken directly under circumstances that warrant immediate action. Disciplinary Action may take the following forms:
1. **Written Reprimand:** A written reprimand shall outline the nature of the problem or offense, when and where it occurred, the policy, procedure, District rule, regulation, or order violated, the conduct or actions that were appropriate under the circumstances, and a statement of the probable discipline in the event unacceptable conduct occurs again.
    - i. Copies of the written reprimand will be distributed to the employee, Battalion Chief and Fire Chief. The employee shall have 30 days to file a written response to any adverse comment contained in the written reprimand. Prior to placing the written reprimand in the employee's personnel file, the employee shall be given an opportunity to read and sign the document, indicating his or her understanding of any adverse statements therein. If the employee refuses to sign the written reprimand, it will be noted on the document and the employee shall initial or sign the note before it is placed in the employee's personnel file. If the employee submitted any written response, it will be attached to the written reprimand and placed in the personnel file.
  2. **Reduction in Pay, Suspension, Demotion or Dismissal:**
    - (a) Each of these disciplinary actions shall be preceded by a Notice of Discipline, explaining:

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Discipline*

---

1. The intended discipline and the effective date of that discipline;
  2. The charge, which shall include the nature of the misconduct or offense;
  3. The time and date (if known) of the incident/issue;
  4. All documents on which the intended discipline is based;
  5. A statement of the employee's right to respond.
- (b) An employee's response will be considered by the employee's immediate supervisor, the Battalion Chief and the Fire Chief prior to the imposition of the proposed discipline.
- (c) Whether or not the employee responds, the employee is entitled to appeal the disciplinary action through the Skelly Process.
- (d) Consideration of Employee Response/Non-Response:
1. If the employee responds to the Notice of Discipline within five (5) calendar days of the employee's receipt of that notice, the supervisor recommending discipline shall consider the response including any new facts or mitigating circumstances presented or developed, and recommend to the Fire Chief whether to sustain, modify, or abandon the intended discipline.
    - (a) If the Fire Chief sustains or modifies the intended disciplinary action, a copy of the Notice of Discipline will be given to the employee.
    - (b) If the Fire Chief elects to abandon the intended discipline, the employee shall be so informed by letter. Neither the copy of the Notice of Discipline nor the letter abandoning the discipline shall be placed in the employee's personnel file.
    - (c) Prior to placing the Notice of Discipline in the employee's personnel file, the employee shall be given an opportunity to read and sign the document, indicating his or her understanding of any adverse statements therein. If the employee refuses to sign the Notice of Discipline, it will be noted on the document and the employee shall initial or sign the note before it is placed in the employee's personnel file.
  2. If the employee does not respond to the Notice of Discipline within five (5) calendar days of the employee's receipt of the notice, the disciplining supervisor shall impose the discipline as intended, after final approval of the Fire Chief. The employee may appeal the final decision in the Skelly Process in accordance with the appeal process set forth in the District's Personnel Manual
- (c) **EMS**
1. EMS incidents receive guidance through SSV Policy 927.

---

# Physical Exams

## 1051.1 POLICY

It is the policy of Truckee Fire Protection District to provide physical exams to its employees performed by the District's medical provider TFH Occ Health.

## 1051.2 PROCEDURE

All employees are required to have a physical exam every two years depending on certain certifications, licenses, or optional duties. Physical exams or adequate medical verifications will be required in the following policies:

- (a) DMV: Commercial Driver License and/or Ambulance Certification requirements; An employee must be current on a Medical Questionnaire or Medical Evaluation. See policy on Driver License Requirements.
- (b) Employee Benefits:
  - 1. Other Leaves:
    - (a) Worker's Compensation. See On-Duty Injuries and Fit for Duty policies.
    - (b) Non-Industrial Leave. An employee may be subject to a fit for duty assessment and/or provide medical verification. See this section of the Employee Benefits policy.
- (c) Family Medical Leave Act: An employee must present a medical verification. See Family Medical Leave Act policy.
- (d) Recruiting and Retention: Employees are required to submit to a pre-employment physical exam with drug screening and fit for duty assessment.
- (e) Return to Work/Fit for Duty: An employee may be required to submit to a fit for duty assessment and/or medical verification.
- (f) Hazardous Materials: Hazardous Materials team members are required to submit to a physical exam every two years.
- (g) Dive: Dive team members are required to submit to a physical exam every two years.
- (h) Non-Commercial Driver Physical. For those employees that were not required to have a physical exam under one of the other categories (ie DMV, Haz Mat or Dive) will need a physical exam every two years that follows the DMV physical requirements.

When an employee is required to have multiple physical exams, i.e. DMV, HazMat and Dive, they should make an appointment for a physical exam that will cover all physical exams required.

To make an appointment call Colleen Bellon at TFH Occ Health; 582-3277

## Hearing Requirements

### 1052.1 POLICY

It is the policy of Truckee Fire Protection District to ensure that all employees are able to perform their jobs safely within the guidance of NFPA 1582.

### 1052.2 PROCEDURE

NFPA 1582 contains the requirements to perform Essential Job Tasks including hearing requirements. NFPA 1582.6.5, Hearing and Ears includes:

- Chronic vertigo
- Average hearing loss in the unaided better ear greater than 40 decibels (dB) at 500 Hz, 1000 Hz, 2000 Hz, and 3000 Hz when the audiometric device is calibrated to ANSI 7245
- Any ear condition that results in the employee not being able to safely perform one or more of the essential job tasks
- Unequal hearing loss
- Average uncorrected hearing deficit at the test frequencies 500 HZ, 1000 Hz, 2000 Hz, and 3000 Hz greater than 40 dB in either ear

If an employee has a hearing impairment which impedes successful and safe performance of the job, including NFPA Essential Job Tasks, that employee may be required to correct that hearing, including wearing hearing aids.

## Shift Trades

### 1053.1 PURPOSE

The purpose of this policy is to provide a reasonable degree of flexibility with regard to adjustments in shift assignments; the following are guidelines for requesting and re-paying a shift trade.

### 1053.2 PROCEDURE

- (a) Shift trades are allowed as long as staffing levels are in accordance with the District's staffing requirements.
- (b) All trades are to be rank for rank.
- (c) Shift trades are an agreement between two employees only. The District will have no responsibility to ensure time is traded back or to compensate in the event time is not traded back.
- (d) The employees making the trade shall be responsible to keep track of the time traded. It will not be the obligation of the District to track this information.
- (e) There is no time constraint for payback of traded time, but the District recommends payback within 1 year.
- (f) If this benefit is abused or becomes a problem as determined by the District, this benefit may be eliminated at the discretion of the Fire Chief.
- (g) The employees shall follow the District staffing program procedures and notify their direct supervisor of the trade.
- (h) Any Trade request from probationary new hire FFs must be pre approved by the Fire Chief.

---

## Firefighter Bill of Rights

### 1054.1 PURPOSE

In 2007 AB 220-The Firefighters Procedural Bill of Rights became law.

Below is a synopsis of the Firefighter Bill of Rights.

The full version of the California Government Code sections 3250 – 3262 can be found here: <http://www.firefightersbillofrights.com/statute/>

### 1054.2 YOU HAVE THE RIGHT...

- To know the nature of any investigation and who will be conducting it.
- To representation before answering any questions.
- To record all interrogations and proceedings and have copies of all transcripts.
- To be questioned in a reasonable manner, without threats or bullying.
- To be questioned on-duty at a reasonable time.
- To a written offer of immunity from criminal prosecution (pending further litigation per Spielbauer v. County of Santa Clara).
- To refuse a lie detector test (unless mandated by court order).
- To be reassigned only to another normal department job during any probe.
- To review and sign any adverse personnel comment and submit a reply before it's added to your file.
- To appeal any discipline through a process conforming with the Administrative Procedures Act or a local grievance arbitration appeals process.

### 1054.3 QUESTIONS AND ANSWERS ABOUT THE FIREFIGHTERS BILL OF RIGHTS

#### 1054.3.1 WHAT DO I SAY IF I GET ASKED A QUESTION THAT SOUNDS LIKE IT'S RELATED TO DISCIPLINE?

Ask a simple question: "Is this an issue that could lead to disciplinary action or prosecution?" If the answer is "yes" (or "maybe", "possibly", "I don't know", "probably not".), **stop the conversation and invoke your right to representation before answering any questions.**

#### 1054.3.2 CAN THEY JUST START FISHING AROUND AND ASKING ME QUESTIONS WITHOUT TELLING ME WHAT IT'S ABOUT?

No. Before any questioning, the employer must tell you the nature of any investigation, the specific charges for which you are being investigated and the name(s) of those who are conducting the investigation.



# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Firefighter Bill of Rights*

---

### 1054.3.3 WHAT IF THEY TELL ME THAT I'M NOT BEING INVESTIGATED, BUT SOMEONE ELSE IS?

Management can compel your testimony against another employee, but only if they confirm, on the record, that the questions will not result in discipline against you. In most cases, you are still entitled to representation, since the very fact that you're being questioned could put you at risk of discipline if your answers are deemed untruthful. Best practice: get your rep on the phone, and find a tape recorder.

### 1054.3.4 CAN MANAGEMENT SEARCH MY LOCKER OR PERSONAL SPACE?

Your locker or "other place for storage" can be searched, but only if it is assigned to you and owned or leased by your employer and you are either notified beforehand or are present. Your employer may search without prior knowledge or consent only if they have a valid search warrant.

### 1054.3.5 CAN I BE FORCED TO DISCLOSE PERSONAL FINANCIAL INFORMATION?

You may not be forced to disclose personal financial data unless it is explicitly required by law, or as a result of a court order.

### 1054.3.6 CAN THEY JUST STRING OUT THE INVESTIGATION INDEFINITELY?

No. Under the Firefighters Procedural Bill of Rights, the employer has a year to complete the investigation. If they're not done in a year, you can't be punished.

### 1054.3.7 WHAT ARE MY RIGHTS OF APPEAL?

Under the law, you are entitled to a formal appeals process that conforms with the state Administrative Procedures Act or your local grievance arbitration appeals process. That means that you must have fair representation and have your discipline heard by an impartial 3rd party.

For more information on the Administrative Procedures Act, go to [www.cpf.org](http://www.cpf.org).

### 1054.3.8 WHAT IF I DO SOMETHING WRONG WHILE I'M OFF DUTY?

The Firefighters Bill of Rights is not a "Get Out of Jail Free" card. If you are charged with unlawful conduct off-duty, the law doesn't shield you from discipline. However, its protections do help guard against being sanctioned multiple times for the same offense.

## Chapter 11 - Facility

## Facility Security

### 1100.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the physical security of fire stations and other district facilities. The safety and security of district members is the primary purpose of this policy. District members should be mindful of their responsibility to protect themselves from any potential physical threats and to protect the security of district facilities.

### 1100.2 POLICY

It is the policy of the Truckee Fire Protection District to provide physical security measures for all facilities under district control.

### 1100.3 PROCEDURE

Members are responsible for ensuring that all district facilities remain secured from unauthorized access at all times. Any unauthorized access, security breach or suspicious activity involving the district 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.

District members should apply the following guidelines whenever practicable.

#### 1100.3.1 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.

District Visitors should be accompanied at all times while inside the controlled areas of the facility and monitored throughout the visit.

No public access to the facility should be permitted outside of the published business hours with the exception of station tours for visitors. The facility should be secured against unauthorized entry when closed or when sufficient district personnel are not available to monitor visitor access.

#### 1100.3.2 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 District 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.

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

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

### *Facility Security*

---

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.

#### 1100.3.3 BREACH OF SECURITY

All members are responsible for assisting in maintaining the security of district facilities. Members should adhere to the following guidelines regarding any breach in security at any district facility:

Any breach in security should be reported as soon as practicable, through the chain of command, to the Chief Officer 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 district 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 District should be notified of the incident as soon as practicable, given the totality of the circumstances.

#### 1100.3.4 SUSPICIOUS ACTIVITY

District members should be vigilant about any suspicious activity occurring in or around district facilities and should report any such activity, through the chain of command, to the Chief Officer 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.
- Unknown individuals photographing or taking images of the facility, of members of the district assigned to the facility or of district 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 district facilities without proper authorization.
- Any abandoned packages or other items left on district grounds or adjacent to district facilities.
- Any unknown or abandoned vehicles left on district grounds or adjacent to the district facility.

## Flag Display

### 1101.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to members of the Truckee Fire Protection District regarding the proper display of the flags of both the United States and the State of California.

### 1101.2 DISPLAYING THE FLAG OF THE UNITED STATES

Federal law providing for the use and the display of the U.S. flag is contained in Title 4 Chapter 1 of the United States Code, commonly referred to as "The Flag Code." Members of this district will display the flag of the United States in accordance with the provisions of 4 USC § 1 through 4 USC § 10.

#### 1101.2.1 DISPLAY OF THE U.S. FLAG IN DAILY OPERATIONS

District members should consult the Flag Code for guidance whenever the flag of the United States is to be displayed in any manner. This is to ensure that the display is presented in accordance with the Flag Code and as follows:

- (a) The United States flag should be conspicuously posted on all district facilities during hours of operation (Government Code § 431).
- (b) It is the universal custom to display the flag only from sunrise to sunset on buildings and on a stationary flagstaff in the open. However, the flag may be displayed 24 hours a day if it is properly illuminated during the hours of darkness (4 USC § 6).
- (c) The flag should not be displayed on days when the weather is inclement, except when an all-weather flag is displayed (4 USC § 6).
- (d) The U.S. flag may only be flown at half-staff by Presidential or Gubernatorial decree, and on Memorial Day until noon (4 USC § 7).

Whenever the U.S. flag is displayed in conjunction with other flags or symbols it should occupy the "Place of Honor" (4 USC § 7).

### 1101.3 DISPLAY OF THE CALIFORNIA STATE FLAG

State law provides for the use and the display of the flag of the State of California. Members of the Truckee Fire Protection District will display it in accordance with these provisions (Government Code § 430 et seq.).

#### 1101.3.1 DISPLAY OF THE CALIFORNIA FLAG IN DAILY OPERATIONS

District members should consult the Adjutant General's rules for guidance whenever the California flag is to be displayed in any manner, to ensure that the display is presented appropriately. Displays of the California flag should be as provided by the Adjutant General's rules and as follows:

- (a) The California flag should be conspicuously posted on all district facilities during hours of operation (Government Code § 431).

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Flag Display*

---

- (b) Generally, the California flag should be displayed only from sunrise to sunset on buildings and on a stationary flagstaff in the open. However, the flag may be displayed 24 hours a day if it is properly illuminated during the hours of darkness.
- (c) The California flag should not be displayed on days when the weather is inclement, except when an all-weather flag is displayed.
- (d) The California flag shall be flown at half-staff whenever the flag of the United States is flown at half-staff, and may only be flown at half-staff at other times by order of the Governor of California.
- (e) Whenever the California flag is displayed in conjunction with the United States flag, the United States flag shall occupy the position of first honor (Government Code § 436). When the California flag is displayed in conjunction with other flags or symbols, it should occupy the position of honor.

For flag display protocol subsequent to a line-of-duty death, see the Line-of-Duty Deaths Policy.

