

Zayante Fire Protection District

Fire Services Manual

MISSION

District Mission Statement

To protect life, the environment and property from the risks and consequences of fire, medical, rescue, hazardous material and natural disaster incidents.

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PHILOSOPHY AND GOALS

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FIREFIGHTER CODE OF ETHICS

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

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

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

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

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

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

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

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Chapter 1 - Fire Service Role and Authority

Fire Service Authority

100.1 PURPOSE AND SCOPE

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

100.2 ORGANIZATIONAL POWERS

This district is authorized to perform the following:

- (a) Fire code enforcement
- (b) Fire suppression
- (c) Investigation and assist CalFire with arrests of individuals suspected of starting fires
- (d) Provision of emergency medical services

100.3 FIREFIGHTER POWERS

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

- (a) Participate in a wide range of emergency and rescue activities, including emergency medical services, extrication and heavy rescue
- (b) Perform fire suppression duties, including the suppression of structural, aircraft, wild land and other types of fires
- (c) Investigate causes of fires
- (d) Collect and preserve evidence when a fire is of a suspicious origin

100.4 CONSTITUTIONAL REQUIREMENTS

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

100.5 SUPERVISORY AUTHORITY

Any chief officer may relieve a member under his/her command from duty when, in his/her judgment, an offense committed is sufficiently serious to warrant immediate action. A report of such action shall be made immediately through the appropriate channels to the appropriate Battalion Chief, followed by written documentation of the charges, in accordance with district procedures.

Chief Executive Officer

101.1 PURPOSE AND SCOPE

This policy recognizes the California Office of the State Fire Marshal (OSFM) as the entity providing Fire Chief training and certification.

101.2 CHIEF EXECUTIVE OFFICER

The Peer Assessment for Chief Executive (PACE IV) certification established by the OSFM is a desired qualification. The purpose of the certification is to enhance the professional credibility of candidates for the rank of Fire Chief. The certification requirements are described in the State Fire Training Procedures Manual.

101.3 CERTIFIED FIRE CHIEF

Certified Fire Chief status may be achieved through the OSFM by acquiring a PACE IV certification, holding a chief officer rank for a minimum of one year and completing the application process described in the training manual.

Oath of Office

102.1 PURPOSE AND SCOPE

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

102.2 OATH OF OFFICE

Upon employment, all sworn personnel shall be required to affirm the oath of office expressing commitment to support and defend the Constitution of the United States and the Constitution of the State of California (California Constitution, Article 20, Section 3 and Government Code § 3102). The oath shall be as follows:

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

Policy Manual

103.1 PURPOSE AND SCOPE

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

103.2 POLICY

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

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

103.2.1 DISCLAIMER

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

103.2.2 SEVERABILITY

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

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

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103.3 RESPONSIBILITIES

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

103.3.1 FIRE CHIEF

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

103.3.2 STAFF

Staff shall consist of the following:

- Fire Chief
- Battalion Chief
- Fire Captain

Staff shall review all recommendations regarding proposed changes to the manual and make recommendations to the Fire Chief on final manual changes. Any and all changes will be brought before The Board of Directors for final approval.

103.3.3 OTHER PERSONNEL

Any member suggesting revision of the contents of the Policy Manual shall forward the suggestion through the chain of command, in writing, to his/her Battalion Chief.

103.4 FORMATTING CONVENTIONS FOR THE POLICY MANUAL

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

103.4.1 ACCEPTABLE ABBREVIATIONS

The following abbreviations are acceptable substitutions in the manual:

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

103.4.2 DEFINITIONS

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

Adult - Any person 18 years of age or older.

District - The District of Zayante.

Miscellaneous - Members and volunteers who are not sworn employees.

District/ZFPD - The Zayante Fire Protection District.

Employee - Any person employed by the District.

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Fire Code - The 2012 edition of the International Fire Code as adopted by the State of California and the incorporated California amendments (Health and Safety Code § 18928).

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

Manual - The Zayante Fire Protection District Policy Manual.

May - Indicates a permissive, discretionary or conditional action.

Member - Any person employed or appointed by the Zayante Fire Protection District, including:

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

On-duty - Member status during the period when he/she is actually engaged in the performance of his/her assigned duties.

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

Rank - The job classification title held by a firefighter.

Shall or will - Indicates a mandatory action.

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

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

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

103.5 DISTRIBUTION OF THE POLICY MANUAL

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

- Fire Chief
- Battalion Chiefs
- Board of Directors
- Each fire station

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103.6 POLICY MANUAL ACCEPTANCE

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

103.7 REVISIONS TO POLICIES

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

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

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

Chapter 2 - Organization and Administration

Organizational Structure

200.1 PURPOSE AND SCOPE

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

200.2 POLICY

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

200.3 DIVISIONS

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

- Administration Division
- Fire Operations Division
- Fire Prevention Division

200.3.1 ADMINISTRATION

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

It is the responsibility of the Fire Chief to prepare and maintain a current organizational chart.

200.3.2 FIRE OPERATIONS DIVISION

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

The Fire Operations Division Chief may also oversee the management of the fire Net Com.

200.3.3 FIRE PREVENTION DIVISION

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

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

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Organizational Structure

200.4 UNITY OF COMMAND

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

200.5 CHAIN OF COMMAND

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

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

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

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

200.6 DIRECTIVES AND ORDERS

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

200.7 ALTERNATE CHANNELS OF COMMUNICATION

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

As a general matter, any concern about a workplace situation should first be raised with the member's immediate supervisor. It is recognized, however, that there may be occasions where the use of the normal chain of command may not be appropriate. If an issue is of a personal

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Organizational Structure

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

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

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

Emergency Action Plan and Fire Prevention Plan

201.1 PURPOSE AND SCOPE

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

201.2 POLICY

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

201.3 EMERGENCY ACTION PLAN AND FIRE PREVENTION PLAN

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

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

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Emergency Action Plan and Fire Prevention Plan

1. Potential fire hazards and their proper handling and storage procedures, potential ignition sources (e.g., welding, smoking) and their control procedures, and the type of fire protection equipment or systems that can control a fire involving them.
 2. Names and regular job titles of those responsible for maintaining the equipment and systems installed to prevent or control ignitions or fires.
 3. Names and regular job titles of those responsible for controlling the accumulation of flammable or combustible waste materials.
 4. Procedures to control the accumulation of flammable and combustible waste.
 5. Maintenance procedures for heat-producing equipment to prevent accidental ignition of combustible materials.
- (c) The written EAP and FPP shall be kept at each district workplace or facility and made available for member and visitor review.

201.4 TRAINING

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

District Directives

202.1 PURPOSE AND SCOPE

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

202.2 POLICY

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

202.3 RESPONSIBILITIES

The Fire Chief shall issue all district directives.

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

District directives will be rescinded upon incorporation into the manual.

Training Policy

203.1 PURPOSE AND SCOPE

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

203.2 POLICY

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

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

203.3 OBJECTIVES

The objectives of the training program are to:

- (a) Enhance the level of emergency services to the public.
- (b) Increase the technical expertise and overall effectiveness of district members.
- (c) Provide for continued professional development of district members.

203.4 TRAINING PLAN

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

203.5 TRAINING NEEDS ASSESSMENT

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

California Fair Political Practices Commission (FPPC) Filings

204.1 PURPOSE AND SCOPE

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

204.2 POLICY

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

204.3 PROCEDURE

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

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

204.4 DISTRICT RESPONSIBILITIES

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

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

204.4.1 FILING REQUIREMENTS

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

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

204.4.2 FILING PROCESS

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

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California Fair Political Practices Commission (FPPC) Filings

- A Statement of Economic Interests form and filing instructions shall be distributed annually to designated district members. Additionally, forms shall be sent to designated members upon notice of appointment or termination.
- A completed Statement of Economic Interests shall be returned to the Conflict of Interest Filing Officer by the date indicated on the instructions.
- The Conflict of Interest Filing Officer shall screen the Statement of Economic Interests for completeness, potential conflicts of interest and to ensure all designated members have filed a statement, in accordance with FPPC regulations.
- Upon completion of the screening process, the Conflict of Interest Filing Officer shall retain the original for a period of time in accordance with the FPPC and the District's established records retention schedules.
- A list of all district members with potential conflict situations will be compiled and maintained in the Administration Division.
- Any change to the FPPC filing process shall be submitted to the governing body for review and approval.

204.4.3 REPORTING REQUIREMENTS

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

204.4.4 DESIGNATED CLASSIFICATIONS

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

- (Designated classifications)
- Board of Directors
- Fire Chief
- Districts Council

Liability Claims

205.1 PURPOSE AND SCOPE

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

205.2 POLICY

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

205.3 RESPONSIBILITY

The Fire Chief will assume the role as the risk manager to receive, investigate and evaluate any claim for loss or damage received by the District.

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

205.4 RESPONSE TO CLAIMS

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

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

The risk manager should ensure the claim is accepted or rejected by the district's governing body within 45 days. Notice of acceptance or rejection should be given to the complainant in writing and in compliance with state law. If a claim is rejected because it was filed late, the notice should state that the claim was returned as untimely but that the claimant may apply promptly to the District for a leave to file a late claim (Government Code § 912.4, Government Code § 913 and Government Code § 911.39(a)).

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

Electronic Mail

206.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the proper use and application of the district's electronic mail (e-mail) system by members of this district. E-mail is a communication tool available to members to enhance efficiency in the performance of job duties and is to be used in accordance with generally accepted business practices and current law (e.g., California Public Records Act).

Messages transmitted over the e-mail system must only be those that involve official business activities or contain information essential to members for the accomplishment of business related tasks and/or communication directly related to the business, administration or practices of the District

206.2 E-MAIL RIGHT OF PRIVACY

All e-mail messages, including attachments, that are transmitted over district networks are considered district records and therefore are district property. The District reserves the right to access, audit or disclose, for any lawful reason, any message, including any attachment, that is transmitted over its e-mail system or that is stored on any district system.

The e-mail system is not a confidential system since all communications transmitted on, to or from the system are the property of the District. Therefore, the e-mail system is not appropriate for confidential communications. If a communication must be private, an alternative method to communicate the message should be used instead of e-mail.

Members using the district's e-mail system shall have no expectation of privacy concerning communications utilizing the system. Members should not use personal e-mail accounts to exchange e-mail or other information that is related to the official business of the District.

206.3 PROHIBITED USE OF E-MAIL

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

E-mail messages addressed to the entire district are only to be used for official business related items that are of particular interest to all users and must be approved by the Fire Chief or a supervisor. Personal advertisements are not acceptable.

It is a violation of this policy to transmit a message under another user's name. Users are strongly encouraged to log off the network when their computer is unattended. This added security measure would minimize the misuse of an individual's e-mail name and/or password by others.

E-mail should not be used for discipline or to implement or modify policy.

Electronic Mail

206.4 MANAGEMENT OF E-MAIL

Because the e-mail system is not designed for long-term retention of messages, e-mail that the member desires to save or that becomes part of an official record should be printed and/or stored in another database. Users of e-mail are solely responsible for the management of their mailboxes. Messages should be purged manually by the user at least once per week. All messages in excess of one month will be deleted at regular intervals from the server computer.

206.5 REMOTE ACCESS TO E-MAIL

Authorization to remotely access the district's e-mail system will only be granted to members who will be compensated for doing so. In general, members who will be granted remote access to the district's e-mail system must meet the following criteria:

- (a) The member must meet the requirements for exemption from the provisions of the Fair Labor Standards Act (see 29 USC § 212(a)).
- (b) The member shall be either an executive of the District, the Fire Chief or primarily assigned to an administrative function.

Administrative Communications

207.1 PURPOSE AND SCOPE

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

207.2 POLICY

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

207.3 PERSONNEL ORDERS

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

207.4 CORRESPONDENCE

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

207.5 MEMORANDUMS

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

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

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

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Administrative Communications

207.6 FACSIMILE COVER SHEETS

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

207.7 SURVEYS

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

Minimum Staffing Levels

208.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for minimum staffing levels on emergency vehicles and to ensure that proper supervision is available for all incidents and calls for service.

208.2 POLICY

The Duty Chief is responsible for overall staffing procedures on a per call basis. Officers are responsible for ensuring that their apparatus is staffed appropriately on all calls for service. If an Officer is not available the senior Firefighter will communicate the staffing with the Duty Chief via radio or phone and act on his or her orders. Staffing requirements are as follows:

- Engine and rescue staffing for medical and non-fire calls for service shall be staffed with a minimum of 2 personnel.
- Engine staffing for fire related calls shall be staffed with a minimum of three.
- For statewide mutual aid responses outside of Santa Cruz County or an adjacent operational area, engines will be staffed as follows: A type 1 engine will be staffed with 4 and a type 3 engine will be staffed with a minimum of 3 and a maximum of 4.

Post-Incident Analysis (PIA)

209.1 PURPOSE AND SCOPE

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

209.2 POLICY

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

209.2.1 RESPONSIBILITIES

Incident Commanders, Fire Marshals, Battalion Chiefs, and command staff have shared responsibility for the overall effectiveness of the PIA process.

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

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

209.3 POST-INCIDENT ANALYSIS

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

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

A PIA may include the following:

- Evaluation of the overall operational effectiveness
- Evaluation of safety procedures
- Evaluation of the success or failure of tactical objectives
- Evaluation of the application and effectiveness of policies and/or procedures

Post-Incident Analysis (PIA)

- Specific knowledge that might be beneficial

The information gained from a PIA should be used by company officers and staff teams to:

- Reinforce the incident management system.
- Evaluate current training programs and/or identify training needs.
- Evaluate current policies and procedures.
- Identify and prioritize planning needs for the future.
- Identify equipment problems/concerns.
- Evaluate fire prevention inspection and public education effectiveness.

209.4 TYPES OF POST-INCIDENT ANALYSIS

209.4.1 HOT WASH

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

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

- Meet in a safe area, even if it requires relocating to another area.
- Consider the impact of company downtime.
- Consider public perception.

209.4.2 INFORMAL PIA

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

209.4.3 COMPANY LEVEL PIA

Company level PIA is highly encouraged and should be a standard communication tool for all company officers. It is appropriate for significant incidents involving single companies as well as two-company where both companies participated at the incident.

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

Post-Incident Analysis (PIA)

209.4.4 FORMAL PIA

A formal PIA should be conducted following all:

- Multiple alarm structure fires
- Multiple alarm brush fires
- Multiple alarm Emergency Medical Service (EMS) incidents
- Multiple alarm special operations incidents
- Major disaster drills
- Any unusual incident identified by the Incident Commander or other staff officers

A formal PIA should be considered for:

- A building fire in which three or more rooms are severely damaged by fire, or where unusual extinguishment problems existed.
- Any incident in which an unusual event occurs, (e.g., explosion, collapse).
- Any fire resulting in a fatality.
- Any fire resulting in injury to firefighters that is serious enough to require transport to a medical facility.
- Any “close call” incident where firefighters could have been injured.
- Any hazardous materials incident with multi-company involvement.
- Specialty rescue operations with multi-company involvement.
- Any incident, at the Incident Commander’s discretion or at the direction of a senior officer.

The training Battalion Chief is responsible for scheduling and facilitating the presentation of all formal incident analyses. This will include:

- Setting a presentation date and location within three days (whenever possible) of the incident.
- Supervising the completion of an incident analysis packet that should include a summary of the incident, drawings and identification of any lessons learned.
- Notification of Shift Commanders.
- Coordinating/scheduling with other departments or outside agencies that worked the incident.
- Arranging move-up and/or cover companies from other departments.

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

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Post-Incident Analysis (PIA)

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

Annual Planning Calendar

210.1 PURPOSE AND SCOPE

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

210.1.1 DEFINITIONS

Definitions related to this policy include:

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

210.2 POLICY

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

210.3 RESPONSIBILITIES

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

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

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Annual Planning Calendar

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

Solicitation of Funds

211.1 PURPOSE AND SCOPE

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

211.1.1 DEFINITIONS

Definitions related to this policy include:

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

211.2 POLICY

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

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

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

211.3 PROCEDURES

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

- (a) Compliance with applicable federal, state and local laws and regulations
- (b) Compliance with district and governing-body policies
- (c) A benefit to the District that is consistent with the District mission
- (d) An accurate description of the purpose for which funds are requested.
- (e) A limitation on the frequency of solicitations to avoid placing undue pressure on donors
- (f) Identification of the individual soliciting funds as a volunteer, a member of this district or a hired solicitor
- (g) An admonishment that encourages donors to seek independent advice if there is reason to believe that a proposed gift might significantly affect the donor's financial position, taxable income or relationship with other family members.

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- (h) The assurance that donor requests to limit the frequency of contacts, to prohibit solicitation by telephone or other technology and to reduce or cease sending printed or electronically transmitted material concerning the District will be honored
- (i) Respect of the donors' privacy and a commitment that the District will not sell or otherwise make available donors' names and contact information

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

211.4 DISTRICT-SPONSORED EVENTS

The following also apply to district-sponsored fundraising events:

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

211.5 FUNDRAISING ON BEHALF OF OTHERS

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

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

- (a) Written proof that the event is for a charitable purpose.
- (b) Assignment of responsibility to the organizers for all direct costs incurred for the event.

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- (c) Assignment of responsibility to the organizers for the collection and reporting of any applicable taxes.
- (d) Written instructions regarding the maintenance of funds raised on behalf of others. The funds shall be maintained in a separate fund and not commingled with other district funds.

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

Chapter 3 - General Operations

Incident Command System

300.1 PURPOSE AND SCOPE

The purpose of this policy is to establish practices and standards by which the Zayante Fire Protection District operates at emergency incidents.

300.2 POLICY

It is the policy of the Zayante Fire Protection District to utilize the Incident Command System (ICS) for managing all emergency incidents. All incident-related activities should be performed in accordance with established ICS methods and procedures.

300.3 PROCEDURES

The Fire Chief should ensure the district adopts written ICS procedures that are compatible with neighboring jurisdictions. These procedures should be available to members. Whenever an emergency incident occurs in the jurisdiction of the Zayante Fire Protection District, it is the responsibility of the Incident Commander to assess the potential for the incident to involve property, structures or persons within the State Responsibility Area (SRA) . If the incident involves or threatens to involve any SRA , the Incident Command shall immediately notify Calfire (ECC) and Net Com of the incident.

The Incident Commander shall also send notification through the chain of command to the on-duty Battalion Chief, and the Fire Chief.

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

Emergency Driving

301.1 PURPOSE AND SCOPE

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

301.1.1 DEFINITIONS

Definitions related to this policy include:

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

301.2 POLICY

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

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

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

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

301.3 MULTIPLE EMERGENCY VEHICLE RESPONSES

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

301.4 INITIATING AN EMERGENCY RESPONSE

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

Emergency Driving

301.5 RESPONSIBILITIES OF RESPONDING PERSONNEL

Fire personnel shall exercise sound judgment and care, with due regard for life and property while operating a vehicle en route to an emergency response. Emergency vehicle operators shall reduce speed at all street intersections to the extent that the vehicle operator feels is necessary to ensure complete control of the vehicle.

The decision to continue an emergency response is at the discretion of the emergency vehicle operator and officer. If, in the vehicle operator's or officer's judgment, the roadway conditions or traffic congestion does not permit such a response without unreasonable risk, the vehicle operator may elect to respond to the call without the use of red lights and siren at the legal speed limit. In such an event, the vehicle operator and or officer should ensure that Net Com is immediately notified. Personnel shall also discontinue the emergency response when directed by any supervisor.

301.6 FAILURE OF EMERGENCY EQUIPMENT

If the emergency equipment on the vehicle should fail to operate, the vehicle operator must terminate the emergency response and respond accordingly. In all cases, the vehicle operator shall notify the on duty Battalion Chief and Net Com of the equipment failure so that another apparatus may be assigned to the emergency response.

Fire Ground Accountability

302.1 PURPOSE AND SCOPE

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

302.1.1 DEFINITIONS

Definitions related to this policy include:

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

302.2 POLICY

It is the policy of this district that supervisors periodically account for members working under their direction at emergency incidents and that all members participate in accountability systems. Santa Cruz County Fire Chiefs Policy 3201 personnel / passport accountability system will be used when accountability is needed.

