

MOKELUMNE HILL FIRE PROTECTION DISTRICT

Policies and Procedures

The form and much of the content of this document is based on the Policies and Procedures of the Central Calaveras Fire Protection District. The Mokelumne Hill Fire Protection District thanks Central Calaveras Fire Protection District for their generous permission to use their work as the basis for the document which follows.

The Board of Directors of the Mokelumne Hill Fire Protection District

At the time this document was initially approved by the Board of Directors the District did not employ any persons as paid firefighters. All members, with the exception of the Fire Chief, are unpaid, at-will volunteer members of the District. All members, including the Fire Chief, are subject to termination for any reason, without recourse except to the Board of Directors, whose decisions are final.

1. CONTACT INFORMATION: The Board of Directors can be contacted at:

8160 Church St., Mokelumne Hill, CA 95245
office telephone (209) 286-1389
fax (209) 286-1675
website www.mhfpd.specialdistrict.org

This document was last reviewed and updated by the Fire Chief on April 9, 2016.

MOKELUMNE HILL FIRE PROTECTION DISTRICT

Policies and Procedures

TABLE OF CONTENTS

SECTION

ADOPTED: 21 May 2015

1000 — DISTRICT POLICIES AND PROCEDURES

| | |
|---------|--|
| 1000.10 | Intent |
| 1000.11 | Board Policies |
| 1000.12 | Purpose |
| 1000.13 | Amendments |
| 1000.14 | Review |
| 1000.15 | Adoption |
| 1000.16 | Policies and Procedures Manual Awareness |
| 1000.17 | Implementation |

1100 — ADMINISTRATION — General

1110 — ADMINISTRATION — Identification Cards

1120 — ADMINISTRATION — Driver Licenses

1130 — ADMINISTRATION — Incident Reports

1140 — ADMINISTRATION — Normal Business Operations

1150 — ADMINISTRATION — Strike Team or Task Force Compensation

1160 — ADMINISTRATION — Automatic Aid

1170 — ADMINISTRATION — Safety Investigations

1180 — ADMINISTRATION — District Records

| | |
|---------|--------------------|
| 1180.10 | Member Records |
| 1180.11 | Training Records |
| 1180.12 | Operations Records |
| 1180.13 | DMV Records |
| 1180.14 | Records Retention |

1200 — PERSONNEL — Scope

1201 — PERSONNEL — Definitions

1202 — PERSONNEL — Classifications

1210 — PERSONNEL — Administration

1220 — PERSONNEL — Personnel and Medical Files

1230 — PERSONNEL — Firefighter Service Awards and Recognition

1240 — PERSONNEL — Authorized Benefits

1250 — PERSONNEL — Benefit Eligibility

1260 — PERSONNEL — Continuity

1270 — PERSONNEL — Hours of Work and Tours of Duty

1280 — PERSONNEL — Compensation and Reimbursement

| | |
|---------|--|
| 1280.10 | General |
| 1280.11 | Member Compensation |
| 1280.12 | Volunteer Fire Fighter/EMT Reimbursement |
| 1280.13 | Compensation Reimbursement-State Responsibility Area (SRA) |

MOKELUMNE HILL FIRE PROTECTION DISTRICT

Policies and Procedures

1280.14

SECTION

1290 — PERSONNEL — Disability and Salary Continuation

1300 — PERSONNEL — Return to Work

1300.10 Purposes

1300.11 Injury

1300.12 Fit for Work

1300.13 Administrative Release

1300.14 Orientation to Duty

1310 --- PERSONNEL --- Overtime

1400 — PERSONNEL — Equal Opportunity

1410 — PERSONNEL — Americans with Disabilities Act (ADA)

1420 — PERSONNEL — Minimum Employment Standards

1430 — PERSONNEL — Examination and Appointment Procedures

1435 --- PERSONNEL --- Military service - return to duty

1440 — PERSONNEL — Probationary Appointments

1450 — PERSONNEL — Regular Appointments

1460 — PERSONNEL — Training and Education

1460.10 Safety Officer

1460.11 Continuing Education

1460.12 Medical Certification

1460.13 Training Records

1500 — PERSONNEL — Paid and Unpaid Position Descriptions

1520 — PERSONNEL — Paid Position: FIRE CHIEF

1520.10 Scope of Employment

1520.11 Scope of Authority

1520.12 Duties and Responsibilities

1520.13 Desirable Qualifications

1550 — PERSONNEL — Unpaid Position: VOLUNTEER FIREFIGHTER/EMT/FIRST RESPONDER

1560 — PERSONNEL — Unpaid Position: VOLUNTEER BATTALION FIRE CHIEF

1570 — PERSONNEL — Unpaid Position: VOLUNTEER FIRE CAPTAIN

1575 --- PERSONNEL --- Unpaid Position: VOLUNTEER APPARATUS OPERATOR/ENGINEER

1580 --- PERSONNEL --- Paid Position: FIRE DEPARTMENT MAINTENANCE TECHNICIAN

1600 — PERSONNEL — Standards of Conduct: Purpose and Scope

1610 — PERSONNEL — Standards of Conduct: Values and Ethics

1620 — PERSONNEL — Standards of Conduct: Firefighters/EMTs/FIRST RESPONDERS

1630 — PERSONNEL — Standards of Conduct: Unacceptable Behavior for All Members

1640 — PERSONNEL — Standards of Conduct: Station Conduct for All Members

1650 — PERSONNEL — Standards of Conduct: Fire Chief, Officers and Acting Officers

1700 — PERSONNEL — Personal Appearance: General Standards

MOKELUMNE HILL FIRE PROTECTION DISTRICT

Policies and Procedures

SECTION

1710 — PERSONNEL — Personal Appearance: Grooming Standards

1720 — PERSONNEL — Personal Appearance: Uniform Standards

1800 --- PERSONNEL --- Minimum training requirement and minimum response requirement

1810 — PERSONNEL — Status Changes: Promotions

1820 — PERSONNEL — Status Changes: Demotions

1830 — PERSONNEL — Status Changes: Reduction in Force (RIF)

1900 — PERSONNEL — Disciplinary Action: General

1910 — PERSONNEL — Disciplinary Action: Pre-disciplinary Action Process

1910.11 Discussion
1910.12 Coaching
1910.13 Counseling
1910.14 Oral Warning
1910.15 Written Warning

1920 — PERSONNEL — Disciplinary Action: Process

1920.11 Disciplinary Action Categories
1920.11.1 Written Reprimand
1920.11.2 Suspension
1920.11.3 Demotion or Reduction
1920.11.4 Dismissal
1920.12 Notice of Intent
1920.13 Hearing
1920.14 Final Notice of Discipline

1930 — PERSONNEL — Disciplinary Action: Right of Appeal

2000 — PERSONNEL — Complaint, Dispute and Problem Resolution

2100 — PERSONNEL — Separation: Categories

2100.10 Resignation
2100.11 Release
2100.12 Retirement
2100.13 Reduction in Force
2100.14 Dismissal
2100.15 Death in the Performance of Duties or Otherwise

2110 — PERSONNEL — Separation: Member Entitlements

2120 — PERSONNEL — Separation: Volunteer Fire Fighter/EMT Entitlements

2200 — PERSONNEL — Discrimination/Harassment: Policy

2200.17 Sexual Harassment

2210 — PERSONNEL — Discrimination/Harassment: Complaint Process

2300 — PERSONNEL — Drug and Alcohol Abuse: General

2300.10 Purpose and Scope
2300.11 Rationale
2300.12 Substance Abuse Indicators and Traits

2310 — PERSONNEL — Drug and Alcohol Abuse: Disciplinary Process

2320 — PERSONNEL — Drug and Alcohol Abuse: Routine Testing

2330 — PERSONNEL — Drug and Alcohol Abuse: Reasonable Suspicion Testing

MOKELUMNE HILL FIRE PROTECTION DISTRICT

Policies and Procedures

SECTION

2340 — PERSONNEL — Drug and Alcohol Abuse: Off-duty DUI Conviction

3000 — ILLNESS AND COMMUNICABLE DISEASE AND INJURY PROTECTION

4000 --- EQUIPMENT

4000.13 Equipment Identification

4000.14 Vehicle Checks

5000 --- EMERGENCY RESPONSE

5010 — EMERGENCY RESPONSE — District Vehicles

5020 — EMERGENCY RESPONSE — Private Vehicles

7000---DISTRICT PROPERTY

8000--- OSHA - mandated policies included by reference

Appendix A - Firefighter Code of Ethics

Appendix B - OSHA mandated Policies - Injury and Illness Prevention Program

Appendix C - required Personal Protection Equipment (PPE)

MOKELUMNE HILL FIRE PROTECTION DISTRICT

Policies and Procedures

TITLE: **DISTRICT STANDARD OPERATING POLICIES AND PROCEDURES (SOPs)**
NUMBER: **1000** ADOPTED: 21 MAY 2015

- 1000.10 Intent:** The Board of Directors (hereinafter Board) of the Mokelumne Hill Fire Protection District (hereinafter District) intends this **Manual of Policies and Procedures** to serve as a resource and guide for District personnel in determining the manner in which matters of District business are conducted. The manual consists of the District's current policies and procedures, organized as numbered sections.
- 1000.11 Board Policies:** Policies and procedures governing elected Director's actions are contained in a separate document.
- 1000.12 Purpose:** To ensure effective District administration and expeditious review of decisions rendered by the Board.
- 1000.13 Amendments:** A proposal to issue a new, or amend an existing, section of the manual may be initiated by any District member by submitting a written draft of the proposed adoption or amendment to the Fire Chief for submission to the Board. Citizens other than members of the District interested in proposing a change should submit a written draft to a Board member. Members of the District may submit suggested changes to the Fire Chief for submission to the Board.
- 1000.14 Review:** Upon receipt of the proposal, the Fire Chief will submit the proposed draft policy or procedure to the Secretary of the Board for inclusion in the agenda information packet for the next regular meeting. The Board may then review and adopt the proposed policy or procedure as it sees fit.
- 1000.15 Adoption:** This manual in its entirety is adopted by resolution by the Board of Directors following major revisions. Manual sections may be added, changed or deleted without affecting other sections; when a section is added or modified the date of adoption by the Board is indicated as ADOPTED under the TITLE and NUMBER heading.
- 1000.16 Policies and Procedures Manual Awareness:** All members are responsible for reading and understanding these SOP's. Printed copies are available in the fire station, and electronic copies are available to any member or online at the Board of Directors website www.mhfpd.specialdistrict.org.
- 1000.17 Implementation:** The Fire Chief is responsible for implementing and administering District policies and procedures not directly implemented by, or applicable to, the Board.
- 1000.18 Errors or omissions and interpretation:** Errors or omissions may have occurred in the creation of or writing of these SOPs. Where such errors or omissions have occurred, interpretation of the intent or language of the SOPs is the sole prerogative of the Fire Chief, and his/her decision will be final.

TITLE: **ADMINISTRATION — General**
NUMBER: **1100** ADOPTED: 21 MAY 2015

- 1100.10** The Board of Directors delegates to the Fire Chief primary responsibility for managing operational District activities and processes.

TITLE: **ADMINISTRATION — Identification Cards**
NUMBER: **1110** ADOPTED: 21 MAY 2015

- 1110.10** The District issues each Firefighter a laminated picture identification card. Firefighters are obliged to carry their cards and may use their cards only to identify themselves as a member of the District. Firefighters are required to return their identification cards to the District upon termination of service.
- 1110.11** The Fire Chief or designee is responsible for preparing and distribution of the identification cards, recovering them when a Firefighter leaves the District staff or his or her name is removed from the District Roster.

TITLE: **ADMINISTRATION — Driver Licenses**
NUMBER: **1120** ADOPTED: 21 MAY 2015

- 1120.10** Within one year after acceptance to the District as a probationary member, each volunteer firefighter shall obtain and maintain at least a California Class "C" Driver License. All members are encouraged to obtain a California Commercial Class "B" or Class "A" license. Fire fighters are required to have the appropriate license to operate District vehicles; firefighters who do not possess the appropriate driver's license for any District apparatus are prohibited from operating that apparatus.
- 1120.11** Firefighters shall report any changes in their driver license status or class to the Fire Chief. Failure to do so may result in disciplinary action.

MOKELUMNE HILL FIRE PROTECTION DISTRICT

Policies and Procedures

1120.12 The Fire Chief and those Firefighters possessing a Class B or higher driver license are encouraged to assist Firefighters who wish to upgrade their current driver license whenever possible.

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

TITLE: **ADMINISTRATION — Incident Reports**

NUMBER: **1130**

ADOPTED: 21 MAY 2015

1130.10 The responding apparatus operator or senior Firefighter shall complete and sign an Incident Report for each Incident. The Incident Report must include:

- Incident number.
- Responding apparatus number(s).
- All times from initial response through "Available time", including time of response, time of arrival (scene time) and time available for response to a new incident.
- Location of scene (address if available).
- Type of call.
- Summary of actions taken. The reason given for dispatch by the ECC is a sufficient summary.
- Names of Firefighters who responded on the responding apparatus or who staffed the station for "station coverage".

1130.11 The Fire Chief or designee uses Incident Report data to complete a monthly report to the Board and daily reports to the office of the State Fire Marshal and the NFIRS System. Web-based records management is done by Emergency Reporting, a third-party corporation (www.emergencyreporting.com)

1130.12 The Fire Chief or designee ensures that incident reports are filed and retained permanently. They constitute the official record of actions taken by the District.

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

NUMBER: **1150**

ADOPTED: 21 MAY 2015

1150.10 Duty on a Strike Team or Task Force is compensated by the Department of Forestry or California OES at predetermined rates set by an "Assistance by Hire Agreement" executed between the District and Calfire, and depends on the rank of the Firefighter and the type of the equipment dispatched.

1150.11 The Board has elected to pay members the amount paid to the District by OES and/or Calfire for the member's services. Fees for equipment and administration are retained by the District.

1150.12 The choice of which members are selected to participate on a strike team or task force is solely the prerogative of the Fire Chief. No member is "entitled" to participate on strike teams or task forces.

TITLE: **ADMINISTRATION — Automatic Aid**

NUMBER: **1160**

ADOPTED: 21 MAY 2015

1160.10 The District may participate in automatic aid agreements with fire Districts in Calaveras County or Districts which share physical boundaries with Mokelumne Hill Fire Protection District, including Jackson Fire Protection District and Amador County Fire Protection District. These agreements will be considered separately and when signed by both participating districts shall become a part of this policy.

MOKELUMNE HILL FIRE PROTECTION DISTRICT

Policies and Procedures

TITLE: **ADMINISTRATION — Safety Committees and Investigations**
NUMBER: **1170** ADOPTED: 21 MAY 2015

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

1. Investigate and review accidents that caused damage to property or injury to District members or civilians; and,
2. Report findings and recommendations to the Fire Chief for review and action. The review and report should be completed in time for the next regular Board meeting after the accident and shall be presented to the Board at that time.
3. Ensure that an OSHA-compliant safety committee is established and meets quarterly, and that OSHA-mandated safety regulations are implemented.

1170.11 All active members in good standing are assigned to the District Safety Committee. All members are required to be alert to unsafe conditions or equipment and are required to report any unsafe conditions or equipment to the Fire Chief or a superior officer.

1170.12 The Safety Officer may ask the Fire Chief to establish a Safety Review Committee to review and advise upon safety related issues, accidents in which she or he was a principle, or unresolved complaints. Any member may request that an unresolved safety issue be considered by this committee without fear of retribution or other adverse action.

TITLE: **ADMINISTRATION — District Records**
NUMBER: **1180** ADOPTED: 21 MAY 2015

1180.10 Member Records:

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

1180.10.2 A **Medical File** shall be maintained in a locked file in the Fire Chief's office for all District personnel.

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

1180.11 Training Records:

1180.11.1 The Fire Chief or the Training Officer is responsible for filing and retaining training records in the Station office in a manner that readily supports a review or verification of a member's training, qualifications or certifications to include individual participation in the safety training program.

1180.12 Operations Records:

1180.12.1 All District operations records shall be filed in an organized, secure and retrievable manner in Station files. These records include, but are not limited to, policy, procedure, standard operating procedure, incident reports, safety reviews and vehicle and equipment ownership and maintenance documents. Records protected by State or Federal law from public disclosure shall be kept in a locked file in the Fire Chief's office or in the Board of Director's safe.

1180.13 DMV Records:

1180.13.1 A Department of Motor Vehicles training and testing activities file shall be maintained by the Fire Chief or his/her designee. The purpose of this file is to collect all records and data regarding the District's driver testing in one location to support DMV reviews of the process.

1180.14 Records Retention:

1180.14.1 Unless otherwise specified in another section of this manual, all District records are retained at least **fifteen years** after they were generated. Personnel, medical, and training records are retained permanently.

TITLE: **FEES FOR SERVICE**
NUMBER: **1190** ADOPTED:

MOKELUMNE HILL FIRE PROTECTION DISTRICT

Policies and Procedures

TITLE: **PERSONNEL — Scope**
NUMBER: **1200**

ADOPTED: 21 MAY 2015

- 1200.10** Personnel policies and procedures documented herein, should be considered a set of integrated working regulations, rather than a collection of unrelated sections, subsections, sentences or phrases being interpreted in isolation or out of context.
- 1200.11** The Board intends to periodically assess and update policies and procedures governing conduct, definitions, job descriptions, duties, responsibilities, performance expectations, etc., to meet changing District needs. Responsibility for regular, periodic review of all District operational policies is delegated to the Fire Chief.
- 1200.12** Professional growth and training are encouraged.
- 1200.13** The Fire Chief shall fully inform members regarding their duties and responsibilities and provide appropriate direction to ensure safety and effectiveness.
- 1200.14** The Fire Chief shall:
- Inform members of performance expectations.
 - Evaluate members periodically. Because of the small number of members and the frequent interaction of the members with the Fire Chief, such evaluation may take the form of personal observation of members during routine performance of their duties, rather than a formal evaluation process.
 - Counsel members regarding how their level of performance might be improved.
 - Give members reasonable opportunities to improve and enhance their skills and abilities.
- 1200.15** All district members are subject to the provisions of the Government Code relating to political activities. District personnel are prohibited from using District work time or District-owned vehicles or wearing District uniforms for political activities.

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

ADOPTED: 21 MAY 2015

As of the date of initial adoption of these policies and procedures the District does not employ any paid firefighter personnel except the Fire Chief. Volunteer members of the District are not compensated for their service and are not employees of the District. Maintenance personnel are temporary and are not full-time employees.

The Mokelumne Hill Fire Protection District is a volunteer Fire District whose members serve without compensation except for reimbursement of costs incurred while responding to dispatched emergency alarms or scheduled training. Members serve at the pleasure of the Board of Directors of the District and do not have rights associated with paid employment. The Board may, at its sole discretion, hire paid staff to serve the needs of the District who would then be designated as temporary, part-time, or full-time paid members.

- 1201.10 Administrative Leave:** Voluntary or involuntary absence from work, granted or imposed by the Fire Chief or by the Board.
- 1201.11 Anniversary Date:** The date a candidate is accepted as a volunteer firefighter, or promotion date.
- 1201.12 At-will:** Members of the District are “at-will volunteers” subject to termination or removal from service by the Fire Chief with or without cause, subject to review by the Board of Directors. At-will District members include all members of the District, in any position other than elected Directors of the Board
- 1201.13 Demotion:** Change of rank from a higher position to a rank in a lower position.
- 1201.14 Dismissal:** Termination of employment or membership resulting from disciplinary action or termination for cause.
- 1201.15 Status (Classification):** Determined by combinations of rank or title and status (probationary or regular).
- 1201.16 Layoff:** Termination of employment without prejudice due to lack of funds or work or changes of duties or reorganization or to permit reinstatement of another employee under certain specific conditions.
- 1201.17 Promotion:** Change of rank from a lower position to a rank of higher position or more responsibility.
- 1201.18 Reduction in Force (RIF):** An adjustment in staffing levels that results in separation from service of one or more employees.

MOKELUMNE HILL FIRE PROTECTION DISTRICT

Policies and Procedures

- 1201.19 Release:** Separation in which the member is not qualified or able to perform the essential functions of the job with or without accommodation and no other job is available. Also, termination of District service during probationary status.
- 1201.20 Resignation:** Voluntary written termination by a member or employee of his or her service with the District.
- 1201.21 Retirement:** Voluntary withdrawal from or termination of a member's service with the District.
- 1201.22 Separation From Service:** Termination of employment or volunteer membership
- 1201.23 Time-in-service:** The total time earned as a member or trainee.