### **1101.4 POLICY**

It is the policy of the Truckee Fire Protection District to display flags at district facilities in compliance with California and federal laws.

The Fire Chief can order the flying of flags at half staff for other fire department or local governmental agency line of duty deaths.

## Fire Station Living

### 1102.1 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.

### 1102.2 POLICY

It is the policy of the Truckee Fire Protection District that routine care, maintenance and cleaning shall be conducted daily at each station by members on all shifts.

### 1102.3 PROCEDURE

Each shift shall follow the Daily Schedules and ensure that items not completed are communicated to the next shift for completion.

All fire stations and equipment shall be inspected semi-annually by a Battalion Chief. The focus of the inspections shall be the proper maintenance and overall cleanliness of the station and equipment.

All members must keep desks, cars, beds, bedrooms 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.

Battalion Chiefs should complete a monthly inspection of outlying stations as assigned. They will make arrangements with the facilities manager, on-duty crew or resident to clean or repair any items found that need improvement. Inspection forms will be completed and placed on F drive.

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.

All Station Thermostats should be set at 68 degrees. Any station cooling systems should not be set below 72 degrees.

Members will complete a FER for any broken or malfunctioning equipment.

Safety considerations regarding cleaning and maintenance may include, but are not limited to, the following:

- Cleaning and repairing the source of water leaks quickly to avoid mold growth.
- Avoiding the use of compressed air to blow dust and debris from clothing while the clothing is being worn.
- Maintaining cooking appliances and eating utensils in good working order.

# Truckee Fire Protection District

Truckee FPD Fire Policy Manual

## *Fire Station Living*

---

- Cleaning kitchen hoods and vents at least monthly. Ensuring the hood light is installed and functioning.

All members shall follow established policies and procedures regarding:

- Beginning and end of shift preparation, readiness, equipment inventory and testing.
- 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.



## Attachments

**2014 Dive Team SOG Manual revision 4.pdf**

**MOU 2003 to 2004 2.jpg**

## INTRODUCTORY STATEMENT

Representatives of the District and the Association have met and conferred, pursuant to the provisions of the Meyers-Miliias-Brown Act, for the purpose of reaching agreement concerning all matters within the scope of representation for the Fire District for the term of the Memorandum of Understanding.

This Memorandum of Understanding (MOU) is designed to acquaint and provide TFPD employees with information about working conditions, employee benefits, and some of the policies affecting employment that have been negotiated for the coming fiscal year as indicated above. Employees should read, understand, and comply with all provisions of the MOU and the District Personnel Manual. One of TFPD objectives is to provide a work environment that is conducive to both personal and professional growth. Any and all employee benefits are listed in the District Personnel manual. It is the policy of this District to make changes in the Personnel Manual concerning employee working conditions, salary, and benefits through the MOU process.

### EMPLOYEE RELATIONS

TFPD believes that the work conditions, wage, and benefits it offers to its employees are competitive with those offered by other employers in this area and in this industry. If employees have concerns about work conditions or compensation, they are encouraged to voice these concerns openly through their Employees Association.

Our experience has shown that when employees deal openly and directly in a professional and responsible manner with management, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that TFPD amply demonstrates its commitment to employees by responding effectively and openly to employee concerns while respecting the desires of the Board of Directors and meeting the mission of the Fire District.

**MOU 2000 to 2001 2.jpg**

To help ensure that employees are able to perform essential functions safely, medical examinations may be required. After an offer has been made to an applicant entering a designated job category, a medical examination will be performed at TFPD's expense by a health professional of TFPD's choice. The offer of employment and assignment of essential functions is contingent upon satisfactory completion of the exam.

Information on employees medical condition or history will be kept separate from other employee information and maintained confidentially. Access will be limited to those individuals who have a legitimate need to know.

TFPD is committed to providing a safe, efficient, and productive work environment for all employees. Using or being under the influence of drugs on the job may pose serious safety and health risks. To help ensure a safe and healthful working environment, job applicants may be asked to provide body substance samples (such as urine and/or blood) to determine the illicit or illegal use of drugs.

#### B. Probationary Period

All employees hired shall be subject to a one (1) year probationary period. The Probationary period is evaluated by the Fire Chief. Each new employee will be placed by the Fire Chief into the wage scale step equal to their qualifications and experience.

#### C. EMS Qualifications Downgrade

Employees working as Advanced Life Support Providers (paramedics) may have the option of downgrading to a Basic Life Support provider (EMT-1) if the following criteria is met:

1. The employee must have a minimum five years as a full-time ALS provider for the Fire District at the time of request.
2. Allowing the downgrade must be operationally feasible, in the best interest of the Fire District, and with the final approval of the Fire Chief.

## 2. WAGES

A. Wages are to be negotiated as with all components within this MOU as outlined in Section 22. CONTRACT PERIOD AND TERMS

B. Step increases will be granted if qualified following a satisfactory performance evaluation signed by the Fire Chief. Salary increases will be effective July 1, of each year. Employees hired prior to January 1 of each year will qualify for the step increase due July 1. Employees hired after January 1 will not qualify for the step raise due July 1 until the following year.

**MOU 2004 to 2005 2.jpg**

## INTRODUCTORY STATEMENT

Representatives of the District and the Association have met and conferred, pursuant to the provisions of the Meyers-Milias-Brown Act, for the purpose of reaching agreement concerning all matters within the scope of representation for the Fire District for the term of the Memorandum of Understanding.

This Memorandum of Understanding (MOU) is designed to acquaint and provide TFPD employees with information about working conditions, employee benefits, and some of the policies affecting employment that have been negotiated for the coming fiscal year as indicated above. Employees should read, understand, and comply with all provisions of the MOU and the District Personnel Manual. One of TFPD objectives is to provide a work environment that is conducive to both personal and professional growth. Any and all employee benefits are listed in the District Personnel manual. It is the policy of this District to make changes in the Personnel Manual concerning employee working conditions, salary, and benefits through the MOU process.

### EMPLOYEE RELATIONS

TFPD believes that the work conditions, wage, and benefits it offers to its employees are competitive with those offered by other employers in this area and in this industry. If employees have concerns about work conditions or compensation, they are encouraged to voice these concerns openly through their Employees Association.

Our experience has shown that when employees deal openly and directly in a professional and responsible manner with management, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that TFPD amply demonstrates its commitment to employees by responding effectively and openly to employee concerns while respecting the desires of the Board of Directors and meeting the mission of the Fire District.



**MOU 1.A.1.jpg**

**MOU 2005 to 2006 A.1.jpg**

**MOU 2002 to 2003 4.jpg**

maintain ALS Certification. Attendance at the training is the responsibility of the employee. If training is available for an employee while on shift, the employee may attend with approval from the Fire Chief or his designee. If the training is available while the employee is off shift, the employee may attend but will receive no compensation for time.

D. Overtime pay will be based on FLSA requirements. Time off for approved schools and vacations will be counted as time worked for overtime purposes.

E. Time off for job related illness or injury will be counted as time worked for any overtime purposes.

F. Time off for sick leave for off the job related illness or injury will not be counted as time worked for any overtime purposes.

G. The salary schedule attached hereto shall be known as Appendix A and reflects a 3 percent cost of living increase effective July 1, 2001. Employees shall also receive a 3 percent COLA effective July 1, 2002 and a 3 percent COLA effective July 1, 2003.

H. The Fire Prevention Officer has the option to accrue overtime credits as cash or compensated time off. Compensated time off is at the discretion of the Fire Chief and will be authorized on a case by case basis through the overtime authorization form. The total Compensated Time Off shall not be allowed to accrue beyond 72 hours.

I. Promotional pay increases will be a minimum of 2.5% above previous base salary.

### 3. WORK HOURS

A. Personnel on a 14 day work period will work (36) thirty six hours per week.

B. Personnel on a 20 day work period will work (6) six (8) eight hour days followed by four days off.

C. Personnel on a 24 day work schedule will work a (56) fifty-six hour work week known as twos and fours as demonstrated below, effective July 1, 2001.

X=on duty O=off duty

XXOOOXXOOOXXOOO. This schedule is repeated continuously.

### 4. PERSONAL LEAVE

A. The District is to provide twenty four hours of personal leave each fiscal year to each employee for family emergencies. Family emergencies will not include personal doctor appointments, illnesses, vehicle repairs, etc. This time is not accruable and will be authorized at the sole discretion of the Fire Chief.

**MOU 2013 to 2014.A.1.jpg**

**MOU 2009 thru 2011 3.jpg**

**MOU 2004 to 2005 3.jpg**

1. WAGES

A. Wages are to be negotiated as with all components within this MOU as outlined in Section 5, Contract Period and terms.

B. All employees will receive a two and one tenths percent (2.1%) Cost of Living Adjustment (COLA) and nine tenths percent (.9%) wage adjustment, for a total salary increase of three percent (3%) effective July 1, 2004. This increase will be applied to the current base salary of the employee at the time it is awarded. This increase will remain in effect beyond this contract period.

C. This adjustment will apply to part time employee pay scales as well effective July 1, 2004.

2. RETIREMENT- PUBLIC EMPLOYEES RETIREMENT SYSTEM

A. The Board of Directors will consider adjusting safety employee PERS contract from 2% at 50 to 3% at 55 after the State of California has a signed budget for fiscal year 2004/2005. This agreement is intended to allow the employees and the Board to open negotiations for this PERS contract adjustment at that time. It does not infer that the request will be granted.

3. VISION CARE

The District is self insured for optical examinations and corrective lens under the following limitations:

The employee shall be allowed an eye examination and corrective lens or contact lens every two years, beginning July 1, 2004, for an amount not to exceed five hundred fifty dollars within the two year period. This allowance is not accruable. Dependent eye care will consist of eye exams and corrective lens or contact lens every two years beginning July 1, 2004, for an amount not to exceed five hundred fifty dollars within a two year period. This is not accruable. Dependents children are covered until 18 years of age or 23 years of age if enrolled in college full-time. Dollar amounts are not transferrable within family members.

Any allowances exceeding the approved amount will require Board of Directors approval. This benefit will be provided at no cost to the employee.

4. LEAVE CREDIT TRANSFER

A transfer of leave credits may be authorized for a catastrophic illness or natural disaster for all full time employees of the Truckee Fire protection District. Leave credits are described as vacation time, sick leave, compensated time off, and holiday time as outlined in the personnel manual.



**MOU 2006 to 2009 1.jpg**

**MOU 2000 to 2001 6.jpg**

## 12. UNIFORM POLICY

A. The District provides each new suppression employee working the 27 day work period (4) four uniform shirts, (4) uniform pants, and (1) one uniform jacket.

The district provides all other new employees with (5) five uniform shirts, (5) five uniform pants, and (1) one uniform jacket.

B. Suppression shift employees working the 27 day period or the 20 day work period are to receive a minimum (3) uniform shirts and (3) uniform pants each year. Each year they will also receive either a light duty jacket, heavy duty jacket, or an approved jump suit. Approval of the above uniforms will be done by a committee consisting of the Fire Chief and his/her appointees, and one member of the executive committee of the T.F.P.D.E.A or his/her appointee.

C. Personnel working the 14 day work period are to receive (5) uniform shirts and (5) uniform pants each year. Their uniform jackets will be replaced at the discretion of the Fire Chief.

D. Uniforms damaged in the line of duty may be replaced at the discretion of the Fire Chief.

E. T-shirts that are worn on duty without the uniform shirt must be approved by the Fire Chief. T- shirts are to be worn only when doing tasks at the work station that may soil the uniform shirt.

## 13. DISTRICT VEHICLE USE

A. On duty and off duty use of district vehicles is at the discretion of the Fire Chief. Private use of district vehicles will be kept to emergency situations or in the event no other option is available. It will be kept to a minimum.

## 14. VACATION

A. Personnel working a 14 day work period will accrue vacation time as per the following schedule:

1-3 years	72 hours	6.66 hours per month
4-10 years	108 hours	10 hours per month
11- or more	144 hours	13 1/3 hours per month

**MOU 2011 thru 2012 A.2.jpg**

**MOU 2001 to 2002 8.jpg**

member. Immediate family members include spouse, child, or parents of member and spouse.

## 16. RETIREMENT- PUBLIC EMPLOYEES RETIREMENT SYSTEM

### A. 2% per year at 50 years of age for safety members

1. 1959 survivor benefit 4th level
2. Improved non-industrial disability benefit
3. 3% maximum COLA benefit
4. Post retirement survivor

### B. 2% per year at 55 years of age for non-safety members

1. 1959 Survivor benefit 4th level
2. Improved non-industrial disability benefit
3. 3% maximum COLA increase
4. Post retirement survivor

C. The employees contribution under PERS is 9 percent. As of July 1, 2001 the District will pay 3 percent of the employee contribution and the employee will pay 6 percent. It is intended to pay an additional 3% each year after the first year until the full 9% is covered by the District. Due to the volatility of the stock market the 3% for next fiscal year will be addressed during negotiations to determine if the District can afford the program.

## 17. HEALTH INSURANCE

A. Health insurance shall be paid for by the District for employees, his and her dependents, and annuitants (as qualified by PERS). Health insurance will be provided for child dependents until they are 18 years of age, or with formal education until 23 years of age, or education is discontinued. A minimum of 6 units is required to qualify for formal education. Coverage will continue after retirement and will continue to be paid for by the District. Per Section 22819 of the Government Code retirees and their families who are eligible for Part A and B of Medicare on or after January 1, 1985 cannot be enrolled in a PERS basic plan. Enrollees electing to continue in a PERS plan may select a PERS supplement to Medicare Plan. Employees hired on or after July 1, 2000 will continue to receive coverage after retirement and continue to be paid for by the District according to Resolution 7-2000 - "Post Retirement Health Benefit Vesting Requirement", as follows:

Credited Years of PERS Service	Percentage of Employer Contribution
10	50
11	55
12	60
13	65

**MOU 2002 to 2003 8.jpg**

16-19 years	11 days	22 hours per month
20 or more	12 days	24 hours per month

The above annual hours will be divided by the number of annual pay periods and accrued on a pay period basis. Vacation time cannot be used until completion of the pay period that it was gained in.

C. Beginning July 1, 2001 and continuing on a fiscal year basis, the maximum accrued vacation hours carried over to the next fiscal year will be 400 hours. Hours in excess of 400 will not be allowed to be accumulated or be compensated. Special circumstances will be at the discretion of the Fire Chief.

D. Vacation will be authorized on a first come first serve basis. Vacation will not be approved if overtime credits will be needed to maintain three-person effective coverage.

Vacation or other approved time-off will not be allowed on the following holidays; July 4th Thanksgiving, or Christmas. Employees may use shift trades or make arrangements for approved coverage. District will pay coverage costs.

#### 15. SICK LEAVE

A. Employees working a 14 day work period will accumulate sick leave at 96 hours per year or 8 hours per pay period. Employees working the 24 day work period will accumulate sick leave at 24 hours per month or 288 hours annually.

B. Sick leave accrual is unlimited.

C. Upon retirement, the employee will be paid (2) half pay for all unused hours of sick leave. After July 1, 2001 all sick leave gained while working on a twenty four hour shift will be converted back to a 14 day work shift. Example: If an employee has 900 hours of sick leave gained on shift work after July 1, 2001 that time will be converted to 300 hours for purpose of sick leave buy out listed under this section.