302.3 RESPONSIBILITIES

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

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

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

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

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

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

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

Fire Ground Accountability

302.4 REPORTING

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

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

302.4.1 PERSONNEL ACCOUNTABILITY REPORTS (PAR)

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

A PAR should be conducted for each division, group and organizational element where operations personnel are working. If any person involved in the operation is unaccounted for, emergency procedures should be initiated. See County Chiefs policys 3204/3201

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

Rapid Intervention/Two-In Two-Out

303.1 PURPOSE AND SCOPE

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

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

303.1.1 DEFINITIONS

Definitions related to this policy include:

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

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

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

303.2 POLICY

It is the policy of the Zayante Fire Protection District to ensure that adequate personnel are on scene before interior operations begin in any IDLH environment. However, nothing in this policy is meant to preclude firefighters from performing emergency rescue activities before an entire team has assembled. See Santa Cruz Fire Chiefs policy 3202.

303.3 PRE-DEPLOYMENT

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

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

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

303.4 INITIAL DEPLOYMENT

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

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

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

303.5 RIC DUTIES

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

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

303.6 EMERGENCY DEPLOYMENT OF A RIC

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

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

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

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

Urban Search and Rescue (USAR)

304.1 PURPOSE AND SCOPE

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

304.2 POLICY

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

304.3 RESOURCES

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

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

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

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

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

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Urban Search and Rescue (USAR)

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

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

304.3.1 REQUESTING RESOURCES

USAR resources should be requested through normal channels and filled through the mutual aid system. This includes request of in or adjoining counties, FEMA Bay Area or other National USAR Task Forces.

Tactical Withdrawal

305.1 PURPOSE AND SCOPE

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

305.2 POLICY

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

305.3 THREAT ASSESSMENT

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

- (a) Gang-related activity, particularly any event involving violent encounters, confrontations or conflicts between members of rival gangs.
- (b) Any situation involving shots fired, or on any scene where shooting occurs or is heard in the immediate vicinity.
- (c) Any time a subject challenges or threatens members of the District with violence or harm.
- (d) Any scene where members of the District are attacked in any way.
- (e) Examples include: rocks, bottles or other projectiles thrown or launched at members or district vehicles or apparatus; individuals attempting to gain access to district vehicles or apparatus; or any direct act of violence committed against members of this district.
- (f) Any event involving civil disturbance, large-scale demonstrations or protests.

This includes any event involving a large gathering of people where the nature of the activity appears to include violent confrontation or the perceived threat of violent confrontation between opposing groups, or between the protesters and law enforcement personnel or other government representatives.

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

Tactical Withdrawal

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

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

During this process Net Com should be advised, and code 2 or code 3 cover requested per Net Com policy 5220.

305.4 CONDUCTING TACTICAL WITHDRAWALS

305.4.1 WITHDRAWAL OPTIONS

Members of the District may have cause to conduct a tactical withdrawal from an incident under any of the following general circumstances:

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

(a) During the response to an incident:

1. If a tactical withdrawal occurs during the response phase of an incident the district member responsible for initiating the withdrawal is responsible for notifying all responding units and Net Com of the withdrawal action. The relay of the withdrawal decision to individual units may be conducted by the member, or he/she may choose to have the Net Com notify all responding units to cancel their response or to respond to a defined staging area.

(b) After arrival at an incident:

1. When units are on-scene at an incident and a decision is made to initiate a tactical withdrawal, the Incident Commander or ranking supervisor is responsible for notifying all involved units (including those assigned to the incident but that have not yet arrived) of the withdrawal action. The Incident Commander should also notify Net Com of the tactical withdrawal, and if time and circumstances allow, the situation and reason for the withdrawal. Individual unit supervisors are responsible for notifying all of their assigned personnel of the withdrawal.

305.4.2 WITHDRAWAL GUIDELINES

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

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- (a) Whenever a tactical withdrawal is initiated, a defined staging area will be established at a safe location away from the incident scene and all involved units and personnel should withdraw to that staging area. Whenever practicable, all involved units should withdraw from the incident scene as a single group. If that is not practicable, individual units should attempt to congregate together, forming in as few and as large of groups as practicable, and withdraw in those groups.
- (b) After all units have been initially notified of a tactical withdrawal, individual unit supervisors are responsible for personnel accountability ensuring all members of their crew are accounted for and withdrawing as directed. The on-scene supervisor is responsible for accounting for all units assigned to the call and ensuring that all units are withdrawing as directed.
- (c) Whenever a tactical withdrawal is initiated, Net Com should immediately notify and request an immediate response by the appropriate law enforcement agency to provide security for the withdrawing units.
- (d) Once the Incident Commander or scene supervisor believes that all units and personnel have withdrawn from an incident, he/she should conduct a Personal Accountability Report of all units assigned to the incident to confirm they have safely withdrawn. Individual unit supervisors shall confirm that all members of their crew are safe and accounted for.
- (e) Once all involved units have gathered at the staging area, the Incident Commander or scene supervisor should again conduct a Personnel Accountability Report to confirm that all personnel are safe. If any person involved in the operation is unaccounted for, emergency procedures should be initiated.

305.5 PATIENT CARE CONSIDERATIONS

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

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

Tactical Withdrawal

305.6 NOTIFICATIONS

Whenever a tactical withdrawal is initiated, the circumstances of the incident will be relayed up the chain of command to the on-duty Battalion Chief. The Battalion Chief should ensure that all fire personnel are immediately notified of the location and circumstances of the incident.

Response Time Standards

306.1 PURPOSE AND SCOPE

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

306.1.1 DEFINITIONS

Definitions related to this policy include:

Dispatch processing time - The time elapsed between receipt of the telephone call and the dispatch of fire apparatus

Response time - The time elapsed between the dispatch center receiving the first notification of the emergency and the arrival of the first apparatus.

Travel time - The time elapsed between the apparatus beginning travel to the emergency and when the apparatus arrives.

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

306.2 POLICY

It is the policy of the Zayante Fire Protection District to establish response time goals and a performance objective of not less than 90 percent for the achievement of those goals.

Goals may include:

- (a) One minute or less for dispatch processing time.
- (b) Six minutes or less for turnout time.
- (c) Ten minutes or less for the arrival of the first engine company at a fire suppression incident.
- (d) Fifteen minutes or less for the arrival of a full first alarm assignment at a fire suppression incident.
- (e) Eight minutes or less for the arrival of a unit with first responder or higher level capability at an emergency medical incident.
- (f) Eight minutes or less for the arrival of an basic life support (BLS) unit at an emergency medical incident when.

306.3 EVALUATIONS

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

Aircraft Operations

307.1 PURPOSE AND SCOPE

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

307.2 POLICY

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

307.3 ICS STANDARDS

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

307.4 MEDICAL EVACUATION LANDING ZONE CONSIDERATIONS

The Zayante Fire Protection District will follow Santa Cruz County guidelines for medical evacuation (medivac) landings as appropriate. This includes:

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

Atmospheric Monitoring for Carbon Monoxide

308.1 PURPOSE AND SCOPE

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

308.1.1 DEFINITIONS

Definitions related to this policy include:

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

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

308.2 POLICY

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

308.3 RESPONSIBILITIES

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

The instruments should be stored in operating condition.

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

308.4 PROCEDURES

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

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

All members shall use self-contained breathing apparatus (SCBA) in any atmosphere containing 35 parts per million or greater of CO (National Institute for Occupational Safety and Health (NIOSH)). An atmospheric concentration of CO that is below the threshold limit value (TLV) does not necessarily indicate an adequate level of oxygen or eliminate the possibility of other toxic gases or products of combustion being present.

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

308.5 EMERGENCY MEDICAL TREATMENT

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

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

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

308.6 DOCUMENTATION

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

Staging

309.1 PURPOSE AND SCOPE

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

309.2 POLICY

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

309.3 RESOURCE STAGING

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

Generally the Incident Commander should identify a staging officer to maintain the staging area in an orderly condition and to demobilize at the conclusion of the incident, including making reasonable efforts to return the property to its original condition at the conclusion of the incident.

309.3.1 REGULAR STAGING

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

- (a) During initial attack operations or on smaller, short-term incidents, identifying and selecting the staging location may be based primarily on placing incoming resources in a safe location while providing for their rapid deployment as needed.
- (b) During extended attack operations, the Incident Commander should establish a central staging area early and place an officer in charge of staging. A radio designation of "staging" should be utilized. Additional location factors should be considered when identifying and establishing staging areas:
 1. **Private property** - Whenever practicable, staging areas should be established using public property as opposed to private property. If it is necessary to utilize private property, the incident commander should attempt to contact the property owner and obtain permission to utilize the property.
 2. **School property** - Whenever practicable, the incident commander should contact the school administration or property manager for permission to use the property, prior to establishing a staging area. If school property is utilized, the staging area should be configured to create the least possible disruption to scheduled school activities, including traffic flow in and around the school and the orderly movement

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

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

309.4 STAGE-AWAY OPTION

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

- Shootings or shots-fired calls
- Stabbings
- Civil disturbance calls
- Calls involving criminal gang activity
- Attempted suicide calls
- Domestic disputes, including family fights
- Unknown assault calls
- Bomb incidents

It is the policy of the Zayante Fire Protection District to use a non-standard and defensive response profile when responding to calls for service involving known or suspected violent subjects. When

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responding to calls involving known or suspected violent subjects, district members should take the following actions:

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

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

High-Rise Incident Management

310.1 PURPOSE AND SCOPE

The purpose of this policy is to adapt normal operating procedures and systems to incidents occurring in a high-rise environment. Any incident in a high-rise environment is complicated by the difficulties of access, the construction of the building and the number of occupants potentially inside the structure.

310.1.1 DEFINITIONS

Definitions related to this policy include:

High-rise - For the purposes of this policy a high-rise is any building more than 75 feet tall measured from the lowest point accessible by Fire Department vehicles to the floor of the highest story that is designed for occupancy. This shall be the threshold for the activation of the high-rise incident command structure.

310.2 POLICY

It is the policy of the Zayante Fire Protection District to utilize the Incident Command System (ICS) for high-rise incident management. Being the Zayante Fire Protection District has no High-Rise structures in their jurisdiction, these policies and procedures will be used on auto and mutual aid incidents.

310.3 PROCEDURES

All incident-related activities should be performed in accordance with the established ICS methods and procedures as specified in the Incident Command System Policy .

Upon the initial arrival of units and apparatus, the assumption of a concealed fire should be made by the Incident Commander. Initial arriving units should:

- Identify the fire floor or sector.
- Establish a water supply for the initial attack. If the building has multiple standpipes, the member on the fire floor must identify which riser requires water and advise incident command.
- Deploy an attack on the fire floor using at least two companies.
- Make reasonable efforts to provide for the safety of any person in immediate danger.
- Establish lobby, elevator, stairway and alarm system control.
- Provide a size-up of the conditions on the fire floor and the floor above.

Swiftwater Rescue and Flood Search and Rescue Responses

311.1 PURPOSE AND SCOPE

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

311.2 POLICY

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

311.3 PROCEDURE

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

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

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

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

Confined Space Rescue Response

312.1 PURPOSE AND SCOPE

This policy provides guidance on various confined space entries.

312.1.1 DEFINITIONS

Definitions related to this policy include:

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

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

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

312.2 POLICY

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

312.3 PROCEDURES

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

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

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

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

312.3.1 PRECAUTIONS

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

Confined Space Rescue Response

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

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

312.4 TACTICAL GUIDELINES

312.4.1 PRIMARY ASSESSMENT

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

312.4.2 SECONDARY ASSESSMENT

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

312.4.3 INCIDENT COMMANDER RESPONSIBILITIES

- Determine if adequate technician-level trained personnel are on-scene to safely complete the rescue.
- If adequate technician-level trained personnel are not on scene the Incident Commander will request the Santa Cruz Fire Department's confined space team through Net Com.
- Determine if the proper equipment is at the scene to safely complete the rescue (e.g., atmospheric monitoring equipment, explosion-proof lighting and communications, self-contained breathing apparatus (SCBA), ventilation equipment and victim removal equipment).
- Establish a perimeter and ventilation, if needed, and make assignments that include a hazards officer.
- Ensure all utilities are locked-out, including electrical, gas and water.

Confined Space Rescue Response

- Evaluate the structural stability of the confined space and surrounding area.
- Remove or restrict the flow of any product in or flowing into the confined space.
- Ensure all entry and back-up personnel are wearing the proper level of personal protective equipment (e.g., helmet, gloves, proper footwear, eye protection, appropriate skin protection, a Class III harness and safety tag line, SCBA and any additional equipment deemed necessary for the safety of personnel, given the totality of the circumstances.
- Ensure the appropriate method of extrication is determined and constructed.
- Ensure district-approved procedures are followed to perform the rescue.

312.4.4 VICTIM ASSESSMENT

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

312.4.5 VICTIM TRANSFER

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

312.5 TERMINATION OF THE RESCUE

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

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

Wildland Firefighting

313.1 PURPOSE AND SCOPE

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

313.2 POLICY

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

313.3 INCIDENTS INVOLVING STATE OR FEDERAL RESPONSIBILITY AREA

Whenever a wildland fire event occurs in the jurisdiction of the Zayante Fire Protection District it is also considered a State Responsibility Area (SRA) fire. The Incident Commander shall immediately notify Calfire ECC of the incident. The Incident Commander shall also send notification up the chain of command to the on-duty Battalion Chief, and the Fire Chief.

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

Trench Rescues

314.1 PURPOSE AND SCOPE

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

314.1.1 DEFINITIONS

Definitions related to this policy include:

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

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

314.2 POLICY

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

314.3 PROCEDURES

Secondary collapse must always be considered as a potential hazard during trench rescues. Suffocation, extreme pressure and trauma can all occur due to the weight of a cave-in. There may be times when it is necessary to place the safety of the firefighter above the rescue of a victim, who clearly has no chance of survival.

- (a) Using the Incident Command System (ICS), the first-in company shall attempt to determine the following:
 1. Who is in charge at the site and what happened?
 2. How many victims are trapped and where are they located?
 3. Is a rescue possible or is this a body recovery?
 4. What kind of material is covering the victims (e.g., dirt, sand, rock)?
- (b) An extrication and safety officer should be assigned to:
 1. Determine what kind of material is covering the victims (e.g., dirt, sand, rock).
 2. Monitor the status of all personnel involved in the rescue.
 3. Monitor the site for signs of potential secondary collapse (e.g., surface cracks, shoring with signs of bending, falling debris).

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- (c) A hazard zone should be established within a 50-foot perimeter around the incident site using ICS methods. Apparatus, equipment, traffic and staging distance should be set at a distance that will minimize vibrations at the site.
- (d) Minimally, the equipment required to be available for rescue personnel to enter a trench or excavation should include (29 CFR 1926.651(g)(2)(i)) the following:
 - 1. A self-contained breathing apparatus (SCBA)
 - 2. A safety harness or line, or a basket stretcher
 - 3. A helmet
- (e) When determining whether the trench or excavation is safe for emergency responders to enter, the following will be considered:
 - 1. Adequate ventilation has been established (29 CFR 1926.651(g)(1)(iii)).
 - 2. When ventilation is in place, the air quality is being periodically tested (29 CFR 1926.651(g)(1)(iv)).
 - 3. If water accumulation is a factor, protection from water hazards is in place (29 CFR 1926.651(h)).
 - 4. Adequate protection for people working in the trench or excavation, in the form of shields, supports or sloping, and benching systems have been established (29 CFR 1926.652(a); 29 CFR 1926.652(g)).
- (f) If the rescue effort is protracted, personnel may need to be rotated and/or additional alarms requested for appropriate relief.
- (g) If any rescue will go beyond the qualifications and expertise of the personnel on scene the Incident Commander with request Central Fire Protection Districts trench rescue team through Net Com and request B3403 for a phone consult.

Carbon Monoxide Detector Activations

315.1 PURPOSE AND SCOPE

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

315.2 POLICY

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

315.3 RESPONSIBILITIES

315.3.1 NET COM RESPONSIBILITIES

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

315.3.2 ARRIVING UNITS

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

- (a) Evaluate the situation through interviews prior to entering the building.
- (b) Assess airflow ventilation conditions and general building conditions.
- (c) Wear structural turnouts and self-contained breathing apparatus (SCBA) to investigate the building.
 1. Atmospheric monitoring results require the use of SCBA pursuant to the Atmospheric Monitoring for Carbon Monoxide Policy.
- (d) Have face pieces on and air flowing:
 1. If occupants are displaying symptoms of CO poisoning (and confirm medical aid response).
 2. Whenever information is inadequate to rule out toxic levels of CO.

315.3.3 INVESTIGATING PERSONNEL

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

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

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

Abandoned Infants

316.1 PURPOSE AND SCOPE

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

316.1.1 DEFINITIONS

Definitions related to this policy include:

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

316.2 POLICY

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

316.3 MEDICAL PROCEDURE

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

316.4 MANDATED REPORTER REQUIREMENTS

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

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

Abandoned Infants

316.5 RELINQUISHING CONTROL

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

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

Hazardous Materials Response

317.1 PURPOSE AND SCOPE

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

317.2 POLICY

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

317.3 PROCEDURE

Information should be provided by Net Com to the units responding to a HAZMAT incident including the name and type of the material involved (e.g., hydrochloric acid and corrosive), the size and quantity of the containers involved, the nature of the problem (e.g., spill, leak) and any known dangerous properties of the materials.

The first-in company approaching the incident should use caution, approach from upwind and upgrade of the incident, establish the Incident Command System (ICS) and begin a size-up of the situation. The purpose of the size-up by the first-in company is to determine the nature and severity of the HAZMAT incident and formulate an initial incident action plan. While it may be necessary to take immediate action to make a rescue or evacuate an area, any action should be taken with an awareness of the risk to district personnel and making appropriate use of available protective equipment. It is important to avoid the premature commitment of personnel to potentially hazardous locations. In some cases, isolating the incident and denying entry until more resources arrive may be the safest approach.

In assessing the incident, all available references should be used to determine the hazards that are or potentially could be present. These references may include, but are not limited to, the U.S. Department of Transportation (DOT) Emergency Response Guidebook, the National Institute for Occupational Safety and Health Pocket Guide to Chemical Hazards, Material Safety Data Sheets (MSDS), HAZMAT business plans, manifests or bills of lading, National Fire Protection Association placards, U.S. DOT placards and United Nations Substance Identification Numbers. Other sources of information may be available, such as the Chemical Transportation Emergency Center (CHEMTREC®), facility personnel, district specialists or manufacturers of the materials involved.

The hazards presented by a HAZMAT incident may change significantly as the materials interact with other materials, the surrounding environment and the actions taken by responders. Responders should consider site topography, surroundings, other potential hazards and prevailing weather conditions. The initial perimeter established for the incident may need to be expanded

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to establish the appropriate control zones for the response (e.g., exclusion zone, contamination reduction zone, support zone).

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

317.4 INCIDENT ACTION PLAN

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

The ICS will be used to coordinate resources as the response is reinforced. It is important that duties assigned to personnel are suitable for their level of training under this standard. It is also important to consider the limitations of available personal protective equipment (PPE) and the limitations of chemical detection or monitoring equipment on hand when preparing to commit personnel to a potentially hazardous area.

Should also be notified if the incident is beyond the capabilities of The Zayante Fire Protection District the Incident Commander will contact B2503 for advisement. The deployment of the County HAZMAT team (SCHMIT) may be necessary. County Environmental Health should also be advised, and possibly Fish and Game.

News Media Relations

318.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for communicating with representatives of the media and to establish procedures for interacting with media representatives at emergency scenes. Additionally, this policy establishes an operating framework for integration of the Public Information Officer into the incident management system.

318.2 POLICY

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

318.3 PUBLIC INFORMATION OFFICER DESIGNATION

As soon as practicable after basic fire and rescue operations are completed on the fireground or at any significant fire incident, the Incident Commander will designate a Public Information Officer if the district does not have a full-time Public Information Officer. The Public Information Officer shall interface with and provide timely and relevant information to representatives of the media during critical command stages. A single Public Information Officer will be designated for each incident, including incidents operating under Unified Command and multijurisdictional incidents.

In multiagency or multijurisdictional incidents, it may be necessary to establish a joint information center with a Public Information Officer and Assistant Public Information Officer. In all cases, the Public Information Officer shall be responsible for coordinating the dissemination of information to the media.

Upon arrival at the scene of the incident, the designated Public Information Officer will report to the Incident Commander, obtain an incident briefing and be assigned the Public Information Officer radio designator for the incident.