TITLE: **PERSONNEL — Classifications**

NUMBER: **1202** ADOPTED: 21 MAY 2015

- 1202.10** Personnel classifications encompass the organization of job titles.
- 1202.11** Administrative classifications or job titles describe job duties.
- 1202.12** Administrative positions that qualify as exempt from overtime payment, according to criteria outlined by the Fair Labor Standards Act, are so designated within the position's job description.
- 1202.13** Classifications used by the District include:
- 1202.13.1 Exempt Member:** Paid employment position, defined by Board resolution, paid strictly a monthly salary, with no overtime compensation, except when authorized by the Board. The Fire Chief is the only exempt member of the District.
- 1202.13.2 Job Title:** Name given to a specific position having a written description of duties and responsibilities.
- 1202.13.3 Member:** All recognized District personnel, officers, directors and volunteers.
- 1202.13.4 Paid Position:** Any combination of duties regularly assigned to be performed by one person and having an assigned rate of compensation.
- 1202.13.5 Personnel:** Same meaning as **member (paragraph 1202.13.5)**.
- 1202.13.6 Rank:** A designation applied member status within the chain of command.
- 1202.13.7 Volunteer:** Any community member at large who is willing and able to provide service or support to or for the District without charge, regular compensation or expectation of formal recognition by the District.
- 1202.13.8 Volunteer Firefighter:** Any community member accepted by the District and logged in the District's volunteer Firefighter register, to serve at-will to provide service to or for the District without charge or regular compensation.

TITLE: **PERSONEL — Administration**

NUMBER: **1210** ADOPTED: 21 MAY 2015

- 1210.10** The Fire Chief is appointed by and serves at the will of the Board of Directors.
- 1210.11** The Fire Chief is delegated authority by the Board of Directors for implementing and administering personnel policies and procedures.
- 1210.12** The Fire Chief shall specify such administrative procedure, forms, records, reports and audits necessary for administering these policies.
- 1210.13** Unless otherwise specifically prohibited, the Fire Chief may delegate certain functions related to administering personnel to a subordinate.
- 1210.14** The Fire Chief or his or her designee, is responsible for maintaining personnel files in accordance with Federal and State guidelines on confidentiality and privacy and for making such records available to the member or other authorized persons at reasonable times.
- 1210.15** Under recruitment and promotional guidelines established by the Board, the Fire Chief is authorized to select qualified individuals to fill vacant positions through member promotion or through an open recruitment process.

MOKELUMNE HILL FIRE PROTECTION DISTRICT

Policies and Procedures

1210.16 The Fire Chief is authorized to discipline, demote, suspend and terminate members and employees, subject to review by the Board of Directors of the District. Review of the actions of the Fire Chief shall take place in a closed session of a scheduled meeting of the Board of Directors. Decisions of the Board of Directors at such a closed session are final and not subject to appeal.

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

NUMBER: **1220**

ADOPTED: 21 MAY 2015

1220.10 The Fire Chief shall maintain a **Personnel File** and **Medical File** for each District member.

1220.11 A **DMV Records File** for driver test data and a **Training Records File** shall be kept separate from the personnel and medical files, in accordance with **Section 1180**. Only the Fire Chief and the Training Officer are authorized to access these files.

1220.12 Personnel and medical files are confidential.

1220.13 The content of the personnel file shall be limited to information contained on the initial volunteer application, updates to that information, DMV driver's license information, background information check, drug/alcohol testing information, commendations and awards, disciplinary letters or records of disciplinary hearings, or similar records. Only one personnel file shall be maintained by the District; duplicate files are prohibited.

1220.13.1 Access to personnel files is limited to the Fire Chief or his/her designee, and the member who is the subject of the file. Members of the Board of Directors of the District may access personnel files only after a vote of the Board of Directors authorizing such access.

1220.13.2 Medical files may be reviewed only by the Firefighter, Fire Chief or the Chief's designee, or a District-designated doctor. Members of the Board of Directors of the District may access medical records of a member only after a vote of the Board of Directors authorizing such access.

1220.13.3 No person other than the Fire Chief or the Chief's designee, or any other agency, may review personnel or medical files, except by subpoena or court order. Should a member or employee wish someone else to review the data in his or her personal or medical file, he or she must so indicate in writing. Such written approval is retained in that file.

1220.14 Should a request for verification of any District member's status or history with the District be received, it will be answered "yes, the referenced person is/was a member of the District", or "no, the referenced person is/was not a member of the District." No further information may be released without written authorization from that member or volunteer Firefighter. Inquiries regarding references for employment may be answered only after written permission from the member or volunteer Firefighter has been inserted in the file.

1220.15 In the case of dismissed members, only the fact that they were "dismissed", or "dismissed for cause", may be released. The circumstances surrounding separation may not be given, except through subpoena.

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

NUMBER: **1230**

ADOPTED: 21 MAY 2015

1230.10 The District recognizes extended length of service to recognize Firefighters' service and to encourage other Firefighters to remain in service.

1230.10.1 Upon completion of five years of service and at each five years' service thereafter, a lapel pin signifying the number of years' service shall be awarded.

1230.11 In addition to the foregoing, a **Firefighter of the Year** award is presented to the most deserving Firefighter for the year December 1 through November 30.

TITLE: **PERSONNEL — Benefit Eligibility**

NUMBER: **1250**

ADOPTED: 21 MAY 2015

1250.10 Firefighters and District Board of Directors members are eligible for District-provided medical and dental insurance plans, if the Board of Directors elects to provide such plans.

TITLE: **PERSONNEL – Continuity of service**

NUMBER: **1260**

MOKELUMNE HILL FIRE PROTECTION DISTRICT

Policies and Procedures

1260.10 Continuous service with the District starts with the date of appointment and continues until one of the following occurs:

- Member is discharged for cause;
- Member voluntarily terminates her or his membership;
- Member is laid off, or;
- Member does not attend training as required in (cite training reference) and/or respond to emergency calls for a period of 90 days without a medical leave, absence allowed by the Family and Medical Leave Act of 1993, absence governed by applicable state and/or Federal laws such as military or National Guard service, or leave authorized by the Fire Chief.

Continuity of a member's service is not broken by absence for the following reasons:

- Absence by reason of industrial disability for which the firefighter is being treated by a medical professional (i.e. a worker's compensation injury);
- Authorized absence for less than 120 days in period of 365 days; or,
- Absences governed by applicable state and/or Federal laws such as jury duty or military or National Guard service.

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

NUMBER: **1270**

ADOPTED: 21 MAY 2015

1270.10 The Fire Chief or his or her designated representative shall assign work schedules for maintenance personnel.

1270.11 **On-duty Time** begins when member reports to the Station having been paged to respond to an incident, or when the member reports to a training exercise. On-duty time ends when a member reports to the Incident Commander that she or he will no longer be available or after the conclusion of a dispatched incident or training exercise.

1270.11.1 On-duty time for paid maintenance personnel normally begins a 0900 for regular and modified workweek schedules.

1270.11.2 Paid maintenance personnel are assigned routine duties, responsibilities and daily work projects.

1270.11.3 Paid maintenance personnel are encouraged to take appropriate breaks and a lunch hour in compliance with State regulations.

1270.11.4 Under directions, guidelines and work objectives assigned by the Fire Chief, paid maintenance personnel are responsible for work assignments for their respective schedules.

1270.11.5 Paid maintenance personnel and members are responsible for maintaining emergency equipment readiness and availability regardless of time of day. Apparatus and equipment are expected to be cleaned, restocked, and available for use following each incident, prior to members leaving the station after the incident is terminated.

1270.11.6 An exception to 1270.12.5 may be made by the Fire Chief or his/her designee if the responding members are considered unfit to remain in service due to physical considerations such as exhaustion. Every effort must be made to return the apparatus to service as soon as practicable in such event.

1270.11.7 Paid maintenance personnel are expected to work the shifts for which they are scheduled. If circumstances require that they are unable to work the scheduled shift they shall notify the Fire Chief or designated Officer as soon as practicable of the reason for, and projected duration of, the absence.

1270.11.8 In general, paid maintenance personnel are not entitled to a reduction in work hours worked the day following an incident or incidents. In such cases, the Fire Chief may use flexible scheduling of work hours for that day.

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

TITLE: **PERSONNEL — Compensation and Reimbursement**

NUMBER: **1280**

ADOPTED: 21 MAY 2015

MOKELUMNE HILL FIRE PROTECTION DISTRICT

Policies and Procedures

1280.10 General:

1280.10.1 The Board is responsible to adopt and authorize compensation plans for paid maintenance personnel and reimbursement of work-related costs for volunteer Fire Fighters.

1280.10.2 Approved reimbursement for expenses incurred by volunteers shall be made monthly following approval at the regular monthly meeting of the Board.

1280.11 Member Compensation:

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

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

1280.11.3 Eligibility for reimbursement for cost of uniform maintenance:

1280.11.3.1 To be eligible for reimbursement, the volunteer must:

- Attend minimum of 4 hours of regularly scheduled training sessions each month, unless specifically excused by the Fire Chief or designee.
- Respond to emergency and non-emergency calls when the volunteer is available.
- “Sign in” in the station logbook and complete a response form when ordered to remain “on standby” at the station.
- “Sign in” in the station logbook and complete a response form when “canceled in-route” to a call.

1280.11.4 Reimbursement for costs incurred by members while performing assigned duties:

1280.11.5 The District provides required uniforms and work clothing necessary to perform duties as assigned. Uniforms and work clothing, with the exception of boots, remain the property of the District and must be returned upon termination of membership in the District.

1280.11.6 Members are required by NFPA standard 1581 to clean potentially or actually contaminated clothing, which has been contaminated during performance of assigned duties, in an approved washing machine. Contamination may include chemical or biological materials. The District shall reimburse members at a rate of \$0.575 per mile for a distance of 14 miles, which is the distance from the fire station to the closest approved “extractor” washing machine at the San Andreas FPD station in San Andreas, California. Such reimbursement totals \$8.05 per response, as of 15 May 2015.

1280.11.7 Members are required to maintain issued uniforms and work clothing in clean and serviceable condition, including laundering and repair following training or incident response. The District will reimburse members for mileage costs of uniform cleaning as follows:

14 miles (the roundtrip distance from the Station to the nearest commercial laundromat) x \$0.575 per mile = \$8.05 per response.

1280.11.8 With Board concurrence the Fire Chief may pay any district paid maintenance personnel or member who does extra work for the District. The rate of compensation for work performed is \$15.00 per hour, and is a wage subject to normal taxes and withholding.

1280.11.9 Calfire and OES “strike team” compensation; see section 1150.11.

TITLE: **PERSONNEL — Disability and Salary Continuation**

NUMBER: **1290**

ADOPTED: 21 MAY 2015

1290.10 Members who are injured while appropriately responding to and from incidents (See **Section 5010**) and who are injured while working incidents or participating in District-sponsored activities, are entitled to benefits awarded by the Districts’ Worker’s Compensation Plan. No other benefit is provided by the District.

1290.11 Injuries must be reported immediately to the member’s supervisor.

TITLE: **PERSONNEL — Return To Work**

NUMBER: **1300**

ADOPTED: 21 MAY 2015

1300.10 Purposes:

MOKELUMNE HILL FIRE PROTECTION DISTRICT

Policies and Procedures

1300.10.1 To protect paid maintenance personnel and members from sustaining further harm when performing duty after having been absent as a result from illness or injury.

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

1300.11 Injury:

1300.11.1 Definition of “injury”: Any illness or injury occurring while on-duty as defined in NFPA Standard 1582 “Medical Requirements for Firefighters.”

1300.11.2 The injured paid maintenance person or member must submit a medical release to the administrative office at least 24 hours prior to her or his scheduled return-to-service date. The release must be in writing, in the form of a prescription written by the medical professional or on the medical professional’s letterhead from the qualified medical professional treating the injury or illness.

1300.12 Fit for Work:

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

1300.13 Administrative Release:

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

1300.13.2 Orientation to Duty: Prior to assuming the duties and responsibilities of their position, personnel who return to work from an extended absence are required to spend a specific amount of time training and re-orienting themselves to the duties and responsibilities of their classification following an outline, prepared by the Fire Chief, of skills, tasks and items to be practiced and reviewed as well as a time frame for completion. This orientation period is construed as a conditional or performance based pass/fail requirement.

TITLE: **PERSONNEL — Overtime**

NUMBER: **1310**

ADOPTED: 21 MAY 2015

1310.10 Exempt members are normally not paid for overtime hours. The Board may authorize overtime pay to exempt members for specific instances or grant executive leave to the Fire Chief when unusual circumstances require extended work.

TITLE: **PERSONNEL — Equal Opportunity**

NUMBER: **1400**

ADOPTED: 21 MAY 2015

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

1400.11 Notwithstanding the District non-discrimination policy stated in 1400.10, the District reserves the right to deny membership to persons who are physically or mentally unable to perform the duties of a firefighter, as defined by NFPA standard 1001,1002,1021, or 1051.

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

NUMBER: **1410**

ADOPTED: 21 MAY 2015

At the time of adoption of these policies, the District did not employ any persons except the Fire Chief and maintenance personnel. In the event that the District does employ persons whose duties are not those of a firefighter as defined by NFPA standard 1001, 1002, 1021, and 1051, the following shall apply.

1410.10 It is District policy and practice to comply fully with the Americans with Disabilities Act and ensure equal opportunity in employment for all qualified persons with disabilities.

1410.11 The District is also committed to not discriminating against any qualified member or applicant because he or she is related to or associated with a person with a disability.

MOKELUMNE HILL FIRE PROTECTION DISTRICT

Policies and Procedures

1410.12 The District follows applicable state or local laws that provide individuals with disabilities greater protection than the Americans with Disabilities Act.

1410.13 Pre-employment physical examinations are required only for those positions in which there are bona fide job-related physical requirements and are given to all persons entering the position only after conditional job offers. Medical records are kept separate and confidential.

TITLE: **PERSONNEL — Minimum Employment Standards**
NUMBER: **1420** ADOPTED: 21 MAY 2015

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

TITLE: **PERSONNEL — Examination and Appointment Procedures**
NUMBER: **1430** ADOPTED: 21 MAY 2015

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

TITLE: **PERSONNEL--- Military Service**
NUMBER: **1435** ADOPTED: 21 MAY 2015

1435.10 Members who are called to military service are assigned to inactive membership pending their return to civilian status. They retain their rank and seniority, although their position within the Department may change. Members whose military service exceeds 60 consecutive days will be required to undergo a re-familiarization period prior to return to firefighter duties.

TITLE: **PERSONNEL — Probationary Appointments**
NUMBER: **1440** ADOPTED: 21 MAY 2015

1440.10 The probation period is used by the District to facilitate effective evaluation of new or promoted members. The period for new and promoted probationary appointments is 6 months. After completion of the probationary period the candidate must be evaluated and approved or denied for acceptance/promotion by the Fire Chief based solely on his or her judgment as to the qualifications of the candidate. Acceptance/promotion following the 6-month probationary period is not automatic or guaranteed.

TITLE: **PERSONNEL — Training and Education**
NUMBER: **1460** ADOPTED: 21 MAY 2015

1460.10 The District is responsible for ensuring firefighter safety, effectiveness, improvements and safe conditions during District activities.

1460.11 **Safety Officer:** During every training exercise, the Fire Chief or designee shall designate a Safety Officer, who is responsible to identify unsafe practices and order them stopped or altered.

1460.12 **Continuing Education:** All volunteer and paid Firefighters are encouraged to continue education in any and all aspects of fire service. With prior Fire Chief's approval, the District may (but is not required to) reimburse Firefighters for the cost of tuition, supplies, transportation and necessary meals for classes, seminars or conferences. An expense report is required for reimbursement. Mileage will be reimbursed at Internal Revenue Service allowable rates. Cost of tuition and related expenses may also be paid by the Firefighter's Association according to their procedures.

1460.12.1 The Fire Chief or designee is responsible to maintain a continuing awareness of training classes both within and outside the county, by posting on the station bulletin board announcements of all training classes that come to his or her attention.

1460.13 **Medical Certification:** All firefighters must be or become First Responders and AED and CPR certified and be re-certified as required with all reasonable expenses paid by the District.

1460.14 **Training Records:** Each firefighter receiving training shall affix his or her name to a sign-in sheet. The person responsible for training shall complete and sign the sheet, and insert it into the District training record.

MOKELUMNE HILL FIRE PROTECTION DISTRICT

Policies and Procedures

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

NUMBER: **1520**

ADOPTED: 21 MAY 2015

1520.10 Scope of Employment:

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

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

1520.11 Scope of Authority:

1520.11.1 The Board of Directors delegates certain authority to the Fire Chief. Under those policies and guidelines established by the Board of Directors, the Fire Chief has full supervisory and command authority over all District personnel, equipment, resources, facilities, programs, operations and the adopted budget. Board members are not subject to the authority of the Fire Chief.

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

1520.12 Duties and Responsibilities:

1520.12.1 Typical Fire Chief duties and responsibilities:

1. Administer, plan, organize and supervise Fire District operations.
2. Implement or manage implementation of policies, procedures and directives issued by the Board.
3. As District Safety Officer, accept ultimate responsibility for safety during all District activities, and to that end, respond to incidents and other events to either personally supervise safety during the activity or assign others to perform that function.
4. Confer with various committees of the Board on District policy, long range planning and coordination of District activities with other fire districts and public agencies.
5. Assist the Board Treasurer to analyze, prepare and supervise the budget.
6. Manage selection, hiring, evaluation and promotion of District personnel.
7. Keep volunteers informed regarding duties and responsibilities and manage volunteer performance and development
8. Provide personnel counseling, mentoring and/or discipline.
9. Interface with citizens and citizen groups.
10. Attend workshops and seminars to keep abreast of modern practices in the delivery of fire services and legislative issues.
11. Develop automatic and mutual aid agreements.
12. Formulate and recommend policies for Board review and adoption.
13. Develop standard operating procedures and provide administrative directives necessary to ensure safe, effective and efficient operations.
14. Develop and conduct regular, weekly firefighter training sessions.
15. Evaluate outside agencies' training courses and schedules to identify courses appropriate for District personnel.
16. Attend training courses designed to keep trainers abreast of new training methods, procedures and tools.
17. Research, develop and implement advanced fire suppression and EMS methodologies and equipment and recommend purchase of new equipment.
18. Develop and maintain a resource network of fire service professionals and attends meetings of local and state fire service organizations.

1520.12.2 The Fire Chief has authority to spend up to \$500.00 in any calendar month without prior approval by the Board of Directors. Such expenditures shall be documented and reported to the Board at the next regular Board of Directors meeting.

1520.12.3 The Fire Chief shall apply for a Calcard credit card for use in purchasing equipment and materials necessary for the functioning of the Department. The credit limit of this credit card shall be \$1000.00 in any calendar month. Expenditures made on this credit card shall be reported to the Board at the next regular Board of Directors meeting.

1520.13 Desirable Qualifications:

- High School graduate or GED

MOKELUMNE HILL FIRE PROTECTION DISTRICT

Policies and Procedures

- Formal training in Personnel Management
 - Valid California Motor Vehicle Operator's License at time of appointment
 - Current motor vehicle proof of insurance at time of appointment.
 - Knowledge and experience in the principles of wild land/urban interface fire protection
 - Knowledge and experience with recruiting and retaining volunteers
 - Knowledge of the financing and funding of special districts
 - Knowledge and experience in building and maintaining public relations programs
 - Knowledge and experience working within the California Mutual Aid system and the Incident Command System (ICS)
 - Ability to communicate effectively both orally and in writing
 - Knowledge of public employment laws and experience in directing, supervising counseling and disciplining of personnel
 - Knowledge of modern principles and practices of structural and wild land fire suppression
 - Knowledge and experience in budget development and budget administration
 - Knowledge and experience in fire prevention, public safety education, fire codes and fire code development.
- 1520.14.1** When the Fire Chief is expected to respond to calls and participate in firefighting, he or she may be subject to some or all of the following employment conditions:
- First Responder, CPR, Hazardous Materials Awareness Level;
 - A valid California Class C Motor Vehicle Operator's license;
 - Residence within the District and within a reasonable driving distance from the assigned station.
- 1520.14.2** DOT Title 22 EMS requirement for administrative position Within guidelines established or ordered by the Board of Directors, the Fire Chief, by the nature and variety of his or her duties and responsibilities, is granted the flexibility to vary his or her daily and weekly work schedule to reasonably accommodate daily workloads, evening meetings, evening and weekend training sessions, nighttime and weekend incidents and other District needs.
- 1520.14.3** The Fire Chief is expected to be on-call for major incidents at night and on weekends when not out of the District. The Fire Chief is expected to perform a sufficient number of weekly office hours to conduct routine daily business in a timely and efficient manner.