D. The Fire Chief may require a doctor's excuse for any use of sick leave at his discretion.

E. Employees may use up to 3 days sick leave after all personal leave is used for immediate family members illness when the employees' presence is required to care for a family member. Immediate family members include spouse, child, or parents of member and spouse.

#### 16. RETIREMENT- PUBLIC EMPLOYEES RETIREMENT SYSTEM

A. 2% per year at 50 years of age for safety members

1. 1959 survivor benefit 4th level



**MOU 2003 to 2004 A.2.jpg**

**WAGE SCALE EFFECTIVE JULY 1, 2003  
14 DAY WORK PERIODS**

	<b>START</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP3</b>	<b>STEP4</b>	<b>STEP 5</b>
<b>DEPUTY CHIEF</b>	\$ 42.51	\$ 43.58	\$ 44.67	\$ 45.78	\$ 46.92	\$ 48.10
<b>ASSIST. CHIEF</b>	\$ 37.56	\$ 38.53	\$ 39.47	\$ 40.46	\$ 41.49	\$ 42.49
<b>FIRE MARSHAL</b>	\$ 36.47	\$ 37.40	\$ 38.33	\$ 39.28	\$ 40.28	\$ 41.26
<b>BATTALION CHIEF</b>	\$ 34.20	\$ 34.87	\$ 35.53	\$ 36.52	\$ 36.96	\$ 38.03
<b>CAPTAIN</b>	\$ 28.41	\$ 29.01	\$ 29.65	\$ 30.33	\$ 31.03	\$ 32.64
<b>(+ 10% Paramedic Differential)</b>	\$ 31.25	\$ 31.91	\$ 32.62	\$ 33.37	\$ 34.13	\$ 35.90
<b>LIEUTENANT</b>	\$ 25.85	\$ 27.90	\$ 28.62	\$ 29.31	\$ 30.06	\$ 30.79
<b>ADMIN. OFFICER</b>	\$ 29.01	\$ 29.65	\$ 30.33	\$ 31.03	\$ 32.64	\$ 33.46
<b>ADMIN. ASSIST.</b>	\$ 20.59	\$ 21.10	\$ 21.63	\$ 22.17	\$ 22.72	\$ 23.29
<b>OFFICE ASSIST.</b>	\$ 13.71	\$ 14.05	\$ 14.40	\$ 14.75	\$ 15.11	\$ 15.48

**WAGE SCALE EFFECTIVE JULY 1, 2003  
24 DAY WORK PERIODS**

	<b>START</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP3</b>	<b>STEP4</b>	<b>STEP 5</b>
<b>BATTALION CHIEF</b>	\$ 21.98	\$ 22.41	\$ 22.84	\$ 23.48	\$ 23.76	\$ 24.45
<b>CAPTAIN</b>	\$ 18.26	\$ 18.65	\$ 19.06	\$ 19.50	\$ 19.95	\$ 20.98
<b>(+ 10% Paramedic Differential)</b>	\$ 20.09	\$ 20.51	\$ 20.97	\$ 21.45	\$ 21.94	\$ 23.08
<b>FIREFIGHTER</b>	\$ 15.73	\$ 16.07	\$ 16.42	\$ 16.79	\$ 17.16	\$ 17.52
<b>(+ 10% Paramedic Differential)</b>	\$ 17.30	\$ 17.67	\$ 18.07	\$ 18.47	\$ 18.87	\$ 19.27

**MOU 2003 to 2004 5.jpg**

## 5. Scope of Training Compensation

A. Employees may request training funds be allocated to reimburse them for non District sponsored training that is deemed a benefit to the Fire District at the discretion of the Fire Chief. Courses through specialized training seminars and state and community colleges would be allowed. The training must be directed toward employee improvement in the current position that are working in. Acceptable classes might include but are not limited to:

- a. business management
- b. general education
- c. fire/emergency technology
- d. electives required for a specialized degree consistent with the intent of the program
- e. computer science

Training request will be processed through the normal training request program as listed in District policy.

## 6. CONTRACT PERIOD AND TERMS

A. The term of this agreement is from July 1, 2003 to June 30, 2004, for a total of one year, or until a new MOU is agreed upon.

B. The employees' association or chosen representative has the right to request the opening of negotiations to make changes in the M.O.U. at anytime. This will be at the final approval of the Truckee Fire Protection District Board of Directors.

C. Any request for changes to this MOU for the fiscal year starting July 1, 2004 will be delivered to the Fire Chief no later than April 1, 2004 to ensure adequate time to allow for the preliminary budget adjustments.

**MOU 2002 to 2003 9.jpg**

2. Improved non-industrial disability benefit
3. 3% maximum COLA benefit
4. Post retirement survivor

B. 2% per year at 55 years of age for non-safety members

1. 1959 Survivor benefit 4th level
2. Improved non-industrial disability benefit
3. 3% maximum COLA increase
4. Post retirement survivor

C. The employees' contribution under PERS is 9 percent. As of July 1, 2002 the District will pay 6 percent of the employee contribution and the employee will pay 3 percent. It is intended to pay an additional 3% next year until the full 9% is covered by the District. Due to the volatility of the stock market the 3% for next fiscal year will be addressed during negotiations to determine if the District can afford the program.

## 17. HEALTH INSURANCE

A. Health insurance shall be paid for by the District for employees, his and her dependents, and annuitants (as qualified by PERS). Health insurance will be provided for child dependents until they are 18 years of age, or with formal education until 23 years of age, or education is discontinued. A minimum of 6 units is required to qualify for formal education. Coverage will continue after retirement and will continue to be paid for by the District. Per Section 22819 of the Government Code retirees and their families who are eligible for Part A and B of Medicare on or after January 1, 1985 cannot be enrolled in a PERS basic plan. Enrollees electing to continue in a PERS plan may select a PERS supplement to Medicare Plan. Employees hired on or after July 1, 2000 will continue to receive coverage after retirement and continue to be paid for by the District according to Resolution 10-2002 (which replaced Resolution 7-2000) – "Post Retirement Health Benefit Vesting Requirement", as follows:

Credited Years of PERS Service	Percentage of Employer Contribution
10	50
11	55
12	60
13	65
14	70
15	75
16	80
17	85
18	90
19	95
20 or more	100

**MOU 2000 to 2001 8.jpg**

## 16. RETIREMENT- PUBLIC EMPLOYEES RETIREMENT SYSTEM

### A. 2% per year at 50 years of age for safety members

1. 1959 survivor benefit 4th level
2. Improved non-industrial disability benefit
3. 3% maximum COLA benefit
4. Post retirement survivor

### B. 2% per year at 55 years of age for non-safety members

1. 1959 Survivor benefit 4th level
2. Improved non-industrial disability benefit
3. 3% maximum COLA increase
4. Post retirement survivor

## 17. HEALTH INSURANCE

A. Health insurance shall be paid for by the District for employees, his and her dependents, and annuitants (as qualified by PERS). Health insurance will be provided for child dependents until they are 18 years of age, or with formal education until 23 years of age, or education is discontinued. A minimum of 6 units is required to qualify for formal education. Coverage will continue after retirement and will continue to be paid for by the District. Per Section 22819 of the Government Code retirees and their families who are eligible for Part A and B of Medicare on or after January 1, 1985 cannot be enrolled in a PERS basic plan. Enrollees electing to continue in a PERS plan may select a PERS supplement to Medicare Plan. Employees hired on or after July 1, 2000 will continue to receive coverage after retirement and continue to be paid for by the District according to Resolution 7-2000 - "Post Retirement Health Benefit Vesting Requirement".

## 18. DENTAL INSURANCE

A. Dental insurance under the current plan will be provided to all Fire District employees and their dependents at no cost to the employee. Dental insurance will be provided for child dependents until they are 18 years of age, or with formal education until 23 years of age, or until education discontinued. A minimum of 6 units is required to qualify for formal education. The dental plan policy concerning child dependents will take precedence over the Fire District policy if applicable.



**MOU 1.A.4.jpg**

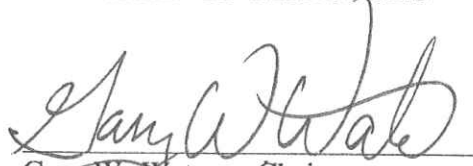
**MOU 2001 to 2002 1.jpg**

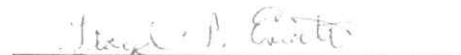
TRUCKEE FIRE PROTECTION DISTRICT  
AND  
TRUCKEE FIRE PROTECTION DISTRICT EMPLOYEES ASSOCIATION

*MEMORANDUM OF UNDERSTANDING*

July 1, 2001 through June 30, 2002

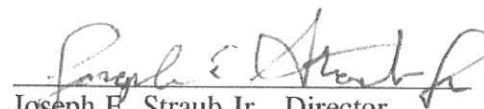
BOARD OF DIRECTORS

  
\_\_\_\_\_  
Gary W. Waters, Chairman


  
\_\_\_\_\_  
Lloyd P. Everett, Director

  
\_\_\_\_\_  
K. Jerry Goulding, Director

  
\_\_\_\_\_  
Michael D. Mohr, Director

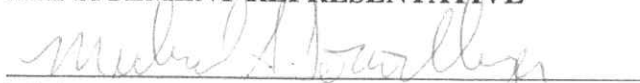
  
\_\_\_\_\_  
Joseph E. Straub Jr., Director

T.F.P.D.E.A. REPRESENTATIVE

  
\_\_\_\_\_  
Larry Ochoa, President

July 17, 2001  
Dated

MANAGEMENT REPRESENTATIVE

  
\_\_\_\_\_  
Michael S. Terwilliger, Fire Chief

July 17, 2001  
Dated

**MOU 2009 thru 2011 2.jpg**

**MOU 2005 to 2006 2.jpg**

**MOU 2000 to 2001 9.jpg**

## 19. EYE CARE

A. The District is self insured for optical examinations and corrective lens under the following limitations:

The employee shall be allowed an eye examination and corrective lens or contacts every two years, beginning July 1, 2000 for an amount not to exceed four hundred and fifty dollars within the two year period. This allowance is not accruable. Any dollar amount not used at the end of the two year period will not be carried forward. Dependent eye care will consist of an examination and corrective lenses or contact lenses every two years, beginning July 1, 2000 not to exceed four hundred and fifty dollars within the two year period. This allowance is not accruable as with employee allowances. Family members allowance may not be transferred to or used for another family member. Eye Care insurance will be provided for child dependents until they are 18 years of age, or with formal education until 23 years of age, or education is discontinued. A minimum of 6 units is required to qualify for formal education.

Any allowances exceeding this amount will require Board of Directors approval. This benefit will be provided by the District at no cost to the employee.

## 20. OTHER INSURANCE

A. Life Insurance (California State Firefighter's Association)

\$10,000 for both Safety and Miscellaneous members.  
\$ 2,000 for Spouse  
\$ 1,000 for Dependent Children

Life Insurance (Mutual of Omaha)

\$10,000 for both Safety and Miscellaneous members  
\$ 6,500 Life under 65  
\$ 2,000 Spouse  
\$ 1,000 (children 6 mo. +)  
\$ 100 (children 15 days to 6 mo.)

B. Non-job Related Disability Insurance (Mutual of Omaha)

Up to 26 weeks: Safety members \$203.00 per week  
Miscellaneous members \$140.00 per week

Waiting period is 7 days for illness and 0 days for accident.

**TFPD MOU 1-1-16 through 12-31-17.pdf**



**MOU 2006 to 2009 A.1.jpg**

**MOU 2013 to 2014.A.2.jpg**

**MOU 2001 to 2002 3.jpg**

C. Advanced Life Support Providers (Paramedics) will receive 10% differential pay added to their base rate. The District will pay for all certification and licensing fees required to maintain ALS Certification. Attendance at the training is the responsibility of the employee. If training is available for an employee while on shift, the employee may attend with approval from the Fire Chief or his designee. If the training is available while the employee is off shift, the employee may attend but will receive no compensation for time.

D. Overtime pay will be based on FLSA requirements. Time off for approved schools and vacations will be counted as time worked for overtime purposes.

E. Time off for job related illness or injury will be counted as time worked for any overtime purposes.

F. Time off for sick leave for off the job related illness or injury will not be counted as time worked for any overtime purposes.

G. The salary schedule attached hereto shall be known as Appendix A and reflects a 3 percent cost of living increase effective July 1, 2001. Employees shall also receive a 3 percent COLA effective July 1, 2002 and a 3 percent COLA effective July 1, 2003.

H. The Fire Prevention Officer has the option to accrue overtime credits as cash or compensated time off. Compensated time off is at the discretion of the Fire Chief and will be authorized on a case by case basis through the overtime authorization form. The total Compensated Time Off shall not be allowed to accrue beyond 72 hours.

I. Promotional pay increases will be a minimum of 2.5% above previous base salary.

### 3. WORK HOURS

A. Personnel on a 14 day work period will work (36) thirty six hours per week.

B. Personnel on a 20 day work period will work (6) six (8) eight hour days followed by four days off.

C. Personnel on a 24 day work schedule will work a (56) fifty-six hour work week known as twos and fours as demonstrated below, effective July 1, 2001.

X=on duty O=off duty

XXOOOXXOOOXXOOO. This schedule is repeated continuously.

### 4. PERSONAL LEAVE

A. The District is to provide twenty four hours of personal leave each fiscal year to each employee for family emergencies. Family emergencies will not include personal doctor appointments, illnesses, vehicle repairs, etc. This time is not accruable and will be authorized at the sole discretion of the Fire Chief.

**MOU 2013 to 2014.3.jpg**

**MOU 2000 to 2001 3.jpg**

C. Advanced Life Support Providers (Paramedics) will receive 10% differential pay added to their base rate. The District will pay for all certification and licensing fees required to maintain ALS Certification. Attendance at the training is the responsibility of the employee. If training is available for an employee while on shift, the employee may attend with approval from the Fire Chief or his designee. If the training is available while the employee is off shift, the employee may attend but will receive no compensation for time.

D. Overtime pay will be based on FLSA requirements. Time off for approved schools and vacations will be counted as time worked for overtime purposes.

E. Time off for job related illness or injury will be counted as time worked for any overtime purposes.

F. Time off for sick leave for off the job related illness or injury will not be counted as time worked for any overtime purposes.

G. The salary schedule attached hereto shall be known as Appendix A and reflects a 3.6% cost of living increase effective July 1, 2000.

H. The Fire Prevention Officer and Administrative Assistant have the option to accrue overtime credits as cash or compensated time off. Compensated time off is at the discretion of the Fire Chief and will be authorized on a case by case basis through the overtime authorization form. The total Compensated Time Off shall not be allowed to accrue beyond 72 hours.

I. Promotional pay increases will be a minimum of 2.5% above previous base salary.

### 3. WORK HOURS

A. Personnel on a 14 day work period will work (36) thirty six hours per week.

B. Personnel on a 20 day work period will work (6) six (8) eight hour days followed by four days off.

C. Personnel on a 24 day work schedule will work a (56) fifty-six hour work week known as twos and fours as demonstrated below, effective July 1, 2000, and shall be renegotiated for Fiscal Year 2001/2002.