318.4 DISSEMINATION OF INFORMATION

The Public Information Officer should gather and disseminate the following information as deemed appropriate:

- (a) Incident response information, including the number of units and personnel on scene
- (b) Appropriate human interest or safety information
- (c) Nature of the incident and expertise of the fire personnel deployed (high rise, technical rescue, etc.)
- (d) A description of any particular hazards present at the incident
- (e) Identification of life-saving or heroic acts that may have occurred including any rescue scenarios
- (f) Projected duration of the incident

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

318.5 RESTRICTED INFORMATION

The Public Information Officer shall ensure that legally protected information is not released to the media. The Public Information Officer should consult with the Fire Chief or the authorized designee about any issues or concerns regarding legally protected information.

Refer to the Line-of-Duty Death and Injury Notification and Communication Policy for additional considerations regarding communication with the media concerning a line-of-duty death.

318.6 MEDIA INQUIRIES

All media inquiries received by incident personnel shall be forwarded to the Public Information Officer or Incident Commander for response. The Public Information Officer will endeavor to provide accurate information that is available at the time while clearly communicating that any such information is preliminary. The following communication strategies may be employed:

- (a) Reporters should be directed to assemble in a designated staging area to wait until additional information can be obtained.
- (b) If necessary to remain with media representatives, the Public Information Officer may request assistance from the Incident Commander in gathering information. Media representatives may be allowed to take photographs and video, provided they do not interfere with incident operations or create a safety hazard.
- (c) Prior to releasing the names or identifying information of persons seriously injured or deceased, the Public Information Officer shall confirm that the next of kin has been notified. Next of kin notifications are generally handled by law enforcement and/or hospital personnel. The Public Information Officer should contact the Net Com supervisor to confirm that notification has been made.
- (d) The names of deceased or seriously injured persons shall not be transmitted over the radio.

The Public Information Officer or the authorized designee should not speculate as to the cause of an incident. The Public Information Officer may escort media representatives on a tour of a fire-damaged area following knockdown after receiving authorization from the Incident Commander and in coordination with operations personnel. The Public Information Officer will be responsible for ensuring that all media personnel wear proper protective clothing as warranted.

318.7 MEDIA ACCESS

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

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- (a) The media representative shall produce valid press credentials that shall be prominently displayed at all times while in areas otherwise closed to the public.
- (b) Media representatives may be prevented from interfering with emergency operations and criminal investigations.
 - 1. Reasonable effort should be made to provide a safe staging area for the media that is near the incident and that will not interfere with emergency or criminal investigation operations. All information released to the media should be coordinated through the Public Information Officer or other designated spokesperson.

318.7.1 TEMPORARY FLIGHT RESTRICTIONS

If the presence of media or other aircraft pose a threat to public or personnel safety or significantly hamper incident operations, the Incident Commander should consider requesting a Temporary Flight Restriction (TFR). All requests for a TFR should be routed through a Battalion Chief. The TFR request, either for a pre-planned operation or an unplanned incident, should include specific information regarding the perimeter and altitude necessary for the incident. The TFR should be requested through the appropriate control tower. If the control tower is not known, the Federal Aviation Administration should be contacted (14 CFR 91.137).

318.8 NEWS RELEASES

News releases are documents specifically prepared for release to the media. News releases should generally be authored by the Public Information Officer and approved by the Fire Chief or the authorized designee, prior to release. News releases should be structured to facilitate use by the print media, typically containing no more than two pages of concise information. News releases should be formatted in accordance with the approved district standard.

318.9 NEWS CONFERENCES

A news conference is a pre-scheduled event intended to highlight a newsworthy event such as a promotion, opening of a new fire station or if a public appearance by a representative of the District is desired. The Fire Chief will determine the purpose and scope of the conference. Any accompanying news release will include details, such as the date, time and location, and may reference other officials, dignitaries or agencies that may be in attendance.

The Public Information Officer should prepare the news release and/or a prepared statement for the district spokesperson. The Public Information Officer shall make arrangements for the site, obtain required equipment, arrange for availability of the news release, identify photo locations and provide escorts, as necessary. The conference may include a moderator or the Public Information Officer, who should make introductory remarks and introductions, assist with any question-and-answer period that may follow and conclude the conference.

Specific information should not be released prior to the conference. The Public Information Officer should notify appropriate district personnel of the date, time and location of all news conferences.

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

318.10 THIRD-PARTY REQUEST TO INTERVIEW PERSONNEL

Upon approval from a supervisor, district employees may be authorized to participate in official interviews regarding work-related activities when conducted by law enforcement or other regulatory agencies, such as the California Division of Occupational Safety and Health (Cal/OSHA).

Scene Preservation

319.1 PURPOSE AND SCOPE

The purpose of this policy is to provide district members with guidance on performing emergency mitigation tasks when working in and around scenes where evidence may be present. Members of the District are often confronted with opposing priorities when performing duties at scenes containing potential evidence. They must balance the need to provide timely and effective life-saving and property-preserving services while minimizing the disturbance of any items of evidentiary value. In some instances district members must evaluate whether to enter a scene or to initiate mitigation activities.

319.1.1 DEFINITIONS

Definitions related to this policy include:

Evidence - Any item or arrangement of items that may provide relevant information to an investigation.

Scene - Any location where items of evidentiary value may be found. A scene need not be the location where a criminal act occurred, it need only be a location where items of evidentiary value are available for collection or documentation.

319.2 POLICY

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

319.3 SCENE IDENTIFICATION

District members must be mindful of encountering potential evidence at a scene whenever they respond to calls for service. The potential for evidence at a scene may be identified in a number of ways, including but not limited to:

- (a) The location of any incident that involves a physical assault or results from an act of violence. Such a location should be assumed to be a crime scene. Examples include shooting incidents, stabbing incidents, any incident involving a medical patient injured by the act of another person, suicides, bomb incidents or any act of terrorism.
- (b) Any incident that law enforcement personnel have identified as a crime scene and have notified district members of that determination.
- (c) Any unattended death scene.
- (d) All fire incidents.
- (e) Any incident where district members believe or have a reasonable suspicion that a crime has taken place. The type of suspected criminal activity may be severe, as in the case of a robbery or burglary, or less severe, as in the case of vandalism.

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

319.4 ENTERING SCENES

When district members determine that a scene containing potential evidence is involved, they should promptly evaluate the need to enter the scene prior to approval of investigators. For the purposes of district members, scenes may be categorized into two distinct types: stable or unstable.

319.4.1 STABLE SCENE

A stable scene exists when there is no apparent immediate or ongoing threat to the safety, health or well-being of district members, the public or property. Examples of stable scenes include incidents where the victim or victims are obviously deceased, incidents involving obviously failed incendiary devices and fire incidents where the fire is clearly extinguished prior to the arrival of district members.

When district members encounter a stable scene and it is apparent that no threat to safety or property exists, they should remain outside the scene until cleared to enter by the appropriate investigator or law enforcement personnel. If there is a confirmed or suspected threat to life or public safety, district members should take whatever actions reasonably appear necessary to stabilize the scene and then withdraw pending approval from investigators or law enforcement personnel to re-enter.

319.4.2 UNSTABLE SCENE

An unstable scene exists whenever there appears to be an ongoing or imminent threat to the health, safety or well-being of district members, the public or property that necessitates immediate mitigation. Examples of unstable scenes include incidents involving injured or entrapped persons, active fire or threat of imminent fire, imminent structural collapse endangering lives, the release or imminent threat of the release of hazardous materials or any incident where immediate mitigation is required to preserve life.

When district members encounter an unstable scene they are authorized to take appropriate corrective action to mitigate the threat.

319.5 PRESERVATION OF EVIDENCE AT CRIME SCENES

Whenever practicable, district members should avoid touching, moving, manipulating or otherwise altering anything located at a scene where the potential for evidence exists. In some circumstances, the need to move items may be unavoidable. In those instances, district members should note what items were moved, who moved them and the location from which they were moved. Members should not attempt to move displaced items back to their original location; rather the items should be left in the place to which they were moved. The appropriate investigator or

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law enforcement personnel should be informed of any items that were moved and the location where the items originally were found.

In instances where an obvious item of evidence must be moved, an investigator or law enforcement representative should be consulted prior to moving the item, if practicable. For example, if a weapon is located beside or underneath a victim and an investigator is available, the law enforcement representative or investigator should be called to relocate the weapon. Life-preserving care should not be unreasonably delayed awaiting the arrival of an investigator or law enforcement personnel to move items of evidence.

319.6 MEDICAL SUPPLIES AND DEBRIS

When district members provide medical care in or around a scene where evidence may be located, any discarded medical material, wrapping material, used bandaging, containers or other debris should be left at the scene when the crews depart. Reusable tools, medical equipment and other durable supplies may be collected but care should be taken by district members to minimize any disturbance to other items or material at the scene. Hazardous items and other material, such as medical sharps, controlled substances or surplus medications, should be collected and handled appropriately. If investigators or law enforcement personnel direct that any hazardous materials be left in place, district members should clearly identify all such materials to the controlling authority at the scene.

Child Abuse Reporting

320.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the mandatory reporting of suspected child abuse or neglect (Penal Code § 11165.7).

320.1.1 DEFINITIONS

Definitions related to this policy include:

Child - Any person under the age of 18 years (Penal Code § 11165).

Child abuse or neglect - Includes the following:

- Physical injury or death inflicted by other than accidental means upon a child (Penal Code § 11165.6)
- Sexual abuse as defined in Penal Code § 11165.1
- Neglect as defined in Penal Code § 11165.2
- The willful harming or injuring of a child or endangering a child or the health of a child, as defined in Penal Code § 11165.3
- Unlawful corporal punishment or injury as defined in Penal Code § 11165.4

Child abuse or neglect does not include an altercation between minors (Penal Code § 11165.6).

320.2 POLICY

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

320.3 MANDATED REPORTER REQUIREMENTS

All members of this district are responsible for the timely and proper reporting of suspected child abuse or neglect. Non-volunteer firefighters, paramedics, EMT I and II and other district members certified under Health and Safety Code Division 2.5 § 1797 et seq. are designated as mandated reporters (Penal Code § 11165.7).

A mandated reporter of this district who, in his/her professional capacity or scope of employment, has knowledge of or observes a child known or reasonably suspected to have been the victim of child abuse or neglect, shall notify law enforcement personnel by telephone as soon as practicable. The member shall then send or transmit a written follow-up report on the form provided by the law enforcement agency (Penal Code § 11168) within 36 hours of receiving the information concerning the incident (Penal Code § 11166(a)). A record of the written follow-up report should be retained.

Reports of suspected child abuse or neglect shall include the following information if known (Penal Code § 11167(a)):

- The name, business address and telephone number of the mandated reporter

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- The capacity that makes the person a mandated reporter
- The information that gave rise to the reasonable suspicion of child abuse or neglect and the source of that information
- The information that gave rise to the reasonable suspicion of child abuse or neglect and the source of that information
- The names, addresses and telephone numbers of the child's parents or guardians
- The name, address, telephone number and other relevant personal information about the persons who might have abused or neglected the child

District members with knowledge of, or who reasonably suspect that, a child is suffering serious emotional damage or is at a substantial risk of suffering serious emotional damage may make a report through a mandated reporter (Penal Code § 11166.05).

Failure to report an incident of known or reasonably suspected child abuse or neglect by a mandated reporter is a misdemeanor and may also result in discipline (Penal Code § 11166(c)).

320.4 MANDATED REPORTER STATEMENT

Each mandated reporter of this district shall be provided with a copy of Penal Code § 11165.7, Penal Code § 11166 and Penal Code § 11167, and shall sign a statement acknowledging that he/she received the copies, is a mandated reporter and will comply with the mandatory reporting provisions (Penal Code § 11165.5). The District will retain the original signed statement consistent with the District's established records retention schedules.

320.5 CONFIDENTIALITY

Reports of child abuse or neglect are to be confidential and may be disclosed only as provided in Penal Code § 11167.5.

Disposition of Valuables

321.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a process by which all valuables found at emergency incidents are inventoried and held securely by the District until the items can be returned to the owner or otherwise legally released for disposition.

321.2 POLICY

The Zayante Fire Protection District will take reasonable measures to safeguard valuables found at incident scenes. The District does not have appropriate facilities for storing valuables for safekeeping. Therefore, alternatives to removing valuables from the scene of emergencies will be taken whenever practicable.

321.3 PROCEDURE

Any member encountering unsecured valuables, such as cash or jewelry, should immediately report it to the incident commander, or the member's commanding officer.

If the valuables cannot be secured and they belong to a medical patient who is transported to a hospital, the member may deliver the valuables to the hospital, obtain a receipt from the receiving nurse and retain a copy of the receipt with the official report of the incident.

If the property or valuables cannot be secured at the location or with a responsible person at the scene, the member should request any on-site law enforcement officer to take the valuables for safekeeping. The member should document the disposition of such valuables, including the identity of any receiving individual, and obtain a receipt from the officer and include it in the report of the call.

A member should take valuables into custody only in unusual cases and with the approval of a supervisor. The valuables should be inventoried and the inventory should list any obvious damage. A supervisor should witness the inventory.

Members should document in the incident report, the disposition of any reasonably identifiable valuables.

Carrying Weapons On-Duty

322.1 PURPOSE AND SCOPE

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

322.2 POLICY

Members are prohibited from possessing weapons while on district property or while on-duty. This ban includes keeping or transporting a weapon in a vehicle, regardless of whether the vehicle is a public or private vehicle.

Weapons include guns, knives, explosives and other items with the potential to inflict harm.

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

322.3 CONCEALED WEAPONS PROHIBITED

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

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

Performance of Duties

323.1 PURPOSE AND SCOPE

This policy establishes daily performance expectations.

323.2 POLICY

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

323.3 RESPONSIBILITIES

All members should be familiar with and obedient to the policies, standard operating procedures, classification specifications, duties as assigned and any other lawful instruction or order from a superior officer.

323.4 EMERGENCY RESPONSE

All members, upon receipt of any emergency alarm, should immediately report to the appropriate station and apparatus, respond immediately to the fire or other emergency dispatched, and exert reasonable effort to perform to the best of their ability, given the totality of circumstances. If no officer is available the firefighter shall relay that information via radio to the responding Fire or Battalion Chief for instructions.

323.5 COMPETENT PERFORMANCE

Members should perform their duties in a manner which will maintain the highest standards of efficiency in carrying out the functions and objectives of the District.

Unsatisfactory performance may include, but not be limited to, the following:

- Excessive or unauthorized absence from training drills.
- Tardiness
- Demonstration of a lack of knowledge
- Failure to conform to the work standards established for the member's classification, grade or position
- Any other failure to demonstrate good conduct

323.6 SAFETY

All members will exercise reasonable precautionary measures and good judgment to avoid injury to themselves or others while on-duty, on the scene of a call for service, or at drill. Members who witness or are made aware of unsafe behavior should take appropriate steps to report or prevent such actions.

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323.7 DRIVER LICENSE

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

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

All members shall report to their supervisor any change in their driver license status. Failure to maintain a valid driver license in accordance with an employee's current classification specification may result in disciplinary action (e.g., being placed on unpaid leave status until license reinstatement, or termination if reinstatement is not possible).

323.8 PROPER COMPLETION OF WRITTEN COMMUNICATION

All members shall complete and submit all necessary reports, forms and memos on time and in accordance with any other applicable district policy or procedure.

Reports, forms and memos submitted by members shall be truthful and complete. No member shall knowingly enter or cause to be entered any inaccurate, incomplete, false or improper information.

323.9 FIRE DEPARTMENT IDENTIFICATION

Members shall furnish their name and district identification number to any person requesting that information, other than in situations in which the member's personal safety is at risk.

323.10 LOSS OF EQUIPMENT

Members shall report the loss or recovery of any district badge, identification card, manual, key or equipment to the Fire Chief.

Elder and Vulnerable Adult Abuse

324.1 PURPOSE AND SCOPE

The purpose of this policy is to provide members of the Zayante Fire Protection District with guidance regarding their role in the prevention, detection and intervention in incidents of elder and vulnerable adult abuse.

324.1.1 DEFINITIONS

Definitions related to this policy include (Welfare and Institutions Code § 15610 et seq.):

Abuse of an elder or vulnerable adult - Physical abuse, neglect, financial abuse, abandonment, isolation, abduction or other treatment with resulting physical harm, pain, mental suffering or deprivation by a care custodian of goods or services that are necessary to avoid physical harm or mental suffering.

Elder - Any person residing in this state who is 65 years of age or older.

Financial abuse - A situation in which any person who has the care or custody of, or who stands in a position of trust to, an elder or a vulnerable adult, takes, secretes or appropriates that person's money or property to any use or purpose not in the due and lawful execution of his/her trust.

Neglect - The negligent failure of any person having the care or custody of an elder or a vulnerable adult to exercise that degree of care which a reasonable person in a like position would exercise. Neglect includes, but is not limited to, all of the following:

- (a) Failure to assist in personal hygiene, or in the provision of food, clothing or shelter
- (b) Failure to provide medical care for physical and mental health needs. No person shall be deemed neglected or abused for the sole reason that he/she voluntarily relies on treatment by spiritual means through prayer alone instead of medical treatment.
- (c) Failure to protect from health and safety hazards
- (d) Failure to prevent malnutrition or dehydration

Vulnerable adult - Any person residing in this state, between the ages of 18 and 64 years, who has physical or mental limitations that restrict his/her ability to carry out normal activities or to protect his/her rights including, but not limited to, persons who have physical or developmental disabilities or whose physical or mental abilities have diminished because of age. Vulnerable adult includes any person between the ages of 18 and 64 years who is admitted as a patient to a 24-hour health facility, as defined in Health and Safety Code § 1250, Health and Safety Code § 1250.2 and Health and Safety Code § 1250.3.

324.2 POLICY

It is the policy of the Zayante Fire Protection District to report violence or abuse against elderly or vulnerable adults to local law enforcement, regardless of the relationship between the victim and the suspected perpetrators.

Elder and Vulnerable Adult Abuse

324.3 MANDATED REPORTER REQUIREMENTS

Career firefighters, paramedics, EMT I and II and other district members certified under Division 2.5 of the Health and Safety Code are designated as mandated reporters (Welfare and Institutions Code § 15630(a)).

A mandated reporter of this district who, in his/her professional capacity or scope of employment, has knowledge of or observes an elder or vulnerable adult known or reasonably suspected to have been the victim of any form of abuse (e.g., physical abuse, abandonment, abduction, isolation, financial abuse, neglect) shall notify law enforcement personnel by telephone as soon as practicable and by an official written report or confidential internet reporting tool sent or transmitted within two working days (Welfare and Institutions Code § 15630). A record of the written report should be retained.

Telephone reports of suspected elder or vulnerable adult abuse shall include, if known, the following information (Welfare and Institutions Code § 15630(e)):

- Name of the person making the report
- Victim's name and age
- Current location of the victim
- Names and addresses of family members or any other adult responsible for the elder's or vulnerable adult's care
- Victim's condition, nature and extent of the injuries, neglect or loss
- Date of the incident
- Any other information requested by the law enforcement agency

Failure to report an incident of known or reasonably suspected elder or vulnerable adult abuse by a mandated reporter is a misdemeanor and may also result in discipline (Welfare and Institutions Code § 15630(h)).

324.4 REQUESTS FOR INFORMATION

Reports of elder or vulnerable adult abuse are confidential and may be disclosed only as set forth in Welfare and Institutions Code § 15633.

Requests for information about an incident referred to law enforcement should be referred to the law enforcement agency.

Traffic Collisions

325.1 PURPOSE AND SCOPE

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

325.2 POLICY

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

325.3 REPORTING RESPONSIBILITIES

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

All district members involved in a traffic collision shall also complete and submit to the supervisor a report of the collision, in addition to any report taken by law enforcement. If the member is incapable, the immediate supervisor shall complete the form. Supervisors are responsible for notifying the Fire Chief of traffic collisions.

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

325.4 TYPES OF REVIEWS

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

325.4.1 COLLISION LEVELS

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

- (a) A Level I collision is any traffic collision involving:
 - 1. Minor injury to any district member, a contract employee or an employee of another public agency when the injury does not result in treatment at an emergency treatment facility or in subsequent hospitalization.
 - 2. Minor damage to district property or vehicles.
 - 3. Minor damage to non-district property or vehicles while conducting district business.
- (b) A Level II collision is any traffic collision involving:
 - 1. Any injury to persons other than district members, except contract and other public agency employees noted in Level I.