TITLE: **PERSONNEL — Unpaid Position: VOLUNTEER FIREFIGHTER/EMT/FIRST RESPONDER**
NUMBER: **1550**

ADOPTED: 21 MAY 2015

- 1550.10.1** Volunteer Firefighter/EMT/First Responder member is **an unpaid at-will position**. Candidates may be accepted in the District without initially meeting all qualification, knowledge, skills and experience criteria, but must meet District standards for the position before being accepted as fully qualified. Volunteer Firefighter/EMT/First Responder members are not permitted to participate directly in firefighting or other emergency activities until deemed qualified by the Fire Chief based on accumulated training, certification and experience.
- 1550.10.2** Typical firefighter duties and responsibilities are those specified by NFPA standard 1001.
- 1550.10.4 Qualifications, Knowledge, Skills and Experience:**
- At least 18 years old.
 - High School graduate or GED.
 - DMV printout required and proof of current Class C License (Class B license encouraged)
 - Desire six months experience (paid or volunteer) or Fire Academy Graduate
 - California State EMS-First Responder or EMT-1, and CPR Certified within one year
 - Must have no medical restrictions and be in good health as established by a district-provided physical.
 - Ability to apply knowledge gained in training to practical fire district operations.
 - Ability to safely use tools drive apparatus and vehicles and carry out a wide variety of tasks.
 - Ability to think clearly, adopt reasonable and effective courses of action and act safely and quickly under emergency conditions.

MOKELUMNE HILL FIRE PROTECTION DISTRICT

Policies and Procedures

TITLE: **PERSONNEL — Unpaid Position: VOLUNTEER NON-FIREFIGHTER**
NUMBER: **1555**

ADOPTED: 21 MAY 2015

- 1555.10 Rationale: Persons may volunteer for service on the Department who are not qualified under the standards set for firefighters or officers. Such persons may possess skills and abilities of value to the Department, or may be only able to perform limited functions which are still of value.**
- 1555.20** At the sole discretion of the Fire Chief, volunteers may be accepted for service on the Department in a non-emergency-response role, or may be accepted for limited response, such as Emergency Medical Technician.
- 1555.20.1** For any volunteer accepted into service in a limited role, the Fire Chief shall provide a written description of those activities, including but not limited to emergency responses, training, or other duties which the volunteer is expected to or permitted to participate in.
- 1555.20.2** Performance limitations imposed on non-firefighter volunteers shall be specifically related to the volunteer's limitations.
- 1555.30** Volunteers with limited functions shall be subject to the same rules and regulations applicable to volunteer firefighters.

TITLE: **PERSONNEL — Unpaid Position: VOLUNTEER BATTALION CHIEF**
NUMBER: **1560** ADOPTED: 21 MAY 2015

- 1560.10 Salary Grade:** Battalion Chief is an unpaid, volunteer position.
- 1560.11 General Purpose:**
- 1560.11.1** Performs a variety of administrative, supervisory and technical work in the supervision and administration of fire suppression, emergency first aid, hazardous materials and fire prevention activities.
- 1560.12 Supervision Received:** Works under the Direction and Guidance of the District Fire Chief.
- 1560.13 Supervised Exercised:** Supervises Volunteer Fire Captain (s), Firefighter/Engineer (s), Firefighter (s) and other department staff officers or volunteers through subordinate officers.
- 1560.14 Essential Duties and Responsibilities:** Has knowledge of the principles and practices, techniques and procedures applied to firefighting operations and rescue, fire prevention and enforcement processes, maintenance requirements of fire apparatus and equipment and hazardous materials program management.

MOKELUMNE HILL FIRE PROTECTION DISTRICT

Policies and Procedures

1560.15 The Battalion Chief is responsible for emergency incident management and fire-ground operations unless relieved by a superior officer.

1560.15 Other Duties:

1560.15.1 Assist in the planning and development of district goals, objectives, policies and guidelines.

1560.15.2 Interpret and administer departmental policy in the areas of fire protection planning, development related issues, code enforcement, emergency medical services, hazardous materials, incident command system application, district/county/local area interrelationships.

1560.15.3 Adhere to all MHFPD Standard Operation Guidelines (SOG's) and amendments.

1560.15.4 Supervise the management of major fires and other emergencies until relieved by superior officer.

1560.15.5 Analyzes fire protection and community problems at the discretion of the District Fire Chief.

1560.15.6 Establish and maintain effective public relations with the general public, district officers and other county personnel, exchanges information with officers in other departments.

1560.16 Desired Minimum Qualifications:

1560.16.1 Any combination of experience and education that provide the required knowledge and abilities would be qualifying. Additional courses in management and public administration are desirable. A battalion chief should have abilities and experience equivalent to those of the Fire Chief.

1560.16.2

TITLE: **PERSONNEL — Unpaid Position: VOLUNTEER FIRE CAPTAIN**
NUMBER: **1570** ADOPTED: 21 MAY 2015

1570.1 General Purpose:

1570.11 Performs a variety of administrative, company officer level of supervision and technical work in the supervision and administration of fire suppression, emergency first aid, hazardous materials and fire prevention activities.

1570.2 Supervision Received:

1570.2.1 Works under the Direction and Guidance of a Chief Officer or his/her designee.

1570.3 Essential Duties and Responsibilities:

1570.3.1 Supervises subordinate staff in their assigned duties as directed. May perform duties as an incident commander or work under the direction and guidance of a District Chief Officer

1570.3.2 Determines methods of fire suppression; supervises laying of hose lines, directing of water streams, placing of ladders, ventilation of buildings, rescuing of persons and placing of salvage covers.

1570.3.3 Supervises maintenance of departmental equipment, supplies and facilities; maintains station log, inventories, records and reports.

1570.3.4 Instructs and drills firefighters in use of tools, raising of ladders and rescue and salvage work, etc.

MOKELUMNE HILL FIRE PROTECTION DISTRICT

Policies and Procedures

- 1570.3.5** Monitors and observes departmental activities to ensure that conduct and performance conform to the Mokelumne Hill FPD SOPs and SOGs..
- 1570.3.6** Responds to alarms received (when available) and directs routes to be taken; directs work of-volunteer firefighters pending arrival of a superior fire officer.
- 1570.3.7** Prepares a variety of reports and records including requisitions.

1570.4 Desired Minimum Qualifications:

- 1570.4.1** Any combination of education that would provide the required knowledge and skills is qualifying. Three years of experience in the rank of firefighter with the Mokelumne Hill Fire Protection District and/or engineer. Possession of a valid California state driver's license "Class B" and California Firefighter-I. Maintain a HazMat First Responder Operational (FRO) level certification and shall be minimum EMS-FR level and CPR certified, Successful completion of CICC course materials.

TITLE: PERSONNEL ---- MHFPD Apparatus Operator/Engineer

NUMBER: 1575

1575.10 Scope:

- To promote the safe use of Fire District apparatus;
- ensure individuals have a minimum understanding and basic knowledge regarding operation of District apparatus and pumps
- to identify, trouble shoot and make minor repairs (within the individual's skill set) or notify an officer or maintenance staff person in the event of a mechanical breakdown.

1575.20 General:

A Fire District Apparatus Operator is not a rank, but a qualified individual capable of:

- Properly driving and operating MHFPD apparatus and other equipment,
- Troubleshooting equipment and apparatus and making emergency repairs,
- Operating engine pumps.

1575.30 Apparatus Operators shall report to the Fire Chief any accidents involving apparatus or equipment or unusual occurrences in the operation of apparatus or equipment.

1575.40 Apparatus Operators shall comply with all California Department of Motor Vehicle laws and codes pertaining to the safe operation of and maintenance to emergency vehicles.

1575.50 Knowledge of:

Modern principles and practices of fire ground hydraulics, apparatus operation and modern firefighting and rescue principles, practices, techniques and procedures, including the operation of fire equipment. Maintains skills and proficiency through training and continuous and on-going familiarization techniques.

1575.60 Skills required;

- Apparatus operator candidates must be able to demonstrate to the satisfaction of the Fire Chief or his designee, the ability to operate the Department's apparatus under field conditions, including successfully operating engine pumps and supplying required fire streams.
- Candidates must be able to make effective use of equipment and apparatus, being able to formulate workable engine pressures for the handling of major fire and similar emergencies.
- Candidates must obtain a California commercial Class "B" license prior to assuming the position of apparatus operator.

MOKELUMNE HILL FIRE PROTECTION DISTRICT

Policies and Procedures

TITLE: FIRE DISTRICT MAINTENANCE TECHNICIAN

NUMBER: 1580

1580.10 Scope:

This is a non-emergency-response paid position. The purpose of the position is to maintain the Fire District's structures, properties, fleet of vehicles, tools and equipment by conducting routine maintenance checks in accordance with MHFPD maintenance policies and procedures as well as manufacturer recommendations and requirements, and performing minor repairs (including fluid and filter changes).

1580.20 Conditions of employment:

Maintenance staff:

- Report directly to the Fire Chief
- Are compensated at a rate set by the Board of Directors (currently \$15.00 per hour)
- Work Schedules are flexible and are determined on an as-needed basis for the betterment of the District
- Work hours will not (normally) exceed 24 hrs. per week

1580.30 Duties & Responsibilities- a maintenance staff member:

- Conducts regular engine and engine equipment checks
- Maintains records & files for apparatus, tools & equipment, which must be up-to-date and made immediately available to proper authorities when requested
- Performs minor repairs
- Conducts regular checks and performs maintenance on all Fire District properties, tools and apparatus
- Performs other duties as assigned by the Fire Chief or his designee
- Promptly documents daily activities and information
- Ensures all District tools and equipment are ready and able to respond to emergency incidents at any time and in a prompt and expeditious manner.

1580.40 Qualifications, Knowledge, Experience:

- Basic knowledge and skills of electrical, diesel, and gasoline powered apparatus and equipment
- basic computer skills
- Possession of a valid California state driver's license "Class B" or above
- CSFM certified EVOC & Pump Ops or Driver Operator 1A & 1B

TITLE: PERSONNEL — Standards of Conduct: Purpose and Scope

NUMBER: 1600

ADOPTED: 21 MAY 2015

1600.10 The District exists by public approval and its function is to serve the public interest. The District is committed to prudent use of taxpayer funds while providing its residents the best service possible. Members strive to set the highest standards of professional service and behavior.

1600.10.1 District members and volunteers conduct official business with the highest ethical standards and believe the Standards of Conduct contained herein reflect the fundamental values necessary for District success.

1600.10.2 The Fire Chief shall provide Standards of Conduct familiarity training based on this document..

1600.11 The District's *Standards of Conduct* are established for the guidance of all members. The *Standards of Conduct* policies herein represents only a partial list of the District's and the public's expectations of District firefighters and is not intended to encompass all possible *Standards of Conduct* rules and violations.

1600.12 As a condition of employment or as a condition of volunteer membership, District members must self-govern themselves by ordinary and reasonable rules of behavior, taking care to commit no act that has the potential to bring discredit upon the District or its members. Policies pertaining to reasonable rules of behavior and performance expectations are herein referred to as *Standards of Conduct*.

MOKELUMNE HILL FIRE PROTECTION DISTRICT

Policies and Procedures

- 1600.13** Infractions of any *Standards of Conduct* policy may lead to disciplinary action up to and including termination for service.
- 1600.14** District personnel are not, and do not function as, law enforcement authorities. In any circumstance where members believe State or local laws have been broken, or where imminent danger exists to the District or to citizens, a request to Calfire fire dispatch or 911 telephone notification for law enforcement authority is to be made.
- 1600.15** Members may not carry firearms while operating fire apparatus or responding to alarms. No firearm shall be carried when a member is actively engaged in emergency operations.

TITLE: **PERSONNEL — Standards of Conduct: Values and Ethics**
NUMBER: **1610** ADOPTED: 21 MAY 2015

- 1610.10** All District members are required to attend *Standards of Conduct* training classes.
- 1610.11** The District exists to serve the public and the quality of our service is defined as performing up to the expectations of our citizens. All members must fulfill individual responsibilities with integrity, honesty and professionalism.
- 1610.12** All members must recognize that people are the District's most valuable resource and fundamental to the District's success as an organization are the needs to:
- Treat each other with dignity;
 - Support each other's strengths;
 - Help each other improve weaknesses
 - Practice open and timely two-way communications; and,
 - Promote mutual trust and respect for one another.
- Firefighter's lockers are considered to be private. No person other than the Fire Chief shall enter or inspect the contents of a firefighter's locker.
- The Fire Chief, having informed the member that an inspection is to be made and with the member present at the time, may examine the contents of a member's locker.
- In an emergency where potential risk to life or other hazard is believed to exist, the Fire Chief may open and inspect a member's locker. In such event the Fire Chief shall, within 48 hours of the inspection, provide the firefighter whose locker was inspected a written explanation setting out the reason and justification for the inspection.
- 1610.13** All members must participate in regular skills training. Minimum training required is 4 hours per month.
- 1610.14** All members are encouraged to take pride in the services provided by the District and in the quality of work performed.

TITLE: **PERSONNEL — Standards of Conduct: Firefighter/EMTs/FIRST RESPONDERS**
NUMBER: **1620** ADOPTED: 21 MAY 2015

All members are expected to:

- 1620.10** Keep themselves in readiness to perform their duty.
- 1620.11** When responding to alarms, exert their greatest energy and ability in the performance of their duty under any and all circumstances.
- 1620.12** Participate in training activities as directed; be thoroughly familiar with all equipment necessary to perform the requirements of the position and perform all functions in a professional manner at all times.
- 1620.13** Be courteous and respectful when dealing with the public.
- 1620.14** Exercise precautionary measures to avoid injury to self and others while in the performance of their duty.
- 1620.15** Accept responsibility for safe keeping of and properly caring for all District property in their charge.

MOKELUMNE HILL FIRE PROTECTION DISTRICT

Policies and Procedures

- 1620.16 Conserve supplies and metered services (electricity, fuel, propane, etc.).
- 1620.17 When assigned to act in a higher rank, accept responsibility for the performance of the duties of that position.
- 1620.18 In the event two or more firefighters find themselves in a position which requires initiative action, the senior member present assumes command, unless otherwise directed by the Fire Chief.
- 1620.19 When a firefighter receives an order that is in conflict with a previous order, inform the person who issued the conflicting order before proceeding.
- 1620.20 Punctuality is expected. All members are expected to report to any given assignment (including meetings, classes, etc.) promptly and on time.
- 1620.21 When in charge of an engine company, return to their assigned station promptly upon completion of an assignment or release from an incident.
- 1620.22 Follow administrative directives, which are considered to be adopted additions to these *Standards of Conduct*.
- 1620.23 Firefighters responding to alarms are under the direct command of the Fire Chief, or in the case the Chief is absent, the senior officer.
- 1620.24 Respond to alarms unless they are physically unable to do so or are under the influence of alcohol or drugs..
- 1620.25 Respond to alarms dressed in the required safety equipment and wear protective equipment throughout the course of the incident.
- 1620.26 When responding as an engine company, be responsible for the equipment and tools assigned to that apparatus. Clean apparatus and equipment after use, ensuring that apparatus is ready to respond.
- 1620.27 Ensure any and all property found or received at the scene of an emergency are inventoried and secured pending return to the rightful owner. Such property is to be transferred to representatives of law enforcement agencies or a senior officer.
- 1620.28 Secure and report any and all contraband and illegal devices to a representative of a law enforcement agency or a senior officer.
- 1620.29 Properly care for and clean and District issued equipment and clothing.

TITLE: **PERSONNEL — Standards of Conduct: Unacceptable Behavior for All Members**
NUMBER: **1630** ADOPTED: 21 MAY 2015

- 1630.10 The following are unacceptable behavior when on District property or while using District vehicles:
 - 1630.10.1 Falsifying or mutilating personnel or other District records or documents, or removal of District records or documents from the Station, is specifically disallowed.
 - 1630.10.2 Unauthorized removal from the station, use of, or possession of District property or other member's personal property.
 - 1630.10.3 Reporting for duty or responding to any incident while under the influence of alcohol, drugs (including prescription medicines that may compromise performance) or other substances that might impair performance.
 - 1630.10.4 Using or consuming tobacco products, alcoholic beverages or drugs within any District vehicle or facility. Devices such as "vaporizers" which produce vapors containing nicotine are considered the same as tobacco and may not be used in District structures or vehicles.
 - 1630.10.5 Using tobacco products in close proximity to any person or facility while performing emergency operations.
 - 1630.10.6 Consuming food or beverages in a business establishment where alcoholic beverages are served while wearing a District uniform or apparel bearing District insignia.
 - 1630.10.7 Gambling for money.
 - 1630.10.8 Possession of or carrying a firearm or explosive.
 - 1630.10.9 Violating criminal laws.
 - 1630.10.10 Fighting, throwing objects, horseplay, practical jokes or other disorderly conduct that may endanger the well-being of any member or the public, damage District property or interfere with District operations.

MOKELUMNE HILL FIRE PROTECTION DISTRICT

Policies and Procedures

- 1630.10.11 Engaging in acts of dishonesty, fraud, theft or sabotage.
- 1630.10.12 Conspiring with anyone to permit circumvention or evasion of any law or regulation pertaining to Fire Safety.
- 1630.10.13 Threatening, intimidating, excessive arguing, coercing, using abusive or vulgar language, or interfering with the performance of other members.
- 1630.10.14 Insubordination, refusal to obey lawful orders from the Fire Chief, officer or acting officer, refusal to comply with instructions or failure to perform or complete assigned reasonable duties.
- 1630.10.15 Damaging or destroying District property through careless or willful acts.
- 1630.10.16 Failure to report any accident or personal injury.
- 1630.10.17 Unauthorized access to District records.
- 1630.10.18 Wrongful or injurious exercise of authority while on duty, at the scene of emergency, while conducting District business or representing the District in any capacity.
- 1630.10.19 Engaging in political activities of any kind while on District time, which take place within District facilities, within District vehicles or on District property, **except that** the Fire Station may, at the request of proper authorities, function as a voting place during local, state, or federal elections.
- 1630.11 Firefighter ethics: see Appendix A.
- 1630.12 The following are unacceptable by all District members at all times:
 - 1630.12.1 Advocating, while on duty or while wearing a uniform, badge, or attire having the District name or logo, the overthrow of the Government of the United States of America.
 - 1630.12.2 Using a uniform, badge, attire having the District name or logo or prestige associated with being a member of the District, for the purpose of personal gain or for any unauthorized purpose which might be construed by others that the member is acting in an official capacity or otherwise representing the District.
 - 1630.12.3 Lending the member's name or approve the use of same, as a member of the District, to any commercial enterprise.
 - 1630.12.4 Lending the name of the District or its prestige or approve the use of same for any commercial enterprise.
 - 1630.12.5 Receiving a reward, fee or valuable gift from any person for service incident to the performance of duty, except as authorized by the Fire Chief or Board of Directors. If a reward, gift or fee is inadvertently accepted, immediately notify the Fire Chief or a Director and obtain instructions.
 - 1630.12.6 Directly or indirectly interceding with a member of the Board of Directors in their own behalf or against another member without first utilizing the proper chain of command or grievance procedures, except that grievances against the Fire Chief or a Battalion Chief may be addressed directly to the Board.
 - 1630.12.7 Directly or indirectly soliciting the influence or intercession of any person or persons to affect their promotion, their position or for other personal gain.
 - 1630.12.8 Furnishing information relative to the business of the District to persons who are not members of the District without prior approval of the Fire Chief or the Board. News media should be directed to Incident Commander or Public Information Officer at incidents or to District administrators for information.
 - 1630.12.9 Offering or providing a gratuity to any government member or official on behalf of, or in pursuance of, District business without Board approval.
 - **Gratuities include:** Meals, drinks, gifts, expenses, cash or any other item of value, including personal service.
 - 1630.12.10 Giving, paying, promising, or offering to the public or suppliers (vendors) or their families, anything of value whether cash or any other property for the purpose of securing or appearing to secure preferential treatment.
 - 1630.12.11 Engaging in religious or political activities as a representative of the District.
 - 1630.12.12 Health Information Privacy Protection Act (HIPPA): It is a violation of law to disclose or otherwise reveal to any person, information pertaining to events, circumstances, medical condition or problem, cause, results, prognosis, property damage, names of affected parties or victims, etc., which pertains to any incident, directly or indirectly, without approval of the Fire Chief.