X=on duty O=off duty

XXOOOOXXOOOOXXOOOO. This schedule is repeated continuously.

### 4. PERSONAL LEAVE

A. The District is to provide twenty four hours of personal leave each fiscal year to each employee for family emergencies. Family emergencies will not include personal doctor appointments, illnesses, vehicle repairs, etc. This time is not accruable and will be authorized at the sole discretion of the Fire Chief.

**MOU 2000 to 2001 A.1.jpg**



**APPENDIX A**

**SALARY SCHEDULE  
EFFECTIVE JULY 1, 2000**

	<b>START</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>
<b>DEPUTY CHIEF</b>	\$6,069	\$6,221	\$6,377	\$6,535	\$6,699	\$6,866
<b>ASSIST. CHIEF</b>	\$5,362	\$5,500	\$5,636	\$5,776	\$5,923	\$6,067
<b>BATT. CHIEF</b>	\$4,883	\$4,978	\$5,072	\$5,214	\$5,276	\$5,384
<b>ADMIN. ASSIST.</b>	\$2,818	\$2,880	\$2,939	\$3,013	\$3,088	\$3,165
<b>CAPTAIN</b>	\$4,056	\$4,141	\$4,233	\$4,330	\$4,429	\$4,660
<b>LIEUTENANT</b>	\$3,690	\$3,983	\$4,086	\$4,184	\$4,291	\$4,396
<b>FIREFIGHTER</b>	\$3,492	\$3,568	\$3,647	\$3,728	\$3,811	\$3,891

(cont. next page)

**MOU 2000 to 2001 1.1.jpg**

## INTRODUCTORY STATEMENT

Representatives of the District and the Association have met and conferred, pursuant to the provisions of the Meyers-Miliias-Brown Act, for the purpose of reaching agreement concerning all matters within the scope of representation for the Fire District for the term of the Memorandum of Understanding.

This Memorandum of Understanding (MOU) is designed to acquaint and provide TFPD employees with information about working conditions, employee benefits, and some of the policies affecting employment. Employees should read, understand, and comply with all provisions of the MOU. One of TFPD objectives is to provide a work environment that is conducive to both personal and professional growth.

## EMPLOYEE RELATIONS

TFPD believes that the work conditions, wage, and benefits it offers to its employees are competitive with those offered by other employers in this area and in this industry. If employees have concerns about work conditions or compensation, they are encouraged to voice these concerns openly through their Employees Association.

Our experience has shown that when employees deal openly and directly in a professional and responsible manner with management, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that TFPD amply demonstrates its commitment to employees by responding effectively and openly to employee concerns while respecting the desires of the Board of Directors and meeting the mission of the Fire District.

## 1. CONDITIONS OF EMPLOYMENT

### A. Employment Competency

The Fire Chief or his/her designee is to be the Judge as to the competency of prospective employees and of the satisfactory performance of work of any employees.

### Minimum Entrance Requirements

1. No felony convictions
2. Minimum age of 18 years at time of hire
3. High school diploma or G.E.D.
4. Physical Examination:

**MOU 2000 to 2001 5.jpg**

## 10. TRAVEL AND EDUCATION EXPENSE

Employees will receive per diem allowances for meals and lodging when assigned away from the district when the employee is traveling for district business. Per diem will not be allowable for assignments under 35 miles from the employees assigned station unless approved by the Fire Chief. All requests for per diem must be approved by the Chief two weeks prior to use.

### A. Meals

Employees will receive (5) five dollars for breakfast, (9) nine dollars for lunch, and (12) twelve dollars for dinner, for a total of (26) twenty-six dollars for a twenty-four hour period.

### B. Lodging

Employees will receive up to a maximum of (62) sixty-two dollars per day for lodging. If required, lodging will be reimbursed at actual costs from the purchase receipt. Lodging will be arranged for by the Admin. Batt. Chief, and double occupancy will be expected unless otherwise approved. Lodging expenses will be paid for in advance by the Admin. Batt. Chief by utilizing the district credit card. If private arrangements are made, no reimbursement will be allowed. Employees must submit an account of all expenses before reimbursement is made.

C. Employees will receive 0.275 cents per mile reimbursement when using their private vehicle for district sponsored travel. Employees using their private vehicle for district business will have proof of insurance on file with the district. Use of private vehicles requiring reimbursement will require authorization from the Administrative Battalion Chief prior to travel. Travel will be reimbursed from the assigned station to destination.

D. Tuition will be reimbursed by the district if approved by the Fire Chief. Education must be job related to qualify for approval.

E. On duty and off duty use of district vehicles is at the discretion of the Fire Chief. Private use of district vehicles will be kept to emergency situations or in the event no other option is available. It will be kept to a minimum.

## 11. SAFETY CLOTHING

A. All personal protective equipment (PPE) including safety boots will be provided by the district.

**MOU 2002 to 2003 5.jpg**

## 5. PHYSICAL FITNESS PROGRAM

A. All shift employees will have an established physical fitness program established and managed under the direction of the department fitness coordinator. Exceptions will require a doctors determination that the program must be discontinued and must be approved by the Fire Chief.

## 6. HOLIDAYS

A. The 14 day and 24 day work period personnel will receive the following holidays as time off:

New Years Day	July Fourth
Martin Luther King Day	Columbus Day
Lincolns Birthday	Labor Day
Presidents Day	Veterans Day
Julio Ceasar Chavez Day	Thanksgiving
Memorial Day	Christmas Day

If the holiday falls on Saturday, the preceding Friday will be taken.

If the holiday falls on a Sunday, the following Monday will be taken.

If the holiday falls on an assigned Friday off, the employee may take the preceding Thursday off.

## 7. OFF-DUTY INCIDENTS

A. Overtime will be paid as set forth in the fair Labors Standards Act (FLSA).

B. Call backs will be paid at a minimum of one hour at a rate established by the FLSA. If overtime is incurred it will be paid at one and one half rate.

## 8. HOLIDAY COMPENSATION FOR 56 HOUR PER WEEK PERSONNEL

A. The District will provide holidays as listed in section 6 above. Shift personnel will receive 8 hours of time for each holiday. The time will be accrued after the holiday occurs at a rate of 96 hours per fiscal year. The maximum accrued holiday time carried over to a new fiscal year will not exceed 96 hours. If an employee has 96 hours or more on July 1 of the new fiscal year, they will not gain any more time until the accrued amount is at 96 hours.

## 9. LEAVE OF ABSENCE

A. Paid or unpaid leave of absence will be at the TFPD Board of Directors discretion.

**MOU 2004 to 2005 A.1.jpg**



**APPENDIX A**

**SALARY SCHEDULE  
EFFECTIVE JULY 1, 2004**

	<b>START</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>
<b>DEPUTY CHIEF</b>	\$6,831	\$7,002	\$7,177	\$7,355	\$7,540	\$7,728
<b>ASSIST. CHIEF</b>	\$6,036	\$6,190	\$6,343	\$6,500	\$6,667	\$6,828
<b>FIRE MARSHAL</b>	\$5,860	\$6,010	\$6,158	\$6,311	\$6,473	\$6,629
<b>BATT. CHIEF</b>	\$5,495	\$5,602	\$5,708	\$5,868	\$5,938	\$6,250
<b>ADMIN. OFFICER</b>	\$4,661	\$4,765	\$4,874	\$4,985	\$5,245	\$5,376
<b>ADMIN. ASSIST.</b>	\$3,308	\$3,391	\$3,475	\$3,563	\$3,651	\$3,743
<b>OFFICE ASSIST.</b>	\$2,318	\$2,375	\$2,435	\$2,496	\$2,559	\$2,622
<b>CAPTAIN</b>	\$4,565	\$4,661	\$4,765	\$4,874	\$4,985	\$5,245
(+ 10% Paramedic Differential)	\$5,021	\$5,127	\$5,242	\$5,361	\$5,484	\$5,769
<b>LIEUTENANT</b>	\$4,153	\$4,483	\$4,599	\$4,709	\$4,831	\$4,948
<b>FIREFIGHTER</b>	\$3,930	\$4,016	\$4,105	\$4,196	\$4,283	\$4,380
(+ 10% Paramedic Differential)	\$4,324	\$4,418	\$4,516	\$4,616	\$4,717	\$4,817

(cont. next page)

**MOU 2002 to 2003 11.jpg**

B. Non Job Related Long Term Disability Insurance (CSFA)

1. Safety employees will be provided as District expense the program provided by CSFA at \$12.00 per month.

21. SHIFT TRADE POLICY

A. The current shift trade policy has been amended and all parties to this agreement agree to the following:

1. Shift trades are an agreement between the two employees only. The District has no responsibility to ensure the time is traded back or to compensate in the event the time is not traded back.

2. The Shift Captain shall have the authority to approve shift trades between (2) two qualified personnel of like rank and qualification. The Shift Captain prior to approving the trade shall communicate with the Administrative Officer to ensure there are no special duties or classes. In event of a special event that precludes the shift trade, the Administrative Officer shall instruct the Captain to deny the shift trade with no right for appeal.

3. The individuals making the trade shall be responsible to keep track of the time traded. It will not be the District's obligation to track this information as per item 1 of this section.

4. There is no set time constraint for pay back of time traded.

5. All parties to this agreement agree that TRADING TIME is a benefit, and not a right of the employee. If this benefit is abused or becomes a problem as determined by the District, this benefit may be eliminated at the discretion of the Fire Chief.

22. CONTRACT PERIOD AND TERMS

A. The term of this agreement is from July 1, 2002 to June 30, 2003, for a total of one year, or until a new MOU is agreed upon.

B. The employee association or chosen representative has the right to request the opening of negotiations to make changes in the M.O.U. at anytime. This will be at the final approval of the Board of Directors.

C. Any request for changes to this MOU for the fiscal year starting July 1, 2003 will be delivered to the Fire Chief no later than April 1, 2003 to ensure adequate time to allow for the preliminary budget adjustments.

**MOU 2002 to 2003 7.jpg**

(4) four uniform shirts, (4) uniform pants, and (1) one uniform jacket. The district provides all other new employees with (5) five uniform shirts, (5) five uniform pants, and (1) one uniform jacket.

B. Suppression shift employees working the 24 day period or the 20 day work period are to receive a minimum (3) uniform shirts and (3) uniform pants each year. Each year they will also receive either a light duty jacket, heavy duty jacket, or an approved jump suit. Approval of the above uniforms will be done by a committee consisting of the Fire Chief and his/her appointees, and one member of the executive committee of the T.F.P.D.E.A or his/her appointee.

C. Personnel working the 14 day work period are to receive (5) uniform shirts and (5) uniform pants each year. Their uniform jackets will be replaced at the discretion of the Fire Chief.

D. Uniforms damaged in the line of duty may be replaced at the discretion of the Fire Chief.

E. T-shirts that are worn on duty without the uniform shirt must be approved by the Fire Chief. T- shirts are to be worn only when doing tasks at the work station that may soil the uniform shirt.

### 13. DISTRICT VEHICLE USE

A. On duty and off duty use of district vehicles is at the discretion of the Fire Chief. Private use of district vehicles will be kept to emergency situations or in the event no other option is available. It will be kept to a minimum.

### 14. VACATION

A. Personnel working a 14 day work period will accrue vacation time as per the following schedule:

1-3 years	10 days	6.66 hours per month
4-9 years	15 days	10 hours per month
10-15 years	20 days	13 1/3 hours per month
16-19 years	25 days	16 2/3 hours per month
20 or more	30 days	20 hours per month

B. Shift personnel working a 24 day work period will accrue vacation as per the following schedule:

1-3 years	4 days	8 hours per month
4-9 years	6 days	12 hours per month
10-15 years	10 days	20 hours per month

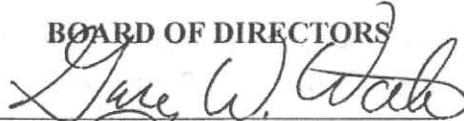
**MOU 2004 to 2005 1.jpg**

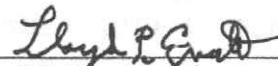
**TRUCKEE FIRE PROTECTION DISTRICT  
AND  
TRUCKEE FIRE PROTECTION DISTRICT EMPLOYEES ASSOCIATION**


**MEMORANDUM OF UNDERSTANDING**

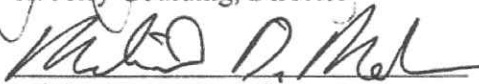
July 1, 2004 through June 30, 2005


**BOARD OF DIRECTORS**

  
\_\_\_\_\_  
Gary W. Waters, Chairman

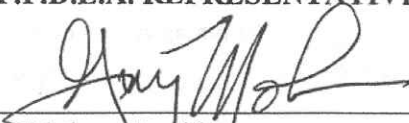
  
\_\_\_\_\_  
Lloyd P. Everett, Director

  
\_\_\_\_\_  
K. Jerry Goulding, Director

  
\_\_\_\_\_  
Michael D. Mohr, Director

  
\_\_\_\_\_  
Joseph E. Straub Jr., Director

**T.F.P.D.E.A. REPRESENTATIVE**

  
\_\_\_\_\_  
Guy Mohun, President

June 15, 2004  
Dated

**MANAGEMENT REPRESENTATIVE**

  
\_\_\_\_\_  
Michael S. Terwilliger, Fire Chief

June 15, 2004  
Dated

**MOU 2001 to 2002 4.jpg**



## 5. PHYSICAL FITNESS PROGRAM

A. All shift employees will have an established physical fitness program established and managed under the direction of the department fitness coordinator. Exceptions will require a doctors determination that the program must be discontinued and must be approved by the Fire Chief.

## 6. HOLIDAYS

A. The 14 day and 24 day work period personnel will receive the following holidays as time off:

New Years Day	July Fourth
Martin Luther King Day	Columbus Day
Lincolns Birthday	Labor Day
Presidents Day	Veterans Day
Julio Ceasar Chavez Day	Thanksgiving
Memorial Day	Christmas Day

If the holiday falls on Saturday, the preceding Friday will be taken.

If the holiday falls on a Sunday, the following Monday will be taken.

If the holiday falls on an assigned Friday off, the employee may take the preceding Thursday off.

## 7. OFF-DUTY INCIDENTS

A. Overtime will be paid as set forth in the fair Labors Standards Act (FLSA).

B. Call backs will be paid at a minimum of one hour at a rate established by the FLSA. If overtime is incurred it will be paid at one and one half rate.

## 8. HOLIDAY COMPENSATION FOR 56 HOUR PER WEEK PERSONNEL

A. The District will provide holidays as listed in section 6 above. Shift personnel will receive 8 hours of time for each holiday. The time will be accrued after the holiday occurs at a rate of 96 hours per fiscal year. The maximum accrued holiday time carried over to a new fiscal year will not exceed 96 hours. If an employee has 96 hours or more on July 1 of the new fiscal year, they will not gain any more time until the accrued amount is at 96 hours.