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2. Any injury requiring immediate transport and treatment of any district member, contract employee or an employee of another public agency at an emergency treatment facility.
 3. Major damage to a vehicle owned or operated by the District or major damage to district property.
- (c) A Level III collision is any traffic collision involving:
1. The death or anticipated disabling injury of a member of this district.
 2. The death or anticipated disabling injury of other than a member of this district, a contract employee or other public agency employee when the traffic collision involves any district member, vehicle or property.

325.4.2 REVIEW TEAMS

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

Level II and Level III collisions will be reviewed by a Battalion Chief and the Fire Chief.

All members involved in a vehicle accident may be subject to a drug screen.

325.5 COLLISION REPORTS

The investigation team leader is responsible for the preparation and completion of a written report that describes the traffic collision, any contributing factors, all persons and equipment involved and recommendations for preventing a recurrence.

Reports involving Level I collisions will be submitted through the chain of command to the Battalion Chief in charge of the involved member. Reports involving Level II and Level III collisions will be submitted through the chain of command to the Fire Chief.

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

A completed report should include the following:

- (a) Investigation methods: Identify the members of the investigation team, the agencies involved in the investigation and describe the process of the investigation, including the names of any persons interviewed.
- (b) People, vehicles and equipment: List and identify all people, vehicles and equipment involved in the traffic collision.
- (c) Collision scene and environmental conditions: Describe the location, roadways, vehicle positioning, weather conditions, road/ground surface condition and/or visibility. Include diagrams, drawings, photographs and reports from any investigating law enforcement agencies.

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- (d) Collision description: Describe the collision based on the facts gathered. Provide time frame sequence, movements, relative positioning, performance of vehicles and equipment and the actions of persons involved.
- (e) Policies and procedures assessments and recommendations: Identify any district policies and procedures that are relevant to the collision. Assess the effectiveness of such policies and procedures as applied to the collision and with the intent of preventing future injury, property loss or liability, make recommendations regarding changes.
- (f) If it is determined that an employee may have violated any district policies or procedures, the Battalion Chief should recommend that the matter be submitted for the initiation of possible administrative action.

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

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

325.6 CONFIDENTIALITY OF DISTRICT COLLISION INVESTIGATION

All internally generated reports, statements, photographs, diagrams and other materials shall be considered confidential and may not be released except as required by law. Copies of any collision reports obtained from involved law enforcement agencies shall also be considered confidential and subject to release only as authorized by law (Vehicle Code § 20012).

Line-of-Duty Death Investigations

326.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the investigation of a line-of-duty death, the documentation of the events leading to the death and to make recommendations directed toward preventing similar occurrences in the future.

326.2 POLICY

It is the policy of the Zayante Fire Protection District to identify the causal factors pertaining to any event involving a line-of-duty death, and to document and secure evidence which may be a factor in any regulatory actions or litigation resulting from the event. An investigation into the circumstances of the line-of-duty death is separate and distinct from any investigation being conducted regarding the cause of a fire.

326.3 PROCEDURE

As soon as practicable after a line-of-duty death has occurred, the Fire Chief or the authorized designee, shall assign an investigation team to conduct an investigation into the circumstances of the event.

- (a) A Battalion Chief designated by the Fire Chief, should function as the team leader and direct the investigation of the incidents involved in the line-of-duty death. The investigation team should report to the team leader, who is responsible for the management of the investigative process.
- (b) All members of the Zayante Fire Protection District shall give their full and complete cooperation to the investigation team.
- (c) The California Division of Occupational Safety and Health (Cal/OSHA) will conduct an investigation of the incidents involving the death of an employee. The investigation team shall provide a liaison to the Cal/OSHA investigators.
- (d) The Zayante Fire Protection District should cooperate with all other government agencies that have a legal cause to be involved in the investigation of a line-of-duty death and should voluntarily share relevant information with other organizations working in areas of fire service occupational safety and health education and training. Participation by these agencies shall be at their own discretion, depending on the circumstances of the incident. These agencies may or may not produce their own reports of the incident with recommendations for corrective actions. These reports do not supersede the investigation team report.
- (e) The investigation team report and all related documentation shall be an internal Zayante Fire Protection District administrative report.
- (f) Any public release of the report requires the approval of the Fire Chief or the authorized designee. Such release will generally be processed in accordance with the provisions of the California Public Records Act .

Line-of-Duty Death Investigations

326.4 INVESTIGATION TEAM

The investigation team shall consist, at a minimum, of the following team members:

- (a) Battalion Chief
- (b) Fire investigator
- (c) District Safety Officer
- (d) Risk manager

Additional personnel may be added as required by the specific circumstances of the incident, including an investigative representative from the appropriate law enforcement agency, when there is reasonable cause to believe a crime may be connected with the investigation.

326.4.1 DUTIES AND RESPONSIBILITIES

The duties of the investigation team include, but are not limited to, the following:

- (a) Gather and analyze all physical evidence related to the incident.
- (b) Interview all witnesses with direct or indirect knowledge of the circumstances. When interviewing members, all firefighter interviews shall comply with the Firefighter Bill of Rights.
- (c) Collect and preserve recordings and copies of radio traffic, telephone conversations, photographs, film, videotape, incident histories and other related information. The pertinent aspects of the radio and telephone recordings should be transcribed.
- (d) Consult with persons having special knowledge of the factors involved in the incident, including private sector experts and consultants.
- (e) Liaison with other agencies involved in the investigation of the incident.
- (f) Establish and maintain ongoing communication between the team leader and the legal counsel for the District.
- (g) Develop a written report of the incident, including conclusions and recommendations.
- (h) Coordinate activities with the Fire Chief to avoid interference with any criminal investigation.

326.4.2 DOCUMENTATION

The investigation team should ensure that the scene where the line-of-duty death occurred is documented, including diagrams, photographs and observations. When feasible, all witness interviews should be recorded or transcribed. When recording or transcription is not feasible, the investigator's notes of the interview should be preserved. In addition, the investigation team should:

- (a) Obtain, examine and secure all protective clothing, breathing apparatus and equipment used by the deceased employee.

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1. A complete physical description of the protective clothing, breathing apparatus and equipment shall be included in the report of the incident.
 2. A performance evaluation report conducted by a qualified professional on all safety equipment should be included in the report of the incident.
- (b) Review and comment on the application of policies and procedures to the incident, the observance of policies and procedures and their effect on the situation. Recommend changes, additions or deletions to such policies and procedures.
- (c) Attempt to obtain any photographs, videotape or other information relating to the incident from news media or other sources. Such evidence should be obtained with the agreement that it will only be used for investigative and educational purposes.

326.5 FINAL REPORT

The investigation team should present the final report to the Fire Chief. The Fire Chief should determine the schedule and method of presentation of the final report.

National Fire Incident Reporting System (NFIRS)

327.1 PURPOSE AND SCOPE

The Federal Fire Prevention and Control Act of 1974 (P.L. 93-498) authorizes the National Fire Data Center in the U.S. Fire Administration (USFA) to gather and analyze information on the magnitude of the nation's fire problem, as well as its detailed characteristics and trends. To do so, the National Fire Data Center has established the National Fire Incident Reporting System (NFIRS). The purpose of this policy is to provide guidance regarding NFIRS reporting to ensure district response information is properly reported to (NFIRS).

327.2 POLICY

The Zayante Fire Protection District is committed to improving fire reporting and analysis capability both locally and on the national level. Therefore, it is the policy of the Zayante Fire Protection District to participate in the NFIRS. NFIRS reporting is transmitted to the State of California by the Fire Chief once a year in November.

327.3 RESPONSIBILITIES

The USFA has developed a standard NFIRS package that includes incident and casualty forms, a coding structure for data processing, manuals, computer software and procedures, documentation and a National Fire Academy training course for utilizing the system.

The Fire Chief is designated as the NFIRS coordinator, who should develop and maintain familiarity with NFIRS resources and reporting requirements and ensure district information is compliant with the NFIRS reporting format and is forwarded to the state Fire Marshal.

Chapter 4 - Fire Prevention

Fire Inspections

400.1 PURPOSE AND SCOPE

This policy provides guidance for the enforcement of fire and panic safety codes within Zayante Fire Protection District's jurisdiction. Additionally, this policy establishes the minimum standards for inspection frequencies of all buildings in the District's jurisdiction.

400.2 POLICY

The Zayante Fire Protection District is committed to improving public safety through the enforcement of building standards relating to fire and panic safety as adopted by the Office of the State Fire Marshal (OSFM) and published in the California Building Standards Code, and any other regulations that have been formally adopted by the OSFM for the prevention of fire or the protection of life and property against fire or panic (Health and Safety Code § 13145).

400.3 PROCEDURES

The following minimum standards and inspection frequencies are required for the types of buildings listed below.

400.3.1 COMMUNITY CARE FACILITIES

Upon request from a prospective licensee of a community care facility as defined in Health and Safety Code § 1502 et seq., the Zayante Fire Protection District shall conduct a pre-inspection of the facility prior to the final fire clearance approval (Health and Safety Code § 13235).

At the time of the pre-inspection, the inspector shall provide consultation on interpretation of fire safety regulations and shall notify the prospective licensee of the facility, in writing, of specific fire safety regulations that shall be enforced in order to obtain fire clearance approval (Health and Safety Code § 13235).

A fee for the inspection in an amount, as determined by the District, sufficient to pay the costs of the pre-inspection may be charged to the prospective licensee (Health and Safety Code § 13235).

The Zayante Fire Protection District shall complete any required final fire clearance inspection for a community care facility within 30 days of receipt of the request for the final inspection, or as of the date the prospective facility requests the final pre-licensure inspection by the California Department of Social Services, whichever is later (Health and Safety Code § 13235).

400.4 OCCUPANCIES REGULATED BY THE ZAYANTE FIRE DISTRICT

The District may enforce any ordinance related to fire and panic safety adopted pursuant to Health and Safety Code § 13143.5.

The frequency of inspections of occupancies within this jurisdiction will be determined based on available district resources.

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400.5 HAZARDOUS OCCUPANCIES

Facilities that handle, store or use hazardous materials should be inspected for compliance with applicable provisions of the California Fire Code as well as the accuracy of any required Hazardous Materials Business Plan (Health and Safety Code § 25503(e)(1)). Facilities that are required to submit a Hazardous Materials Business Plan should be inspected no less frequently than once every three years (Health and Safety Code § 25508).

400.6 RIGHT OF ENTRY

If a building or premise to be inspected is occupied, the inspector shall present credentials to the occupant and request entry. If the building or premise is unoccupied, the inspector shall first make a reasonable effort to locate the owner or other person having charge or control of the building or premise and request entry.

If no permission to enter is granted, the inspector should work with legal counsel to secure entry in a manner provided by law, such as obtaining an administrative search warrant.

400.7 INSPECTION FEES

The District can charge any fire inspection fees adopted by the District. The fee assessed shall not exceed the estimated reasonable cost of providing the service for which the fee is charged (Health and Safety Code § 13146 and Government Code § 66014).

400.7.1 RE-INSPECTION FEES

If a violation is discovered during an inspection, the follow-up inspection to ensure the corrections have been made should be conducted at no cost to the owner or occupant. Should the owner or occupant fail to comply with inspection requirements on the follow-up visit and an additional visit is required, a fee as adopted by the District will be assessed.

Permits

401.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance for issuing permits that are required by the California Fire Code and local ordinances.

401.2 POLICY

In order to provide for the safety of the community, it is the policy of the Zayante Fire Protection District that permit requirements are appropriately observed and enforced (Fire Code § 105).

401.3 PROCEDURE

An review shall be conducted prior to permit issuance.

A permit does not constitute authority to violate, cancel or set aside any of the provisions of the California Fire Code or other applicable regulations (Fire Code § 105.3, Fire Code § 105.3.6 and Fire Code § 105.3.8).

401.3.1 PERMIT APPLICATIONS

Applications for permits should be submitted to the Fire Marshal or the authorized designee and should include adequate documentation of the intent to comply, including, but not limited to, the following (Fire Code § 105.2):

- A site plan showing the location of storage, use, handling or processes associated with the permit
- The floor plan approved by the Zayante Fire Protection District depicting the storage of hazardous materials and the use of equipment or processes, including proof of compliance with all applicable codes and standards
- A current Hazardous Materials Emergency Plan , if applicable
- A chemical classification inventory, if applicable

401.3.2 PERMIT FEES

Permit fees should be collected at the time of application. The fees are established by the District governing body and are applicable to each permit application.

401.3.3 PERMIT ISSUANCE

A permit may be issued for a specific or an indefinite period of time, depending on the circumstances. A permit may be extended upon a showing of good cause if the permittee applies for an extension in writing before the expiration of the permit. A permit is not transferable. Any change in ownership, operation, occupancy or use shall require a new permit.

Construction permits shall automatically become invalid unless the work authorized by such permit is commenced within 180 days after its issuance or if the work is suspended or abandoned for a period of 180 days after the time the work is commenced (Fire Code § 105.3.1).

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Permits

All permits shall bear the signature of the Fire Chief or the authorized designee and contain a general description of the operation or occupancy and its location (Fire Code § 105.3.7).

401.4 SITE REQUIREMENTS

Permits should be posted in a visible location at the permitted premises or in a location approved by the Fire Chief or the authorized designee. Permits are subject to inspection at any time by any firefighter acting in an official capacity (Fire Code § 105.3.5).

401.5 SUSPENDED OR REVOKED PERMITS

Permits may be suspended or revoked any time it is determined that:

- The permit is being used by someone other than the person who was issued the permit.
- The permit is being used at a location other than the permitted location.
- Any condition of the permit has been violated.
- The work being performed is out of compliance with applicable code requirements.
- The permit was obtained by the use of false statements on the application.
- The issuance of the permit was an error or in violation of a regulation, code or law.

401.6 REQUIRED OPERATIONAL PERMITS

Permits are generally required for all items, locations and activities as described in Fire Code § 105.

Fire Investigations

402.1 PURPOSE AND SCOPE

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

402.2 POLICY

It is the policy of the Zayante Fire Protection District to promptly investigate the cause, origin and circumstances of fires or explosions occurring in the jurisdiction that involve the loss of life or injury to a person, or the destruction of or damage to property. If the origin of a fire or explosion appears to be suspicious, the District shall take immediate charge of all physical evidence relating to the cause of the fire and pursue an investigation to its conclusion (Fire Code § 104.2)

402.3 RESPONSIBILITY

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

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

When the Zayante Fire Protection District assumes responsibility for the investigation fire investigators assigned to an incident are responsible for pursuing the investigation through to completion and providing complete written documentation. Arson investigators are responsible for investigating suspected incidents of arson. Any investigation beyond the scope of the Zayante Fire Protection District will be deferred to the on call fire investigator from one of the other fire districts in Santa Cruz County.

402.4 INCIDENT REPORTS

To ensure district incidents are documented in the National Fire Incident Reporting System (NFIRS), investigators should complete and submit a report to the Fire Marshal for each investigation conducted. All areas of the report are to be filled out and when an item is not applicable, N/A is to be placed in the box. For additional information, see the National Fire Incident Reporting System (NFIRS) Policy.

The Fire Marshal is responsible for reviewing and approving the investigative reports.

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Fire Investigations

402.5 PROCEDURE

The first-in company officer should conduct a preliminary investigation of every fire to determine the origin, cause and circumstances. If the company officer is unable to make a determination as to the origin and cause of a fire or suspects that a crime has been committed, and the magnitude of the fire would require thorough investigation and documentation, a fire investigator may be requested in accordance with this policy.

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

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

402.6 QUALIFICATIONS

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

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

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2. Complete the certification requirements of the California Fire Service Training and Education System Fire Investigator I and II.
3. Comply with all federal and state statutory and constitutional investigatory requirements, including limitations on searches and seizures.

402.7 EQUIPMENT

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

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

- Digital camera
- Spare batteries
- Voice recording device and spare media

Code Enforcement

403.1 PURPOSE AND SCOPE

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

403.2 POLICY

It is the policy of the Zayante Fire Protection District to use inspections to help reduce the risk of injury or death due to fire and life safety code-related violations and increase the safety of building occupants, the community and emergency responders.

403.3 PROCEDURE

The Zayante Fire Protection District may issue correction notices when violations of the fire code are found during fire and life safety inspections.

Any violation determined by an inspector to pose an immediate fire danger or threat to life safety should be referred to the Fire Marshal as soon as practicable.

403.3.1 INITIAL INSPECTIONS

An initial inspection should be made to determine if any violations exist and identify the code sections violated. A notice of correction should be issued for violations. The written correction notice should describe the conditions deemed to be unsafe, identify the code section violated and, when compliance is not immediate, specify a time for re-inspection, typically to occur within two weeks. This time frame may be adjusted at the inspector's discretion and the type of violation (Fire Code § 109.2).

All inspections, meetings, and telephone conversations should be documented and an inspection report completed including names, telephone numbers, dates, violations and any other pertinent information related to the inspection. All documentation should be maintained in an inspection file.

A copy of the inspection report should be left with the responsible party.

403.3.2 RE-INSPECTIONS

Violations that pose an immediate hazard to life or property should be corrected before the inspector leaves the premises (e.g., a required exit being chained or locked).

All other violations should be corrected by the date identified in the correction notice for re-inspection.

Generally, no more than two re-inspections should be conducted before escalating the process as provided in this policy.

403.3.3 TIME EXTENSIONS FOR COMPLIANCE

An inspector may extend the compliance period if reasonable progress is being made toward correcting the violation, or if a plan is established for completion and life and property are not being

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compromised. Extensions should only be granted when the inspector believes there is a high probability of obtaining complete compliance. The inspector may request the responsible person submit a statement in writing, detailing the reason for the extension and the new compliance date.

403.3.4 FINAL NOTICES

A final notice may be used as the last warning notice issued prior to civil or criminal action. A final notice is not required prior to initiating legal action.

A final notice of violation should be provided to the violator by certified mail return receipt requested and should:

- Set a date by which the violator must correct the violation.
- Notify the violator of the date of the final re-inspection to verify code compliance prior to initiating legal action.

403.3.5 ADMINISTRATIVE CITATION

If compliance is not achieved by the time of the final re-inspection, an administrative citation may be issued. An administrative citation informs a business that repeated attempts to gain compliance for outstanding violations were unsuccessful. The administrative citation may be delivered to the business owner in person or mailed via certified mail return receipt requested.

Administrative citations may continue to be issued until compliance is achieved or the matter is referred to legal counsel for legal action. Copies of all administrative citations should be sent to the District's legal counsel as soon as practicable.

Alternative Materials and Methods Requests

404.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a procedure for receiving and processing requests for the use of Alternative Materials and Methods (AMM) in accordance with the Fire Code § 104.9 and Fire Code § 111.2.4.

404.1.1 DEFINITIONS

Definitions related to this policy include:

Alternative Materials and Methods Request - A request from a permit applicant to deviate in some manner from the requirements of the Fire Code, consisting of the applicant and project information, a summary of the issue and the solution being proposed, identification of the specific Fire Code reference and the intent of the code, a description of why the standard requirements are not possible, feasible or desirable and a detailed description of the alternatives being proposed to mitigate the deficiency or code requirement.

404.2 POLICY

It is the policy of the Zayante Fire Protection District that requests for AMM shall be evaluated by the Fire Marshal or the authorized designee for compliance with the intent of the associated Fire Code.

404.3 PROCEDURE

The following procedures have been established to assist the district members in determining whether a proposed AMM is at least equivalent to that prescribed by the Fire Code in quality, strength, effectiveness, fire resistance, durability and safety.

404.3.1 PROJECT INFORMATION

For commercial, multi-family residential and residential tract projects, the applicant shall provide the following written information in addition to the plans necessary to evaluate the project:

- (a) Relevant project information:
 - 1. The project name, address, contact person and telephone number
 - 2. The owner's name, address, and telephone number
 - 3. Other specific information identifying the project as required (e.g., development permit type, tract and lot number)
- (b) Identify the Fire Code section or reference the specific requirement for which the AMM is requested.
- (c) Detail the alternative fire protection measures as part of the AMM proposal and how they establish equivalency to those prescribed in the code.
- (d) Any additional information identified by the Zayante Fire Protection District.