MOKELUMNE HILL FIRE PROTECTION DISTRICT

Policies and Procedures

TITLE: **PERSONNEL — Standards of Conduct: Station Conduct for All Members**
NUMBER: **1640** ADOPTED: 21 MAY 2015

Members are expected to:

- 1640.10** When reporting for duty or training, be neat and clean in personal appearance and dress in the attire designated by the Fire Chief.
- 1640.10.1** Be punctual.
- 1640.10.2** While on-duty, have assigned turnout gear (and wild land gear during the fire season) available at the station, while on the apparatus or other vehicles if away from the station, while participating in drills or training, or when on other District duty.
- 1640.10.3** Keep their person, attire, workspace, living quarters and lockers in a neat and clean condition. Keep wearing apparel, uniforms and other personal belongings, when not in use, in a locker, closet, desk or other place provided for this purpose.
- 1640.11** Maintenance staff may not work on personal projects or conduct personal business during assigned work hours.
- 1640.12** Members may not loan, sell, give away or appropriate for personal use any personal or financial aid of any subordinate to promote private personal interests or those of any supervisor (i.e. no bribes).
- 1640.13** Members must notify the administration as soon as possible of any change of residence or telephone number.
- 1640.14** Members must notify the Fire Chief or another officer as soon as possible of any inability to respond for extended periods, such as illness or vacation.
- 1640.15** Members must maintain an adequate and dependable means of communications to provide a method of contact.
- 1640.16** Members must comply with District policies, procedures, rules of safety and administrative directives.

TITLE: **PERSONNEL — Standards of Conduct: Fire Chief, Officers and Acting Officers**
NUMBER: **1650** ADOPTED: 21 MAY 2015

- 1650.10** The following standards are in addition to those in **Section 1640**:
- 1650.10.1** Acting officers have full authority and are responsible for executing the duties of their assigned position. They are granted all privileges of the rank. Regular officers have authority in command over members acting in the same grade.

Officers and acting officers must:
- 1650.10.2** Fully perform assigned or delegated duties and responsibilities.
- 1650.10.3** Enforce District policies, procedures, safety rules and administrative directives.
- 1650.10.4** Initiate disciplinary actions for substantial violations of District policies, procedures, safety rules or administrative directives according to Disciplinary Procedures.
- 1650.10.5** Be fair and firm in dealing with subordinates.
- 1650.10.6** Maintain order and discipline.
- 1650.10.7** Address promptly any questions from subordinates regarding the District policies, procedures, safety rules or administrative directives and decide, in emergency situations, any immediate action to be taken.
- 1650.10.8** Ensure all reports relative to incidents, alarms and provided services are timely, complete and accurate.
- 1650.10.9** Ensure inventories, records, check lists, etc., are timely, complete and accurate.
- 1650.10.10** Ensure all orders, directives, communications and records pertaining to operations are preserved until their purpose has been served or until no longer needed. Written records pertaining to training must be preserved indefinitely. Written records pertaining to equipment maintenance must be maintained until the equipment for which the records were created is disposed of or removed from service.
- 1650.10.11** In conducting the business of the District, personally administer the duties for which the officer is specifically responsible.

MOKELUMNE HILL FIRE PROTECTION DISTRICT

Policies and Procedures

- 1650.10.12 Exercise caution in actions and avoid placing other member's lives and safety in needless jeopardy.
- 1650.10.13 Before leaving the scene or fire, ensure necessary precautions are taken to prevent rekindling and ensure the property is left in a safe condition.
- 1650.10.14 Perform all duties or assignments assigned by the Fire Chief or designated representative.
- 1650.10.15 Maintain constant, ongoing communications with the Emergency Command Center, Fire Chief or Incident Commander when at the scene of incidents.
- 1650.10.16 Report to the Fire Chief all acts of valor or merit performed by members of their command.
- 1650.10.17 Conflict of authority shall be strictly avoided. Officers must not interfere in matters of operations for which another officer of equal rank is responsible, except with the consent of the responsible officer or by order of a superior officer.
- 1650.10.18 Evaluate the performance of those under command.
- 1650.10.19 Report accidents, injuries or other events requiring a special report before going off duty. In the event such officer is injured and unable to physically or mentally complete such report, an acting officer is required to complete the report before going off duty.
- 1650.10.20 Report to the Fire Chief any public encounter subject to civil or criminal action that occurred while the officer was in command.

TITLE: **PERSONNEL — Personal Appearance: General Standards**

NUMBER: **1700**

ADOPTED: 21 MAY 2015

- 1700.10 Appropriate attire and a good personal appearance serve several basic functions:
 - 1. Enhance rapport with the public, by showing the public the District and its members are professionals.
 - 2. A well-groomed and well-dressed member will receive more respect from the public and coworkers, improving the work environment and building member morale.
 - 3. Uniforms with District emblems and insignia serve to identify firefighters as members of the District at incidents or while performing District operations.
 - 4. Safety considerations pertaining to using Self Contained Breathing Apparatus (SCBA) and protective clothing require regulation of grooming standards for head and facial hair. Beards, mustaches, and hair must not interfere with the adequate seal of SCBA face-pieces. Long hair must be confined in such a manner that it will not become entangled in clothing or equipment. Safety considerations pertaining to using mechanical equipment and tools require some restrictions on wearing jewelry while on duty.
- 1700.11 No regulations pertaining to grooming standards are intended to be discriminatory.
- 1700.12 Jewelry that may become entangled in equipment, become caught, transfer heat to the skin, interfere with dexterity or the ability to manipulate emergency equipment or otherwise has the potential to injure or interfere with the performance of duties must not be worn while performing District operations.
- 1700.13 Approved uniforms for use while conducting District operations consist of District-purchased Class B uniform shirts, T-shirts, foot wear, coats, jackets and ball caps, as appropriate for current or expected weather conditions and duties. Other clothing provided by members should be in good, serviceable condition, without excessive wear.
- 1700.13.1 When responding to medical incidents, members will wear long-sleeved shirts, long pants, and closed-toed shoes, in addition to disposable PPE (“Universal Precautions”).

1700.13.2 TITLE: **PERSONNEL — Personal Appearance: Grooming Standards**

NUMBER: **1710**

ADOPTED: 21 MAY 2015

- 1710.10 Keep hair clean and neatly trimmed to present a well-groomed appearance while on duty. Long hair presents unnecessary hazards while working around equipment or wearing safety equipment.
- 1710.11 Do not allow facial hair or hair extending over the forehead to come between the skin and the seal of SCBA face piece in a manner that adversely affects the seal.

TITLE: **PERSONNEL — Personal Appearance: Uniform Standards**

NUMBER: **1720**

ADOPTED: 21 MAY 2015

MOKELUMNE HILL FIRE PROTECTION DISTRICT

Policies and Procedures

1720.10 Dress Uniform:

1720.10.1 Official tailored Class “B” uniform shirt, short or long sleeve, worn with matching blue slacks and black shoes.

1720.20 Daily Work Uniform:

1720.20.1 District-purchased T-shirt with logo - long or short sleeve, worn with clean blue-jeans or similar long pants.

TITLE: **PERSONNEL --- Minimum training requirement and minimum response requirement**

NUMBER: **1800** ADOPTED: 21 MAY 2015

1800.10 Members are required to attend training for a minimum of 4 hours per month.

1800.20 The District does not require a specific number of responses per month from active members. However, members are expected to, and strongly encouraged to respond to as many calls as possible. Failure to respond places an undue burden on other members who do respond, and the District is required to pay for worker’s compensation insurance for all members including members who do not respond and thus do not provide any benefit to the community.

1800.30 At the discretion of the Fire Chief, members who do not respond to incidents for a 60 day period may be placed on temporary inactive status or terminated.

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

NUMBER: **1810** ADOPTED: 21 MAY 2015

1810.10 A promotion is the formal classification change of a volunteer member or a member who is regularly employed within the District from his or her current rank to a higher rank. Members who work out of their classification in relief of a higher-ranking officer are not considered promoted.

1810.11 As far as is practicable and feasible, vacancies in positions within the District are filled by promotion of qualified members

1810.12 Promotional appointments within the District are subject to a six-month probationary period. A promoted member whose performance is deemed unsatisfactory during the probationary period may be reclassified to his or her prior rank.

1810.13 Procedures:

1810.14 Promotions are made to meet the requirements of the District for supervisory personnel, and are not utilized to reward members for service.

1810.15 Promotion is based solely on qualifications, not on seniority. Promotion is not automatic.

1810.15.1 Promotions are based on recommendations of other officers and evaluation by the Fire Chief of the candidate's ability to meet the minimum standards for knowledge, skills and experience as outlined within the Position Description for the position

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

NUMBER: **1820** ADOPTED: 21 MAY 2015

1820.10 A demotion is any reduction of a member to a position or classification (rank) having lesser responsibilities than his/her prior position or rank.

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

1820.12 Voluntary demotion may be initiated by any member who wishes to vacate a position in favor of a lesser position, provided:

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

1820.12.1 Any request for voluntary demotion must be written and include the effective date of demotion, the reason for the request and the position and rank requested.

MOKELUMNE HILL FIRE PROTECTION DISTRICT

Policies and Procedures

TITLE: **PERSONNEL — Status Changes: Reduction in Force (RIF)**
NUMBER: **1830** ADOPTED: 21 MAY 2015

1830.10 Economic conditions and other unforeseen circumstances may require adjustments in staff levels by means of a personnel Reduction in Force (RIF). This reduction may include reduction of number of staff or staff hours.

TITLE: **PERSONNEL — Disciplinary Action: General**
NUMBER: **1900** ADOPTED: 21 MAY 2015

1900.10 This policy applies to all District members.

1900.11 For purposes of this document the term “discipline” means, “imposition of a set of standardized rules of conduct or behavior expected of all members, and punishment imposed for failure to follow those rules.” Discipline may be positive or negative in its purpose.

1900.12 Before entering into the disciplinary process, the Fire Chief, or designee, is encouraged to take pre-disciplinary action to help the member develop suitable corrective action or avoid the undesirable conduct (**Section 1910**). Since no action is taken in behalf of the District, such discussions, warnings, coaching and counseling are not considered negative discipline, except when, during the process, a disciplinary action is deemed necessary.

1900.13 Disciplinary actions may be taken against any member for cause.

1900.14 Disciplinary actions may be based upon, but not necessarily limited to:

1. Violations of District rules and regulations
2. Violations of Standards of Conduct
3. Refusal or inability to improve job performance in accordance with written or oral direction after a prescribed time period
4. Failure to perform assigned duties
5. Failure to carry out orders or directives
6. Absence for an excessive period of time (30 days or more) without written notice to the District
7. Physical altercations
8. Acts that are discriminatory in nature toward another person’s race, creed, color, national origin, sex, age, religious beliefs, political affiliation or a perceived mental or physical disability
9. Spousal or child abuse conviction
10. Sexual or any other form of harassment (refer to definitions, section 1201.24)
11. Disobedience
12. Disorderly Conduct
13. Discourteous treatment of the public or other District member or member while on duty or when recognized as, or acting as, a representative of the District
14. Violation of any lawful or reasonable regulation or order made or given by a superior officer
15. Neglect of duty
16. Dishonesty
17. The use, possession, sale, purchase, transfer or being under the influence of, alcoholic beverages, illegal drugs or other intoxicants while on District premises or while on District business
18. Conviction of a felony or conviction of a misdemeanor involving moral turpitude or immoral conduct. A plea or verdict of guilty, conviction or a conviction following a plea of "No Contest" (*nolo contendere*), to a charge of a felony or any misdemeanor involving moral turpitude is deemed to be a conviction within the meaning of this policy.
19. Known use of, while on duty, or conviction for use or sale of, illegal drugs.

1900.15 Any member demoted during his or her probationary period following a promotional appointment may be reinstated in the position from which he or she was promoted, unless the reasons for cancellation of the promotional appointment would be cause for dismissal from service or employment.

1900.16 Any disciplinary actions that may result in written reprimand, suspension, demotion, reduction or dismissal shall be documented to the member.

MOKELUMNE HILL FIRE PROTECTION DISTRICT

Policies and Procedures

1900.17 The following classifications (ranks) are authorized to take the disciplinary actions indicated against members under his or her supervision. Any disciplinary action initiated by any supervisory member shall be in accordance with **Section 1910**.

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

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

NUMBER: **1910**

ADOPTED: 21 MAY 2015

1910.10 Pre-disciplinary actions include discussions, warnings, coaching and counseling. The pre-discipline process attempts to eliminate the causes of problems before they seriously hamper member effectiveness. The Fire Chief should place a summary record of the reason for the pre-disciplinary actions and a brief description of the action taken in the member's personnel file.

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

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

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

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

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

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

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

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

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

NUMBER: **1920**

ADOPTED: 21 MAY 2015

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

1920.11 **Disciplinary Action Categories**

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

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

MOKELUMNE HILL FIRE PROTECTION DISTRICT

Policies and Procedures

- Informs the member that failure to improve will result in additional negative disciplinary action.
- 1920.11.2 Suspension:** Written notice to the member that he or she is being temporarily removed from service for up to 30 calendar days. Suspensions are normally administered in cases involving misconduct, ongoing or repeated failure to perform assigned duties or chronic behavioral problems for which there seems to be no other appropriate response other than demotion or discharge.
- 1920.11.3 Demotion or Reduction:** Written notice to the member that she or he is being removed from her or his present position to one of lower rank. Typically, a demotion is imposed when a member is no longer able or willing to perform the duties of his or her present position, but may still function effectively at a lower level.
- 1920.11.4 Termination:** Written notice to the member that his or her service with the District is being terminated.
- 1920.12 Notice of Intent:** The Fire Chief shall present a **written notice of intent to discipline** to the member and ask him or her to sign to acknowledge receipt. The member's signature signifies receipt of the document, not necessarily agreement with its contents. In the case of the Board applying a disciplinary action against the Chief, the Board must provide written notice of intent to the Chief. A copy of the signed receipt shall be given to the member or Chief. If the member is not available, the notice shall be sent by certified mail to the person's last known address.
- 1920.12.1 Refusal to sign:** refusal to sign the receipt for a Notice of Intent is not required, but such refusal shall be noted on the Notice of Intent and the Notice of Intent will then be mailed by certified mail to the last known address of the intended recipient.
- 1920.13 Hearing:** Subsequent to delivering the Notice of Intent to the member, the Fire Chief shall meet with the member to provide the member the opportunity to state his or her case or present mitigating circumstances. During this hearing, the Chief shall provide a non-participative audience for the member to state her or his position and opinions — it is not a forum for discussion.
- 1920.14 Final Notice of Discipline:** After the hearing, provided the Fire Chief is still convinced discipline is appropriate, he or she shall serve the member with a **written final notice of discipline** and ask the member to sign it to acknowledge receipt. The member's signature signifies receipt of the document, not necessarily agreement with its contents. The disciplinary action shall become effective and be implemented immediately upon the decision of the Fire Chief.
- 1920.14.1** A copy of the final notice shall be provided to the member and a copy placed in the member's personnel file.

TITLE: **PERSONNEL — Disciplinary Action: Right of Appeal**

NUMBER: **1930**

ADOPTED: 21 MAY 2015

- 1930.10** Any regular member, other than probationary members, may appeal a final notice of discipline within ten working days of receipt of the notice. If the member does not file an appeal within the time allotted, the right of appeal is considered waived by the member.
- 1930.11** The appeal must be in writing and submitted to any Director, who must provide it to the Board Chair or designee. The appeal may, alternatively, be sent by certified mail to the Chair of the Board of Directors.
- 1930.12** The Board Chair or designee shall, if a regular meeting is more than one week in the future, schedule a special meeting at a date and time convenient to the member, any witnesses and a quorum of Board Members, to hear, discuss and act on the appeal. The Board shall review the circumstances and disciplinary action and interview the member, witnesses and the Fire Chief in an effort to make a decision regarding the action and appeal.
- 1930.13** The Board may amend, modify or revoke any or all of the charges in the notice or may amend, modify or cancel the disciplinary action.
- 1930.14** The decision of the Board of Directors concerning any appeal is final.

TITLE: **PERSONNEL — Complaint, Dispute and Problem Resolution**

NUMBER: **2000**

ADOPTED: 21 MAY 2015

- 2000.10** Complaints, disputes, and problem resolutions are operational issues and fall within the authority of the Fire Chief.
- 2000.11** Any member of the District may bring before the Fire Chief any complaint, dispute or problem (hereinafter "matter") involving interpretation or application of policies, rules, regulations, resolutions, procedures or directives, either pending or approved, working conditions, operations or member interfaces. It is recommended the member

MOKELUMNE HILL FIRE PROTECTION DISTRICT

Policies and Procedures

first discuss the matter with the Fire Chief to obtain a resolution. If the matter involves another member (e.g., personal issues), it is recommended the member raising the matter attempt to resolve it with the other member(s) without Chief or Board involvement.

2000.12 The member may orally present the complaint, dispute or problem to the Fire Chief within 30 calendar days after the member knew or reasonably should have known, of the circumstances which form the basis for the matter.

2000.13 When the matter is brought before the Fire Chief, the Chief, or designee, shall hold discussions with the member and other directly involved members and attempt to resolve the matter in a timely manner.

2000.14 If a resolution is not obtained by referral to the Fire Chief, the member may appeal the matter to the Board of Directors. Such appeal shall be written, and shall be sent by certified mail to the Chair of the Board of Directors.

2000.15 For matters submitted directly to the Board or referred by the Chief, the Board may address the matter at a time and in a manner that the Board deems appropriate. "Addressing" the matter includes reviewing the facts of the matter and hearing any oral information presented by the member who originally submitted the matter and other involved parties.

2000.16 The decision of the Board of Directors shall be final.

TITLE: **PERSONNEL — Separation: Categories**

NUMBER: **2100**

ADOPTED: 21 MAY 2015

2100.10 Resignation:

2100.10.1 Any member who wishes to resign in good standing is requested to give the Fire Chief 30 days advance written notice. If circumstances require that the resignation occur in less than 30 days, as much advance notice as possible should be given. The Fire Chief should notify the Board of Directors of resignations at the next regular Board meeting.

2100.10.2 The following are considered resignations **not** in good standing.

1. Absence from the District of 30 days without notice to the Fire Chief.
2. Failure to return from leave of absence as arranged with the District.

2100.11 Release:

2100.11.1 Members who are unable to perform satisfactorily during the probationary period may be released from District service at any time during their probationary period.

2100.12 Retirement:

2100.12.1 A member planning to retire from District service is requested to give the Fire Chief at least 30 days advance written notice.

2100.13 Reduction in Force:

2100.13.1 Refer to **Section 1830**.

2100.14 Dismissal:

2100.14.1 Upon appropriate notification to the member of his or her termination, the Fire Chief shall provide written notification to the District's bookkeeper of the termination.

2100.15 Death in the Performance of Duties or Otherwise:

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

TITLE: **PERSONNEL — Separation: Member Entitlements**

NUMBER: **2110**

ADOPTED: 21 MAY 2015

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

TITLE:

ADOPTED: 21 MAY 2015

MOKELUMNE HILL FIRE PROTECTION DISTRICT

Policies and Procedures

TITLE: **PERSONNEL — Discrimination/Harassment: Policy**
NUMBER: **2200** ADOPTED: 21 MAY 2015

- 2200.10** The following is the District's policy on discrimination and harassment, guidelines for handling violations of the policy and the related complaint-handling procedure, and applies to all District members.
- 2200.11** Harassment and discrimination are contrary to basic standards of conduct between individuals and are prohibited by Federal and State law. Members have a right to work in an environment that is free from all forms of harassment or discrimination. Violation of this policy may result in disciplinary action up to and including dismissal.
- 2200.12** Harassment in any form, whether based on sex, race, color, religion, belief, national origin, age, marital status, sexual orientation or physical or mental ability or disability, will not be tolerated and will lead to disciplinary action, up to and including dismissal.
- 2200.13** Any members who feel he or she has been discriminated against on the basis of sex, or sexually, or in any other manner harassed, should immediately report such incidents following the procedure described below, without fear of reprisal. Confidentiality will be maintained to the extent permitted by the circumstances. The District shall not retaliate against any member for reporting incidents of harassment.
- 2200.14** The District recognizes that complaints of harassment may be made where the offense was unintended or resulted from misunderstanding, or are false, and which may result in great harm to the accused member. The District shall act in such a manner as to protect the rights and reputation of the accused member until such time as an investigation has been completed and the complaint has been corroborated.
- 2200.15** Deliberately filing a false claim of harassment is, in itself, considered to be a form of harassment, and will be investigated as such. If the claim of harassment is found to be false the person filing the false complaint may be subject to disciplinary action.
- 2200.16** Harassment includes, but is not limited to, conduct (oral, written, physical or visual) which, in the member's belief, impairs his or her ability to perform the job, causes personal offense or affects self-esteem. Discrimination includes, but is not limited to, conduct that has the purpose or effect of creating an intimidating, hostile or offensive working environment or otherwise adversely affects an individual's employment opportunities.
- 2200.17** **Sexual Harassment:**
- 2200.17.1** Unsolicited and unwelcome sexual advances, suggestions, comments, innuendoes, etc., be they written, oral, physical or visual are all sexual harassment.
- 2200.17.2** Sexual harassment also manifests itself in other forms such as demeaning or derogatory remarks or displays of visually explicit objects or pictures. Examples:
1. Submission to that conduct or communication is made either explicitly or implicitly a term or condition of employment;
 2. Submission to or rejection of, that conduct or communication by a member or member is used as a basis for decisions affecting the member or member;
 3. Such conduct or communication has the potential to affect a member's or member's performance or attitude negatively or create an intimidating, hostile or otherwise offensive environment.