## 9. LEAVE OF ABSENCE

A. Paid or unpaid leave of absence will be at the TFPD Board of Directors discretion.

**MOU 2003 to 2004 3.jpg**

1. WAGES

A. Wages are to be negotiated as with all components within this MOU as outlined in Section 6. CONTRACT PERIOD AND TERMS

B. All employees will receive a three percent (3%) Cost of Living Adjustment (COLA) effective July 1, 2003. This increase will be applied to the current base salary of the employee at the time it is awarded. This increase will remain in effect beyond this contract period.

C. Non Safety Employees will receive adjustments to their pay scales effective July 1, 2003 as listed below:

**(a.) Administrative Assistant- Monthly**

	Start	Step 1	Step 2	Step 3	Step 4	Step 5
Approved	3118	3196	3276	3358	3442	3528
Current	2990	3055	3118	3196	3276	3358

**(b.) Office Assistant- Hourly**

	Start	Step 1	Step 2	Step 3	Step 4	Step 5
Approved	13.31	13.64	13.98	14.32	14.67	15.03
Current	12.36	12.66	12.98	13.31	13.64	13.98

**(c.) Administrative Officer- Monthly**

	Start	Step 1	Step 2	Step 3	Step 4	Step 5
Approved	4393	4491	4594	4699	4944	5067
Current	4303	4393	4491	4594	4699	4944

2. RETIREMENT- PUBLIC EMPLOYEES RETIREMENT SYSTEM

A. All Safety Employees shall have the final three percent (3%) of the PERS Employee Contribution paid by the District effective July 1, 2003. This will result in the full nine percent (9%) Employee Contribution being paid by the Fire District.

B. Non Safety Administrative Employees who qualify for PERS benefits will receive the 2.7% @ 55 effective July 1, 2003, reflecting a change from the 2% @ 55 program.

**MOU 2013 to 2014.5.jpg**

**MOU 2002 to 2003 2.jpg**

## INTRODUCTORY STATEMENT

Representatives of the District and the Association have met and conferred, pursuant to the provisions of the Meyers-Milias-Brown Act, for the purpose of reaching agreement concerning all matters within the scope of representation for the Fire District for the term of the Memorandum of Understanding.

This Memorandum of Understanding (MOU) is designed to acquaint and provide TFPD employees with information about working conditions, employee benefits, and some of the policies affecting employment. Employees should read, understand, and comply with all provisions of the MOU. One of TFPD objectives is to provide a work environment that is conducive to both personal and professional growth.

## EMPLOYEE RELATIONS

TFPD believes that the work conditions, wage, and benefits it offers to its employees are competitive with those offered by other employers in this area and in this industry. If employees have concerns about work conditions or compensation, they are encouraged to voice these concerns openly through their Employees Association.

Our experience has shown that when employees deal openly and directly in a professional and responsible manner with management, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that TFPD amply demonstrates its commitment to employees by responding effectively and openly to employee concerns while respecting the desires of the Board of Directors and meeting the mission of the Fire District.

### I. CONDITIONS OF EMPLOYMENT

#### A. Employment Competency

The Fire Chief or his/her designee is to be the Judge as to the competency of prospective employees and of the satisfactory performance of work of any employees.

#### Minimum Entrance Requirements

1. No felony convictions
2. Minimum age of 18 years at time of hire
3. High school diploma or G.E.D.
4. Physical Examination:

To help ensure that employees are able to perform essential functions safely, medical examinations may be required. After an offer has been made to an applicant entering a designated job category, a medical examination will be performed at TFPD's expense by a

**MOU 2002 to 2003 A.2.jpg**

**WAGE SCALE EFFECTIVE JULY 1, 2002  
14 DAY WORK PERIODS**

	<b>START</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP3</b>	<b>STEP4</b>	<b>STEP 5</b>
<b>DEPUTY CHIEF</b>	\$ 41.28	\$ 42.31	\$ 43.37	\$ 44.44	\$ 45.56	\$ 46.69
<b>FIRE MARSHAL</b>	\$ 35.40	\$ 36.31	\$ 37.21	\$ 38.13	\$ 39.11	\$ 40.06
<b>BATTALION CHIEF</b>	\$ 33.21	\$ 33.85	\$ 34.49	\$ 35.46	\$ 35.88	\$ 36.61
<b>CAPTAIN</b>	\$ 27.58	\$ 28.16	\$ 28.79	\$ 29.45	\$ 30.12	\$ 31.69
(+ 10% Paramedic Differential)	\$ 30.34	\$ 30.97	\$ 31.67	\$ 32.39	\$ 33.13	\$ 34.86
<b>LIEUTENANT</b>	\$ 25.10	\$ 27.08	\$ 27.79	\$ 28.46	\$ 29.19	\$ 29.90
<b>ADMIN. ASSIST.</b>	\$ 19.17	\$ 19.58	\$ 19.99	\$ 20.49	\$ 21.00	\$ 21.53

**WAGE SCALE EFFECTIVE JULY 1, 2002  
30 DAY WORK PERIODS**

	<b>START</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP3</b>	<b>STEP4</b>	<b>STEP 5</b>
<b>ASSISTANT CHIEF</b>	\$ 39.51	\$ 40.52	\$ 41.52	\$ 42.55	\$ 43.64	\$ 44.69

**WAGE SCALE EFFECTIVE JULY 1, 2002  
24 DAY WORK PERIODS**

	<b>START</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP3</b>	<b>STEP4</b>	<b>STEP 5</b>
<b>BATTALION CHIEF</b>	\$ 21.35	\$ 21.76	\$ 22.17	\$ 22.79	\$ 23.06	\$ 23.53
<b>CAPTAIN</b>	\$ 17.73	\$ 18.10	\$ 18.51	\$ 18.93	\$ 19.36	\$ 20.37
(+ 10% Paramedic Differential)	\$ 19.50	\$ 19.91	\$ 20.36	\$ 20.82	\$ 21.30	\$ 22.41
<b>LIEUTENANT</b>	\$ 16.13	\$ 17.41	\$ 17.86	\$ 18.29	\$ 18.76	\$ 19.22
(+ 10% Paramedic Differential)	\$ 17.75	\$ 19.15	\$ 19.65	\$ 20.12	\$ 20.64	\$ 21.14
<b>FIREFIGHTER</b>	\$ 15.27	\$ 15.60	\$ 15.94	\$ 16.30	\$ 16.66	\$ 17.01
(+ 10% Paramedic Differential)	\$ 16.80	\$ 17.16	\$ 17.54	\$ 17.93	\$ 18.33	\$ 18.71



**MOU 2001 to 2002 1.1.jpg**

## INTRODUCTORY STATEMENT

Representatives of the District and the Association have met and conferred, pursuant to the provisions of the Meyers-Milias-Brown Act, for the purpose of reaching agreement concerning all matters within the scope of representation for the Fire District for the term of the Memorandum of Understanding.

This Memorandum of Understanding (MOU) is designed to acquaint and provide TFPD employees with information about working conditions, employee benefits, and some of the policies affecting employment. Employees should read, understand, and comply with all provisions of the MOU. One of TFPD objectives is to provide a work environment that is conducive to both personal and professional growth.

## EMPLOYEE RELATIONS

TFPD believes that the work conditions, wage, and benefits it offers to its employees are competitive with those offered by other employers in this area and in this industry. If employees have concerns about work conditions or compensation, they are encouraged to voice these concerns openly through their Employees Association.

Our experience has shown that when employees deal openly and directly in a professional and responsible manner with management, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that TFPD amply demonstrates its commitment to employees by responding effectively and openly to employee concerns while respecting the desires of the Board of Directors and meeting the mission of the Fire District.

## 1. CONDITIONS OF EMPLOYMENT

### A. Employment Competency

The Fire Chief or his/her designee is to be the Judge as to the competency of prospective employees and of the satisfactory performance of work of any employees.

### Minimum Entrance Requirements

1. No felony convictions
2. Minimum age of 18 years at time of hire
3. High school diploma or G.E.D.
4. Physical Examination:

**MOU 2001 to 2002 A.1.jpg**

## APPENDIX A

### SALARY SCHEDULE EFFECTIVE JULY 1, 2001

	START	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
DEPUTY CHIEF	\$6,251	\$6,408	\$6,568	\$6,731	\$6,900	\$7,072
ASSIST. CHIEF	\$5,523	\$5,665	\$5,805	\$5,949	\$6,101	\$6,249
FIRE MARSHAL	\$5,362	\$5,500	\$5,636	\$5,776	\$5,923	\$6,067
BATT. CHIEF	\$5,029	\$5,127	\$5,224	\$5,370	\$5,434	\$5,545
ADMIN. ASSIST.	\$2,903	\$2,966	\$3,027	\$3,103	\$3,181	\$3,260
CAPTAIN	\$4,178	\$4,265	\$4,360	\$4,460	\$4,562	\$4,800
(+ 10% Paramedic Differential)	\$4,596	\$4,692	\$4,796	\$4,906	\$5,018	\$5,280
LIEUTENANT	\$3,801	\$4,102	\$4,209	\$4,310	\$4,420	\$4,528
(+ 10% Paramedic Differential)	\$4,181	\$4,512	\$4,630	\$4,741	\$4,862	\$4,981
FIREFIGHTER	\$3,597	\$3,675	\$3,756	\$3,840	\$3,925	\$4,008
(+ 10% Paramedic Differential)	\$3,957	\$4,043	\$4,132	\$4,224	\$4,318	\$4,409

(cont. next page)

**MOU 2006 to 2009 2.jpg**

**MOU 2013 to 2014.4.jpg**

**MOU 2006 to 2009 A.2.jpg**

**TFPD Employee Corrective Action PDF.pdf**



**MOU 1.jpg**

**11-17-15 TFPD Board Policy - final.pdf**

**MOU 2000 to 2001 10.jpg**

C. Non Job Related Long Term Disability Insurance (CSFA)

1. Safety employees will be provided as District expense the program provided by CSFA at \$12.00 per month.

21. SHIFT TRADE POLICY

A. The current shift trade policy has been amended and all parties to this agreement agree to the following:

1. Shift trades are an agreement between the two employees only. The District has no responsibility to ensure the time is traded back or to compensate in the event the time is not traded back.

2. The shift Captain shall have the authority to approve shift trades between (2) two qualified personnel of like rank and qualification. The Shift Captain prior to approving the trade shall communicate with the Administrative Battalion Chief to ensure there are no special duties or classes. In event of a special event that precludes the shift trade, the Battalion Chief shall instruct the Captain to deny the shift trade with no right for appeal.

3. The individuals making the trade shall be responsible to keep track of the time traded. It will not be the District's obligation to track this information as per item 1 of this section.

4. There is no set time constraint for pay back of time traded.

5. All parties to this agreement agree that TRADING TIME is a benefit, and not a right of the employee. If this benefit is abused or becomes a problem as determined by the District, this benefit may be eliminated at the discretion of the Fire Chief.

22. CONTRACT PERIOD AND TERMS

A. The term of this agreement is from July 1, 2000 to June 30, 2001, for a total of one year, or until a new MOU is agreed upon.

B. The employee association or chosen representative has the right to request the opening of negotiations to make changes in the M.O.U. at anytime. This will be at the final approval of the Board of Directors.

C. Any request for changes to this MOU for the fiscal year starting July 1, 2000 will be delivered to the Fire Chief no later than April 1, 2001 to ensure adequate time to allow for the preliminary budget adjustments.

**MOU 2004 to 2005 4.jpg**

## Procedures

To donate leave credits to another employee who meets the criteria, use the Truckee Fire Protection District Leave Credit Transfer Authorization Form.

The donating employee fills out Part A, enters the time to be donated, signs, dates, and forwards it to the District Administrative Officer through proper channels.

The District Administrative Officer deducts the leave credits from the donors leave balance, completes , signs, and dates Part B. The Administrative Officer then credits the recipients leave balance and completes Part C of the form, sends one copy to the donating employee, one copy to the recipient, one copy to the donating employee's personnel file and one copy to the recipients file.

Once made the donations may not be revoked by the donor for any reason. If there are more days donated than needed, they will be used in the order received. Donors will be notified that time being returned to them if the hours they pledged are not used by the affected employee. There will be no permanent bank of residual hours.

## 5. CONTRACT PERIOD AND TERMS

A. The term of this agreement is from July 1, 2004 to June 30, 2005, for a total of one year, or until a new MOU is agreed upon.

B. The employees' association or chosen representative has the right to request the opening of negotiations to make changes in the M.O.U. at anytime. This will be at the final approval of the Truckee Fire Protection District Board of Directors.

C. Any request for changes to this MOU for the fiscal year starting July 1, 2005 will be delivered to the Fire Chief no later than April 1, 2005 to ensure adequate time to allow for the preliminary budget adjustments.

**MOU 2012 thru 2013 3.jpg**

**MOU 2000 to 2001 A.2.jpg**



**WAGE SCALE EFFECTIVE JULY 1, 2000  
14 DAY WORK PERIODS**

	START	STEP 1	STEP 2	STEP3	STEP4	STEP 5
DEPUTY CHIEF	\$ 38.90	\$ 39.88	\$ 40.87	\$ 41.88	\$ 42.92	\$ 44.00
BATTALION CHIEF	\$ 31.28	\$ 32.27	\$ 32.50	\$ 33.39	\$ 33.80	\$ 34.49
LIEUTENANT	\$ 24.91	\$ 25.53	\$ 26.16	\$ 26.81	\$ 27.49	\$ 28.17
ADMIN. ASSIST.	\$ 18.06	\$ 18.46	\$ 18.83	\$ 19.31	\$ 19.79	\$ 20.28

**WAGE SCALE EFFECTIVE JULY 1, 2000  
30 DAY WORK PERIODS**

ASSISTANT CHIEF	\$ 37.23	\$ 38.18	\$ 39.13	\$ 40.08	\$ 41.11	\$ 42.10
-----------------	----------	----------	----------	----------	----------	----------

**WAGE SCALE EFFECTIVE JULY 1, 2000  
27 DAY WORK PERIODS**

CAPTAIN	\$ 16.69	\$ 17.04	\$ 17.44	\$ 17.83	\$ 18.23	\$ 19.18
LIEUTENANT	\$ 16.02	\$ 16.41	\$ 16.82	\$ 17.23	\$ 17.66	\$ 18.09
FIREFIGHTER	\$ 14.38	\$ 14.70	\$ 15.01	\$ 15.34	\$ 15.70	\$ 16.03

**MOU 2001 to 2002 9.jpg**

14	70
15	75
16	80
17	85
18	90
19	95
20 or more	100

18. DENTAL INSURANCE

A. Dental insurance under the current plan will be provided to all Fire District employees and their dependents at no cost to the employee. Dental insurance will be provided for child dependents until they are 18 years of age, or with formal education until 23 years of age, or until education discontinued. A minimum of 6 units is required to qualify for formal education. The dental plan policy concerning child dependents will take precedence over the Fire District policy if applicable.