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404.3.2 SUBMITTAL PROCESS

- (a) One copy of the AMM proposal and other supporting information is required to be submitted to the Zayante Fire Protection District. Applicable fees due, in the amount indicated by the fee schedule currently in effect, must be paid upon submittal of the AMM proposal.
- (b) AMM requests will be evaluated by the Fire Marshal or the authorized designee . All such requests are evaluated on a case-by-case basis. Approval of an AMM request is based upon several factors, including, but not limited to, the level of equivalency achieved, the effect of the AMM on fire and emergency response and site conditions. All evaluations will be performed in the context of the specific project being reviewed.
- (c) If the AMM proposal provides an equivalent level of protection, considering all related conditions pertaining to the project, the Fire Marshal or the authorized designee will issue a written response granting approval. Such approval may be conditional upon implementation of additional requirements listed in the AMM approval that were not part of the original AMM proposal. Approval is granted only for the specific project under review and the conditions for approval shall not be construed as applicable to any other project.
- (d) In the event the AMM proposal does not provide an equivalent level of protection, the request will be denied and a written denial will be issued.
 - 1. Should the applicant submit a different AMM request for the same project or choose to revise and resubmit the previously denied request, additional AMM fees will apply.
 - 2. To facilitate the evaluation process, the applicant should include any previously denied AMM proposals when submitting a revised AMM request.
- (e) Upon completion of the evaluation, the written AMM approval or denial and a copy of the applicant's AMM proposal should be made available for pick up at the location specified by the Zayante Fire Protection District. Should evaluation of the AMM proposal require time and resources beyond the standard time allotted for this activity, additional time and materials fees may be assessed. Any additional fees assessed must be paid when the applicant picks up the AMM approval or denial.
- (f) The approved AMM proposal and written responses should be copied on the plans prior to plan approval. A copy of the AMM proposal and response should be kept at the project site at all times. This documentation may be required for review by the Fire Marshal or the authorized designee.

Public Education

405.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the methods the District uses to interact with the community, share information about the workings of a fire station and demonstrate the capabilities of various apparatus and equipment through educational activities conducted by the fire district personnel.

405.2 POLICY

The Zayante Fire Protection District will aggressively promote fire safety and public awareness through a variety of public information and education activities, including a fire station visit program operated by district personnel .

405.3 PROCEDURE

The fire station visit program is an educational activity intended to allow school groups, service clubs, youth organizations, church groups and other civic-minded organizations to schedule and participate in a tour of a working fire station. The types of groups and organizations appropriate for inclusion in the fire station visit program include, but are not limited to, the following:

- Pre-school classes or groups (public or private)
- Kindergarten classes or groups (public or private)
- Primary and secondary school groups (public, church-based or private)
- Chaperoned, organized youth groups that generally include persons 17 years of age and under and are sponsored and accompanied by adult representatives of a formal organization (e.g., Girl Scouts, Boy Scouts, Cub Scouts, Indian Scouts and Brownies).
- Service clubs and organizations that are generally voluntary non-profit organizations, where members meet regularly to perform charitable work either by direct hands-on efforts or by raising money for other organizations (e.g., Kiwanis, Rotary and Masons).

The fire station visit program is not intended, nor should it be used as an entertainment opportunity or for a commercial or for-profit purpose. The following types of groups, entities and activities are not appropriate for inclusion in the fire station visit program:

- Social networking groups
- Business networking groups
- For-profit tour groups, including profit-based foreign student groups
- Any group, entity or activity that is part of a for-profit enterprise

Neither of the lists above is intended to be all-inclusive, rather they are general representations of the types of groups that are either appropriate or inappropriate for inclusion in the fire station visit program.

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Groups or organizations can request a fire station visit by completing and submitting a request to the Fire Chief . Request should be submitted at least 45 days prior to the date requested for the fire station visit. The Fire Chief and fire personnel will evaluate each application in accordance with this policy. Each evaluation will be considered uniformly and without discrimination as part of the application process. Approved requests will be forwarded to the appropriate personnel for station and crew assignments.

405.3.1 SCHEDULING FIRE STATION VISITS

To limit the impact of fire station visits on other essential activities, each Fire Operations Division crew should be limited to conducting one station visit per calendar month. The Fire Operations Division Chief may elect to further limit the number of station visits assigned to individual crews based on the operational or training activities of that crew. The Division Chief should notify the Fire Prevention Division personnel of the station and crew assigned to conduct each scheduled visit. The Fire Prevention Division personnel should confirm the appointment for the station visit with the applicant and act as the point of contact for the applicant regarding any questions, issues or changes in the scheduled visit.

405.3.2 ADDITIONAL CONSIDERATIONS

The fire station visit program will operate within the following parameters:

- Participating group size will generally be limited to 30 persons, including chaperones, and drivers. Larger groups may apply but approval of the application will depend on the availability of a Fire Prevention Division representative to assist with managing the tour on the day of the visit.
- Station visits should be scheduled for a maximum of two hours and generally during regular business hours.
- The crew assigned to manage a station visit should remain in-service and available for emergency calls during the visit. Visiting groups should be notified in advance that the crew may be called away from the station at any time and the visit may then be canceled.
- Station visit participants should not be allowed to enter the private crew sleeping or dressing areas of the station.
- The fire crews managing each station visit should ensure that no confidential information or information protected by the Health Insurance Portability and Accountability Act (HIPAA) is visible or accessible to the station visit participants. Specific areas of the station may be closed to the visiting groups as needed to protect confidential and/or protected materials.

405.4 RECORDKEEPING

The Fire Chief should maintain a record of all requests for the station visit program. The records should include:

- The name of the group or organization applying for a fire station visit.
- The name of the group leader or person submitting the application.

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- Information regarding the approval or denial of the application. For denied applications, the reason for the denial should be listed (e.g., non-conforming group, scheduling conflict or no crew availability).
- The scheduled date and time of each approved visit.
- The Battalion Chief, station and crew assigned to manage the visit.
- Confirmation that the group or organization completed the station visit or the reason it was not completed.

These records should be retained in accordance with the district's established records retention schedules.

Hazardous Materials Disclosures

406.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the requirements for the review of Hazardous Materials Business Plan (HMBP) submittals and for the inspection of the businesses that handle hazardous materials (Health and Safety Code § 25500 et seq.).

406.2 POLICY

When designated as the administering agency under Health and Safety Code § 25502, the Zayante Fire Protection District will administer and enforce Chapter 6.95 of Division 20 of the Health and Safety Code.

406.3 PROCEDURE

Businesses handling hazardous materials in excess of threshold quantities shall be required to submit HMBPs to the District and submit to inspection by the Fire Marshal or the authorized designee (Health and Safety Code § 25503.5 et seq.).

406.3.1 REQUIRED PLANS

- (a) The District will require an HMBP from the following:
1. A business that handles a hazardous material or a mixture containing a hazardous material in quantities identified in Health and Safety Code § 25503.5
 2. A business required to submit chemical inventory information pursuant to 42 USC § 11022 (Health and Safety Code § 25503.8)
 3. A business handling a quantity of material that the District finds raises public health, safety or environmental concerns and requires submission of an HMBP (Health and Safety Code § 25503.5)
- (b) HMBPs shall comply with the requirements of 19 CCR 2729, 19 CCR 2730, 19 CCR 2731 and 19 CCR 2732, including, but not limited to:
1. The Business Activities page of the Unified Program Consolidated Form, as required by 27 CCR 15600(a), and Business Owner/Operator Identification page.
 2. The Hazardous Materials and Chemical Description page.
 3. An annotated site map.
 4. A business emergency plan, including the following emergency response procedures for a release or threatened release of hazardous materials, scaled appropriately for the size and nature of the business, the nature of the damage potential of the hazardous materials handled and the proximity of the business to residential areas and other populations.

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5. Immediate notification of the following:
 - (a) Local emergency response personnel
 - (b) The administering agency and the Office of Emergency Services (OES)
 - (c) Persons within the facility who are necessary to respond to an incident
6. Identification of local emergency medical assistance appropriate for potential accident scenarios.
7. Mitigation, prevention or abatement of hazards to persons, property or the environment.
8. Immediate notification and evacuation of the facility.
9. Identification of areas of the facility and mechanical or other systems that require immediate inspection or isolation because of their vulnerability to earthquake related ground motion.

406.3.2 SUBMITTAL

- (a) HMBPs that do not satisfy the requirements of this policy shall be returned to the submitting facility with a letter specifying the deficiencies, any necessary corrective actions and notice that the facility has 30 days to submit a revised HMBP.
- (b) Facilities subject to the requirements of this policy are required to review their HMBP at least once every three years after initial submission and certify to the District that the review was made and that any necessary changes were made. A copy of any changes shall be submitted to the District as a part of the certification.
- (c) The hazardous materials inventory shall be submitted to the District annually on or before March 1. Businesses shall submit an amendment to the inventory within 30 days of the following events:
 1. A 100 percent or more increase in the quantity of a previously disclosed material
 2. Any handling of a previously undisclosed hazardous material subject to the inventory requirements of this chapter
 3. Change of business address
 4. Change of business ownership
 5. Change of business name
- (d) If no change in an inventory has occurred, a business subject to the hazardous materials reporting requirements of this policy may comply with the annual inventory reporting requirements by submitting a certification statement to the District if all the following apply:
 1. The business has previously filed the hazardous materials inventory pursuant to the requirements of this policy.

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2. The business owner or officially designated representative signs and attests to these statements:
 - (a) The information contained in the hazardous materials inventory most recently submitted to the District is complete, accurate and up to date.
 - (b) There has been no change in the quantity of hazardous materials reported in the most recently submitted inventory.
 - (c) No hazardous materials subject to inventory requirements are being handled that are not listed on the most recently submitted inventory.
 - (d) No hazardous materials subject to inventory requirements are being handled that are not listed on the most recently submitted inventory.
- (e) If a change in the hazardous materials inventory has occurred, a business subject to the hazardous materials reporting requirements may comply with the annual inventory reporting requirements by submitting the following:
 - (a) Signed Business Owner/Operator page for the current reporting year
 - (b) Updated Chemical Description pages showing additions, deletions or revisions to previously submitted hazardous materials inventory
- (f) Facilities subject to EPCRA must annually submit the following, regardless of whether a change as occurred:
 - (a) Business Activities page of the Unified Program Consolidated Form
 - (b) Signed Business Owner/Operator page for the current reporting year
 - (c) Chemical Description page for each federally listed Extremely Hazardous Substance (EHS) handled in quantities equal to or greater than applicable federal threshold planning quantities or 500 pounds, whichever is less

406.3.3 INSPECTIONS

The District shall conduct field inspections of facilities that are subject to the requirements of this policy at least once every three years. Any deficiencies noted during field inspections shall be documented and the facility shall be given a set time frame to make the necessary corrections (Health and Safety Code § 25508).

Where appropriate, the District will enforce any applicable laws and suggest preventive measures designed to minimize the risk of the release of hazardous material into the workplace or environment.

406.4 PUBLIC RECORDS

Members of the public may request to inspect any HMBP for which the District is responsible for receiving or reviewing. The District shall not charge for a request to obtain this information from

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a business or for the public examination of the HMBP during the District's normal working hours (Health and Safety Code § 25504).

Inventory information and other information is subject to trade secret protection pursuant to Health and Safety Code § 25511.

Those portions of the HMBP specifying the precise location where hazardous materials are stored and handled on-site, including any maps of the site, shall not be available for inspection (Health and Safety Code § 25506).

Maximum Occupancy - Overcrowding

407.1 PURPOSE AND SCOPE

The purpose of this policy is to establish standards for abating overcrowded conditions in places of assembly. This policy shall apply to all assembly occupancies and other occupancies which may be subject to overcrowding (Fire Code § 2010 107.6).

407.2 POLICY

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

407.3 PROCEDURE

407.3.1 COMPLAINTS RECEIVED DURING NORMAL BUSINESS HOURS

Complaints of overcrowded conditions received during normal business hours should be forwarded to the Fire Chief or Battalion Chief for investigation and follow-up. The inspector should promptly investigate the complaint and notify the appropriate supervisor of the findings. All findings should be documented in the complaint management system.

407.3.2 COMPLAINTS RECEIVED AFTER HOURS

Complaints of overcrowding received after hours should be routed to the appropriate on-duty Battalion Chief. The Battalion Chief may choose to take any of the following actions, as deemed necessary to investigate the complaint:

- Investigate the complaint and abate the hazard as necessary, in accordance with this policy.
- Dispatch an engine company to investigate the complaint and abate the hazard as necessary, in accordance with this policy.
- Call for the Fire Chief to investigate the complaint and abate the hazard as necessary, in accordance with this policy.

407.3.3 OVERCROWDING MITIGATION AND ABATEMENT

Each complaint of overcrowding will be unique and should be investigated based upon the circumstances presented with the occupancy. If at any time, in the investigating officer's opinion, the overcrowding condition poses an immediate life safety hazard, the investigating officer is authorized to cause the event to be stopped and the occupancy to be vacated immediately, until such condition or obstruction is corrected in accordance with this policy (Fire Code § 2010 107.6). The investigating officer shall immediately notify the Fire Chief any time the decision is made to vacate an occupancy. Whenever practicable, the investigating officer should consult the Fire Chief prior to requiring that an occupancy be vacated.

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Maximum Occupancy - Overcrowding

407.3.4 FIRST DOCUMENTED OVERCROWDING OFFENSE

Routine overcrowding complaints that do not pose an immediate life-safety hazard should be investigated and abated as necessary. A warning should be issued to the business owner advising that any future overcrowding cases may result in a criminal citation being issued.

407.3.5 SECOND DOCUMENTED OVERCROWDING OFFENSE

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

Juvenile Firesetter Referrals

408.1 PURPOSE AND SCOPE

The purpose of this policy is to provide district personnel with resources for helping juvenile firesetters and their families receive the help they need through education, diversion, assessment and psychological services, in cooperation with local nonprofit organizations.

408.2 POLICY

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

408.3 PROCEDURE

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

408.3.1 CAREGIVER REFERRALS

Parents or guardians who call the Zayante Fire Protection District for assistance will be directed to a member trained in juvenile firesetter intervention. When possible, telephone contact should be made with the parents within 48 hours of the District being contacted. Parents should be provided with information about the program options and should be encouraged to make an appointment with the Fire Chief.

408.3.2 WALK-IN REFERRALS

If someone comes to a fire station with a child who may be involved with firesetting, that person should be referred to the Fire Chief. If the Fire Chief is not available, all information should be documented and forwarded to the Fire Chief as soon as possible.

408.3.3 FIRE DEPARTMENT REFERRALS

If a juvenile firesetter is identified at a fire scene, the Incident Commander should complete the following steps.

If evidence at a fire scene indicates a juvenile started the fire, the Incident Commander must report this involvement in a fire incident report. The report should indicate that:

- The person involved in the ignition of the fire was a child or a person under the age of 18.
- The fire was arson.
- The information known about the juvenile (e.g., name, age, sex, address).
- The parent or guardian information, if known.

A copy of the report should be sent to the Fire Chief.

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Juvenile Firesetter Referrals

The Incident Commander should call a fire investigator any time there is evidence of arson, when there are witnesses with information that could identify the juvenile firesetter, or when the suspect is still at the scene.

408.4 PROGRAM COMPONENTS

The following components should be included in any juvenile firesetter program. Depending on the individual situation, some of the steps may not apply.

Assessment - The first step is generally a family interview including a Federal Emergency Management Agency (FEMA) assessment at a location designated by the Zayante Fire Protection District. Assessments may be conducted at the child's home or living environment of the child and family members are encouraged to attend.

Diversion - Diversion is a process that allows the child to complete all or some of the program after which a citation can be dismissed or not processed. For admission into diversion, the juvenile will undergo a criminal background check. A parent or legal guardian and the child must attend a diversion hearing (held at offices), where the child will be asked to describe behaviors and to answer questions to assess whether the child is at risk of repeating his/her offense. The child's parents or legal guardians and the child may be asked to sign a contract that requires specific actions to qualify the child for continued participation in the firesetter program. When the child successfully completes the program the District will process a request to dismiss the citation.

Educational intervention - In this step families attend a fire safety academy. It is recommended that all family members attend. Academies may be conducted several times throughout the year and child/family placement is subject to availability. Academies should be broken into age-appropriate classes for the juveniles. Informational training seminars should be included for parents and guardians.

Counseling - The District may recommend family counseling. If a child and family have been referred to counseling, it is strongly recommended that the counseling occur concurrently with academy attendance. A list of local organizations and resources should be provided to the family.

Behavioral update - After completing the academy and/or counseling, a representative from the firesetter program may follow up with adults in the child's home to discuss the child's behavior and review any progress.

There are programs available in the county. The Zayante Fire Protection District does not offer a juvenile firesetter program at this time.

Chapter 5 - Emergency Medical Services

Pre-Hospital Care Reports

500.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the requirements for documentation of patient responses, and the related document distribution, storage and disclosure (Health and Safety Code § 1798.200; 22 CCR 100170; 22 CCR 100171).

500.1.1 DEFINITIONS

Definitions related to this policy include:

Patient - A person who meets any one of the following criteria:

- Has a chief complaint
- Has obvious symptoms or signs of injury or illness
- Has been involved in an event that the average first responder would believe could cause an injury
- Appears to be disoriented or to have impaired psychiatric function
- Has evidence of suicidal intent
- Is deceased

Patient refusing medical care against medical advice (AMA) - A competent patient who is determined by an EMT or base hospital to have a medical problem that requires the immediate treatment and/or transportation capabilities of the EMS system, but who declines medical care despite being advised of his/her condition and the risks and possible complications of refusing medical care.

500.2 POLICY

It is the policy of the Zayante Fire Protection District to follow the patient documentation and distribution guidelines developed by the county Emergency Medical Services (EMS) authority.

500.3 PROCEDURE

A Pre-Hospital Care Report (PCR) shall be completed for every patient response (22 CCR 100171). This includes a patient who is released at the scene, meets the criteria for pronouncing death in the field, is an inter-facility transport or is involved in a multi-casualty incident.

A PCR and a patient release form must be completed for all patients who refuse evaluation, treatment and/or transport.

Contact with persons who do not meet the criteria required for the definition of a patient should be recorded in the district's incident reporting system to document that assistance was offered and declined. The district's reporting requirements concerning personal identification information, including a person's name, age, date of birth and sex, should be followed.

Pre-Hospital Care Reports

An EMS evaluation, performed minimally by an Emergency Medical Technician (EMT), may or may not be required for non-medical requests for assistance, such as “service calls” or “back-to-bed” requests. A PCR shall be completed for any person meeting the patient criteria. If the person is a non-patient, document the activity as noted below.

For continuous quality improvement, the District and the paramedic receiving center shall review their copies of the PCR and discuss any areas of concern.

500.4 DISTRIBUTION OF PCR COPIES

- (a) If a patient is transported to a hospital or trauma center, copies should be distributed as follows:
1. Copy retained by the District
 2. Copy sent to the base hospital or alternative base station
 3. Copy left with paramedic receiving the patient
 4. Copy sent to the local EMS authority
- (b) If a patient is not transported or refuses care and leaves against medical advice (AMA), copies should be distributed as follows:
1. Copy retained by the District
 2. Copy left with paramedic.
 3. Other copies per local EMS authority policy
- (c) If a patient is declared dead and is not transported, copies should be distributed as follows:
1. Copy retained by the District
 2. Copy left with the body for the coroner’s office
 3. Copy sent to the local EMS authority
 4. Other copies sent per local EMS authority policy

500.5 PCR STORAGE

PCRs shall be maintained and secured in a manner in which only individuals who are members of the health care team, are involved in education and training, are part of the quality assurance review or affiliated with the local EMS authority have access. All copies of the PCRs must be secured in offices or mailing envelopes to prevent access by non-authorized individuals.

Medical Supplies

501.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a Periodic Automatic Replenishment (PAR) level system for medical supply inventories for the safety and welfare of patients and employees. Adequate PAR levels for ordering medical supplies assists with budgeting and waste management. Adherence to this policy is intended to prevent the depletion of protective supplies for employees and supplies for the treatment of patients, while reducing costly inventory overstock and the inability to obtain critical supplies.

501.2 POLICY

It is the policy of the Zayante Fire Protection District to use a PAR level system for medical supply inventories.

501.3 PROCEDURES

The PAR level should be based on normal inventory usage for a four-week period at station 1. The PAR level should include all medical supplies maintained in fire stations and carried on units, with the exception of airway bags and monitor/defibrillator carrying cases.

A order for supplies should be emailed to AMR for items they re-stock. Medic 100 will generally deliver these supplies. All other stock will be ordered annually or as needed.