Examples of conduct which may be deemed sexual harassment:

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

MOKELUMNE HILL FIRE PROTECTION DISTRICT

Policies and Procedures

TITLE: **PERSONNEL — Discrimination/Harassment: Complaint Process**
NUMBER: **2210** ADOPTED: 21 MAY 2015

- 2210.10** Before proceeding with the following process, members are encouraged to first discuss the matter with the offending member and attempt to eliminate or resolve the discrimination or harassment condition.
- 2210.11** Any member who believes he or she is a victim of sexual or other harassment or discrimination should file a complaint within 48 hours, without fear of reprisal or embarrassment. The complaint may be oral or written (preferred) and should be delivered to the Fire Chief (preferred, when practical) or any Board member. Failure to do so impairs the District's ability to promptly remedy the situation.
- 2210.12** Whoever, Fire Chief or Board member, receives a discrimination or harassment complaint shall at all times endeavor to maintain the member's confidentiality and deliver a copy, or appropriate notes if the complaint was oral, to the Fire Chief, or if the complaint involves the Chief, to the Board Chair.
- 2210.13** Within 48 hours of the filing of a formal or informal complaint, even if it is withdrawn, the Fire Chief, Board Chair or designee, shall start an investigation.
- 2210.14** If the complaint was oral, the Fire Chief shall prepare a written statement of the complaint as presented by the complainant, and the complainant shall, upon review and approval of the content of the statement, sign the statement.
- 2210.15** A written record of any investigation shall be maintained in the personnel files of both the accused and the complainant.
- 2210.16** All discussions resulting from said investigations shall be kept confidential as possible under the circumstances. Confidentiality cannot be guaranteed in the event of legal action.
- 2210.17** The member who initiated the complaint has the right to be accompanied by an advocate when discussing alleged incidents. Said member shall be advised of this right prior to the commencement of such discussions.
- 2210.18** The accused member has the right to be accompanied by an advocate when being investigated or questioned. Said member shall be advised of this right prior to the commencement of such investigations.
- 2210.19** Upon conclusion of the investigation, appropriate action shall be taken by the Fire Chief or Board. If the investigation finds that the claim of harassment against the offender is valid, appropriate sanctions shall be taken against the offender. The nature of disciplinary action or sanctions administered shall be made known to the complainant.
- 2210.20** If the findings are inconclusive or do not support the allegations, such findings shall be provided to the complainant, and shall be noted in both the complainant's and the respondent's personnel files.
- 2210.20.1** Action taken to remedy a discrimination or harassment situation shall be done in a manner that protects potential future victims.
- 2210.20.2** The District shall make every effort to protect any member complaining of discrimination or harassment from any form of reprisal or retaliation.

TITLE: **PERSONNEL — Drug and Alcohol Abuse: General**
NUMBER: **2300** ADOPTED: 21 MAY 2015

- 2300.10** **Use of alcohol or other intoxicants on District property or in District vehicles**
- 2300.10.1** Consumption of alcohol or illegal drugs is prohibited on District property.
- 2300.10.2** No member may operate any District vehicle, or any private vehicle while engaged in District operations, while under the influence of any intoxicant, including alcohol, illegal drugs, or legal drugs which may affect the member's ability to operate such vehicle.
- 2300.10.3** For purposes of this section, a blood alcohol content of 0.040% or greater is considered to be "under the influence."
- 2300.10.4** The District does not provide for the cost of treatment for addiction or abuse.

MOKELUMNE HILL FIRE PROTECTION DISTRICT

Policies and Procedures

2300.10.5 Each member is responsible for managing his or her own behavior in compliance with District policies. If a member has an alcohol or drug problem, he or she is expected to seek assistance for that problem. The failure to take this step will be considered willful, and subsequent job performance deficiencies may be treated as a disciplinary matter.

2300.11 Rationale:

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

2300.11.2 Members are prohibited from being under the influence of drugs, alcohol or other controlled or uncontrolled substances which may affect their abilities when responding to alarms or performing other duties.

2300.11.3 The District does not wish to overly intrude into the private lives of its members to accomplish the goal of establishing and maintaining a work environment that is free from the adverse effects of drugs or alcohol abuse. Therefore, in conformance with this goal, policies have been established to provide different methods of dealing with confirmed, suspected or admitted drug or alcohol abuse which allow the District to serve the best interests of the public.

2300.11.4 These methods are:

1. Disciplinary action for confirmed on-duty drug or alcohol use.
2. Non-disciplinary member-initiated referral for admitted use or abuse.
3. Non-disciplinary, District-initiated referral for suspected use or abuse.
4. Stand-down policy: Any member of the District may order any other member of the District to “stand down” from any emergency or non-emergency response if the member is suspected of being “under the influence” of any substance that may affect the ability of the member to perform safely. No member may refuse to stand down if so instructed. Failure to stand down when so ordered is a severe breach of discipline and shall result in appropriate disciplinary action. All such stand-down orders shall be referred to the Fire Chief for review.
5. In the event that the member ordered to stand down is the Fire Chief, the stand-down order shall be referred to the Chair of the Board of Directors.

TITLE: **PERSONNEL — Drug and Alcohol Abuse: Disciplinary Process**

NUMBER: **2310**

ADOPTED: 21 MAY 2015

2310.10 The sale, possession, purchase or transfer of drugs, alcohol (except for unopened liquor which is temporarily in the station), or other controlled substances by any District member on District property, in District property (vehicles) or work sites is prohibited. Violation of this policy will result in the **immediate** initiation of dismissal proceedings.

2310.11 For the purpose of applying the following, being under the influence of drugs, alcohol or other controlled substances means being impaired in any way from fully and proficiently performing job duties or having a detectable amount of said substances in one's body.

2310.12 The use of alcohol or drugs while on duty is considered abuse. Any member whose conduct, appearance, speech or other characteristics create a reasonable suspicion of involvement with or influence of, said substances will be taken to a medical facility and be subject to testing at District expense.

2310.12.1 Any member who is reasonably suspected of involvement with or on-duty use of drugs and/or alcohol and refuses to cooperate in the drug or alcohol testing will be terminated.

2310.12.2 Immediately prior to drug or alcohol testing, the member shall complete a consent and release form. Refusal to complete a consent and release form is grounds for termination.

2310.13 When the results of drug or alcohol testing are “positive,” the Fire Chief:

- Shall suspend the member pending a review by the Fire Chief;
- Shall initiate disciplinary action in accordance with **Section 1920**, for the confirmed use of illegal drugs, the illegal or improper use of controlled or uncontrolled substances, or alcohol intoxication on duty, up to and including dismissal.

2310.14 The member may request the samples taken for the test be sent to a second laboratory of his or her choice for confirmation testing at his or her expense.

TITLE: **PERSONNEL — Drug and Alcohol Abuse: Routine Testing**

MOKELUMNE HILL FIRE PROTECTION DISTRICT

Policies and Procedures

NUMBER: 2320

ADOPTED: 21 MAY 2015

2320.10 The District retains the right to require **routine drug or alcohol testing or screening** of members under the following conditions:

1. Pre-employment
2. Routine physical examinations;
3. Immediately following any serious vehicle accident.

2320.11 A member's positive test result is "cause" for discipline. The Fire Chief shall initiate disciplinary action in accordance with **Section 1920**, and inform the member that he or she has the right to request the samples taken for the test be sent to a second laboratory of his or her choice for confirmation testing at his or her expense.

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

TITLE: **PERSONNEL — Drug and Alcohol Abuse: Reasonable Suspicion Testing**

NUMBER: 2330

ADOPTED: 21 MAY 2015

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

2330.11 When the Fire Chief is initiating testing on the basis of reasonable suspicion, he or she shall document, **in writing**, the specific facts, symptoms or observations that formed the basis for his or her determination that reasonable suspicion existed sufficient to warrant testing the member.

TITLE: **PERSONNEL — Drug and Alcohol Abuse: Off-duty DUI Conviction**

NUMBER: 2340

ADOPTED: 21 MAY 2015

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

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

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

TITLE: **ILLNESS AND ILLNESS PROTECTION PROGRAM (IIPP)**

NUMBER: 3000

ADOPTED: 21 MAY 2015

3000.10 The Board and Fire Chief shall communicate to all members pertinent safety and health issues in accordance with OSHA guidelines.

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

3000.12 The District recognizes that the duties of a Firefighter/EMT often require strenuous physical exertion and it is necessary for all Firefighters/EMTs to be physically fit in order to both reduce risk of injury to themselves and fully support firefighting activities. Toward that end, the District may provide a physical exam for each new Firefighter prior to acceptance as a Firefighter responding to calls. Further, each Firefighter may be examined for physical fitness periodically as required in **Section 1500** for the member's position. The Fire Chief shall use the recommendation of the examining physician as a basis for assignment of duties.

3000.12.1 Refusal to submit to a scheduled medical exam may be grounds for disciplinary action, including suspension or dismissal.

3000.12.2 The examining physician shall complete a Department of Motor Vehicles (DMV) Medical Exam Report for Firefighters who need a Commercial Class A, B or Ambulance Driver License for the performance of their duties.

MOKELUMNE HILL FIRE PROTECTION DISTRICT

Policies and Procedures

Firefighter and Non-Commercial Class B License requires only that the driver complete a DMV Health questionnaire to satisfy licensing requirements.

3000.12.3 A licensed doctor of medicine or osteopathy, designated by the District to provide professional expertise in the areas of occupational safety and health as they relate to emergency services, shall conduct the physical or medical examination.

3000.12.4 The examination shall meet the requirements of the Department of Motor Vehicles.

3000.13 Physical examination results shall be placed in and be retained in the Firefighter's medical file.

TITLE: **EQUIPMENT**

NUMBER: **4000**

ADOPTED: 21 MAY 2015

4000.10 The Fire Chief or designated member shall ensure District equipment, including issued personal safety gear, hardware and vehicular, are physically inventoried at least annually.

4000.11 Vehicular equipment shall be inventoried and inspected each week, with any missing items noted on the check off sheet. Critical missing items shall be promptly replaced or reported to Fire Chief. Firefighters shall return all equipment issued to them to the District upon leaving the District.

4000.12 Firefighters shall replace equipment lost or damaged through willful act. The District reserves the right to recover the cost of such items through legal action or by deduction from reimbursement or salary, if necessary.

4000.13 **Equipment Identification:**

4000.13.1 The Fire Chief or designated member shall ensure all hard items owned by District with an original cost greater than \$200.00 are identified by having appropriate identification affixed to them.

4000.14 **Vehicle Checks:**

4000.14.1 The Fire Chief or designated member shall ensure all emergency vehicles are checked each week.

4000.14.2 Following each response, the drivers of responding vehicles shall perform a "post response" vehicle check to ensure it is ready for the next dispatched call.

MOKELUMNE HILL FIRE PROTECTION DISTRICT

Policies and Procedures

TITLE: EMERGENCY AND NON-EMERGENCY RESPONSE
NUMBER: 5005 ADOPTED: 27 MARCH 2015

5005.10

Standard Operating Guideline for emergency and non-emergency response

1) District personnel and District apparatus shall respond, when sufficient personnel who are in fit condition and adequately trained are available to respond, to all emergency (Code 3) alarm dispatches.

2) District personnel and District apparatus may respond to non-emergency (Code 2) alarm dispatches at the discretion of the senior Officer present. An Officer capable of making this decision shall have the rank of Captain or higher.

3) Non-emergency dispatches to a person or location within the District which exceed five (5) calls in any 365-day period are considered abusive of personnel and resources. Services to such abusive persons or locations may, at the discretion of the senior Officer present, be refused.

Rationale: 1) Under the California Health and Safety code, section 13801 (see below), the District was established to provide emergency first response to residents. The District has limited tax-payer-funded finances and other resources. District personnel must be accountable to the residents of the District for the wise and proper use of apparatus and other resources. Excessive non-emergency use of apparatus and personnel is not justifiable. 2) All dispatches require volunteer first responders to cease their normal activities in order to respond to an alarm. Non-emergency responses unnecessarily disrupt the lives and activities of first responders. 3) Non-emergency responses may unnecessarily expose first responders to biohazard or other health and safety risks.

Cal. Health & Safety Code §13801.

The Legislature finds and declares that the local provision of fire protection services, rescue services, emergency medical services, hazardous material emergency response services, ambulance services, and other services relating to the protection of lives and property is critical to the public peace, health, and safety of the state. Among the ways that local communities have provided for those services has been the creation of fire protection districts. Local control over the types, levels, and availability of these services is a long-standing tradition in California which the Legislature intends to retain. Recognizing that the state's communities have diverse needs and resources, it is the intent of the Legislature in enacting this part to provide a broad statutory authority for local officials. The Legislature encourages local communities and their officials to adapt the powers and procedures in this part to meet their own circumstances and responsibilities.

TITLE: **EMERGENCY RESPONSE — District Vehicles**
NUMBER: **5010** ADOPTED: 21 MAY 2015

5010.10 Code 3 dispatch shall use emergency lights and siren. Responding engines should be staffed with three Firefighters, if possible. Water tenders and rescue vehicles may respond with one Firefighter. In no case, may a District vehicle

MOKELUMNE HILL FIRE PROTECTION DISTRICT

Policies and Procedures

be driven with more people than there are seat belts. The driver shall not move a vehicle until all persons on board are properly attired and have their seatbelts fastened.

- 5010.11** Firefighters responding to a dispatched call shall wear safety clothing and equipment designated by the Fire Chief for the type of incident expected; refer Appendix C - PPE requirements.
- 5010.12** Drivers may not back up a vehicle without assistance, unless he or she is alone and has established that it is safe to do so by making a “walk around” inspection.
- 5010.13** Drivers shall place wheel chocks to prevent accidental movement of unoccupied vehicles.
- 1520.10** **Code 2** non-emergency dispatch - see Appendix D

TITLE: **EMERGENCY RESPONSE — Private Vehicles**

NUMBER: **5020**

ADOPTED: 21 MAY 2015

- 5020.10.1** Any member responding to a call to either the station or scene of an emergency in a private vehicle shall operate the vehicle safely and in conformance with the California Vehicle Code regulations applicable to operating private motor vehicles. This includes ensuring the vehicle is registered and the operator is insured to operate the motor vehicle.
- 5020.10.2** Notwithstanding 5020.10.1, members are strongly discouraged from responding to incidents in private vehicles unless exceptional circumstances require such response.
- 5020.10.3** Members shall not respond in private vehicles occupied by children under the age of 15 years when such children might be left unsupervised in the vehicle at an incident.

TITLE: **DISTRICT PROPERTY**

NUMBER: **7000**

ADOPTED: 21 MAY 2015

- 7000.10
- a. Members shall not change, alter, add to or remove any equipment from any station or apparatus for non-District purposes without first receiving proper authorization from the Duty Officer.
 - b. District facilities shall not be used for any purpose other than fire department business without express approval of the Chief.
 - c. Members shall not obligate the Mokelumne Hill Fire Protection District for the expenditure of public funds without the approval of the Chief Officer or the Chief’s designee...
 - d. Members shall not sell, give away, misuse or in any way dispose of any property belonging to the Mokelumne Hill Fire Protection District, nor shall a member loan or appropriate for personal use any such property without authorization of the District Board and proper record keeping.
 - e. Every member shall immediately report the loss of any Fire District property to the Duty Chief. Such loss shall be documented on the Report of Loss/Damage form.

TITLE: **OSHA-MANDATED POLICIES:**

NUMBER: **8000**

ADOPTED: 21 MAY 2015

- 8010.10 OSHA-compliant policies concerning Injury and Illness are incorporated by reference: see Appendix B.

District Member Acknowledgement

MOKELUMNE HILL FIRE PROTECTION DISTRICT

Policies and Procedures

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

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

Print Name

Signature

Date

MOKELUMNE HILL FIRE PROTECTION DISTRICT

Policies and Procedures

Appendix A - The Firefighter's Code of Ethics

Firefighter Code of Ethics

Background

The Fire Service is a noble calling, one which is founded on mutual respect and trust between firefighters and the citizens they serve. To ensure the continuing integrity of the Fire Service, the highest standards of ethical conduct must be maintained at all times.

The purpose of this National Firefighter Code of Ethics is to establish criteria that encourages fire service personnel to promote a culture of ethical integrity and high standards of professionalism in our field. The broad scope of this recommended Code of Ethics is intended to mitigate and negate situations that may result in embarrassment and waning of public support for what has historically been a highly respected profession.

Ethics comes from the Greek word *ethos*, meaning character. Character is not necessarily defined by how a person behaves when conditions are optimal and life is good. It is easy to take the high road when the path is paved and obstacles are few or non-existent. Character is also defined by decisions made under pressure, when no one is looking, when the road contains land mines, and the way is obscured. As members of the Fire Service, we share a responsibility to project an ethical character of professionalism, integrity, compassion, loyalty and honesty in all that we do, all of the time.

We need to accept this ethics challenge and be truly willing to maintain a culture that is consistent with the expectations outlined in this document. By doing so, we can create a legacy that validates and sustains the distinguished Fire Service institution, and at the same time ensure that we leave the Fire Service in better condition than when we arrived.

www.FirefighterBehavior.com 1-21-2011 www.FirefighterBehavior.com 1-21-2012

MOKELUMNE HILL FIRE PROTECTION DISTRICT

Policies and Procedures

Fire Fighter Code of Ethics

I understand that I have the responsibility to conduct myself in a manner that reflects proper ethical behavior and integrity. In so doing, I will help foster a continuing positive public perception of the fire service. Therefore, I pledge the following

- Always conduct myself, on and off duty, in a manner that reflects positively on myself, my department and the fire service in general.
- Accept responsibility for my actions and for the consequences of my actions.
- Support the concept of fairness and the value of diverse thoughts and opinions.
- Avoid situations that would adversely affect the credibility or public perception of the fire service profession.
- Be truthful and honest at all times and report instances of cheating or other dishonest acts that compromise the integrity of the fire service.
- Conduct my personal affairs in a manner that does not improperly influence the performance of my duties, or bring discredit to my organization.
- Be respectful and conscious of each member's safety and welfare.
- Recognize that I serve in a position of public trust that requires stewardship in the honest and efficient use of publicly owned resources, including uniforms, facilities, vehicles and equipment and that these are protected from misuse and theft.
- Exercise professionalism, competence, respect and loyalty in the performance of my duties and use information, confidential or otherwise, gained by virtue of my position, only to benefit those I am entrusted to serve.
- Avoid financial investments, outside employment, outside business interests or activities that conflict with or are enhanced by my official position or have the potential to create the perception of impropriety.
- Never propose or accept personal rewards, special privileges, benefits, advancement, honors or gifts that may create a conflict of interest, or the appearance thereof.
- Never engage in activities involving alcohol or other substance use or abuse that can impair my mental state or the performance of my duties and compromise safety.
- Never discriminate on the basis of race, religion, color, creed, age, marital status, national origin, ancestry, gender, sexual preference, medical condition or handicap.
- Never harass, intimidate or threaten fellow members of the service or the public and stop or report the actions of other firefighters who engage in such behaviors.
- Responsibly use social networking, electronic communications, or other media technology opportunities in a manner that does not discredit, dishonor or embarrass my organization, the fire service and the public. I also understand that failure to resolve or report inappropriate use of this media equates to condoning this behavior.

_____ Signature _____ Date

MOKELUMNE HILL FIRE PROTECTION DISTRICT

Policies and Procedures

Appendix B-1: Injury and Illness Prevention Program

Adopted as Board Resolution 2013-2.1 on February 21, 2013; Reviewed 15 May 2015

Mokelumne Hill Fire Protection District Injury and Illness Prevention Program (IIPP)

(REV. Feb. 2013)

Table of Contents

- I. Introduction and purpose
- II. Responsibilities
- III. Identifying workplace hazards
- IV. Communicating workplace hazards
- V. Correcting workplace hazards
- VI. Investigating injuries and illnesses
- VII. Member health and safety training
- VIII. Ensuring compliance
- IX. Record keeping

Appendix

MOKELUMNE HILL FIRE PROTECTION DISTRICT

Policies and Procedures

Buildings occupied by this Department

As of 22 February 2013 the Mokelumne Hill Fire Protection District occupies only one building, located at 8160 Church St., Mokelumne Hill, CA 95245

I. Introduction and purpose

It is the policy of the Mokelumne Hill Fire Protection District to maintain a safe and healthy work environment for each member and contract employee, and to comply with all applicable occupational health and safety regulations. This Injury and Illness Prevention Plan (IIPP) is intended to establish a framework for identifying and correcting workplace hazards within the department, while addressing legal requirements for a formal, written IIPP.