19. EYE CARE

A. The District is self insured for optical examinations and corrective lens under the following limitations:

The employee shall be allowed an eye examination and corrective lens or contacts every two years, beginning July 1, 2000 for an amount not to exceed four hundred and fifty dollars within the two year period. This allowance is not accruable. Any dollar amount not used at the end of the two year period will not be carried forward. Dependent eye care will consist of an examination and corrective lenses or contact lenses every two years, beginning July 1, 2000 not to exceed four hundred and fifty dollars within the two year period. This allowance is not accruable as with employee allowances. Family members allowance may not be transferred to or used for another family member. Eye Care insurance will be provided for child dependents until they are 18 years of age, or with formal education until 23 years of age, or education is discontinued. A minimum of 6 units is required to qualify for formal education.

Any allowances exceeding this amount will require Board of Directors approval. This benefit will be provided by the District at no cost to the employee.

20. OTHER INSURANCE

A. Life Insurance (California State Firefighter's Association)

\$10,000 for both Safety and Miscellaneous members.

\$ 2,000 for Spouse

\$ 1,000 for Dependent Children

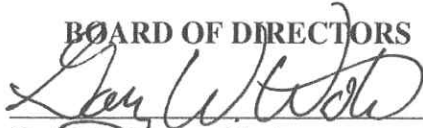
**MOU 2003 to 2004 1.jpg**

**TRUCKEE FIRE PROTECTION DISTRICT  
AND  
TRUCKEE FIRE PROTECTION DISTRICT EMPLOYEES ASSOCIATION**

*MEMORANDUM OF UNDERSTANDING*

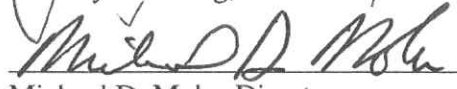
July 1, 2003 through June 30, 2004

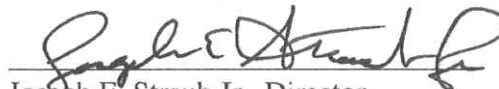
**BOARD OF DIRECTORS**

  
\_\_\_\_\_  
Gary W. Waters, Chairman


  
\_\_\_\_\_  
Lloyd P. Everett, Director

  
\_\_\_\_\_  
K. Jerry Goulding, Director

  
\_\_\_\_\_  
Michael D. Mohr, Director


  
\_\_\_\_\_  
Joseph E. Straub Jr., Director

**T.F.P.D.E.A. REPRESENTATIVE**

  
\_\_\_\_\_  
Guy Mohun, President

June 17, 2003  
Dated

**MANAGEMENT REPRESENTATIVE**

  
\_\_\_\_\_  
Michael S. Terwilliger, Fire Chief

June 17, 2003  
Dated

**MOU 2000 to 2001 4.jpg**

5. PHYSICAL FITNESS PROGRAM

A. All shift employees will have an established physical fitness program established and managed under the direction of the department fitness coordinator. Exceptions will require a doctors determination that the program must be discontinued and must be approved by the Fire Chief.

6. HOLIDAYS

A. The 14 day and 27 day work period personnel will receive the following holidays as time off:

New Years Day	Columbus Day
Martin Luther King Day	Labor Day
Lincolns Birthday	Veterans Day
Presidents Day	Thanksgiving
Memorial Day	Christmas Day
July Fourth	Birthday

If the holiday falls on Saturday, the preceding Friday will be taken.

If the holiday falls on a Sunday, the following Monday will be taken.

If the holiday falls on an assigned Friday off, the employee may take the preceding Thursday off. Birthday is considered a holiday on the actual birth date only.

7. OFF-DUTY INCIDENTS

A. Overtime will be paid as set forth in the fair Labors Standards Act (FLSA).

B. Call backs will be paid at a minimum of one hour at a rate established by the FLSA. If overtime is incurred it will be paid at one and one half rate.

8. HOLIDAY COMPENSATION FOR 56 HOUR PER WEEK PERSONNEL

A. The District will provide holidays as listed in section 6 above. Shift personnel will receive 8 hours of time for each holiday. The time will be accrued after the holiday occurs at a rate of 96 hours per fiscal year. The maximum accrued holiday time carried over to a new fiscal year will not exceed 96 hours. If an employee has 96 hours or more on July 1 of the new fiscal year, they will not gain any more time until the accrued amount is at 96 hours.

9. LEAVE OF ABSENCE

A. Paid or unpaid leave of absence will be at the TFPD Board of Directors discretion.

**MOU 1.A.3.jpg**



**MOU 2013 to 2014.2.jpg**

**MOU 2005 to 2006 1.jpg**

**MOU 2001 to 2002 5.jpg**

## 10. TRAVEL AND EDUCATION EXPENSE

Employees will receive per diem allowances for meals and lodging when assigned away from the district when the employee is traveling for district business. Per diem will not be allowable for assignments under 35 miles from the employees assigned station unless approved by the Fire Chief. All requests for per diem must be approved by the Chief two weeks prior to use.

### A. Meals

Employees will receive (5) five dollars for breakfast, (9) nine dollars for lunch, and (12) twelve dollars for dinner, for a total of (26) twenty-six dollars for a twenty-four hour period.

### B. Lodging

Employees will receive up to a maximum of (62) sixty-two dollars per day for lodging. If required, lodging will be reimbursed at actual costs from the purchase receipt. Lodging will be arranged for by the Admin. Officer, and double occupancy will be expected unless otherwise approved. Lodging expenses will be paid for in advance by the Admin. Officer by utilizing the district credit card. If private arrangements are made, no reimbursement will be allowed. Employees must submit an account of all expenses before reimbursement is made.

C. Employees will receive 0.275 cents per mile reimbursement when using their private vehicle for district sponsored travel. Employees using their private vehicle for district business will have proof of insurance on file with the district. Use of private vehicles requiring reimbursement will require authorization from the Administrative Officer prior to travel. Travel will be reimbursed from the assigned station to destination.

D. Tuition will be reimbursed by the district if approved by the Fire Chief. Education must be job related to qualify for approval.

E. On duty and off duty use of district vehicles is at the discretion of the Fire Chief. Private use of district vehicles will be kept to emergency situations or in the event no other option is available. It will be kept to a minimum.

## 11. SAFETY CLOTHING

A. All personal protective equipment (PPE) including safety boots will be provided by the district.

**MOU 2013 to 2014.A.3.jpg**

**MOU 2006 to 2009 3.jpg**

**MOU 2011 thru 2012 2.jpg**

## **TFPD Records Retention Schedule.pdf**



**MOU 2003 to 2004 A.1.jpg**

## APPENDIX A

### SALARY SCHEDULE EFFECTIVE JULY 1, 2003

	START	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
DEPUTY CHIEF	\$6,632	\$6,798	\$6,968	\$7,141	\$7,320	\$7,503
ASSIST. CHIEF	\$5,860	\$6,010	\$6,158	\$6,311	\$6,473	\$6,629
FIRE MARSHAL	\$5,689	\$5,835	\$5,979	\$6,127	\$6,284	\$6,436
BATT. CHIEF	\$5,335	\$5,439	\$5,542	\$5,697	\$5,765	\$5,932
ADMIN. OFFICER	\$4,525	\$4,626	\$4,732	\$4,840	\$5,092	\$5,219
ADMIN. ASSIST.	\$3,212	\$3,292	\$3,374	\$3,459	\$3,545	\$3,634
CAPTAIN	\$4,432	\$4,525	\$4,626	\$4,732	\$4,840	\$5,092
(+ 10% Paramedic Differential)	\$4,875	\$4,978	\$5,089	\$5,205	\$5,324	\$5,601
LIEUTENANT	\$4,032	\$4,352	\$4,465	\$4,572	\$4,690	\$4,804
FIREFIGHTER	\$3,816	\$3,899	\$3,985	\$4,074	\$4,164	\$4,252
(+ 10% Paramedic Differential)	\$4,198	\$4,289	\$4,384	\$4,481	\$4,580	\$4,677

(cont. next page)

**Exposure Spreadsheet.pdf**

**MOU 2002 to 2003 10.jpg**

## 18. DENTAL INSURANCE

A. Dental insurance under the current plan will be provided to all Fire District employees and their dependents at no cost to the employee. Dental insurance will be provided for child dependents until they are 18 years of age, or with formal education until 23 years of age, or until education discontinued. A minimum of 6 units is required to qualify for formal education. The dental plan policy concerning child dependents will take precedence over the Fire District policy if applicable.

## 19. EYE CARE

A. The District is self insured for optical examinations and corrective lens under the following limitations:

The employee shall be allowed an eye examination and corrective lens or contacts every two years, beginning July 1, 2002 for an amount not to exceed four hundred and fifty dollars within the two year period. This allowance is not accruable. Any dollar amount not used at the end of the two year period will not be carried forward. Dependent eye care will consist of an examination and corrective lenses or contact lenses every two years, beginning July 1, 2002 not to exceed four hundred and fifty dollars within the two year period. This allowance is not accruable as with employee allowances. Family members allowance may not be transferred to or used for another family member. Eye Care insurance will be provided for child dependents until they are 18 years of age, or with formal education until 23 years of age, or education is discontinued. A minimum of 6 units is required to qualify for formal education.

Any allowances exceeding this amount will require Board of Directors approval. This benefit will be provided by the District at no cost to the employee.

## 20. OTHER INSURANCE

### A. Life Insurance

#### California State Firefighter's Association

\$10,000 for both Safety and Miscellaneous members.

\$ 2,000 for Spouse

\$ 1,000 for Dependent Children

#### Jefferson Pilot Financial

\$ 5,000.00 for both Safety and Miscellaneous members.

**MOU 1.A.2.jpg**

**MOU 2011 thru 2012 A.1.jpg**

**MOU 1.3.jpg**



**MOU 2002 to 2003 A.1.jpg**

## APPENDIX A

### SALARY SCHEDULE EFFECTIVE JULY 1, 2002

	START	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
<b>DEPUTY CHIEF</b>	\$6,439	\$6,600	\$6,765	\$6,933	\$7,107	\$7,284
<b>ASSIST. CHIEF</b>	\$5,689	\$5,835	\$5,979	\$6,127	\$6,284	\$6,436
<b>FIRE MARSHAL</b>	\$5,523	\$5,665	\$5,805	\$5,949	\$6,101	\$6,249
<b>BATT. CHIEF</b>	\$5,180	\$5,281	\$5,381	\$5,531	\$5,597	\$5,711
<b>ADMIN. ASSIST.</b>	\$2,990	\$3,055	\$3,118	\$3,196	\$3,276	\$3,358
<b>CAPTAIN</b>	\$4,303	\$4,393	\$4,491	\$4,594	\$4,699	\$4,944
(+ 10% Paramedic Differential)	\$4,733	\$4,832	\$4,940	\$5,053	\$5,169	\$5,438
<b>LIEUTENANT</b>	\$3,915	\$4,225	\$4,335	\$4,439	\$4,553	\$4,664
(+ 10% Paramedic Differential)	\$4,307	\$4,648	\$4,769	\$4,883	\$5,008	\$5,130
<b>FIREFIGHTER</b>	\$3,705	\$3,785	\$3,869	\$3,955	\$4,043	\$4,128
(+ 10% Paramedic Differential)	\$4,076	\$4,164	\$4,256	\$4,351	\$4,447	\$4,541

(cont. next page)

**MOU 2001 to 2002 A.2.jpg**

**WAGE SCALE EFFECTIVE JULY 1, 2001  
14 DAY WORK PERIODS**

	START	STEP 1	STEP 2	STEP3	STEP4	STEP 5
DEPUTY CHIEF	\$ 40.07	\$ 41.08	\$ 42.10	\$ 43.15	\$ 44.23	\$ 45.33
FIRE MARSHAL	\$ 34.37	\$ 35.26	\$ 36.13	\$ 37.03	\$ 37.97	\$ 38.89
BATTALION CHIEF	\$ 32.24	\$ 32.87	\$ 33.49	\$ 34.42	\$ 34.83	\$ 35.54
CAPTAIN	\$ 26.78	\$ 27.34	\$ 27.95	\$ 28.59	\$ 29.24	\$ 30.77
(+ 10% Paramedic Differential)	\$ 29.46	\$ 30.08	\$ 30.74	\$ 31.45	\$ 32.17	\$ 33.85
LIEUTENANT	\$ 24.37	\$ 26.29	\$ 26.98	\$ 27.63	\$ 28.33	\$ 29.03
ADMIN. ASSIST.	\$ 18.61	\$ 19.01	\$ 19.40	\$ 19.89	\$ 20.39	\$ 20.90

**WAGE SCALE EFFECTIVE JULY 1, 2001  
30 DAY WORK PERIODS**

	START	STEP 1	STEP 2	STEP3	STEP4	STEP 5
ASSISTANT CHIEF	\$ 38.35	\$ 39.34	\$ 40.31	\$ 41.31	\$ 42.37	\$ 43.40

**WAGE SCALE EFFECTIVE JULY 1, 2001  
24 DAY WORK PERIODS**

	START	STEP 1	STEP 2	STEP3	STEP4	STEP 5
CAPTAIN	\$ 17.22	\$ 17.58	\$ 17.97	\$ 18.38	\$ 18.80	\$ 19.78
(+ 10% Paramedic Differential)	\$ 18.94	\$ 19.34	\$ 19.76	\$ 20.22	\$ 20.68	\$ 21.76
LIEUTENANT	\$ 15.66	\$ 16.90	\$ 17.34	\$ 17.76	\$ 18.21	\$ 18.66
(+ 10% Paramedic Differential)	\$ 17.23	\$ 18.59	\$ 19.08	\$ 19.54	\$ 20.04	\$ 20.53
FIREFIGHTER	\$ 14.82	\$ 15.14	\$ 15.48	\$ 15.82	\$ 16.17	\$ 16.52
(+ 10% Paramedic Differential)	\$ 16.31	\$ 16.66	\$ 17.03	\$ 17.41	\$ 17.79	\$ 18.17

**MOU 2013 to 2014.1.jpg**

**MOU 2012 thru 2013 A.1.jpg**

**MOU 2004 to 2005 A.2.jpg**

**WAGE SCALE EFFECTIVE JULY 1, 2004  
14 DAY WORK PERIODS**

	<b>START</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP3</b>	<b>STEP4</b>	<b>STEP 5</b>
<b>DEPUTY CHIEF</b>	\$ 43.79	\$ 44.88	\$ 46.01	\$ 47.15	\$ 48.33	\$ 49.54
<b>ASSIST. CHIEF</b>	\$ 38.69	\$ 39.68	\$ 40.66	\$ 41.67	\$ 42.74	\$ 43.77
<b>FIRE MARSHAL</b>	\$ 37.56	\$ 38.53	\$ 39.47	\$ 40.46	\$ 41.49	\$ 42.49
<b>BATTALION CHIEF</b>	\$ 35.22	\$ 35.91	\$ 36.59	\$ 37.62	\$ 38.06	\$ 40.06
<b>CAPTAIN</b>	\$ 29.26	\$ 29.88	\$ 30.54	\$ 31.24	\$ 31.96	\$ 33.62
(+ 10% Paramedic Differential)	\$ 32.19	\$ 32.87	\$ 33.60	\$ 34.37	\$ 35.15	\$ 36.98
<b>LIEUTENANT</b>	\$ 26.62	\$ 28.74	\$ 29.48	\$ 30.19	\$ 30.97	\$ 31.72
<b>ADMIN. OFFICER</b>	\$ 29.88	\$ 30.54	\$ 31.24	\$ 31.96	\$ 33.62	\$ 34.46
<b>ADMIN. ASSIST.</b>	\$ 21.21	\$ 21.74	\$ 22.28	\$ 22.84	\$ 23.40	\$ 23.99
<b>OFFICE ASSIST.</b>	\$ 14.86	\$ 15.22	\$ 15.61	\$ 16.00	\$ 16.40	\$ 16.81

**WAGE SCALE EFFECTIVE JULY 1, 2004  
24 DAY WORK PERIODS**

	<b>START</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP3</b>	<b>STEP4</b>	<b>STEP 5</b>
<b>BATTALION CHIEF</b>	\$ 22.64	\$ 23.09	\$ 23.52	\$ 24.18	\$ 24.47	\$ 25.76
<b>CAPTAIN</b>	\$ 18.81	\$ 19.21	\$ 19.64	\$ 20.09	\$ 20.54	\$ 21.61
(+ 10% Paramedic Differential)	\$ 20.69	\$ 21.13	\$ 21.60	\$ 22.09	\$ 22.60	\$ 23.77
<b>FIREFIGHTER</b>	\$ 16.20	\$ 16.55	\$ 16.92	\$ 17.29	\$ 17.65	\$ 18.05
(+ 10% Paramedic Differential)	\$ 17.82	\$ 18.21	\$ 18.61	\$ 19.02	\$ 19.44	\$ 19.85



**MOU 1.4.jpg**

**MOU 2011 thru 2012 1.jpg**

**MOU 2003 to 2004 A.3.jpg**

Office Assistant Salary Schedule 2003/2004

	Start	Step 1	Step 2	Step 3	Step 4	Step 5
Monthly	2200	2255	2311	2369	2428	2489
Hourly	14.11	14.46	14.82	15.19	15.57	15.96
* Monthly	2250	2306	2364	2423	2484	2546
Hourly	14.43	14.79	15.16	15.54	15.93	16.32

**MOU 2001 to 2002 6.jpg**

## 12. UNIFORM POLICY

A. The District provides each new suppression employee working the 24 day work period (4) four uniform shirts, (4) uniform pants, and (1) one uniform jacket.