501.3.1 PARAMEDIC ASSESSMENT UNIT AND BASIC LIFE SUPPORT (BLS) FACILITIES

Facilities with one or more paramedic assessment and basic life support units should order medical supplies as follows:

- (a) On the delivery date, a visual inspection of the medical supply inventory should be conducted. When inspecting the medical supply inventory, expiration dates on existing inventory should be checked. Supplies that expire soon should be ordered in advance to prevent a shortage.
- (b) A BLS order form should be completed to bring inventory to PAR levels.
- (c) When possible, the BLS order form should be completed and posted at the designated location prior to the delivery date. This will reduce the potential of missing a delivery. The order should include all medical supplies needed for all units at the facility.
- (d) The supplier should include a new BLS order form when making a delivery or picking up an order form. Use only original BLS order forms delivered by the supplier. Photo copies should not be used.
- (e) Upon delivery of medical supplies, the receiving member should reconcile the delivered supplies with the packing slip and immediately alert the supplier of any discrepancies.
- (f) When putting medical supplies away, any items with expiration dates should be stored so that older supplies are used first.

Medical Supplies

501.4 BACK-ORDERED SUPPLIES

If the supplier is unable to fill an order, the supplier may indicate that the supply is back-ordered. Do not continue to order items that are on back-order. Any questions concerning back-ordered supplies should be directed to the supplier. If the needed items cannot be obtained in the normal manner, contact the Fire Chief.

Patient Refusal Of Pre-Hospital Care

502.1 PURPOSE AND SCOPE

This policy establishes guidelines to be followed any time a patient refuses pre-hospital emergency medical evaluation, care and/or transport.

502.1.1 DEFINITIONS

Definitions related to this policy include:

Competent - The patient has the capacity to understand the circumstances surrounding his/her illness or impairment and the risks associated with refusing treatment or transport. The patient is alert and his/her judgment is not significantly impaired by illness and/or injury. Mental illness, drugs, alcohol intoxication or physical/mental impairment may significantly affect a patient's competence. Patients who have attempted suicide, verbalized suicidal intent, or if other factors lead pre-hospital care personnel to suspect intent, should not be regarded as competent.

Emancipated minor - An individual under the age of 18 years who is married, on active duty in the military, or is 14 years or older and emancipated by declaration of a court.

Mental health hold or 5150 hold - A patient who is held against his/her will for evaluation because the patient is a danger to him/herself, a danger to others, and/or is gravely disabled or unable to care for him/herself (Welfare and Institutions Code § 5150). This hold may be written by a law enforcement officer, a county mental health worker or an emergency room physician certified by the county to place an individual on a 5150 hold.

Patient - A person who meets any one of the following criteria:

- Has a chief complaint
- Has obvious symptoms or signs of injury or illness
- Has been involved in an event that the average first responder would reasonably believe could cause an injury
- Appears to be disoriented or to have impaired psychiatric function
- Has evidence of suicidal intent
- Is deceased

Patient not requiring transport or release at the scene - A patient who, after an assessment by an Emergency Medical Technician (EMT), does not appear to have a medical problem that requires the immediate treatment and/or transportation capabilities of the Emergency Medical Services (EMS) system.

Patient refusing medical care against medical advice (AMA) - A competent patient who is determined by an EMT or base hospital to have a medical problem that requires the immediate treatment and/or transportation capabilities of the EMS system, but who declines medical care

Patient Refusal Of Pre-Hospital Care

despite being advised of his/her condition and the risks and possible complications of refusing medical care.

502.2 POLICY

It is the policy of the Zayante Fire Protection District that a pre-hospital care report (PCR) and a patient release form be completed any time a patient refuses emergency medical evaluation, care and/or transportation.

502.3 PROCEDURE

In the pre-hospital setting of the sick and injured patient, these guidelines may be interpreted and applied broadly. EMTs should err on the side of providing patient care, even if the patient is later found to have been competent to refuse care. Patients likely to have a serious medical problem should be evaluated more carefully for their decision-making capacity.

- (a) A competent adult or an emancipated minor has the right to determine the course of his/her own medical care and shall be allowed to make decisions affecting his/her medical care, including the refusal of care.
- (b) Spouses or relatives, unless they are a legal representative, cannot necessarily consent to the refusal of care for their spouse or relative. They may provide insight into what an incompetent relative would desire and may be used as surrogates for decision-making after an incompetent patient enters the hospital. Patients less than 18 years old must have a parent or legal representative present to refuse evaluation, medical care and/or transport unless they are an emancipated minor. The parent must be competent to make this decision. If the parent's decision seems to grossly endanger the minor or the parent does not appear to be competent, the EMT should contact with the base hospital for further guidance.
- (c) The EMT must evaluate and document the patient's ability to comprehend and whether his/her ability to do so is impaired by the medical condition. The EMT should assess the patient with particular attention to the following:
 1. The patient's complaint or the reason for the call
 2. Any important circumstances surrounding the call for assistance
 3. Significant patient medical history
 4. Complete physical assessment, including vital signs and mental status
 5. A check for signs of drug and/or alcohol use/intoxication and physical or mental conditions affecting judgment, such as injury, developmental disability or mental illness. Examples of conditions affecting the patient's decision-making capacity include, but are not limited to, a significantly altered level of consciousness or blood pressure, hypoxia or severe pain

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- (d) The EMT should establish to the best of his/her ability what treatment the patient requires, the potential risks/consequences if the patient refuses care and should communicate to the patient the benefits and risks of the proposed medical care or transport.
- (e) If the patient refuses treatment or transport and the EMT believes the patient is competent, the EMT should make reasonable efforts to ensure that the patient understands the risk and consequences of refusing medical attention and to understand why the patient is refusing care. The EMT should present to the patient alternatives to obtaining care or transport or modification of services offered and attempt to overcome the patient's objections, if reasonable. Any evaluation, including base hospital contact, should be thoroughly documented for conditions the EMT believes are potentially serious.
- (f) The base hospital should be contacted regarding any patient exhibiting symptoms meeting the base hospital criteria for treatment and transport. If the patient refuses treatment and/or transport and there is some question on the part of field personnel as to the capacity of the patient, base hospital consultation should be obtained prior to leaving the scene.
- (g) A patient who meets the criteria for release at the scene may be released by an EMT. However, the patient should be advised, if applicable, to seek alternate medical care. If the patient requires additional medical advice, the base hospital should be contacted.
- (h) When a patient exhibits signs of being a danger to him/herself or others, is gravely disabled or cannot care for him/herself and cannot be treated and/or transported, the EMT should notify the proper authorities to obtain a 5150 hold. The EMT should remain with the patient until the proper authorities have made a determination regarding the hold. Patients on a 5150 hold cannot be released at the scene.
- (i) If the base hospital and/or EMT determine that the patient is not competent to refuse evaluation or transport, the following alternatives exist:
 - 1. The patient should be transported to an appropriate facility under implied consent. In this case a 5150 hold is not necessary.
 - 2. If the base hospital determines it is necessary to transport the patient against his/her will and the patient resists or the EMT believes the patient will resist, the EMT shall call for law enforcement assistance in transporting the patient. Law enforcement may consider the placement of a 5150 hold on the patient but a 5150 hold is not required for transport.
 - 3. At no time are members to put themselves in danger by attempting to transport or treat a patient who refuses treatment. At all times, good judgment should be used and appropriate assistance obtained.

502.4 DOCUMENTATION

The EMT should document the following for all patients who refuse medical care AMA:

- (a) All relevant patient medical history and assessment

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- (b) A description of the patient that clearly indicates his/her decision-making capacity
- (c) Reasons given why the patient refused care, treatment or transport
- (d) A statement that the patient was advised of the risk/consequences of refusing medical attention and that he/she acknowledged understanding those risks
- (e) Any alternatives that were presented to the patient
- (f) A description of base hospital contact including information given and received

After advising the patient and any associated witnesses concerning the consequences of refusing medical care, the EMT should obtain the signature of the patient and one witness on the patient release form. Preferably the witness should be a member of the patient's family, if available at the scene.

If the patient is a minor, the parent or legal guardian should sign the patient release form.

If the patient refuses to sign the patient release form, that fact should be documented on the form. The release should include the district-specific incident number, the signature of the field personnel and that of any witnesses.

Advance Health Care Directives

503.1 PURPOSE AND SCOPE

This policy identifies the circumstances and types of documents required for district Emergency Medical Services (EMS) members to withhold or withdraw resuscitative or life-sustaining measures based on the Health Care Decisions Law (Probate Code § 4600 et seq.).

Nothing in this policy should be interpreted to limit EMS members from relieving an airway obstruction.

503.1.1 DEFINITIONS

Definitions related to this policy include:

Advance health care directive (or Advance Directive) - A document executed pursuant to the Health Care Decisions Law, used to give health care instructions, including directions to withhold or withdraw life-sustaining measures and CPR (Probate Code § 4605). A valid Advance Directive must contain the date of its execution, signature of the patient or of another adult in the patient's name, and be acknowledged by a notary or signed by at least two adult witnesses to the signing (Probate Code § 4674).

Attorney-in-fact - A person granted legal authority in a written document to act for another in health matters (Probate Code § 4670).

Do Not Resuscitate (DNR) request - A document that directs a health care provider not to make resuscitative efforts, such as chest compressions, defibrillation, assisted ventilation, basic airway adjuncts, advance airway adjuncts (e.g., endotracheal tube, Combitube®), cardiotoxic medications or other medications or means intended to initiate a heartbeat or to treat a non-perfusing rhythm. A DNR request includes:

- An Advance Directive that directs the withholding of life sustaining or resuscitating measures.
- A pre-hospital DNR request approved by the EMS authority or the California Medical Association, or an equivalent document from another jurisdiction.
- An order written by a physician or a patient in hospice care, a skilled nursing facility or other licensed care facility.
- Physician Orders for Life-Sustaining Treatment (POLST) Form

A DNR request can also be evidenced by a DNR medallion.

DNR medallion - A medic alert medallion/bracelet engraved with the words "Do Not Resuscitate," the letters "DNR" or "DNR-EMS," a patient identification number and a 24-hour toll-free telephone number (Probate Code § 4780).

Health care agent - A person designated in a written power of attorney for health care to make health care decisions (Probate Code § 4670).

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Palliative care - The total care of patients who are not responsive to curative treatment, designed to achieve the highest quality of life possible.

Physician Orders for Life-Sustaining Treatment (POLST) Form - A form available statewide that allows an individual to express his/her desires concerning resuscitation and various resuscitation modalities (Probate Code § 4780).

503.2 POLICY

It is the policy of the Zayante Fire Protection District that EMS members honor DNR requests to withhold or withdraw resuscitative measures.

503.3 PROCEDURES

The following guidelines should be used by members who are presented with a DNR request:

- (a) EMS members shall honor a DNR request when it can be reasonably established that the patient is the subject of the DNR request and:
 1. EMS members have identified a DNR request, DNR medallion or POLST form as defined in this policy, or
 2. EMS members have personally seen the DNR request in the patient's medical record in a health care facility and they reasonably believe it has not been revoked.
- (b) DNR patients should receive non-resuscitation-related palliative care and other comfort measures, as would any other person.
- (c) A DNR request shall be disregarded if the patient requests resuscitative measures.
- (d) EMS members may accept a verbal request to withhold or withdraw resuscitative measures under the following circumstances:
 1. A licensed physician identified as the patient's physician and present with the patient gives a verbal order and writes the DNR order on the Pre-hospital Care Report (PCR) and signs it. The physician's name, address, telephone number and medical license number must be recorded on the PCR.
 2. A DNR request is communicated by an attorney-in-fact or a health care agent and the attorney-in-fact or health care agent signs the PCR as the attorney-in-fact or health care agent (Probate Code § 4671).
- (e) When EMS members honor a DNR request, they should note on the PCR that a DNR request was presented and honored, and shall document the circumstances surrounding the DNR request on a PCR.
- (f) Base hospital contact should be made, the base hospital physician consulted and resuscitation initiated:
 1. If there are any questions concerning the validity of the DNR request.
 2. If a DNR request is incomplete or not signed.

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3. When a document other than those noted in this policy is presented.
 4. Any time EMS members have concerns or require assistance.
- (g) DNR patients who are in cardiopulmonary arrest should not be transported. EMS members shall contact local law enforcement and/or coroner's office to report the death and should support family members on-scene as appropriate.
- (h) DNR patients who decline transport to the hospital, including patients for whom transport is declined on their behalf, should not be transported. EMS members should make reasonable efforts to preserve the patient's privacy, dignity and comfort before leaving the scene.
- (i) If a DNR patient is transported to a hospital, the following shall apply:
1. A valid DNR request shall be honored during transport of the patient.
 2. The DNR request shall accompany the patient.
 3. The attorney-in-fact or health care agent (if applicable) should accompany the patient to the hospital.

Latex Sensitivity

504.1 PURPOSE AND SCOPE

The purpose of this policy is to establish procedures to ensure that all District members are aware of the potential for severe allergic reactions caused by contact with products containing latex and how to mitigate patient exposure.

504.1.1 DEFINITIONS

Definitions related to this policy include:

Latex sensitivity - Allergic reactions after exposure to products containing latex/natural rubber (e.g., balloons, rubber gloves or other consumable medical products or medical devices).

504.2 POLICY

It is the policy of the Zayante Fire Protection District that members shall take precautions and follow the latex sensitivity policy any time a patient is exhibiting signs of allergy or anaphylaxis, or any time members are advised that a patient is known to have a latex sensitivity. Every reasonable precaution shall be taken to prevent a latex sensitivity reaction in a patient.

504.3 PROCEDURE

If treating members are aware that a patient has a history of latex sensitivity, only life-saving interventions should be initiated. If a patient begins exhibiting signs of latex sensitivity or anaphylaxis, members should initiate treatment and make reasonable efforts to minimize exposure to latex products.

If time permits before the loading the patient into the ambulance, the interior surfaces should be wiped down with a wet towel to reduce the presence of powder that contains latex proteins. All members wearing latex gloves should cover them with a pair of non-latex gloves. Latex gloves should not be removed as this can put dust or powder in the ambient environment for up to five hours. Members should provide a barrier between equipment and the patient by covering all latex-containing medical devices with stockinette or plastic wrap.

All non-essential equipment should be stored in closed compartments. Care should be taken to remove or replace latex-containing caps from medication vials and to keep intravenous (IV) ports covered to prevent injections. Latex dressings and IV tourniquets should not be used.

Treating members should notify the paramedic receiving center that a latex-sensitive patient is en route to the facility, and should document the patient's sensitivity and patient management (e.g., Nitrile gloves, plastic wrap on blood pressure cuff) on the pre-hospital care report as appropriate. This information should also be communicated to the hospital staff immediately upon arrival.

Field units should carry the following latex-free equipment:

- Nitrile exam gloves

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- Airway equipment (bag valve masks, oxygen masks, nasal cannulas, oral airways and suction catheters)
- Plastic or soft-cloth tape
- Stockinette or plastic wrap to use as a barrier on medical equipment (e.g., blood pressure cuff, splints and stethoscopes)

Care should be taken to avoid storing uncovered latex gloves with other medical and/or airway equipment.

Chapter 6 - Training

Fire Equipment Driver/Operator Training

600.1 PURPOSE AND SCOPE

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

600.1.1 DEFINITIONS

Definitions related to this policy include:

Firefighting equipment - A motor vehicle that meets the definition of a class A or class B vehicle as described in Vehicle Code § 12804.9(b), that is used to travel to and from the scene of an emergency situation or to transport equipment used in the control of an emergency situation, and that is owned, leased, rented by, or is under the exclusive control of this district (Vehicle Code § 12804.11(e)).

600.2 POLICY

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

600.3 PROCEDURES

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

- (a) Provide the California Department of Motor Vehicles (DMV) with proof of current employment as a firefighter by providing a letter from the Fire Chief or the authorized designee (Vehicle Code § 12804.11(a)(1)(A)).
- (b) Provide the DMV with proof of successful completion of either the Fire Apparatus Driver/Operator 1A course taught by an instructor registered with the Office of the State Fire Marshal or fire department driver training that meets all of the requirements in Vehicle Code § 12804.11(a)(1)(B). This proof should be in the form of a letter from the Fire Chief or the authorized designee (Vehicle Code § 12804.11(a)(1)(A)).
- (c) Pass the written firefighter examination that has been developed by the DMV with the cooperation of the Office of the State Fire Marshal (Vehicle Code § 12804.11(a)(2)).
- (d) Submit a report of medical examination on a form approved by the DMV (Vehicle Code § 12804.11(a)(3)).

A member is not required to obtain and maintain a firefighter endorsement if the member is operating the firefighting equipment for training purposes, during a non-emergency or while under

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

600.4 TRAININGMANAGER RESPONSIBILITIES

It shall be the responsibility of the Training Officer to ensure that any member required to drive fire apparatus as a part of his/her normal duties has received the mandated training. The Training Officer shall coordinate with the district member appointed to monitor driver license status to ensure members have valid driver licenses with the proper endorsements, in accordance with the Driver License Requirements Policy.

Automated External Defibrillator Training

601.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the training requirements for members to maintain the current and valid certificate that is required to utilize an Automated External Defibrillator (AED) (22 CCR 100017 et seq.).

601.1.1 DEFINITIONS

Definitions related to this policy include:

Automated External Defibrillator (AED) - An external defibrillator capable of cardiac rhythm analysis that will charge and deliver a shock either automatically or by user interaction after electronically detecting and assessing ventricular fibrillation or rapid ventricular tachycardia (22 CCR 100005).

Public Safety AED Service Provider - An agency or organization that is responsible for, and is approved to operate, an AED (22 CCR 100006).

601.2 POLICY

It is the policy of the Zayante Fire Protection District that all members whose duties include the use of an AED shall receive training and recertification training to maintain the current and valid certificate that is required to utilize an AED.

601.3 GUIDELINES

AED training shall be included in the initial first aid and CPR course and comply with the training standards set forth in 22 CCR 10017.

In order to be authorized to utilize the defibrillator, an individual shall pass a written and skills examination with a pre-established standard. The skills test measures the ability to evaluate and manage the conditions presented during incidents where an AED may be used.

All AED training provided by the District shall be approved and monitored by the District EMS authority, which shall also approve any written and skills examinations required for course completion. It shall also approve AED instructors and designate Public Safety AED Service Providers.

601.4 TRAINING RECORDS

The Training Officer shall be responsible for maintaining records of all AED training provided to members. Records should include, but are not limited to:

- (a) The dates of the training sessions.
- (b) A list of the topics or a summary of the content of the training sessions.
- (c) The names or other identifiers and job titles of the members who received the training.
- (d) The names, certificate numbers and qualifications of the persons conducting the training.

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

Bloodborne Pathogen Training

602.1 PURPOSE AND SCOPE

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

602.2 POLICY

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

602.3 PROCEDURES

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

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

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

Bloodborne Pathogen Training

602.4 TRAINING REQUIREMENTS

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

602.5 TRAINING RECORDS

The Training Officer shall be responsible for maintaining records of all bloodborne pathogen training provided to members. Records should include, but are not limited to, the following:

- (a) The dates of the training sessions
- (b) A list of the topics or a summary of the content of the training sessions
- (c) The names or other identifier and job title of the members who received the training
- (d) The names, certificate number and qualifications of persons conducting the training

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

CPR Training

603.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a training program to ensure district members have the skills and knowledge to perform CPR when necessary (Health and Safety Code § 1797.182).

603.2 POLICY

It is the policy of the Zayante Fire Protection District that all firefighters, except those whose duties are primarily clerical or administrative, shall be trained to administer first aid and CPR as soon as practicable after hire but in all cases within the first year of employment. Recurrent CPR training shall occur at least once every two years (Health and Safety Code § 1797.182).

603.3 TRAINING REQUIREMENTS

First aid and CPR training shall be provided to firefighters by the District at no cost to the member. The first aid and CPR training curriculum shall meet the standards prescribed by the (EMSIA) Emergency Medical Services Integration authority. The EMSIA may designate a public agency or private non-profit agency to provide training that meets the standards. Examples of such agencies include, but are not limited to, the American Red Cross and the American Heart Association (Health and Safety Code § 1797.182).