II. Responsibilities

Fire Chief Officer of the Department (“Fire Chief”)

The Fire Chief has primary authority and responsibility to ensure departmental implementation of the IIPP and to ensure the health and safety of department members. This is accomplished by communicating the Mokelumne Hill Fire Protection District’s emphasis on health and safety, analyzing work procedures for hazard identification and correction, ensuring regular workplace inspections, providing health and safety training, and encouraging prompt member reporting of health and safety concerns without fear of reprisal.

The Fire Chief is responsible for maintaining records showing Hepatitis-B inoculation status and Respiratory Clearance. These records are to be maintained in the member’s personnel file, and are confidential.

Department Safety Committee

The Safety Committee meets at least once per quarter. The date of each meeting, the quarter to which it applies, and the Members of the Committee at the time of that meeting will be recorded in the minutes of the meeting. Minutes of the meeting, documentation of safety issues considered at the meeting, and the resolution of each issue considered will be forwarded to the Fire Chief Officer of the District, and will be kept for a period of at least seven years.

The Safety Committee has ongoing responsibility to maintain and update the Department IIPP, in consultation with the Fire Chief and the SOP Committee of the Board of Directors of the District. The Safety Committee assesses departmental compliance with applicable regulations and policies, evaluates reports of unsafe conditions, and coordinates necessary corrective actions.

The Safety Committee includes the Fire Chief or his/her designee, at least one other officer, and at least one Firefighter with a rank less than Captain. Membership on the Safety Committee is voluntary except for the Fire Chief. Membership may rotate periodically.

Unsafe conditions that cannot be immediately corrected by a member or his/her supervisor must be isolated to prevent exposure and clearly identified by tag-out, placard, flagging, or other warning signage. Unsafe conditions that cannot be immediately corrected must be reported to the Fire Chief by filling out a “Report of unsafe working conditions/unsafe equipment” form available in the meeting room on the OSHA notice board.

Timely correction of workplace hazards will be tracked by the Safety Committee which will receive and review reports of unsafe conditions, workplace inspection reports, and injury reports. Specifically, the Committee will:

MOKELUMNE HILL FIRE PROTECTION DISTRICT

Policies and Procedures

- Review the results of periodic, scheduled workplace inspections to identify any needed safety procedures or programs and to track specific corrective actions.
- Review supervisors' investigations of accidents and injury reports to ensure that all causes have been identified and corrected.
- Where appropriate, submit suggestions to management for the prevention of future incidents.
- Review alleged hazardous conditions reported to the Fire Chief or any committee member, determine necessary corrective actions, and, work through the chain of command to assign responsibility for and timelines for corrective action.
- Submit recommendations to assist management in the evaluation of member safety suggestions.

The Safety Committee must prepare and make available to all Departmental personnel written minutes of issues discussed at the Committee meetings. These minutes must be posted on the notice board in the Station meeting room and maintained on file for at least one year.

Training officer

The Department Training Officer has responsibility for scheduling yearly training of the IIPP. The Training Officer is also responsible for recording attendance at mandated training to assure that all members receive annual training.

Officers and Members

It is the responsibility of all members to comply with all applicable health and safety regulations, Mokelumne Hill Fire Protection District policies, and established safe work practices. These include, but are not limited to;

- Promptly correcting identified hazards and warning other members about defective equipment and hazards.
- Following all safe operating procedures and precautions.
- Modeling and enforcing safe and healthful work practices.
- Utilizing appropriate safety devices and PPE.
- Implementing measures to eliminate or control workplace hazards.
- Taking part in health and safety training sessions.
- Reviewing the building emergency plan.
- Reporting unsafe work conditions immediately to a supervisor or the Fire Chief.

All members of the Department are responsible for maintaining Department equipment and work areas in a safe and healthful condition.

All members have the responsibility to stop any member's work that poses an imminent hazard to any member or other individual.

III. Identifying Workplace Hazards

Annual workplace inspections of all work and administrative areas will be conducted for the purpose of identifying workplace hazards. Additional inspections will be conducted when new apparatus, equipment, potentially hazardous materials or procedures

MOKELUMNE HILL FIRE PROTECTION DISTRICT

Policies and Procedures

are introduced into work areas, or when new hazards are identified. Inspections shall be made by or under the direction of an Officer of Captains' rank or higher. Written reports of hazards found, if any, and actions taken to eliminate such hazards, will be submitted to the Safety Committee and the Fire Chief.

All members are responsible for identifying hazards or potential hazards and promptly notifying other members, their supervisor, or the Fire Chief of the existence of hazards. Where hazards can be immediately corrected, it is the responsibility of all members to do so.

Where a hazard is identified and no immediate correction is possible, the work area affected by the hazard is to be immediately evacuated, posted, and isolated. A "Report of Unsafe Working Condition/Unsafe Equipment" form, available in the meeting area, is to be completed and turned in to Safety Committee or the Fire Chief. Such reports may be made anonymously. The Fire Chief has ultimate responsibility for removing hazards and correcting unsafe conditions.

IV. Communicating workplace hazards

All members are responsible for communicating to other members about identified hazards to health and safety, without fear of reprisal. Hazards which cannot immediately be eliminated are to be isolated, clearly labeled by placard or black and yellow "hazard tape", and reported to the Safety Committee or the Fire Chief. If necessary, qualified outside professionals will be contacted and hired to remediate the hazard.

In addition, written notice of identified hazards is to be placed prominently on white-boards and notice boards in the meeting area until the hazard is eliminated.

Material Safety Data Sheets (MSDS's) for chemicals in use by Department Personnel will be kept in an accessible location near the work bench in the engine bay. Missing MSDS's will be requested by fax from the manufacturer.

Equipment operating manuals

All equipment will be operated in accordance with the manufacturer's instructions, as specified in the equipment operating manual. Equipment manuals are kept in an unlocked filing cabinet close to the engine bay.

All members required to operate hazardous equipment are required to read the operating manual prior to operating the equipment for the first time. Training in the use of equipment will be provided as part of the regular, scheduled training process.

V. Correcting Workplace Hazards

Hazards identified as a result of scheduled periodic inspection or during normal operations must be corrected by the member or supervisor in control of the work area. Correction of unsafe conditions is expected to be done as quickly as possible after the hazard is identified.

Procedures to be followed in correcting the identified hazard may include, but are not limited to, the following;

- Tagging unsafe equipment "Do Not Use Until Repaired", "Out of Service", or similar notice.
- Stopping unsafe work practices and providing training on proper procedures before work resumes.
- Reinforcing the need for proper Personal Protective Equipment (PPE) and ensuring its availability.
- Isolating areas that have chemical spills, hazardous materials, or other hazards and communicating the hazard to a supervisor and other members until the hazard can be properly removed.

For hazards that cannot be immediately eliminated a "Report of Unsafe Working Condition/ Unsafe Equipment" form must be completed and given to the Safety Committee or the Fire Chief. The Fire Chief is ultimately responsible for correcting the hazard.

MOKELUMNE HILL FIRE PROTECTION DISTRICT

Policies and Procedures

VI. Investigating injuries and illnesses

Injury reporting

Members who have a work-related injury must report the injury immediately to their supervisor. If the injury requires more than minor first aid the injured member will be transported to

Mark Twain Hospital Emergency Department
768 Mountain Ranch Rd.
San Andreas, CA 95249
(209) 754-3521

The member's supervisor will ensure that the "Employer's Report of Occupational Injury or Illness" and a "Workers' Compensation Claim Form" are completed properly and submitted to the Workers' Compensation Office.

Cal OSHA's "Employer's Report of Occupational Injury or Illness" is available for online submission at www.statefundca.com/pdf/e3067.pdf

The Department of Workers' Compensation's "Workers' Compensation Claim Form" is available for online submission at www.dir.ca.gov/dwc/dwcform1.pdf

If the injured member saw a health care provider the supervisor should obtain a medical release allowing the member to resume his/her duties before permitting him/her to return to duty. The health care provider must stipulate tasks that must be avoided or work conditions that must be altered before the member resumes his full duties.

Injury Investigation

The Safety Committee or the Fire Chief is responsible for determining and correcting the cause(s) which resulted in the injury. Specifically, the investigation must;

- Examine the work station where the injury occurred for causative factors.
- Examine equipment used which contributed to or caused the injury.
- Review established procedures to ensure they were adequate and were followed.
- Review training records of all affected members.
- Determine all contributing causes to the accident.
- Take corrective actions to prevent the accident from recurring.
- Record all findings and actions taken.

The Safety Committee will review each accident or injury report to ensure that the investigation was thorough and that all corrective actions are completed. The Fire Chief will ensure that corrective actions are taken within a reasonable period of time following the investigation.

VII. Member health and safety training

IIPP training

Member health and safety training, including the IIPP, is provided annually as part of the Department Training Matrix. Training is documented on a MHFPD Training Sign-up Sheet (modeled on the Calfire IIPP-6, REV. 12/04).

MOKELUMNE HILL FIRE PROTECTION DISTRICT

Policies and Procedures

New members will be trained on the IIPP program as soon as possible after they are accepted into the Department, and before they are allowed to participate on responses. The Training Officer or Fire Chief is responsible for ensuring that this training is provided in a timely manner.

Training on specific hazards

In addition to regular training on Fire Department methods and procedures, training will be provided on;

- Disaster preparedness and response, including coordination with other agencies and providers.
- Back care, body mechanics, and proper lifting techniques.
- Hazard communication.
- Reporting procedures.
- Work area, vehicle, and station maintenance.
- Other hazards as they are identified.

VIII. Ensuring compliance

Performance of duties in compliance with established safe and healthful work practices and Department policy is expected of all members. Reporting of unsafe or unhealthy work conditions is expected of all members and will not result in any form of discrimination or penalty, and will not reflect on job performance evaluations.

Repeated failure to comply or willful and intentional noncompliance may result in progressive disciplinary measures up to and including termination.

IX. Recordkeeping

Records of periodic, scheduled inspections of work areas and administrative areas shall be maintained for a period of 5 years in the Captains' office.

Records of "Unsafe Working Conditions/Unsafe Equipment", including actions taken to correct them, shall be maintained in the Fire Chief's office or the Board of Directors' document storage safe for a period of at least 7 years.

Training records shall be maintained for a period of at least 7 years. Records from the current fiscal year shall be maintained in the Training Officer's file cabinet. Records from prior years shall be maintained in the Board of Directors' document storage safe presently located in the Department meeting room.

Records of accidents resulting in significant injury or death, including copies of mandated Cal OSHA and Workers' Compensation forms, shall be maintained in the Board of Directors' document storage safe presently located in the Department meeting room. Copies of all relevant documents shall also be placed in the personnel file of the injured member.

MOKELUMNE HILL FIRE PROTECTION DISTRICT

Policies and Procedures

Appendix B-2: Mokelumne Hill Fire Protection District Exposure Control Plan for Blood-borne Pathogens

Revised March 2013; Reviewed 15 May 2015

The following Exposure Control Plan for Blood-borne Pathogens (BBP) is instituted to meet State of California (Cal OSHA) requirements. It is intended to ensure that all personnel are equipped and trained to provide a healthy and safe workplace for department members.

To meet the District Exposure Control Plan for Blood-borne Pathogens training requirements, training for all members will be provided at least once per year. The training will review the District's Blood-borne Pathogen Protection Plan (BBPP), availability of Hepatitis-B vaccination at District expense, required PPE, reporting requirements for potential or actual exposure to blood or Other Potentially Infectious Material (OIPM), follow-up procedures for exposures, and other topics as appropriate.

Effective Date: 21 March 2013; Reviewed 15 May 2015

Fire District Chief Administrative Officer: David H. Spitzer, Fire Chief

Fire District Safety Coordinator: _____

District Training Officer: _____

Training documentation and other safety-related documents can be found in Appendix A of this document.

MOKELUMNE HILL FIRE PROTECTION DISTRICT

Policies and Procedures

Mokelumne Hill Fire Protection District Policy on the use of “Sharps”

It is the policy of the Mokelumne Hill Fire Protection District that Firefighters do not use or handle “sharps” as part of their duties. Sharps are to be used only by qualified personnel working as ambulance or hospital or medical clinic employees.

As defined by OSHA, ‘sharps’ are objects that can penetrate a worker’s skin, such as needles, scalpels, broken glass, capillary tubes and the exposed ends of dental wires. If blood or other potentially infectious materials (OPIM), as defined in the OSHA Blood-borne Pathogens standard (29 CFR 1910.1030), are present or may be present on the sharp, it is by definition a contaminated sharp and appropriate personal protective equipment must be worn if the sharp must be handled.

As defined by OSHA, ‘sharps with engineered sharps injury protections’ means a non-needle sharp or a needle device used for withdrawing body fluids, accessing a vein or artery, or administering medications or other fluids, with a built-in safety feature or mechanism that effectively reduces the risk of an exposure incident.

As defined by OSHA, ‘needleless systems’ means (1) a device that does not use needles for the collection of bodily fluids or withdrawal of body fluids after initial venous or arterial access is established; (2) The administration of medication or fluids; or (3) Any other procedure involving the potential for occupational exposure to blood-borne pathogens due to percutaneous injuries from contaminated sharps.

District Policy is that Firefighters
DO NOT HANDLE ANY SHARPS
irrespective of type!

If an accidental exposure occurs due to a needle stick or other sharp injury:

- The affected Firefighter MUST IMMEDIATELY REPORT THE INJURY TO HIS/HER SUPERVISOR, and
- THE SUPERVISOR MUST FILL OUT A *SHARPS INJURY LOG (form 66-201)* available in the meeting room of the Station and notify the Fire Chief as soon as feasible.

MOKELUMNE HILL FIRE PROTECTION DISTRICT

Policies and Procedures

Exposure Control Plan for Blood-borne Pathogens Policy

The Mokelumne Hill Fire Protection District shall maintain an Exposure Control Plan for Blood-borne Pathogens (BBP Program) in order to promote safe work practices and to provide an environment that minimizes the incidents of illness and injury related to occupational exposure to blood-borne pathogens. This plan complies with Title 8, California Code of Regulations (CCR), Section 5193, of the General Industry Safety Orders. The Plan shall:

1. Protect District members (including all paid and volunteer at-will personnel) from the health hazards associated with blood-borne pathogens; and,
2. Provide appropriate treatment and counseling should a members be exposed to blood-borne pathogens.

The BBP Program shall be accessible to all members of the District.

The BPP Program shall be reviewed and updated as necessary, but not less than annually and whenever necessary to:

- Incorporate new or modified tasks and procedures that affect occupational exposures;
- Include new or revised Firefighter positions with occupational exposures;
- Review and evaluate exposure incidents that occurred since the previous update; and,
- Review and respond to information indicating that the BBP Program is deficient in any area.

This BBP Program includes the following elements:

- Responsibility;
- Exposure determination;
- Hepatitis B vaccination;
- Post exposure evaluation and follow-up;
- Communication of hazards;
- Information Dissemination and Training; and,
- Record keeping.

MOKELUMNE HILL FIRE PROTECTION DISTRICT

Policies and Procedures

Responsibilities

Board of Directors

The Board of Directors of the Mokelumne Hill Fire Protection District has the ultimate responsibility and authority to:

- Review and approve the BBP Program; and,
- Approve budget to implement the BBP Program elements.

Fire Chief or his/her designee

The Fire Chief or his/her designee has the responsibility to

- Provide periodic updates of BBP Program activity to the Board of Directors;
- Allocate resources to implement BBP Program elements;
- Ensure the BBP Program is reviewed and updated when necessary, at least annually;
- Hold all employees accountable for completing responsibilities as outlined below.

BBP Program administrator / Safety officer

The Mokelumne Hill Fire Protection District “Safety Officer” is the designated BBP Program Administrator and has the responsibility to:

- Monitor Firefighters’ compliance with the BBP Program. Specifically:
 - Firefighters shall be offered Hepatitis-B vaccination, provided at District expense if the Firefighter accepts;
 - Firefighters attend annual training as specified in the Department SOPs;
 - Firefighters wear PPE in accordance with Department SOPs.
- Ensure all Firefighters are provided training and offered Hepatitis-B (HBV) vaccinations within 60 days of acceptance into the Department, unless they have signed the declination form.
- Establish an agreement with an occupational health clinic or hospital to provide HBV vaccinations and post-exposure follow-up;
- Establish initial and annual training about the Department’s BBP Program;
- Participate in the Safety Committee; and,
- Ensure unsafe conditions and practices are corrected.

The Safety Officer may, with approval of the Fire Chief or his/her designee, delegate training responsibility and record keeping responsibility to other Department Fire Officers, but the Safety Officer remains accountable for those activities.

MOKELUMNE HILL FIRE PROTECTION DISTRICT

Policies and Procedures

Firefighter medical records, including vaccination records and records of possible or actual exposure to communicable diseases, are confidential and accessible only by the Fire Chief, Personnel Officer (if one is appointed), the affected member, persons having the member's written consent, or Cal OSHA.

Firefighter responsibilities

Firefighter responsibilities while on duty include, but are not limited to:

- Knowing which tasks performed have occupational exposure risks;
- Attending annual blood-borne pathogen training;
- Complying with safe work practices, including notifying immediate supervisors when safety concerns arise;
- Using good personal hygiene habits; and,
- Notifying the Fire Chief or his/her designee, his/her supervisor, or the Safety Committee *immediately* in the event of an exposure or possible exposure.

Exposure Determination

Occupational exposure means *reasonably* anticipated skin, eye, mucous membrane, or potential contact with blood or other potentially infectious materials (OPIM) that may result from the performance of a Firefighter's duties.

Other potentially infectious materials (OPIM) include, but are not limited to, semen, vaginal secretions, cerebrospinal, synovial, pleural, pericardial, peritoneal, amniotic fluids, saliva, and any bodily fluid, identified or not, that is visibly contaminated with blood.

Identification of exposure situations members may encounter have been categorized as follows:

Category I (ALL)

| |
|---|
| Firefighter (part-time paid or at-will volunteer) |
| Firefighter Engineer (when established - part-time paid or at-will volunteer) |
| Firefighter Captain (part-time paid or at-will volunteer) |
| Firefighter Battalion-Chief (part-time paid or at-will volunteer) |
| Firefighter Assistant Chief (part-time paid or at-will volunteer) |
| Fire Chief or his/her designee |

MOKELUMNE HILL FIRE PROTECTION DISTRICT

Policies and Procedures

Category II (SOME)

Job classifications in which SOME members have potential occupational exposure to blood-borne pathogens are:

| |
|---|
| Administrative assistant |
| Volunteer Firefighters' Association members |
| Community Emergency Response Team (CERT) volunteers |

Potential Exposure Tasks

Tasks and procedures in which occupational exposure occurs to Category I and some Category II members include:

| | Task/Procedure | PPE Required |
|---|---|----------------|
| 1 | Injuries from "Sharps" (as defined by OSHA) (route of entry is through broken skin) | See note below |
| 2 | Skin or eye contact (mucous membrane route of entry from splash) | See note below |
| 3 | Bites, saliva, or vomit from patient (route of entry is through mucous membranes) | See note below |
| 4 | Providing medical aid where BBP may be present | See note below |
| 5 | Handling blood or OPIM with exposed skin (route of entry is broken skin) | See note below |
| 6 | Handling contaminated laundry without PPE | See note below |
| 7 | Cleaning, disinfecting, and sterilizing instruments used on medical aid calls | See note below |

NOTE: PPE for all medical aid calls where patient contact is made, as specified in the Department SOPs, require long-sleeved shirts, long pants, closed-toed shoes, and nitrile gloves for all Firefighters making patient contact. Where droplet or splash contact is possible, face masks or N-95 masks (when approved) are required.

The following people determined the exposure categories for the District's BBP Program:

| Name | Job Title |
|-----------------------|---------------------------------------|
| David H. Spitzer | Fire Chief |
| Edward "Skip" Cavalli | Fire Chief (retired) and Board Member |
| | |

Compliance Methods

MOKELUMNE HILL FIRE PROTECTION DISTRICT

Policies and Procedures

Subjects addressed in order to eliminate or minimize exposure to blood-borne pathogens include:

- The use of Universal Precautions (total body substance precautions);
- Establishing appropriate engineering and work practice controls;
- Handling of regulated waste;
- Using necessary PPE;
- Implementing appropriate housekeeping procedures; and,
- Proper handling of laundry.