The district provides all other new employees with (5) five uniform shirts, (5) five uniform pants, and (1) one uniform jacket.

B. Suppression shift employees working the 24 day period or the 20 day work period are to receive a minimum (3) uniform shirts and (3) uniform pants each year. Each year they will also receive either a light duty jacket, heavy duty jacket, or an approved jump suit. Approval of the above uniforms will be done by a committee consisting of the Fire Chief and his/her appointees, and one member of the executive committee of the T.F.P.D.E.A or his/her appointee.

C. Personnel working the 14 day work period are to receive (5) uniform shirts and (5) uniform pants each year. Their uniform jackets will be replaced at the discretion of the Fire Chief.

D. Uniforms damaged in the line of duty may be replaced at the discretion of the Fire Chief.

E. T-shirts that are worn on duty without the uniform shirt must be approved by the Fire Chief. T- shirts are to be worn only when doing tasks at the work station that may soil the uniform shirt.

## 13. DISTRICT VEHICLE USE

A. On duty and off duty use of district vehicles is at the discretion of the Fire Chief. Private use of district vehicles will be kept to emergency situations or in the event no other option is available. It will be kept to a minimum.

## 14. VACATION

A. Personnel working a 14 day work period will accrue vacation time as per the following schedule:

1-3 years	10 days	6.66 hours per month
4-9 years	15 days	10 hours per month
10-15 years	20 days	13 1/3 hours per month
16-19 years	25 days	16 2/3 hours per month
20 or more	30 days	20 hours per month

**MOU 2011 thru 2012 3.jpg**

**MOU 1.5.jpg**



**MOU 2005 to 2006 A.2.jpg**

**MOU 2012 thru 2013 2.jpg**

**MOU 2009 thru 2011 1.jpg**

**MOU 2003 to 2004 4.jpg**

### 3. Compensated Time Off (CTO)

- A. Safety employees working the 56-hour shift plan will have the option to accrue overtime credits as cash or as CTO effective July 1, 2003. Employees may accrue up to 108 hours of CTO. Additional CTO may not be accrued until the balance is below 108 hours. Any overtime credits converted to CTO that will cause the employees balance to exceed 108 hours will be converted to cash. Overtime accrual will be as per FLSA guidelines.

### 4. Working Out of Class Compensation

Employees asked to work out of class will be compensated for that time. The employee will be reimbursed for hours worked out of class. The hourly rate will be consistent with the policy that promotions must result in a minimum 2.5% pay increase. The out of class hourly rate will be at a minimum 2.5% higher than the current hourly rate of the employee working out of class.

Employees that qualify for working out of class must meet the minimum requirement to work out of class as set forth by the personnel manual.

### 4. Seniority

- A. Seniority within the District will be allocated as follows:

1. Time in Rank
2. Time as full time with District
3. Total time with the District including volunteer, part time, and while on probation.
4. Number of California State Fire Marshal and FSTEP classes on record.
5. Coin toss

Should a situation arise that requires the determination of seniority the ranking listed above will be utilized.

**MOU 2002 to 2003 3.jpg**

health professional of TFPD's choice. The offer of employment and assignment of essential functions is contingent upon satisfactory completion of the exam.

Information on employees' medical condition or history will be kept separate from other employee information and maintained confidentially. Access will be limited to those individuals who have a legitimate need to know.

TFPD is committed to providing a safe, efficient, and productive work environment for all employees. Using or being under the influence of drugs on the job may pose serious safety and health risks. To help ensure a safe and healthful working environment, job applicants may be asked to provide body substance samples (such as urine and/or blood) to determine the illicit or illegal use of drugs.

#### B. Probationary Period

All employees hired shall be subject to a one (1) year probationary period. The Probationary period is evaluated by the Fire Chief. Each new employee will be placed by the Fire Chief into the wage scale step equal to their qualifications and experience.

#### C. EMS Qualifications Downgrade

Employees working as Advanced Life Support Providers (paramedics) may have the option of downgrading to a Basic Life Support provider (EMT-1) if the following criteria is met:

1. The employee must have a minimum five years as a full-time ALS provider for the Fire District at the time of request.
2. Allowing the downgrade must be operationally feasible, in the best interest of the Fire District, and with the final approval of the Fire Chief.

## 2. WAGES

A. Wages are to be negotiated as with all components within this MOU as outlined in Section 22. **CONTRACT PERIOD AND TERMS**

B. Step increases will be granted if qualified following a satisfactory performance evaluation signed by the Fire Chief. Salary increases will be effective July 1, of each year. Employees hired on or prior to January 1 of each year will qualify for the step increase due July

1. Employees hired after January 1 will not qualify for the step raise due July 1 until the following year.

C. Advanced Life Support Providers (Paramedics) will receive 10% differential pay added to their base rate. The District will pay for all certification and licensing fees required to

**MOU 2012 thru 2013 1.jpg**



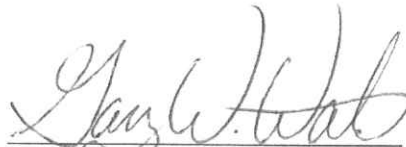
**MOU 2000 to 2001 1.jpg**

**TRUCKEE FIRE PROTECTION DISTRICT  
AND  
TRUCKEE FIRE PROTECTION DISTRICT EMPLOYEES ASSOCIATION**

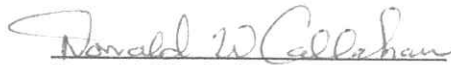
**MEMORANDUM OF UNDERSTANDING**

July 1, 2000 through June 30, 2001

**BOARD OF DIRECTORS**



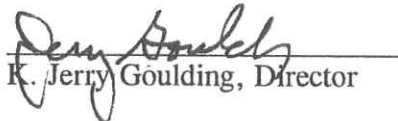
Gary W. Waters, Chairman



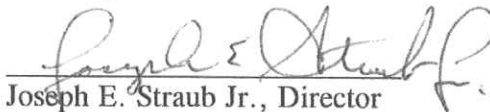
Donald W. Callahan, Director



Lloyd P. Everett, Director



K. Jerry Goulding, Director



Joseph E. Straub Jr., Director

**T.F.P.D.E.A. REPRESENTATIVE**

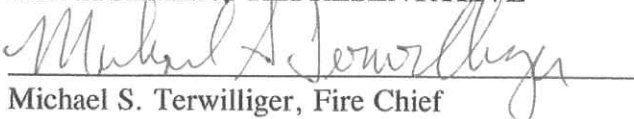


Larry Ochoa, President

June 13, 2000

Dated

**MANAGEMENT REPRESENTATIVE**



Michael S. Terwilliger, Fire Chief

June 13, 2000

Dated

**MOU 1.6.jpg**

**MOU 2000 to 2001 7.jpg**

B. Shift personnel working a 27 day work period will accrue vacation as per the following schedule:

1-3 years	4 shifts	8 hours per month
4-10 years	6 shifts	12 hours per month
11- or more	10 shifts	20 hours per month

The above annual hours will be divided by the number of annual pay periods and accrued on a pay period basis. Vacation time cannot be used until completion of the pay period that it was gained in.

C. Beginning July 1, 1990 and continuing on a fiscal year basis, the maximum accrued vacation hours carried over to the next fiscal year will be 360 hours. Hours in excess of 360 will not be allowed to be accumulated or be compensated. Special circumstances will be at the discretion of the Fire Chief.

D. Vacation will be authorized on a first come first serve basis. Vacation will not be approved if overtime credits will be needed to maintain three-person effective coverage.

Vacation or other approved time-off will not be allowed on the following holidays; July 4th Thanksgiving, or Christmas. Employees may use shift trades or make arrangements for approved coverage. District will pay coverage costs.

## 15. SICK LEAVE

A. Sick leave will be accrued at a rate of (96) ninety six hours per year and accrued on a pay period basis.

B. Sick leave accrual is unlimited.

C. Upon retirement, the employee will be paid ( $\frac{1}{2}$ ) half pay for all unused hours of sick leave.

D. The Fire Chief may require a doctors excuse for any use of sick leave at his discretion.

E. Employees may use up to 3 days sick leave after all personal leave is used for immediate family members illness when the employees presence is required to care for a family member. Immediate family members include spouse, child, or parents of member and spouse.

**MOU 2001 to 2002 2.jpg**

To help ensure that employees are able to perform essential functions safely, medical examinations may be required. After an offer has been made to an applicant entering a designated job category, a medical examination will be performed at TFPD's expense by a health professional of TFPD's choice. The offer of employment and assignment of essential functions is contingent upon satisfactory completion of the exam.

Information on employees medical condition or history will be kept separate from other employee information and maintained confidentially. Access will be limited to those individuals who have a legitimate need to know.

TFPD is committed to providing a safe, efficient, and productive work environment for all employees. Using or being under the influence of drugs on the job may pose serious safety and health risks. To help ensure a safe and healthful working environment, job applicants may be asked to provide body substance samples (such as urine and/or blood) to determine the illicit or illegal use of drugs.

#### B. Probationary Period

All employees hired shall be subject to a one (1) year probationary period. The Probationary period is evaluated by the Fire Chief. Each new employee will be placed by the Fire Chief into the wage scale step equal to their qualifications and experience.

#### C. EMS Qualifications Downgrade

Employees working as Advanced Life Support Providers (paramedics) may have the option of downgrading to a Basic Life Support provider (EMT-1) if the following criteria is met:

1. The employee must have a minimum five years as a full-time ALS provider for the Fire District at the time of request.
2. Allowing the downgrade must be operationally feasible, in the best interest of the Fire District, and with the final approval of the Fire Chief.

## 2. WAGES

A. Wages are to be negotiated as with all components within this MOU as outlined in Section 22. CONTRACT PERIOD AND TERMS

B. Step increases will be granted if qualified following a satisfactory performance evaluation signed by the Fire Chief. Salary increases will be effective July 1, of each year. Employees hired on or prior to January 1 of each year will qualify for the step increase due July

1. Employees hired after January 1 will not qualify for the step raise due July 1 until the following year.

**MOU 2002 to 2003 1.jpg**

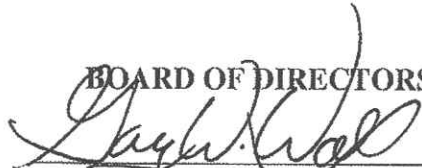


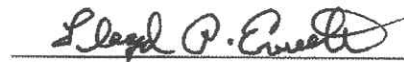
**TRUCKEE FIRE PROTECTION DISTRICT  
AND  
TRUCKEE FIRE PROTECTION DISTRICT EMPLOYEES ASSOCIATION**

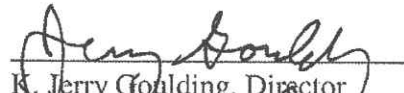
*MEMORANDUM OF UNDERSTANDING*


July 1, 2002 through June 30, 2003

**BOARD OF DIRECTORS**

  
\_\_\_\_\_  
Gary W. Waters, Chairman

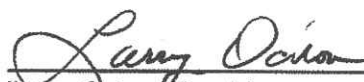
  
\_\_\_\_\_  
Lloyd P. Everett, Director

  
\_\_\_\_\_  
K. Jerry Gouling, Director

  
\_\_\_\_\_  
Michael D. Mohr, Director

Absent  
\_\_\_\_\_  
Joseph E. Straub Jr., Director

**T.F.P.D.E.A. REPRESENTATIVE**

  
\_\_\_\_\_  
Larry Ochoa, President

July 16, 2002  
Dated

**MANAGEMENT REPRESENTATIVE**

  
\_\_\_\_\_  
Michael S. Terwilliger, Fire Chief

July 16, 2002  
Dated

**MOU 1.2.jpg**

**MOU 2001 to 2002 10.jpg**

Life Insurance (Mutual of Omaha)  
\$10,000 for both Safety and Miscellaneous members  
\$ 6,500 Life under 65  
\$ 2,000 Spouse  
\$ 1,000 (children 6 mo. +)  
\$ 100 (children 15 days to 6 mo.)

B. Non-job Related Disability Insurance (Mutual of Omaha)

Up to 26 weeks: Safety members \$203.00 per week  
Miscellaneous members \$140.00 per week

Waiting period is 7 days for illness and 0 days for accident.

C. Non Job Related Long Term Disability Insurance (CSFA)

1. Safety employees will be provided as District expense the program provided by CSFA at \$12.00 per month.

## 21. SHIFT TRADE POLICY

A. The current shift trade policy has been amended and all parties to this agreement agree to the following:

1. Shift trades are an agreement between the two employees only. The District has no responsibility to ensure the time is traded back or to compensate in the event the time is not traded back.
2. The Shift Captain shall have the authority to approve shift trades between (2) two qualified personnel of like rank and qualification. The Shift Captain prior to approving the trade shall communicate with the Administrative Officer to ensure there are no special duties or classes. In event of a special event that precludes the shift trade, the Administrative Officer shall instruct the Captain to deny the shift trade with no right for appeal.
3. The individuals making the trade shall be responsible to keep track of the time traded. It will not be the District's obligation to track this information as per item 1 of this section.
4. There is no set time constraint for pay back of time traded.
5. All parties to this agreement agree that TRADING TIME is a benefit, and not a right of the employee. If this benefit is abused or becomes a problem as determined by the District, this benefit may be eliminated at the discretion of the Fire Chief.