603.4 TRAINING RECORDS

The Training Officer shall be responsible for maintaining records of all CPR training provided to members. Records should include, but are not limited to, the following:

- (a) The dates of the training sessions
- (b) A list of topics or a summary of the content of the training sessions
- (c) The names or other identifier and job title of the members who received the training
- (d) The names, certificate number and qualifications of persons conducting the training
- (e) The name of the CPR program or nationally recognized authority that provided the curriculum
- (f) Copies of the certification cards issued to members upon completion of the CPR training

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

Emergency Action Plan and Fire Prevention Plan Training

604.1 PURPOSE AND SCOPE

The purpose of this policy is to establish training in support of the Zayante Fire Protection District Emergency Action Plan (EAP) and Fire Prevention Plan (FPP) in a manner consistent with California regulations for all Zayante Fire Protection District facilities (8 CCR 3220; 8 CCR 3221).

604.2 POLICY

It is the policy of the Zayante Fire Protection District to provide training to all members regarding the EAP and FPP.

604.3 TRAINING OFFICER RESPONSIBILITIES

The Training Officer shall be responsible for developing and scheduling the district's EAP and FPP training. The Training Officer shall maintain records of all EAP and FPP training provided to members. Records should include, but are not limited to:

- (a) The dates of the training sessions.
- (b) A list of the topics or a summary of the content of the training sessions.
- (c) The names or other identifiers and job titles of the members who received the training.
- (d) The names, certificate numbers and qualifications of persons conducting the training.

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

604.4 TRAINING GUIDELINES

The EAP and FPP training shall include, but is not limited to (8 CCR 3220; 8 CCR 3221):

- (a) A review of the district's EAP and FPP including any information specific to each member's workplace or assignment.
- (b) Information on where written copies of the EAP and FPP are located and how members may review the plans.
- (c) The District shall designate and train a sufficient number of people to assist in the safe and orderly emergency evacuation of members and visitors in the event of an emergency.
- (d) The District shall advise each member of his/her responsibility under the plan at the following times:
 - 1. Initially when the plans are developed
 - 2. Whenever the member's responsibilities or designated actions under the plans change
 - 3. Whenever the plans are changed

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- (e) The District shall review with each member upon initial assignment those parts of the EAP and FPP which the member must know to protect the member in the event of an emergency.

Hazard Communication Program Training

605.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the required training regarding the District's hazard communication program. This policy identifies who must receive training, training content requirements, when additional or supplemental training is required and what record keeping is necessary to comply with state law (8 CCR 5194).

605.1.1 DEFINITIONS

Definitions related to this policy include (8 CCR 5194(c)):

Hazardous substance - Any substance that is a physical hazard or a health hazard or is included in the list of hazardous substances (Labor Code § 6382).

Health hazard - Any substance for which there is statistically significant evidence that acute or chronic health effects may occur in exposed employees. Substances may include carcinogens, toxic or highly toxic agents, reproductive toxins, irritants, corrosives, sensitizers, hepatoxins, nephrotoxins, neurotoxins, agents which act on the hematopoietic system and agents which damage the lungs, skin, eyes or mucous membranes.

605.2 POLICY

It is the policy of the Zayante Fire Protection District, in accordance with the Hazard Communication Policy, to provide members with effective information and training on hazardous substances in their work area at the time of their initial assignment and whenever a new hazard is introduced (8 CCR 5194).

605.3 TRAINING REQUIREMENTS

The initial hazard communication program training shall include, but is not limited to, the following topics (8 CCR 5194):

- (a) Members shall be informed of any operations in their work area where hazardous substances are present.
- (b) Members shall be informed of the location and availability of information regarding any hazardous substances and Material Safety Data Sheets (MSDS), as required by the state.
- (c) Members shall be trained in the methods and observations that may be used to detect the presence or release of a hazardous substance in the work area.
- (d) Members shall be trained in the physical and health hazards of the substances in the work area and the measures they can take to protect themselves, including specific procedures the District has implemented to protect them from exposure to hazardous substances. These include appropriate work practices, emergency procedures and personal protective equipment (PPE).

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- (e) Members shall be provided with an explanation of the labeling system and the MSDS, and how they can obtain and use the appropriate hazard information.
- (f) The District shall inform its members of the following rights:
 - 1. Members have the right to personally receive information regarding hazardous substances to which they may be exposed.
 - 2. Members have the right for their physician or collective bargaining agent to receive information regarding hazardous substances to which the member may be exposed.
 - 3. Members are protected against discharge or other discrimination that may result from the exercise of their rights, as afforded pursuant to the provisions of the Hazardous Substances Information and Training Act.
- (g) Whenever the District receives a new or revised MSDS and the new information indicates significantly increased risks or identifies different protective measures than those stated on the previously provided sheet, such information shall be provided to members in a timely manner, not to exceed 30 days after receipt by the District.

605.4 TRAINING RECORDS

The Training Officer shall be responsible for maintaining records of all hazard communications program training provided to members. Records should include, but not be limited to, the following:

- (a) The dates of the training sessions
- (b) A list of the topics or a summary of the content of the training sessions
- (c) The name or other identifier and job title of the members who received the training
- (d) The names, certificate number and qualifications of persons conducting the training

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

Hazardous Materials (HAZMAT) Training

606.1 PURPOSE AND SCOPE

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

606.2 POLICY

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

606.3 TRAINING REQUIREMENTS

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

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

606.3.1 FIRST RESPONDER AWARENESS

First responder awareness level training should be provided to all individuals who are likely to witness or discover a hazardous substance release and who have been trained to initiate an emergency response sequence by notifying the proper authorities of the release. A member with this level of training should take no further action beyond notifying the authorities of the release.

606.3.2 HAZMAT FIRST RESPONDER OPERATIONS (FRO)

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

606.3.3 HAZMAT TECHNICIAN

HAZMAT technician level training should be provided to all individuals who respond to releases or potential releases of hazardous substances for the purpose of stopping the release. A member

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with this level of training would assume a more aggressive role by approaching the point of release in order to plug, patch, or otherwise stop the release of a hazardous substance.

606.3.4 HAZMAT SPECIALIST

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

606.3.5 HAZMAT INCIDENT COMMANDER

HAZMAT incident commander level training should be provided to all individuals who could be responsible for all decisions relating to the management of a HAZMAT incident.

606.3.6 TREATMENT, STORAGE, AND DISPOSAL (TSD) FACILITIES

Employers conducting operations at treatment, storage, and disposal (TSD) facilities shall provide and implement the training programs specified below (8 CCR 5192(p)):

- (a) **New employees** - The employer shall develop and implement a training program, which is part of the employer's safety and health program, for employees exposed to health hazards or hazardous substances at TSD operations to enable employees to perform their assigned duties and functions in a safe and healthful manner so as not to endanger themselves or other employees. The initial training shall be for 24 hours and refresher training shall be for eight hours annually. Employees who have received the initial training required by this subsection shall be given a written certificate attesting that they have successfully completed the necessary training.
- (b) **Current employees** - Employers who can show by an employee's previous work experience and/or training that the employee has had training equivalent to the initial training required by 8 CCR 5192(p)(7)(B), shall be considered as meeting the initial training requirements of 8 CCR 5192(p)(7)(B) with respect to that employee. Equivalent training includes the training that existing employees may have already received from actual site work experience. Current employees shall receive eight hours of refresher training annually.
- (c) **Trainers** - Trainers who teach initial training shall have satisfactorily completed a training course for teaching the subjects they are expected to teach, or they shall have the academic credentials and instruction experience necessary to demonstrate a good command of the subject matter of the courses and competent instructional skills.

606.3.7 HAZMAT EMERGENCY RESPONSE PLAN

An emergency response plan shall be developed and implemented to handle anticipated emergencies prior to the commencement of emergency response operations. The plan shall be in writing and available for inspection and copying by employees, their representatives, and division personnel. Employers who will evacuate their employees from the danger area when an emergency occurs, and who do not permit any of their employees to assist in handling the

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emergency, are exempt from the requirements of 8 CCR 5192(q) if they provide an emergency action plan in accordance with 8 CCR 3220 (8 CCR 5192(q)(1)).

606.3.8 HAZMAT ANNUAL REFRESHER TRAINING

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

606.4 BASELINE PHYSICAL FOR HAZMAT TEAM MEMBERS

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

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

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

606.4.1 HAZMAT MEDICAL SURVEILLANCE FOLLOWING EXPOSURE

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

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

Accurate records of the medical surveillance required by this policy shall be retained for the duration of the employee's employment plus 30 years. This record shall contain at least the following information (8 CCR 3204(d) et seq.):

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- (a) The name and Social Security number of the employee.
- (b) The physician's written opinions, recommended limitations and results of examinations and tests.
- (c) Any employee medical complaints related to exposure to hazardous substances.
- (d) A copy of the information provided to the physician by the department, with the exception of district policies and OSHA standards.

606.5 TRAINING RECORDS

The Training Officer shall be responsible for maintaining records of all HAZMAT training provided to members. Records should include, but are not limited to, the following:

- (a) Dates of the training sessions
- (b) A list of the topics or a summary of the content of the training sessions
 - 1. Specific content required by regulation covered
 - 2. Manufacturer's recommendations (as applicable)
 - 3. Manufacturer's operations/service/maintenance manuals (as applicable)
- (c) The names or other identifier and job title of all members who received the training.
- (d) The names, certificate number and qualifications of persons conducting the training
- (e) Demonstration that learning took place (e.g., evaluation, quiz, test)

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

Heat Illness Prevention Training

607.1 PURPOSE AND SCOPE

The purpose of this policy is to establish and maintain a training program that complies with state mandates for the prevention of heat illness in members who are exposed to high-heat conditions. This policy identifies which members must receive training, the required curriculum, supervisory training and responsibilities and training record documentation (8 CCR 3395).

607.1.1 DEFINITIONS

Definitions related to this policy include (8 CCR 3395(b)):

Acclimatization - The temporary adaptation of the body to work in the heat. Acclimatization peaks in most people within four to 14 days of working at least two hours per day in the heat.

Heat illness - A serious medical condition resulting from the body's inability to cope with a particular heat load and includes heat cramps, heat exhaustion, heat syncope (temporary loss of consciousness usually related to insufficient blood flow to the brain) and heat stroke.

607.2 POLICY

It is the policy of the Zayante Fire Protection District to promote member health and safety by establishing a heat illness prevention training program and requiring member participation. In addition to the safety precautions described in the Heat Illness Prevention Policy, the District shall ensure that effective training is provided to members before the member begins work that should reasonably be anticipated to result in heat illness (8 CCR 3395(f)(1)).

607.3 TRAINING REQUIREMENTS

Training shall be provided to all members whose duties may include exposure to high-heat conditions and shall include (8 CCR 3395(f)):

- (a) The environmental and personal risk factors for heat illness.
- (b) The district's procedures for complying with the state requirements for the prevention of heat illness.
- (c) The importance of frequent consumption of small quantities of water, up to 4 cups per hour, when the work environment is hot and members are likely to be sweating more than usual in the performance of their duties.
- (d) The importance of acclimatization.
- (e) The different types of heat illness and the common signs and symptoms of heat illness.
- (f) The importance of members immediately reporting to a supervisor, directly or through others, symptoms or signs of heat illness in themselves or in coworkers.
- (g) The district's procedures for responding to symptoms of possible heat illness, including how emergency medical services will be provided if necessary.

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- (h) The district's procedures for contacting emergency medical services, and if necessary, for transporting members to a place where they can be reached by an emergency medical service provider.
- (i) The district's procedures for ensuring that, in the event of an emergency, clear and precise directions to the work site can and will be provided to other emergency responders.

607.4 SUPERVISOR TRAINING REQUIREMENTS AND RESPONSIBILITIES

Supervisors shall be provided additional training on the following topics prior to supervising members who will be working in the heat (8 CCR 3395(f)(2)):

- (a) The procedures to follow to implement the applicable provisions in this policy
- (b) The procedures to follow when a member exhibits symptoms consistent with possible heat illness, including emergency response procedures
- (c) How to monitor weather reports and respond to hot weather advisories

Supervisors shall be responsible for observing members for alertness and signs or symptoms of heat illness and reminding members throughout the work shift to drink plenty of water. New members should be closely supervised by a supervisor or the authorized designee for the first 14 days of work in high-heat conditions unless the member indicates he/she is acclimatized by having performed similar outdoor work for at least 10 of the past 30 days for four or more hours per day (8 CCR 3395(e)).

607.5 TRAINING RECORDS

The Training Officer shall be responsible for maintaining records of all heat illness prevention training provided to members. Records should include, but are not limited to, the following:

- (a) The dates of the training sessions
- (b) A list of the topics or a summary of the content of the training sessions
- (c) The names or other identifier and job title of all members who received the training
- (d) The names, certificate number and qualifications of persons conducting the training

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

Health Insurance Portability And Accountability Act (HIPAA) Training

608.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure all members receive proper training in recognizing and handling Protected Health Information (PHI), as set forth in the Health Insurance Portability and Accountability Act (HIPAA) and its implementing regulations (42 USC § 201 and 45 CFR 164.530).

608.1.1 DEFINITIONS

Definitions related to this policy include:

Health information - Information, whether oral or recorded in any form or medium, that is created or received by a health care provider, health plan or employer and relates to a person's past, present or future physical or mental health or condition, or past, present or future payment for the provision of health care (45 CFR 160.103).

Individually identifiable health information - Health information, including demographic information, created or received by a covered entity or employer that relates an individual's past, present or future physical or mental health or condition, the provision of health care to an individual, or the past, present or future payment for the provision of health care to an individual, that can either identify the individual or provide a reasonable basis to believe the information can be used to identify the individual (45 CFR 160).

Protected Health Information (PHI) - Individually identifiable health information that is created or received by a covered entity or employer. Information is protected whether it is in writing, in an electronic medium or is communicated orally (45 CFR 160).

608.2 POLICY

It is the policy of the Zayante Fire Protection District to provide HIPAA privacy training to all members as necessary and appropriate for their duties, and to apply appropriate sanctions against members who violate the privacy policies and procedures (45 CFR 164.530(b) and 45 CFR 164.530(e)).

It is also the policy of the District that no member shall be retaliated or discriminated against for filing a complaint about violations of the HIPAA regulations (45 CFR 164.530(g)).

608.3 TRAINING REQUIREMENTS

To ensure confidentiality and compliance with the HIPAA regulations, the District shall provide training to all members likely to have access to PHI. The training shall be completed for all newly hired members prior to them being allowed access to PHI. Training for all current members shall also occur any time material changes are made to the District's privacy policies and procedures.

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Health Insurance Portability And Accountability Act (HIPAA) Training

The Training Officer shall be responsible for establishing a periodic schedule for retraining and a method of ensuring that all members acknowledge receipt of all HIPAA training (45 CFR 164.530(b)).

Training should include a review of the:

- (a) District's statutory obligations imposed by HIPAA.
- (b) Patient Medical Record Security and Privacy Policy , including a thorough treatment of the security procedures the District uses to protect written and electronic health information.
- (c) Methods and procedures to be used during the collection of PHI.
- (d) HIPAA-imposed statutory limitations on the dissemination of PHI to the family members of patients.
- (e) Proper procedures when responding to media requests for information regarding incidents at which the District provided medical services.
- (f) Procedures for the secure destruction of written instruments containing PHI, including handwritten field notes, pre-hospital care records or other documents containing PHI.
- (g) Approved method for transferring PHI to receiving hospitals or other receiving medical facilities.
- (h) Photography and Electronic Imaging Policy as it pertains to PHI.
- (i) District's procedures for protecting employee health information.

608.4 TRAINING RECORDS

The Training Division shall be responsible for maintaining the records of all HIPAA-related training for all members for six years (45 CFR 164.530(j)).

Illness and Injury Prevention Program (IIPP) Training

609.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the training required in accordance with the Illness and Injury Prevention Program (IIPP) Policy and to ensure that members comply with safe and healthy work practices (8 CCR 3203).

609.1.1 DEFINITIONS

Definitions related to this policy include:

General safety training - Training necessary for members to work safely in the total District environment (e.g., following procedures and rules, reporting hazards to supervisors, not operating equipment or tools unless trained and authorized) and typically provided during member orientation.

Specific safety training - Training provided by the District as necessary for members to safely perform a specific job function (e.g., new fire apparatus, new rescue tools, new Occupational Safety and Health Administration (OSHA) standard).

609.2 POLICY

It is the policy of the Zayante Fire Protection District to provide training and instruction to all members when the IIPP is first established, to all new employees as they are hired and to any member given a new job assignment for which training was not previously received. Training shall also be provided by the District whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard, whenever the department is made aware of a new or previously unrecognized hazard and for supervisors to familiarize themselves with the safety and health hazards to which members under their immediate direction and control may be exposed (8 CCR 3203(a)(7) et seq.).

609.3 TRAINING RECORDS

The Training Officer shall be responsible for maintaining records of all safety and health training provided to members (8 CCR 3203(b)(2)):

- (a) The dates of the training sessions
- (b) A list of the topics or a summary of the content of the training sessions
- (c) The name or other identifier and job title of the members who received the training
- (d) The names, certificate number and qualifications of persons conducting the training

The Training Officer shall retain the training records in accordance with established records retention schedules, but not less than one year. The training records of a member who worked for the District for less than one year need not be retained beyond the term of employment.

National Incident Management System (NIMS) Training

610.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the training requirements for members to successfully operate under the Incident Command System (ICS) Policy and the National Incident Management System (NIMS).

610.2 POLICY

It is the policy of the Zayante Fire Protection District to adhere to the ICS in order to effectively manage personnel and resources when responding to a wide range of emergency incidents. All Zayante Fire Protection District members whose job duties may include a role in emergency management or incident response shall be appropriately trained to the NIMS standards to improve all-hazards capabilities nationwide.

610.3 PROCEDURE

All district personnel with job duties that include a direct role in emergency management or incident response must complete the Federal Emergency Management Agency (FEMA) NIMS IS-700 course.

Additional training is available on an as-needed basis, depending on the regional role of the District or the role of a member within the District as follows:

- (a) Entry Level:
 - 1. FEMA IS-700: NIMS, An Introduction
 - 2. ICS-100: Introduction to ICS or equivalent
- (b) First Line, Single Resource, Field Supervisors:
 - 1. IS-700.A, ICS-100 and ICS-200: Basic ICS or its equivalent
- (c) Middle Management: Strike Team Leaders, Division Supervisors, Emergency Operations Center Staff:
 - 1. IS-700.A, IS-800.B NRF, ICS-100, ICS-200 and ICS-300
- (d) Command and General Staff; Area, Emergency, and EOC Managers:
 - 1. IS-700.A, IS-800.B NRF, ICS-100, ICS-200, ICS-300 and ICS-400

Refresher training will be offered on a regular basis to ensure that ICS knowledge and skills are maintained, especially for personnel who are not regularly involved in complex multi-jurisdictional incidents nationwide (i.e., incidents that require responders to hold credentials under the National Emergency Responder Credentialing System).

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National Incident Management System (NIMS) Training

610.4 TRAINING RECORDS

The Training Officer shall be responsible for maintaining records of all NIMS training provided to members. Records should include, but not be limited to, the following:

- (a) The dates of the training sessions
- (b) A list of the topics or a summary of the content of the training sessions
- (c) The name or other identifier and job title of the members who received the training
- (d) The names, certificate number and qualifications of persons conducting the training

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

Repetitive Motion Injuries and Ergonomics Training

611.1 PURPOSE AND SCOPE

The purpose of this policy is to minimize the occurrence of work-related repetitive motion injuries (RMI) through work site evaluation, control of exposures and training of members whose assigned duties have a risk of RMIs (8 CCR 5110(b)).

611.2 POLICY

It is the policy of the Zayante Fire Protection District that members shall be provided initial training any time their assigned duties have a risk of RMIs, as duties change and when members encounter new exposures to the risk of RMIs (8 CCR 5110(b)(1)).

The District shall correct any exposure that has caused an RMI in a timely manner. If the exposure cannot be corrected, the District shall take steps to minimize member exposure to the degree feasible, considering engineering controls such as workstation redesign, adjustable fixtures or tool redesign and administrative controls such as job rotation, work pacing or work breaks (8 CCR 5110 (b)(2)).