Universal Precautions (total body substance precautions)

All Firefighters are required to use universal precautions to prevent contact with blood or OPIM. Universal precautions are an infection control practice; it means all human blood and certain body fluids are treated as if they are known to be infected with HBV, HCV, HIV, or other diseases carried in and transmitted by blood or blood products.

Mokelumne Hill Fire Protection District considers all human blood, blood products, or OPIM as infectious regardless of the source.

Engineering and work practice controls

Mokelumne Hill Fire Protection District shall utilize documented engineering and work practice controls to eliminate or minimize blood or OPIM exposure to Firefighters. PPE shall be utilized in conjunction with engineering controls. These engineering controls shall be updated annually or as necessary. These engineering and work practice controls include:

- Prohibited practices;
- Hand washing;
- Regulated waste; and,
- Other controls.

Firefighters shall conduct these procedures in a manner that minimizes splashing, spraying, splattering, and generating droplets of blood or OPIM.

Mokelumne Hill Fire Protection District policy does not permit Firefighters to handle 'sharps', as defined by OSHA, as part of their duties.

MOKELUMNE HILL FIRE PROTECTION DISTRICT

Policies and Procedures

The Fire Chief or his/her designee and Safety Committee are responsible for identifying and selecting engineering controls. The following Firefighters have been involved in the input and evaluation process:

| Name | Position |
|-----------------------|--------------------------------|
| David H. Spitzer | Fire Chief |
| Edward "Skip" Cavalli | Assistant Fire Chief (retired) |
| Pauli J. Greer | Firefighter, EMT |
| | |

Prohibited Practices / Regulated waste

In work areas where there is a reasonable likelihood of exposure to a BBP or OPIM, Firefighters shall not eat, drink, apply cosmetics or lip balm, smoke, or handle contact lenses.

Materials possibly contaminated with BBP or OPIM shall not be stored on fire apparatus or in Department storage areas or refrigerators.

The Fire Chief or his/her designee shall ensure disposal of all regulated waste in accordance with applicable federal, state, and local regulations. Responsibility for proper handling of and disposal of regulated waste at a medical aid incident scene is delegated by the Fire Chief to the senior Firefighter on the responding apparatus.

Regulated waste from a medical aid response shall, where possible, be transported in the ambulance or properly disposed of on the ambulance prior to departure from the medical aid scene.

Where transport of regulated waste cannot be transported by ambulance, the regulated waste shall be placed in containers that are closable and constructed to contain all of the contents and prevent leakage of fluids during handling, storage, transportation, and shipping.

The Fire District disposes of its regulated waste at the following locations:

Mark Twain Medical Center, 768 Mountain Ranch Rd., San Andreas CA 95249

Sutter-Amador Hospital, 100-200 Mission Blvd., Jackson CA, 95642

County contracted ambulance company(s)

MOKELUMNE HILL FIRE PROTECTION DISTRICT

Policies and Procedures

Other controls

Cleaning and Decontamination of the worksite

- Contaminated work surfaces shall to be decontaminated with an approved germicide after completion of procedures and immediately or as soon as feasible after any spill of blood or OPIM;
- All receptacles shall be inspected and decontaminated after each exposure;
- Contaminated broken glass shall be removed with brooms and dustpans or other tools to avoid contact; and,

Areas of the Fire Station that shall be routinely decontaminated are:

| Area of fire station | Schedule | Disinfectant used |
|----------------------------|----------------|-------------------|
| Bathroom | Daily | Bleach |
| Medical Boxes on Apparatus | After each use | Bleach |
| Kitchen (None) | | |
| Exercise area (None) | | |

Hand Washing

The Fire Chief or his/her designee shall ensure that hand-washing supplies are available to Firefighters who may be exposed to blood or OPIM. Where hand-washing facilities are not readily accessible (for instance, on an apparatus at a medical incident), alternatives are either an antiseptic cleanser in conjunction with clean paper towels or antiseptic towelettes to remove blood or OPIM from the firefighter.

When these alternatives are used, firefighters shall wash their hands with soap and water as soon as feasible.

The following sanitizing supplies are stocked on all apparatus: Bottled water, hand sanitizers, paper towels.

MOKELUMNE HILL FIRE PROTECTION DISTRICT

Policies and Procedures

Laundry

Firefighters shall:

- Handle laundry contaminated with blood or OPIM as little as possible;
- Sort and place contaminated laundry in appropriately marked (bio-hazard or color-coded red) bags at the location where it was used;
- Not sort or rinse laundry in the area of use; and
- Transport contaminated laundry in a second bag or container that prevents leakage, if the contaminated laundry is wet and likely to soak through the original red bag or container.

The Fire Chief or his/her designee shall ensure the District provides disinfecting laundry soaps and a cleaning facility to clean all PPE and clothing that is contaminated.

Personal Protective Equipment (PPE)

The Fire Chief or his/her designee is responsible for ensuring the following PPE requirements are met:

- PPE appropriate for each of the duties of Firefighters and in sizes appropriate for each Firefighter shall be provided for and issued to all Firefighters at District expense.
- Training in the correct use of PPE is provided at least annually.
- Cleaning, repair, replacement, and disposal of PPE shall be provided at District expense.
- PPE is considered appropriate for use if it does not permit blood or OPIM to pass through to clothing worn under the PPE, or to skin, eyes, or other mucous membranes under normal working conditions and for the duration of time that PPE shall be used.
- PPE removal – All PPE that are penetrated by blood shall be removed immediately or as soon as possible. All PPE shall be removed prior to leaving the work area. The work area is considered to be apparatus, engine parking bays, dressing areas, scenes of incidents to which the Fire Department has been dispatched, and similar work areas.
- When contaminated PPE is removed it shall be placed in an appropriately designed container for storage, washing, decontamination, or disposal.
- Gloves – All Firefighters shall wear disposable nitrile gloves where patient contact is anticipated. Used gloves are considered to be regulated waste and shall be disposed of appropriately.
- Leather gloves – where the use of leather gloves is required to protect Firefighters, and patient contact is reasonably anticipated, nitrile gloves shall be worn on the hands inside the leather gloves. Leather gloves that have been contaminated with blood or OPIM shall be removed and stored, washed, decontaminated, or disposed of appropriately.
- Eye and face protection – Whenever Firefighters are potentially exposed to splash or droplet contamination by blood or OPIM, they shall wear eye and face protection.

NOTE: At the time of adoption of this BBP Program, fit-testing of N-95 HEPA masks is not available to Firefighters of the Department. N-95 HEPA masks are available and their use is allowed, but District policy does not require the use of N-95 HEPA masks at this time.

Hepatitis B Vaccination

MOKELUMNE HILL FIRE PROTECTION DISTRICT

Policies and Procedures

The Fire Chief or his/her designee shall ensure the Hepatitis-B vaccination is offered to all Firefighters. New Firefighters shall be offered the Hepatitis-B vaccination within 60 days of initial acceptance to the Department as a Provisional Firefighter.

Firefighters who decline the Hepatitis-B vaccination may, at any future time while the Firefighter is in good standing with the District, choose to accept the Hepatitis-B vaccination.

Documentation of the offer of vaccination, or declination of vaccination, shall be in writing and shall be placed in and retained in the Firefighters file. This information is confidential.

A record of the completion of the Hepatitis-B vaccination series shall be provided to the Department by the Firefighter, and shall be placed in the Firefighters file. This information is confidential.

The Hepatitis-B vaccination shall be:

- At no cost to the Firefighter;
- Available at a reasonable time during normal work hours; and,
- Performed by a licensed physician or other licensed health professional.

The Mokelumne Hill Fire Protection District uses as its Hepatitis-B vaccination provider

Calaveras County Public Health Department
700 Mountain Ranch Road Suite C-2
San Andreas, CA 95249
(209) 754-6460

MOKELUMNE HILL FIRE PROTECTION DISTRICT

Policies and Procedures

Post exposure evaluation and follow-up

In the event of an exposure the Fire Chief or his/her designee shall ensure the employee is offered a confidential medical evaluation and follow-up. All post-exposure follow-up shall be performed at

Calaveras County Public Health Department
700 Mountain Ranch Road Suite C-2
San Andreas, CA 95249
(209) 754-6460

Evaluation and follow-up shall include the following:

1. Documentation of the route(s) of exposure and the circumstances under which the exposure occurred, including use or non-use of engineering controls, work practice controls, or PPE.
2. When a source is identifiable, the source individual's blood shall be tested as soon as feasible and after consent is obtained to determine HIV, HBV, and HCV infectivity. If consent is not obtained the facility shall establish that consent cannot legally be obtained. When the source individual's consent is not required by law, the source individual's blood, if available, may be tested and the results documented.
 - a. Source consult and testing shall be accomplished at the request of the exposed employee through the source's private physician.
 - b. If the source individual is known to be infected with HIV, HBV, or HCV, testing to determine such status need not be repeated.
 - c. Results of the source individual's testing shall be made available to the exposed employee, and she or he shall be informed of laws or regulations regarding the privacy rights of the source individual. The results of the source individual's blood test and exposed Firefighter's blood test are confidential and shall be known only to the health care provider and the exposed Firefighter.
3. Blood from exposed Firefighters shall be collected as soon as it is feasible and tested for HIV, HBV, and HCV serological status, only after signed consent has been obtained.

Firefighter testing and treatment

The Fire Chief or his/her designee shall insure:

1. Counseling and other elements of post exposure evaluation shall be offered whether or not the Firefighter elects to have baseline HIV/HBV/HCV serological testing.

MOKELUMNE HILL FIRE PROTECTION DISTRICT

Policies and Procedures

2. If the Firefighter consents to baseline blood collection but does not give consent to HIV/HBV/HCV serological testing, the sample shall be preserved for at least 90 days by the health care provider treating the affected member. If within 90 days of the exposure incident written consent is given, testing of the baseline sample shall be ordered by the health care provider as soon as feasible.
3. Post exposure prophylaxis (Hepatitis-B immune globulin), where medically indicated, shall be provided.
4. Costs of tests, treatment, and prophylaxis shall be paid by the District.
5. Costs of tests, treatment, and prophylaxis of individuals who are not Firefighters or employees of the Mokelumne Hill Fire Protection District shall be borne by the affected outside agency or as specified in the contract between the Mokelumne Hill Fire Protection District and the outside agency.

Information provided to the healthcare professional

The Fire Chief or his/her designee shall ensure the District provides the health care professional responsible for the Firefighter's Hepatitis-B vaccination program and/or post-exposure evaluation the following information:

- A copy of CCR, Title 8, Section 5193;
- A written description of the exposed Firefighter's duties as they relate to the exposure incident;
- Written documentation of the route of exposure and circumstances under which exposure occurred;
- Results of the source individual's blood testing, if available; and,
- All medical records relevant to the appropriate treatment of the employee, including vaccination.

Health care professional's written opinion

The Fire Chief or his/her designee shall ensure that the District obtains and provides the affected member a copy of the evaluating health care professional's written opinion within 15 days of the completion of the evaluation.

The health care professional's written opinion for HBV vaccination shall be limited to whether HBV vaccination is indicated for the member and whether he/she has received such vaccination.

The health care professional's written opinion for post exposure follow-up shall be limited to the following information:

- A statement that the Firefighter has been informed of the results of the evaluation; and,
- A statement that the Firefighter has been told about any medical conditions resulting from exposure to blood or OPIM that require further evaluation or treatment.

All other findings or diagnoses shall remain confidential and not be included in the written report.

Sharps injury reporting

Firefighters shall report all sharps injuries (any penetration of the skin by sharps that may have been contaminated) that occur in the workplace on a *Sharps injury log* (form 66-201) available in the meeting

MOKELUMNE HILL FIRE PROTECTION DISTRICT

Policies and Procedures

area of the Fire Station. Injuries must then be reported within 14 days of the incident in the Cal/OSHA 300 Log (also available in the meeting area of the Station.)

First aid and exposure incident report

For every incident responded to by Department personnel where an exposure involving blood or OPIM occurred, the portion on the reverse side of the Incident Report Form (REV 02-22-2013) titled *Blood-borne Pathogen Possible Exposure Incident Report* shall be completed. Information recorded shall include:

- Names of responders who had patient contact or potential exposure; and,
- A description of the incident including a determination of whether or not, in addition to the presence of blood or OPIM, an occupational incident occurred.
- Notification of each responder that Hepatitis-B vaccination is available if the responder has not been previously vaccinated.

Communication of Hazards

Labels

The Fire Chief shall ensure the District provides warning labels incorporating the universal biohazard sign and the phrase, “biohazard”, “biohazard waste”, or “sharps waste” to be printed on or affixed to biohazard waste items that firefighters are required to remove from a scene.

Appropriate containers for use by Firefighters are obtained from Mark Twain Hospital, Sutter-Amador Hospital, or from a responding ambulance.

If at all possible firefighters should allow ambulance personnel to clean up and remove biohazard waste using ambulance-supplied containers. Where this is not feasible, firefighters should use ambulance-provided containers. As a last resort firefighters should use Department-supplied containers.

Firefighters should not transport biohazard waste in Fire Department apparatus. If biohazard waste must be transported by firefighters, it must be contained in a red biohazard bag, which must be further contained in a second biohazard bag to preclude leakage of wet biohazard waste.

Firefighters must not transport biohazard waste to the Fire Station. The Station does not have appropriate storage facilities for biohazard waste.

Information and Training

The Fire Chief shall ensure the District provides training to all its members who are at risk for exposure to blood-borne pathogens or OPIM. This training shall be provided at no cost to the member during scheduled training meetings. With the member’s consent training may occur at other times, as required.

Training will be done:

- When new members are accepted as Probationary Firefighters;
- At least annually for all members; and,

MOKELUMNE HILL FIRE PROTECTION DISTRICT

Policies and Procedures

- When there is introduction of new engineering, administrative or work practice controls, or whenever modifications of current tasks may affect the potential occupational exposure to blood-borne pathogens.

Training shall be appropriate in content and vocabulary to educational level, literacy, and language of all members.

Training subjects shall include, but are not limited to:

- Applicable standards, laws, and guidelines;
- Explanation of the BBP Program;
- General explanation of the epidemiology and symptoms of blood-borne diseases;
- Explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and OPIMs;
- Explanation of the appropriate methods which will prevent or reduce exposure including appropriate engineering controls, work practices, and PPE ;
- Information on the types, proper use, location, removal, handling, decontamination, and disposal of PPE;
- Explanation of the basis for the selection of PPE;
- Information on the Hepatitis-B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine and vaccinations is being offered at no cost;
- Information on the appropriate actions to take and persons to contact in an emergency involving blood or OPIM;
- Explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that shall be made available and the procedure for recording the incident on a “sharps” injury log;
- Information on the post-exposure evaluation and follow-up that the Department is required to provide for members following an exposure incident;
- Explanation of the signs and labels and/or color-coding required by this document;
- Explanation of the California Medical Waste Management Act and the proper methods of segregating, packaging, and disposing of regulated waste; and,
- An opportunity for interactive questions and answers with a qualified individual.

Record Keeping

The Fire Chief shall insure that the District:

1. Establishes, maintains, and retains an accurate, complete and confidential medical record for each member with occupational exposure. The record shall include:
 - The members name and social security number;
 - A copy of his/her Hepatitis vaccination status including the dates of all Hepatitis-B vaccinations, declination statements, and medical records relative to his/her ability to receive vaccinations;
 - A copy of all results of examinations, medical testing, evaluation, and follow-up of exposure incidents, to the extent that the Department is able to determine this information; and,

MOKELUMNE HILL FIRE PROTECTION DISTRICT

Policies and Procedures

- A copy of the health care professional's written opinion as required following an exposure incident.
- 2. Maintains confidentiality of all member medical records;
- 3. Retains member health records in secure, locked storage at the Mokelumne Hill Fire Protection District Station 1 (8160 Church St., Mokelumne Hill, CA 95245) for at least the duration of service plus 30 years.

Training records

The Fire Chief shall ensure:

1. Training records include:
 - Dates of training sessions;
 - A summary of the content of the training session;
 - Names and qualifications of persons conducting training; and,
 - Names and rank of members and non-members who attended training.
2. Training records are retained for at least 7 years.
3. A copy of each member's training record is placed in his/her personnel record at the conclusion of each calendar year and retained for the duration of service.

"Sharps" injury logs

The Fire Chief shall insure "sharps" injury reports and logs (Cal OSHA Form 300) for injured members are retained in the injured member's personnel file for the employee's entire term of service plus 30 years.

Member medical records are accessible ONLY to the Fire Chief or the Fire Chief's designated Personnel Officer, the individual member, persons having written consent from the member, and Cal/OSHA.

MOKELUMNE HILL FIRE PROTECTION DISTRICT

Policies and Procedures

Appendix B-3 **Mokelumne Hill Fire Protection District RESPIRATORY PROTECTION PROGRAM**

Revised March 2013

Table of Contents

| | |
|---|----|
| Section 1 - Introduction | 3 |
| Section 2 - Standard Operating Procedures..... | 3 |
| Section 3 - Training | 5 |
| Section 4 - Respirator Fitting and Seal Check | 6 |
| Section 5 - Inspection, Storage, Maintenance and Air Supply | 7 |
| Section 6 - Medical Evaluation | 8 |
| Section 7 - Recordkeeping | 8 |
| Section 8 - Program Evaluation | 9 |
| Appendix A - Manufacturers Instructions. | 10 |
| Appendix B - Fit Test Protocol | 11 |
| Appendix C - SCBA Training Outline | 12 |
| Appendix D (Deleted) | |
| Appendix E - Inspection Forms | 13 |
| Appendix F - Medical Evaluation Protocol | 15 |
| Appendix G- Respiratory Protection Standard | 16 |

MOKELUMNE HILL FIRE PROTECTION DISTRICT

Policies and Procedures

SECTION 1 - INTRODUCTION

Policy

It is the policy of the Mokelumne Hill Fire Protection District to maintain comprehensive occupational safety and health programs based upon sound engineering, education, and enforcement. This document establishes Departmental policy, responsibilities, and requirements for the protection of firefighters whose job requires the use of respiratory protection.

This document will also provide assistance to the firefighter in the use and care of respiratory protection.

The Mokelumne Hill Fire Department Safety Officer is the Fire Chief of the District or his/her designee. The Safety Officer is solely responsible for all facets of this program and has full authority to make necessary decisions to ensure success of this program. The Safety Officer will develop written detailed instructions covering each of the basic elements in this program, and is the sole person authorized to amend these instructions.

SECTION 2 - STANDARD OPERATING PROCEDURES

General

Firefighters entering IDLH (immediately dangerous to life and health) atmospheres shall wear a self-contained breathing apparatus (SCBA) under the following conditions:

- while engaged in interior structural firefighting;
- during emergency situations involving toxic substances; and,
- during all phases of firefighting and overhaul.

Mokelumne Hill Fire Protection District Policy does NOT allow firefighters to enter confined spaces, whether wearing SCBA or not.

Firefighters wearing an SCBA must activate the personal alert safety system (PASS) device before entering an area where respiratory protection is required.

Firefighters wearing SCBA shall conduct a face-piece seal check prior to each use.

Firefighters shall not remove the SCBA at any time in a dangerous atmosphere. SCBA shall be used in accordance with the manufacturer's instructions (see Appendix A).

MOKELUMNE HILL FIRE PROTECTION DISTRICT

Policies and Procedures

All firefighters shall continue to wear an SCBA until the officer in charge determines that respiratory protection is no longer required.

Protective Clothing

Firefighters wearing an SCBA shall be fully protected with the use of approved structural firefighting clothing that meet the requirements of the NFPA Standards for Firefighters. Protective clothing shall include turnout coat, bunker pants, gloves, boots, helmet, fire resistant hood, and PASS device.

Procedures for Interior Structural Firefighting

In interior structural fires, the fire department shall ensure that:

- At least two firefighters enter the immediately dangerous to life and health (IDLH) atmosphere and remain in visual or voice contact with one another at all times;
- At least two firefighters will be located outside the IDLH atmosphere; and
- All firefighters engaged in interior structural firefighting will use SCBAs.

Note:

One of the two firefighters located outside the IDLH atmosphere may be assigned to an additional role, such as incident commander in charge of the emergency or safety officer, so long as the firefighter is able to perform assistance or rescue activities without jeopardizing the safety or health of any firefighter working at the incident.

Nothing in this section is meant to preclude firefighters from performing emergency rescue activities before an entire team has assembled.