**MOU 2005 to 2006 3.jpg**

**MOU 2012 thru 2013 A.2.jpg**

**MOU 2001 to 2002 11.jpg**

## 22. CONTRACT PERIOD AND TERMS

A. The term of this agreement is from July 1, 2001 to June 30, 2002, for a total of one year, or until a new MOU is agreed upon.

B. The employee association or chosen representative has the right to request the opening of negotiations to make changes in the M.O.U. at anytime. This will be at the final approval of the Board of Directors.

C. Any request for changes to this MOU for the fiscal year starting July 1, 2002 will be delivered to the Fire Chief no later than April 1, 2002 to ensure adequate time to allow for the preliminary budget adjustments.



**MOU 2001 to 2002 7.jpg**

B. Shift personnel working a 24 day work period will accrue vacation as per the following schedule:

1-3 years	4 days	8 hours per month
4-9 years	6 days	12 hours per month
10-15 years	10 days	20 hours per month
16-19 years	11 days	22 hours per month
20 or more	12 days	24 hours per month

The above annual hours will be divided by the number of annual pay periods and accrued on a pay period basis. Vacation time cannot be used until completion of the pay period that it was gained in.

C. Beginning July 1, 2001 and continuing on a fiscal year basis, the maximum accrued vacation hours carried over to the next fiscal year will be 400 hours. Hours in excess of 400 will not be allowed to be accumulated or be compensated. Special circumstances will be at the discretion of the Fire Chief.

D. Vacation will be authorized on a first come first serve basis. Vacation will not be approved if overtime credits will be needed to maintain three-person effective coverage.

Vacation or other approved time-off will not be allowed on the following holidays; July 4th Thanksgiving, or Christmas. Employees may use shift trades or make arrangements for approved coverage. District will pay coverage costs.

## 15. SICK LEAVE

A. Employees working a 14 day work period will accumulate sick leave at 96 hours per year or 8 hours per pay period. Employees working the 24 day work period will accumulate sick leave at 24 hours per month or 288 hours annually.

B. Sick leave accrual is unlimited.

C. Upon retirement, the employee will be paid (½) half pay for all unused hours of sick leave. After July 1, 2001 all sick leave gained while working on a twenty four hour shift will be converted back to a 14 day work shift. Example: If an employee has 900 hours of sick leave gained on shift work after July 1, 2001 that time will be converted to 300 hours for purpose of sick leave buy out listed under this section.

D. The Fire Chief may require a doctors excuse for any use of sick leave at his discretion.

E. Employees may use up to 3 days sick leave after all personal leave is used for immediate family members illness when the employees presence is required to care for a family

**MOU 2002 to 2003 6.jpg**

## 10. TRAVEL AND EDUCATION EXPENSE

Employees will receive per diem allowances for meals and lodging when assigned away from the district when the employee is traveling for district business. Per diem will not be allowable for assignments under 35 miles from the employees assigned station unless approved by the Fire Chief. All requests for per diem must be approved by the Chief two weeks prior to use.

### A. Meals

Employees will receive (6) six dollars for breakfast, (10) ten dollars for lunch, and (13) thirteen dollars for dinner, for a total of (29) twenty-nine dollars for a twenty-four hour period.

### B. Lodging

Employees will receive up to a maximum of (62) sixty-two dollars per day for lodging. If required, lodging will be reimbursed at actual costs from the purchase receipt. The Administrative Officer will arrange for lodging, and double occupancy will be expected unless otherwise approved. The Administrative Officer will pay for lodging expenses in advance by utilizing the district credit card. If private arrangements are made, no reimbursement will be allowed. Employees must submit an account of all expenses before reimbursement is made.

C. Employees will receive 0.345 cents per mile reimbursement when using their private vehicle for district sponsored travel. Employees using their private vehicle for district business will have proof of insurance on file with the district. Use of private vehicles requiring reimbursement will require authorization from the Administrative Officer prior to travel. Travel will be reimbursed from the assigned station to destination.

D. Tuition will be reimbursed by the district if approved by the Fire Chief. Education must be job related to qualify for approval.

E. On duty and off duty use of district vehicles is at the discretion of the Fire Chief. Private use of district vehicles will be kept to emergency situations or in the event no other option is available. It will be kept to a minimum.

## 11. SAFETY CLOTHING

A. All personal protective equipment (PPE) including safety boots will be provided by the district.

## 12. UNIFORM POLICY

A. The District provides each new suppression employee working the 24 day work period

# Truckee FPD Fire Policy Manual

Truckee FPD Fire Policy Manual

## INDEX / TOPICS

### A

ABANDONED INFANTS . . . . .	106
ADMINISTRATIVE CITATION . . . . .	168
AIRCRAFT OPERATIONS . . . . .	82
ALCOHOL TESTING . . . . .	413
ATMOSPHERIC MONITORING . . . . .	86
AUDITING OFFICER . . . . .	442
AUTOMATED EXTERNAL DEFIBRILLATORS . . . . .	332
AUTOMATIC AID . . . . .	363
AUTOMATIC DISTRESS SIGNAL UNIT ADSU . . . . .	321

### B

BADGES . . . . .	425
BASEBALL CAPS . . . . .	423
BLOODBORNE PATHOGEN TRAINING . . . . .	197
BODY ARMOR . . . . .	301
BUSINESS RELATIONSHIP . . . . .	481

### C

CAL/OSHA NOTIFICATION . . . . .	278
CARBON MONOXIDE . . . . .	100
CARBON MONOXIDE MONITORING . . . . .	86
CHILD ABUSE REPORTING . . . . .	119
CODE ENFORCEMENT . . . . .	167
COMMENDATIONS . . . . .	393
COMMUNICATIONS OPERATIONS . . . . .	237
COMPANY CITATION . . . . .	393
COMPETENCE . . . . .	123
CONCEALED WEAPONS . . . . .	122
CONDUCT AND BEHAVIOR . . . . .	374
CONFIDENTIAL INFORMATION . . . . .	390
CONFINED SPACE RESCUE . . . . .	95
CONFLICT OF INTEREST . . . . .	481
CONFLICTING RELATIONSHIPS . . . . .	481
CONTROL SUBSTANCE . . . . .	412
COURTESY . . . . .	375
CRITICAL INCIDENT DEBRIEFING . . . . .	401

### D

DEATH NOTIFICATION . . . . .	445
------------------------------	-----

DISABILITY . . . . .	429
DISPATCH PROCESSING TIME . . . . .	81
DISTRICT FILE . . . . .	389
DIVISION FILE . . . . .	389
DONATIONS . . . . .	376
DRESS UNIFORMS . . . . .	424
DRIVER LICENSE . . . . .	124
DRIVER LICENSE REQUIREMENTS . . . . .	475
DRUG TESTING . . . . .	413
DRUGS AND ALCOHOL . . . . .	412

### E

ELEVATOR USE . . . . .	92
EMERGENCY RECALL . . . . .	362
EMERGENCY RESPONSE . . . . .	69
EMPLOYEE FILES . . . . .	391
ENDORSEMENTS . . . . .	486
EPN . . . . .	475

### F

FACILITY SECURITY . . . . .	535
FAMILY AND MEDICAL LEAVE ACT . . . . .	470
FAMILY SUPPORT LIAISON . . . . .	449
FCC COMPLIANCE . . . . .	237
FIRE DEPARTMENT IDENTIFICATION . . . . .	125
FIRE EQUIPMENT DRIVER/OPERATOR TRAINING . . . . .	195
FIRE INVESTIGATIONS . . . . .	163
FIRE STATION LIVING . . . . .	539
FIRE STATION SAFETY . . . . .	326
FIRE WATCH SERVICES . . . . .	180
FIREARMS . . . . .	122
FIREFIGHTER POWERS . . . . .	10
FIREFIGHTERS PROCEDURAL BILL OF RIGHTS . . . . .	377
FIRESETTER REFERRALS . . . . .	177
FIREWORKS DISPLAYS Pyrotechnic devices. . . . .	169
FLOOD SEARCH AND RESCUE . . . . .	93
FUNERAL DETAIL OFFICER . . . . .	449
FUNERALS Line-of-Duty Death. . . . .	451
Members. . . . .	451

### G

GAMBLING . . . . .	375
--------------------	-----

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

GIFTS . . . . .	375
GOVERNMENT EMPLOYER PULL NOTICE . . . . .	475
GRATUITIES . . . . .	375
GROCERY SHOPPING . . . . .	132
GROOMING STANDARDS . . . . .	418
GROUND LADDER TESTING . . . . .	331

## H

HAIR STANDARDS . . . . .	418
HAZARDOUS ENERGY CONTROL . . . . .	343
HAZARDOUS MATERIALS (HAZMAT) TRAINING . . . . .	199
HAZARDOUS MATERIALS RESPONSE . . . . .	108
HAZMAT . . . . .	108
HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT HIPAA . . . . .	202
HIGH-VISIBILITY SAFETY VESTS . . . . .	300
HOT WASH . . . . .	35

## I

IDENTIFICATION CARDS . . . . .	427
IDLH . . . . .	76
ILLNESS AND INJURY PREVENTION PROGRAM (IIPP) TRAINING . . . . .	204
INCIDENT ACTION PLAN . . . . .	109
INFANT SAFE SURRENDER . . . . .	102
INJURED EMPLOYEE . . . . .	448
INJURY PREVENTION . . . . .	399
INSPECTIONS Code Enforcement. . . . .	167
INTERNET USE . . . . .	230
INVESTIGATION FILE . . . . .	389
INVESTIGATIONS . . . . .	163

## J

JUVENILE FIRESETTER REFERRALS . . . . .	177
---	-----

## K

KNOX-BOX ACCESS . . . . .	234
---------------------------	-----

## L

LANDING ZONE CONSIDERATIONS . . . . .	82
LETTER OF APPRECIATION . . . . .	393
LIGHT DUTY ASSIGNMENTS . . . . .	437
LINE-OF-DUTY DEATH NOTIFICATION . . . . .	445
LINE-OF-DUTY DEATHS . . . . .	441

## M

MANDATED REPORTER . . . . .	119
MANDATED REPORTER . . . . .	106
MAXIMUM OCCUPANCY . . . . .	175
MEDICAL EVACUATION . . . . .	82
MEDICAL FILE . . . . .	389
MERITORIOUS SERVICE AWARDS . . . . .	393
MODIFIED DUTY . . . . .	431
MODIFIED DUTY ASSIGNMENTS . . . . .	437
MUTUAL AID . . . . .	363

## N

NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) TRAINING . . . . .	206
NEPOTISM . . . . .	481
NFIRS . . . . .	131
NON-OFFICIAL USE OF DEPARTMENT PROPERTY . . . . .	244

## O

OATH OF OFFICE . . . . .	12
ON-DUTY DEATHS . . . . .	441
ON-DUTY INJURIES . . . . .	429
ORGANIZATIONAL POWERS . . . . .	10
OUTSIDE EMPLOYMENT . . . . .	384
OVERCROWDING . . . . .	175

## P

PEACE OFFICER STATUS . . . . .	10
PERFORMANCE EVALUATIONS . . . . .	353
PERFORMANCE OF DUTIES . . . . .	123
PERSONAL ALARM DEVICES . . . . .	321
PERSONAL ALERT SAFETY SYSTEM PASS. . . . .	321
PERSONAL APPEARANCE . . . . .	361
PERSONAL APPEARANCE STANDARDS . . . . .	418
PERSONAL COMMUNICATION DEVICES . . . . .	223
PERSONAL PROJECTS . . . . .	387
PERSONAL PROTECTIVE EQUIPMENT . . . . .	333

# Truckee Fire Protection District

## Truckee FPD Fire Policy Manual

PERSONNEL COMPLAINTS . . . . .	377	TAKE-HOME VEHICLE . . . . .	228
PERSONNEL RECORDS . . . . .	389	TATTOOS . . . . .	419
PHOTOGRAPHY AND ELECTRONIC IMAGING . . . . .	241	TECHNOLOGY USE . . . . .	230
PHYSICAL FITNESS . . . . .	398	TEMPORARY ASSIGNMENTS . . . . .	437
PHYSICAL FITNESS UNIFORMS . . . . .	424	TOBACCO . . . . .	411
POLITICAL ACTIVITY . . . . .	375	TRAFFIC ACCIDENTS . . . . .	128
POLITICAL ENDORSEMENTS . . . . .	486	TRAINING	
POST-INCIDENT ANALYSIS		Bloodborne Pathogen. . . . .	197
PIA. . . . .	34	Bloodborne Pathogen. . . . .	295
PRE-HOSPITAL CARE REPORTS . . . . .	185	Fire Equipment. . . . .	195
PREGNANCY LEAVE . . . . .	470	HAZMAT. . . . .	199
PROBATIONARY EMPLOYEES . . . . .	353	TRAINING FILE . . . . .	389
PROHIBITED EMPLOYMENT . . . . .	384	TRAINING RECORDS . . . . .	208
PROHIBITED SPEECH . . . . .	485	TRAVEL TIME . . . . .	81
PROTECTED HEALTH INFORMATION		TRENCH RESCUE . . . . .	98
PHI. . . . .	202	TUITION REIMBURSEMENT . . . . .	358
PUBLIC ALERTS . . . . .	239	TURNOUT TIME . . . . .	81
PUBLIC APPEARANCES . . . . .	376	TWO-IN TWO-OUT . . . . .	76

## R

RADIO TESTING . . . . .	237
RAPID INTERVENTION . . . . .	76
RECORDS MANAGEMENT . . . . .	248
RELIEVED FROM DUTY . . . . .	362
REPORTING FOR DUTY . . . . .	361
RESPIRATORY PROTECTION PROGRAM	310
RESPONSE TIME . . . . .	81
RETIREE ID CARDS . . . . .	427

## S

SAFE SURRENDER LOCATIONS . . . . .	102
SAFETY AND HEALTH OFFICER . . . . .	322
SEARCHES . . . . .	416
SEXUAL ACTIVITY . . . . .	375
SHOPPING ON-DUTY . . . . .	132
SICK LEAVE . . . . .	460
SMOKING . . . . .	411
SOCIAL NETWORKING . . . . .	484
STABLE SCENE . . . . .	117
STAGING . . . . .	88
SUBPOENAS . . . . .	257
SUPERVISOR LOGS . . . . .	389
SURRENDERED INFANT . . . . .	102
SWIFTWATER RESCUE . . . . .	93

## T

## U

UNIFORM REGULATIONS . . . . .	421
UNSTABLE SCENE . . . . .	117
USE OF DEPARTMENT VEHICLES . . . . .	228
USE OF TOBACCO . . . . .	411

## V

VEHICLE/APPARATUS INSPECTIONS AND MAINTENANCE . . . . .	226
--	-----

## W

WEAPONS . . . . .	122
WORK-RELATED INJURY . . . . .	429
WORKPLACE VIOLENCE . . . . .	407