There must always be at least two firefighters stationed outside during interior structural firefighting. They must be trained, equipped, and prepared to enter if necessary to rescue firefighters inside. However, the incident commander has the responsibility and flexibility to determine when more than two outside firefighters are necessary given the circumstances of the fire. The two-in/two-out rule does not require an arithmetic progression for every firefighter inside, i.e. the rule should not be interpreted as four-in/four-out, eight-in/eight-out, etc.

Firefighters will wait to commence interior structural firefighting, until the proper number of firefighters can be assembled on scene as required by the response. During this time, the fire will be attacked only from the outside, sizing-up operations will occur and emergency rescue necessary to save lives may take place.

One of the standby firefighters may have other duties such as serving as the incident commander, safety officer, or operator of fire apparatus. However, one of the outside firefighters must actively monitor the status of the inside firefighters and will not be assigned additional duties. The second outside firefighter may be involved in a wide variety of activities. Both of the outside firefighters must be able to provide support and assistance to the two interior firefighters; any assignment of additional duties for one of the outside firefighters must be weighed against the potential for interference with this requirement. Proper assignment of firefighting activities at an interior structural fire must be determined by the incident commander and is dependent on the existing firefighting situation. The judgement of the incident commander in consideration of all worksite variables and conditions is critical.

MOKELUMNE HILL FIRE PROTECTION DISTRICT

Policies and Procedures

The two firefighters entering an IDLH atmosphere to perform interior structural firefighting must maintain visual or voice communication at all times. Electronic methods of communication such as the use of radios shall not be substituted for direct visual contact between team members in the danger area. However, reliable electronic communication devices are not prohibited and have value in augmenting communication, and may be used to communicate between inside team members and outside standby firefighters.

SECTION 3 - TRAINING

SELF CONTAINED BREATHING APPARATUS TRAINING

Firefighters wearing respiratory protection shall be trained in proper use, cleaning and maintenance of their equipment. No firefighter shall wear respiratory protection without training as specified in this policy.

New Recruit Training

Initial training in the proper use of breathing apparatus is to be provided during the Basic Fire Fighter Course at a State approved training Academy or at the Calaveras County Firefighter Academy. No firefighter is to use respiratory protection unless training has been successfully completed. Firefighters trained at other than a state approved fire academy or the Calaveras County Firefighter Academy must be certified as trained by the Department Safety Officer before wearing an SCBA.

Regular Training

On-going training shall be provided to all firefighters of the Department as part of the regular training program.

Each new firefighter must pass a face-piece fit-test prior to entering service. All firefighters will be fit-tested at least annually. Appendix B of this program contains the fit-test protocol and a sample fit-test record.

Initial and annual training in respiratory protection shall be conducted as specified in Appendix C.

MOKELUMNE HILL FIRE PROTECTION DISTRICT

Policies and Procedures

FILL STATION TRAINING

SCBA cylinders will be filled only by persons who have completed fill station training.

Mokelumne Hill Fire Protection District does not own a fill station and utilizes the San Andreas FPD fill station under a mutual aid agreement. Mokelumne Hill Fire Protection District personnel are not trained or permitted to use the fill station.

SECTION 4 - RESPIRATOR FITTING AND SEAL CHECK

Each firefighter shall be issued a correctly-sized individual face-piece, as determined by initial and annual fit testing. Additional face pieces may be provided on apparatus as supplemental equipment. Each firefighter must pass a face-piece fit-test during initial and annual training. Appendix B of this program contains an example of a fit-test record.

A firefighter shall not wear respiratory protection unless the proper size face-piece is available and the equipment is in proper working condition according to the manufacturer's specifications. The face-piece must seal tightly against the skin, without penetration or interference by any protective clothing or other equipment.

Nothing can be between the sealing surface of the mask and the face of the wearer, including but not limited to, eyeglasses, protective hoods, and beards or other facial hair.

Firefighters shall perform a seal check prior to every SCBA use. SCBA can only be worn when an adequate seal is achieved. (NOTE: the required seal check procedures are found in the NFPA Respiratory Protection Standard. The NFPA Respiratory Protection Standard is found in Appendix G of this document).

SECTION 5 - INSPECTION, STORAGE, MAINTENANCE AND AIR SUPPLY

Inspection

Regular periodic inspections are required to ensure that all respiratory protection equipment is properly operating and available for use.

Inspection Schedule

All SCBA and spare cylinders shall be inspected after each use and at least monthly. Guidelines for inspection are in the manufacturer's instructions found in Appendix A of this program.

After each inspection, the appropriate forms (see Appendix E) shall be completed. SCBA units determined to be unfit for use shall be taken out of service, and tagged with a description of the particular defect.

MOKELUMNE HILL FIRE PROTECTION DISTRICT

Policies and Procedures

In the event replacement or repair of SCBA components is necessary, it shall be performed according to manufacturer's instructions and only by persons trained and certified by the manufacturer or returned to the manufacturer's service facility.

Firefighters will not subject SCBA units to unnecessary abuse due to neglect and/or carelessness. Caution must especially be exercised to protect the face-piece section of the mask from being scratched or damaged.

Each SCBA shall be cleaned and disinfected after each use. Only cleaning/sanitizing solutions for respiratory equipment will be used for cleaning and disinfection. (NOTE: the required SCBA cleaning procedures are found in the NFPA Respiratory Protection Standard. The NFPA Respiratory Protection Standard is found in Appendix G of this document).

SCBA cylinders shall be hydrostatically tested within the period specified by the manufacturer and applicable governmental agencies. Metal cylinders must be tested every five (5) years and composite cylinders every five (5) years. Composite cylinders will be removed from service after 15 years from the first hydrostatic test date.

Storage

All units shall be stored so that they are protected against direct sunlight, dust accumulation, severe temperature changes, excessive moisture, fumes, and damaging chemicals. Care is to be taken so that the means of storage does not distort or damage rubber or elastomeric components.

Air Supply

Breathing air in the SCBA cylinder shall meet the requirements of the Compressed Gas Association G-7.1-1989, COMMODITY SPECIFICATION FOR AIR, with a minimum air quality of Grade D.

The Fire Department shall assure that sufficient quantities of compressed air are available to refill SCBA for all emergencies. This will be accomplished through mutual aid with San Andreas FPD.

Compressed oxygen shall not be used in open-circuit SCBA.

MOKELUMNE HILL FIRE PROTECTION DISTRICT

Policies and Procedures

SECTION 6 - MEDICAL EVALUATION

A medical evaluation to determine the firefighter's ability to wear a SCBA will be provided at District expense from a licensed medical facility under District contract. Only firefighters who are medically able to wear SCBA will be allowed to do so. Appendix F contains the medical evaluation protocol.

SECTION 7 – RECORD KEEPING

Completed SCBA inspection forms will be maintained by the Safety Officer or his/her designee.

Completed fit test records will be maintained by the Safety Officer. Each firefighter will receive a copy of his/her fit test record.

Records for SCBA training will be maintained by the Safety Officer.

Certificates of completion for Basic Fire Fighter courses will be maintained by the Training Officer.

Medical Evaluation Results Forms will be maintained by the Fire Chief, and will be kept in the firefighter's confidential personnel file.

SUMMARY OF RESPIRATORY PROTECTION PROGRAM RECORDS

| Type of Record | Keep Records For |
|--------------------------------------|---------------------------------------|
| SCBA Inspection Records After Use | until replaced |
| Monthly | one month |
| SCBA Maintenance/Repair Records | life of equipment |
| Medical Respiratory Clearance record | Length of membership plus 30 years |
| Annual Face-piece Fit Test results | Until replaced |
| Training | 7 Years |
| | |

MOKELUMNE HILL FIRE PROTECTION DISTRICT

Policies and Procedures

SECTION 8 - PROGRAM EVALUATION

Evaluation Requirements

The effectiveness of the SCBA program shall be evaluated at least annually and corrective actions taken to ensure the respiratory protection program is properly implemented. The fire department will regularly consult with firefighters to assess their views on the effectiveness of the program and to identify any problems.

The evaluation will be conducted by the Safety Committee and the Training Officer. The evaluation will ensure:

- procedures for purchasing of approved replacements for damaged or defective equipment are in place ;
- all firefighters are being properly fitted with respiratory protection;
- all firefighters are properly trained;
- the proper equipment, cleaning, inspection, and maintenance procedures are implemented;
- the required records are being kept; and
- changes are implemented to correct deficiencies.

Program Monitoring

Periodic monitoring of the respiratory protection program is necessary to ensure that all firefighters are adequately protected. Regular inspections shall be made by designated staff to ensure that the provisions of the program are being properly implemented.

MOKELUMNE HILL FIRE PROTECTION DISTRICT

Policies and Procedures

Appendix A - Manufacturer's Instructions

Copies of manufacturer's instructions will be maintained in the maintenance area of the station.

MOKELUMNE HILL FIRE PROTECTION DISTRICT

Policies and Procedures

Appendix B - Respirator Fit Test Record. A computer-generated test record form, if provided by the testing equipment, or a record similar to the one below, shall be completed for each fit test and placed in the Safety Officer's files.

Date: (of fit test) _____

Firefighter: _____

SCBA Manufacturer: _____

Model: _____

NIOSH Approval Number: _____

Face-piece Size

Small _____ Medium _____ Large _____

Conditions which could affect respirator fit:

- | | | |
|--|--|--|
| <input type="checkbox"/> Clean Shaven | <input type="checkbox"/> Facial Scar | <input type="checkbox"/> Dentures Absent |
| <input type="checkbox"/> 1 -2 Day Beard Growth | <input type="checkbox"/> 2+ Day Growth | |
| <input type="checkbox"/> Moustache | <input type="checkbox"/> Glasses | |

Comments: _____

Fit Test Protocol Used _____

- Pass Fail

Comments: _____

Employee Acknowledgment of Test Results:

Employee Name (Print): _____

Employee Signature _____ Date: _____

Test Conducted By (Print.): _____

(Signature): _____

NOTE: The NFPA Respiratory Protection Standard contains all mandatory fit-test protocols. Appendix G of this document contains the NFPA Respiratory Protection Standard. One of those protocols must be used.

MOKELUMNE HILL FIRE PROTECTION DISTRICT

Policies and Procedures

Appendix C - SCBA Training Outline

At a minimum, the following topics are to be covered in the SCBA training.

1. Why the SCBA is necessary and how improper fit, usage, or maintenance can compromise the protective effect of the respirator.
2. What the limitations and capabilities of the SCBA are.
3. How to use the SCBA effectively in emergency situations, including situations where the SCBA malfunctions.
4. Instruction on recognizing medical signs and symptoms that may limit or prevent the effective use of the SCBA.
5. How to inspect, put on and remove, use, and check the seals of the SCBA.
6. What the procedures are for maintenance, and storage of the SCBA.
7. The general requirements of the NFPA Respiratory Protection Standard.

MOKELUMNE HILL FIRE PROTECTION DISTRICT

Policies and Procedures

APPENDIX E - AFTER USE/WEEKLY INSPECTION FORM. An inspection form similar to or identical to the one below may be utilized by inspection staff.

SCBA Inspection Checklist

Type of Check: Weekly Monthly After Use

Checked by: _____

Date: _____

| Regulator No. | R-1 | R-2 | R-3 | R-4 | R-5 | R-6 | R-7 | R-8 | R-9 |
|--|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Bottle No. | B- | B- | B- | B- | B- | B- | B- | B- | B- |
| Mask No. | M- | M- | M- | M- | M- | M- | M- | M- | M- |
| Harness Check | | | | | | | | | |
| Conditions of Straps, Buckles, Backplate | | | | | | | | | |
| O-Ring in Place | | | | | | | | | |
| High Pressure Hose | | | | | | | | | |
| Low Pressure Hose | | | | | | | | | |
| Operational Check | | | | | | | | | |
| Bottle Condition | | | | | | | | | |
| Cylinder Pressure (PSI) | | | | | | | | | |
| Harness Gauge Pressure | | | | | | | | | |
| Pressure Function | | | | | | | | | |
| Bypass Function | | | | | | | | | |
| Pack Alarm | | | | | | | | | |
| PASS Device | | | | | | | | | |
| Mask Check | | | | | | | | | |
| Regulator | | | | | | | | | |
| Exhalation Valve | | | | | | | | | |
| General Condition | | | | | | | | | |
| Cleanliness | | | | | | | | | |

MOKELUMNE HILL FIRE PROTECTION DISTRICT

Policies and Procedures

SEE ADDITIONAL COMMENTS ON BACK OF CHECKLIST

COMMENTS

1. _____
2. _____
3. _____
4. _____
5. _____

SPARE MASKS

| Number | Condition |
|--------|-----------|
| M- | |
| M- | |
| M- | |
| M- | |
| M- | |

SPARE CYLINDERS

| Number | Condition |
|--------|-----------|
| | |
| | |
| | |
| | |
| | |
| | |

APPENDIX F - MEDICAL EVALUATION PROTOCOL

A Respiratory Clearance evaluation will be provided to each firefighter at the time of acceptance into the Department as a Probationary Firefighter, at no cost to the firefighter. A health-care provider under contract to the Mokelumne Hill Fire Protection District will perform the evaluation. Proper evaluation procedures are determined by the evaluating provider.

MOKELUMNE HILL FIRE PROTECTION DISTRICT

Policies and Procedures

Firefighters will receive follow-up medical evaluations as required by the NFPA Respiratory Protection Standard, and/or as deemed necessary by the health care provider or the firefighter's private physician.

Upon request, the firefighter will have the opportunity to speak with the health care professional about their medical evaluation.

The Safety Officer will provide the testing provider with a copy of this program, a copy of the NFPA Respiratory Protection Standard, information on the type of SCBA used by the fire department, information on the frequency and length of SCBA use, potential temperature and humidity extremes, and information on turn-out gear used for firefighting.

Additional medical evaluations will be provided to firefighters under the following circumstances:

- The firefighter reports signs and/or symptoms related to their ability to wear to use an SCBA, such as shortness of breath, dizziness, chest pains, or wheezing;
- Any health care provider or supervisor informs the Safety Officer that the firefighter needs to be reevaluated;
- Information from this program, including observations made during fit testing and program evaluation, indicates a need for reevaluation.

Medical records and completed questionnaires will remain under the control of the evaluating health care provider.

The contract medical provider will provide the Program Administrator and firefighter with a written recommendation regarding the firefighter's ability to wear a respirator. Only the following information will be provided:

- a statement on the firefighter's ability to wear a respirator;
- the need for follow-up medical evaluation if any are necessary; and,
- a statement that the medical provider has provided the firefighter with a copy of the recommendation.

Medical records will be maintained in compliance with the NFPA Access to Employee Exposure and Medical Records (29CFR1910.1020).

The Fire Department will provide employees access to their medical records. Access means the right and opportunity to examine and copy records.

RESPIRATORY PROTECTION STANDARD

Respiratory protection standards are set by NFPA Standard 1852 and OSHA regulation 29CFR1910.134, which are incorporated here by reference.

NFPA 1852: DOCUMENT SCOPE

1.1 Scope. 1.1.1* This standard shall specify minimum requirements for the selection, care, and maintenance of open-circuit self-contained breathing apparatus (SCBA) and combination SCBA/supplied air respirator (SAR) that are used for respiratory

MOKELUMNE HILL FIRE PROTECTION DISTRICT

Policies and Procedures

protection during emergency operations in environments where the atmosphere is Immediately Dangerous to Life and Health (IDLH), or could become oxygen deficient or IDLH. 1.1.2 This standard shall specify the requirements for SCBA models as detailed in Section 1.3 of this chapter. 1.1.3 For fire departments, this standard shall specify the requirements for the SCBA selection, care, and maintenance component of the respiratory protection program required in Section 7.9 of NFPA 1500, Standard on Fire Department Occupational Safety and Health Program. 1.1.4 This standard shall not specify requirements for any closed-circuit SCBA. 1.1.5 This standard shall not specify requirements for other respiratory protection program components of the organization such as SCBA training, appropriate use of SCBA for operations, and breathing air quality as these program components are under the jurisdiction of other NFPA standards. 1.1.6 This standard shall not specify requirements for accessories attached to the SCBA unless specifically addressed herein. 1.1.7 Nothing herein shall restrict any jurisdiction from exceeding these minimum requirements.

Appendix B-4: Personal Protective Equipment Matrix for the Mokelumne Hill Fire Protection District

PPE TO BE WORN ON INCIDENTS

A. Incident Type

- **Medical aid** (where universal precautions ARE advised)
 - Full Wildland pants & jacket; splash protection for face; nitrile gloves; “HEPA-mask”; high top wildland boots
(NOTE: as of January 1, 2013 MHFPD does not have access to a FIT testing system for “HEPA-masks”. Until further notice HEPA-masks are provided and recommended, but NOT required.)
- **Medical aid** (no universal precautions needed)
 - Minimum Wildland jacket; long pants (Levi’s or uniform pants); nitrile gloves; high top wildland boots
- **Vehicle accidents**
 - At least one person in full Structure Gear and the remaining crew in full Wildland gear – both including helmet; gloves and boots
- **Public Service Assistance (PSA)**
 - Minimum Wildland jacket; long pants (Levi’s or uniform pants); high top wildland boots
- **Vehicle Fires**
 - Full structure gear; SCBA (for the individual/s doing the fire suppression work)
- **Structure fires**
 - Full Structure gear; SCBA; Accountability card system
- **Nuisance fires**
 - Minimum wildland gear, including gloves; high top boots; helmet
- **Wildland fires**
 - Full wildland gear; web-gear; fire shelter
- **Hazmat**
 - At least 1 firefighter in full structure gear with SCBA ; all others in full wildland gear; firefighters not in structure gear with SCBA must remain at minimum 30 feet from hazard until cleared by S/O or County Haz-Mat
- **Water Rescue**
 - Next to the water – Wildland gear; PFD (personal floatation device); helmet; flashlight; throw-bag; radio; whistle
 - Away from the water (***minimum 25 ft.***) – Wildland or structure gear
 - DO NOT ENTER ANY WATER ENVIRONMENT! We assist with rescue or use the throw-bags to aid individuals whom may be trapped.
- **Confined Space**

MOKELUMNE HILL FIRE PROTECTION DISTRICT

Policies and Procedures

- Full wildland gear; high top boots; gloves; flashlight; throw-bag; whistle
- **It is District policy that firefighters do not enter confined spaces!** We assist with rescue or use the throw-bag to aid individuals whom may be trapped.
- **Emergency Stand-by**
 - Landing air ambulance – Full structure gear (SCBA not required)
 - Other incidents – minimum wildland gear; high top boots (based on the type of incident and need)

B. Other and Special Requests

- The Personal Protective Equipment will be based on the need and the situation.

The PPE Matrix established is to be used as a guideline. The OIC (Officer in Charge) has the authority to change the protective equipment level based on the existing conditions as well as the possibility of changing conditions at the time of the incident. The OIC will continuously monitor the situation for changing conditions and adjust the level of protection accordingly (assessing “Risk Vs Gain”).

APPENDIX C:

Code 2 non-emergency response

STANDARD OPERATING POLICY - CODE 2 RESPONSE (‘LIFT ASSIST’)

- 1) District personnel and District apparatus shall respond, when sufficient personnel who are in fit condition and adequately trained are available to respond, to all emergency (Code 3) alarm dispatches.
- 2) District personnel and District apparatus *may* respond to non-emergency (Code 2) alarm dispatches at the discretion of the senior firefighter present. At least two (2) firefighters must respond together on the responding apparatus.
- 3) Non-emergency dispatches to a person or location within the District which exceed five (5) calls in any 365-day period are considered abusive of personnel and resources. Services to such abusive persons or locations may, at the discretion of the senior firefighter present, be refused.

Rationale: 1) Under the California Health and Safety code, section 13801 (see below), the District was established to provide *emergency first response* to residents. The District has limited tax-payer-funded finances and other resources. District personnel must be accountable to the residents of the District for the wise and proper use of apparatus and other resources. Excessive non-emergency use of apparatus and personnel is not justifiable.

2) All dispatches require volunteer first responders to cease their normal activities in order to respond to an alarm. Non-emergency responses unnecessarily disrupt the lives and activities of first responders.

3) Non-emergency responses may unnecessarily expose first responders to biohazard or other health and safety risks.

Cal.Health&SafetyCode§13801.

The Legislature finds and declares that the local provision of fire protection services, rescue services, emergency medical services, hazardous material emergency response services, ambulance services, and other services relating to the protection of lives and property is critical to the public peace, health, and safety of the state. Among the ways that local communities have provided for those services has been the creation of fire protection districts. Local control over the types, levels, and availability of these services is a long-standing tradition in California which the Legislature intends to retain. Recognizing that the state’s communities have diverse needs and resources, it is the intent of the Legislature in enacting this part to provide a broad statutory authority for local officials. The Legislature encourages local communities and their officials to adapt the powers and procedures in this part to meet their own circumstances and responsibilities.