611.3 TRAINING REQUIREMENTS

- (a) Members shall be provided training that includes, but is not limited to, an explanation of the following (8 CCR 5110(b)(3)):
1. The District's program to minimize RMIs
 2. The exposures that have been associated with RMIs
 3. The symptoms and consequences of injuries caused by repetitive motion
 4. The importance of reporting symptoms and injuries to the District
 5. Methods used by the District to minimize RMIs
- (b) Refresher training should be provided on an annual basis (8 CCR 5110).
- (c) Members shall receive RMI prevention training prior to performing duties that are known to be associated with the following circumstances:
1. Work-related causation - RMIs have been predominantly caused (e.g., 50 percent or more) by a repetitive job, process, or operation.
 2. Relationship between RMIs at the workplace - Members incurring the RMIs were performing a job, process or operation of identical work activity. Identical work activity means that the members were performing the same repetitive motion task (e.g., word processing, assembly, or loading).

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Repetitive Motion Injuries and Ergonomics Training

3. The RMIs were musculoskeletal injuries that a licensed physician objectively identified and diagnosed.
4. The RMIs were reported by members to the District in the previous 12 months.

611.4 ADDITIONAL TRAINING AND INFORMATION

Additional training and information should be provided to members in the following circumstances:

- (a) When the work site evaluation is updated.
- (b) When exposure control measures are updated.
- (c) When the District becomes aware of new work-related exposures associated with RMIs.

611.5 TRAINING RECORDS

The Training Officer shall be responsible for maintaining records of all RMI prevention training provided to members. Records should include, but are not limited to, the following:

- (a) The dates of the training sessions
- (b) A list of the topics or a summary of the content of the training sessions
- (c) The name or other identifier and job title of the members who received the training
- (d) The names, certificate number and qualifications of the persons conducting the training

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

611.6 MANDATORY REPORTING

The District shall submit the mandated injury report annually for the previous 12-month period.

Respiratory Protection Training

612.1 PURPOSE AND SCOPE

The purpose of this policy is to protect the health of members through the use of a respirator to avoid breathing air that is contaminated with harmful dusts, fogs, fumes, mists, gases, smokes, sprays and vapors.

In the event that engineering control measures cannot effectively eliminate exposure risks, suitable respirators and appropriate training shall be applied to hazardous conditions in accordance with the Respiratory Protection Program Policy.

This policy identifies which members must receive respiratory protection training, the minimum training curriculum and the requirements for recurrent training (8 CCR 5144(a)).

612.2 POLICY

It is the policy of the Zayante Fire Protection District to protect the health of members by providing respiratory protection training (8 CCR 5144 (k)).

612.3 PROCEDURE

The District shall provide effective respiratory protection training to all members who are required or expected to utilize respirators. For the purposes of this policy, respirators will include any tool, implement or device that filters ambient air, delivers compressed air, or recirculates filtered or treated air for inhalation by humans. Such devices include, but are not limited to, self-contained breathing apparatus (SCBA), supplied-air respirators, canister or cartridge-type breathing masks, biohazard masks, over-the face dust or particle masks, rebreather units or any type of gas mask.

Respiratory protection training shall include, but not be limited to, the following (8 CCR 5144(k)):

- (a) The District shall ensure that each member can demonstrate knowledge of:
 - 1. Why the respirator is necessary and how improper fit, usage or maintenance can compromise its effectiveness.
 - 2. The limitations and capabilities of the respirator.
 - 3. How to use the respirator effectively in emergency situations, including situations in which the respirator malfunctions.
 - 4. How to inspect, put on, remove, use and check the seals of the respirator.
 - 5. The procedures for maintenance and storage of the respirator.
 - 6. How to recognize the medical signs and symptoms that may limit or prevent the effective use of a respirator.
 - 7. The general requirements of this policy.
- (b) The training shall be conducted in a manner that is easily understood by the member.

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Respiratory Protection Training

- (c) The District shall provide the training prior to requiring the member to use a respirator in the workplace.
- (d) Retraining shall be administered annually and when the following situations occur:
 - 1. Changes in the workplace or the type of respirator render previous training obsolete
 - 2. Inadequacies in the member's knowledge or use of the respirator indicate that the member has not retained the requisite understanding or skill
 - 3. Any other situation arising in which retraining appears necessary to ensure safe respirator use

612.4 TRAINING RECORDS

The Training Officer shall be responsible for maintaining records of all respiratory protection training that is provided to members. At a minimum, the District should document the following:

- (a) The dates of the training sessions
- (b) A list of the topics or a summary of the content of the training sessions
- (c) The name or other identifier and job title of the members who received the training
- (d) The names, certificate number and qualifications of persons conducting the training
- (e) Documentation of each member's demonstrated performance in meeting the standards detailed in this policy (8 CCR 5144(m))

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

612.5 APPENDIX D ADVISORY

Basic advisory information on respirators shall be provided by the District in any written or oral format to any member who chooses to wear a respirator, even if the use of the respirator is not mandated by the district or law (8 CCR 5144(k)(6)). The appendix D advisory content is shown below:

612.5.1 8 CCR 5144 APPENDIX D CONTENT

Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged even when exposures are below the exposure limit in order to provide an additional level of comfort and protection. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker.

Members may wear respirators to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set by Cal/OSHA. If the District provides respirators for voluntary use or if a privately owned respirator is available, certain precautions should be taken to ensure that the respirator itself does not present a hazard.

Members should:

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Respiratory Protection Training

- Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirator's limitations.
- Choose respirators certified for use to protect against the contaminant of concern. The National Institute for Occupational Safety and Health (NIOSH) certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. The certification will define what the respirator is designed for and the protection level to be expected.
- Not wear a respirator into areas containing contaminants for which the respirator is not designated to protect against. For example, a respirator designed to filter dust particles will not protect against gases, vapors or very small solid particles of fumes or smoke.
- Keep track of the respirator so it is not mistakenly shared.

Discriminatory Harassment Training

613.1 PURPOSE AND SCOPE

This policy establishes training requirements regarding discriminatory harassment training for all district members.

613.2 POLICY

It is the policy of the Zayante Fire Protection District to provide all district members with training regarding the recognition and prevention of harassment.

613.3 MEMBER TRAINING

All members of the Zayante Fire Protection District should complete training regarding the recognition and prevention of discriminatory harassment. This training should be accomplished using the following schedule:

- (a) Any existing members who have not completed this training should complete the training as soon as practicable.
- (b) All new members of the District, including members who have had a period of absence of employment from the District of greater than 90 days, should complete training regarding the recognition and prevention of discriminatory harassment within six months of the member's date of hire. Any new member of the District who has not completed this training within the six-month period should complete the training as soon as practicable.

613.4 SUPERVISOR TRAINING

All supervisors shall receive specific training regarding discriminatory harassment in addition to the discriminatory harassment recognition and prevention training provided to all members of the District. All district supervisors must receive supervisor-specific discriminatory harassment training within six months of assuming their supervisory position. Following the initial supervisor-specific training, all supervisory personnel must receive refresher training once every two years. The District must provide at least two hours of course time in each training session (Government Code § 12950.1 and 2 CCR 7288).

The district's discriminatory harassment training program for supervisors will include, but not be limited to, the following topics:

- (a) The essential elements of the Discriminatory Harassment Policy and how to utilize it if a harassment complaint is filed
- (b) The definitions of unlawful harassment under state and federal laws
- (c) The state and federal statutory law and case law principles regarding the prohibition against discriminatory harassment, the prohibition against discriminatory harassment, and the prohibition against retaliation in employment

Discriminatory Harassment Training

- (d) The various types of conduct that can constitute discriminatory harassment
- (e) The remedies available to employees/victims of discriminatory harassment
- (f) Sample strategies to prevent discriminatory harassment in the workplace
- (g) The use of practical examples of discriminatory harassment, which can be obtained from a variety of sources such as factual scenarios taken from case law, media accounts of actual cases; hypothetical scenarios based on workplace situations that exist within the District, and other sources which illustrate discriminatory harassment and retaliation, through the use of training methods such as role-play, case studies, and group discussions
- (h) The limited confidentiality of the discriminatory harassment complaint process
- (i) The resources available to victims of unlawful discriminatory harassment
- (j) Information on how members should report any alleged or perceived discriminatory harassment
- (k) The employer's obligation to conduct an effective investigation into any and all discriminatory harassment complaints occurring at the District or in the course of district business
- (l) What to do if the supervisor is personally accused of harassment

613.5 TRAINING RECORDS

The Training Officer shall be responsible for maintaining records of all discriminatory harassment training provided to members. Records should include, but not be limited to, the following:

- (a) The dates of the training sessions
- (b) A list of the topics or a summary of the content of the training sessions
- (c) The name or other identifier and job title of the members who received the training
- (d) The names, certificate number and qualifications of persons conducting the training

The Training Officer should maintain the training records in accordance with established records retention schedules and for at least two years (2 CCR 7288.0(b)(2)).

Wildland Fire Shelter Deployment Training

614.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure members who may participate in wildland firefighting, who perform in-field investigations of wildland fires or provide in-field support services to wildland firefighting operations have thorough and recurrent training on the quick and proper deployment of a wildland fire shelter.

614.2 POLICY

It is the policy of the Zayante Fire Protection District to provide thorough and recurrent wildland fire shelter deployment training to all district members who may be exposed to wildland fire conditions.

The highest priority for a firefighter in wildland fire conditions is to stay out of situations that can lead to entrapment. A fire shelter does not guarantee safety. It is a last resort in emergency conditions when there are no other options.

614.3 PROCEDURE

The Training Officer shall be responsible for scheduling wildland fire shelter deployment training annually, prior to the anticipated beginning of the main wildland fire season. All new members shall receive wildland fire shelter deployment training prior to being assigned to field operations.

Annual fire shelter deployment training shall include, but not be limited to, the following:

- (a) A review of the National Wildfire Coordinating Group (NWCG) pamphlet entitled National Fire Equipment System (NFES) #2710 "[The New Generation Fire Shelter](#)"
- (b) Either instructor-based fire shelter orientation or viewing of the NWCG Fire Shelter Training video NFES #2711 or #2712
- (c) Performance of practice fire shelter deployment using NWCG recommended tasks and scenarios that include:
 1. Standard fire shelter deployment, including clearing a 4-foot by 8-foot site in preparation for deploying the shelter.
 2. Proper use of fire shelter shake handles. Members should practice locating and grasping the shake handles correctly to ensure that the shelter opens quickly, allowing the user to get inside the tent shelter quickly.
 3. Deployment of the shelter while lying on the ground, including practical exercises in deploying the shelter from the ground.
 4. Practical exercise of discarding extra gear and removing the shelter while escaping and utilizing the partially unfolded shelter as a heat shield while escaping.
 5. Practical exercise deploying the fire shelter in a strong wind (utilizing natural or machine-created wind).

Wildland Fire Shelter Deployment Training

6. Practical exercise lying inside the shelter for a prolonged time.

Fire shelter deployment training should not be conducted in a live fire situation.

614.4 TRAINING RECORDS

The Training Officer shall be responsible for maintaining records of all wildland fire shelter deployment training that is provided to members. Training documentation should include:

- (a) The dates of the training sessions.
- (b) A list of topics or a summary of the content of the training sessions.
- (c) The name or other identifier and job title of the members who received the training.
- (d) The names, certificate number and qualifications of persons conducting the training.
- (e) Documentation of each member's demonstrated performance in meeting the standards detailed in this policy.

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

Training Records

615.1 PURPOSE AND SCOPE

The purpose of this policy is to establish procedures for accumulating and maintaining records of all training provided by the District and all training received by individual district members. This policy shall apply to all training received but particularly training that is mandated by an external force such as a law, statute or regulation.

615.2 POLICY

It is the policy of the Zayante Fire Protection District to maintain comprehensive records of all training provided by the District, and all training received by district members. The Training Officer or the authorized designee shall be responsible for creating and maintaining training records. All members of the District are responsible for assisting the Training Division in documenting training activities by signing course rosters, submitting certificates of completion from outside training or providing other means of training documentation.

Training records may be documented utilizing either hard copies stored in a traditional filing system or via electronic files. All electronic training records will be redundantly stored using district-approved secure electronic file storage systems.

615.3 PROCEDURE

The Training Division will create and maintain an annual master training calendar for the District. This calendar will document all district-provided, regularly scheduled training opportunities. The master training calendar should be a living document, reflecting any changes made in the actual training schedule or actual training opportunities provided throughout the year. The types of training opportunities that should be included in the master training calendar are:

- (a) All federal or state mandated training. Examples include courses that address sexual harassment prevention, heat illness prevention, medical records privacy, personal protective equipment, bloodborne pathogens, CPR, hearing protection.
- (b) All federal or state mandated training drills, manipulative drills, skills or equipment testing. These types of training shall include annual audiograms, fit testing for Occupational Safety and Health Administration/National Institute for Occupational Safety and Health (OSHA/NIOSH)-approved masks and respirators.
- (c) All California Incident Command Certification System (CICCS) training provided by the District.
- (d) All National Incident Management System (NIMS) or Standardized Emergency Management System (SEMS) courses.
- (e) All Emergency Medical Services (EMS) pre-hospital care, continuing education courses or programs provided by the District.

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- (f) Any training opportunity scheduled through the Training Division and intended to be provided division-wide to each of the Divisions.
- (g) Any training opportunity utilizing instruction from outside the District.
- (h) Any interagency cooperative training program or activity.
- (i) Any regularly-scheduled skills or job performance training and testing evolutions.

Copies of each year's master training calendar will be maintained in the Training Division files for a minimum of seven years.

615.4 DIVISION TRAINING RECORDS

The Training Officer shall be responsible for maintaining records of all training provided by all Divisions of the District. All Divisions are required to submit documentation for each training session offered. The information in each record shall include, but not be limited to, the following:

- (a) The course title
- (b) An outline of the subject matter and specific details of any information mandated by federal or state code, OSHA regulation or other requirement
- (c) The dates the course was provided to members
- (d) The instructor names, qualifications and/or certifications
- (e) Copies of course curriculum, information sheets or other course content provided to students
- (f) Copies of course evaluations submitted by students
- (g) Attendance records for each course session, including each member's name or other identifier

615.5 INDIVIDUAL TRAINING RECORDS

The Training Division will create and maintain an individual training file for each member of the District. The training files will be kept separate from the district's personnel files. The member training files should be used to document a member's training courses and training-related programs and activities.

The training files shall not be used to store any work-performance records, member conduct records, member disciplinary records or any other documentation that is not specifically training-related. Information entered into the member training files will be a permanent part of that record. No training information or entries will be removed from the file unless the record is found to be factually incorrect or erroneously entered into that member's training file. Each member's training file will be part of that member's permanent record of activity while employed by the District.

When a member ends employment with the District, that member's training file will be archived and maintained for a minimum of seven full calendar years following the member's separation from service.

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Training Records

Members of the District shall be provided access to their individual training file upon request. A member may request to review his/her training file either verbally or in writing. The Training Division should facilitate those requests as soon as practicable but in all cases within 21 days of the member's request to review his/her file. Members may not remove any document or information from the training file without the express approval of the Training Officer. Members may not add any documents or entries to their training file without the approval of the Training Officer or other approved member of the Training Division staff. Members shall be allowed to photocopy or otherwise reproduce images of any entries in their individual training file.

Member training files should be organized to readily allow for the retrieval of specific training subject documentation, particularly in regard to documentation of any mandated training subject compliance.

Member training files should contain documentation of all work- or job-related licensing and certification that the member earns, achieves or is awarded. Information regarding member progress toward or application for licensing and certification should also be stored in the member training files. Examples include CICCIS coursework, CICCIS position task books and certification, NIMS certifications, SEMS certifications, California State Fire Marshal certifications, California Emergency Management Agency certifications (CALEMA) and State of California pre-hospital care provider continuing education coursework, and licensing and certification records (paramedic and emergency medical technician).

615.6 TRAINING RECORDS FROM PREVIOUS EMPLOYERS

Members of the District may submit training records from previous employers to the Training Division for inclusion in their individual training file. The Training Division staff will evaluate any submitted training records obtained during previous employment and will add any pertinent information to the member's training file as appropriate. New members should submit to the Training Division copies of any licenses, certifications and coursework that are pertinent to their position with the Zayante Fire Protection District.

The Training Division staff may request that new members obtain and submit copies of any previous employer training files for inclusion in their Zayante Fire Protection District training file.

615.7 RELEASE OF FORMER MEMBER TRAINING RECORDS

Upon written request, the individual training file of any former Zayante Fire Protection District member may be copied and released to either the former member or to a third-party upon receipt of a signed written request from a former member of the District. The written request should include the past member's full name, approximate dates of employment with the District and date of separation from employment with the District. In the event that the former member is requesting that copies of his/her file be sent directly to a third party, the written request should include a statement authorizing the Zayante Fire Protection District to release copies to the named third party.

Chapter 7 - Equipment and Technology

Use of District-Owned And Personal Property

700.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the care and maintenance of district property entrusted to district members and the return of district property at the end of employment or affiliation with the District. This policy also provides guidelines for members to claim damage to or loss of personal property used in an occupational capacity.

700.2 POLICY

It is the policy of the Zayante Fire Protection District to issue equipment to members for the purpose of performing their assigned duties. Members shall be responsible for the safekeeping, serviceable condition, proper care, use and request for replacement of all district property issued or entrusted to their care. A member's intentional or negligent abuse or misuse of district property may lead to discipline, including, but not limited to, the cost of repair or replacement of the property.

700.3 PROCEDURE

The following procedures shall be in effect regarding district property issued to members:

- (a) Members shall promptly report via the chain of command any loss, damage to, or unserviceable condition of, district-issued property or equipment assigned for member use.
- (b) The use of damaged or unserviceable district property should be discontinued as soon as practicable and a supervisor notified so that the item may be replaced with a comparable item.
- (c) No member should attempt to repair damaged or unserviceable district property without supervisory approval.
- (d) Use of district property should be limited to official purposes in the capacity for which it was designed. Except when otherwise directed and/or required by circumstances, district property shall only be used by the member to whom it was assigned.
- (e) District property shall not be discarded, sold, traded, donated, destroyed or otherwise disposed of without supervisory approval.

700.3.1 SURRENDERING DEPARTMENT PROPERTY UPON SEPARATION

Member's who separate from the District shall return all district property, regardless of its condition. The following guidelines shall apply:

- (a) All district property, including keys, identification cards, electronic devices and all structure and wildland turnout gear shall be returned to the District no later than the member's departure date or as directed by the Fire Chief or the authorized designee.
- (b) Badge surrender shall be consistent with the Badges Policy.

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- (c) A member who fails to return all district property in his/her possession may be required to reimburse the District for the value of the property or may be subject to legal action brought by the District.

700.4 FILING CLAIMS FOR PERSONAL PROPERTY

Members are responsible for exercising reasonable care and caution to avoid damage to or loss of personal property while on-duty. However, consistent with District rules, personal property that is lost or damaged during the proper performance of a member's job duties may be replaced or the cost reimbursed by the District when such loss or damage is not the result of intentional or negligent abuse or misuse by the member.

Any claim for the replacement or cost reimbursement for damage to or loss of a member's personal property must be submitted on the proper claim form, to the member's immediate supervisor.

The supervisor is responsible for reviewing the claim to assess whether the lost or damaged property was reasonably required for the proper performance of the member's job duties. The supervisor will make a determination as to whether reasonable care was taken to prevent loss or damage and whether proper procedures were followed just prior to the occurrence of the loss or damage. A supervisor may direct a member to submit additional details in a separate written report, if needed.

If approved, the supervisor will forward the claim and related reports to the Fire Chief , who will determine the appropriate reimbursement value of the property and will forward the claim for payment .

700.4.1 COVERED PERSONAL PROPERTY

Property that is necessary in the performance of the member's job duties shall be considered a covered item. The age and condition of the damaged or lost property shall be considered when determining replacement or reimbursement value. Covered personal property typically includes, but may not be limited to prescription eyeglasses, prescription sunglasses, contact lenses, hearing aids, dentures, and watches when damaged as a result of performing work-related duties.

The member must demonstrate that the damaged or lost property is directly related to the proper performance of the member's duties. Replacement of prescription eyeglasses and prescription sunglasses shall be for the cost of the lenses and basic frames only. Receipts must be submitted along with the claim form for reimbursement to be considered.

700.4.2 EXCLUDED PERSONAL PROPERTY ITEMS

Members are discouraged from wearing expensive jewelry or watches or bringing personal property items to the workplace that may be damaged, lost or stolen. Personal property that is not eligible for replacement or reimbursement includes:

- (a) Any personal property that is lost or damaged directly or indirectly due to negligence of the member.

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- (b) Personal computers, communication devices, cell phones, MP3 players, GPS devices or any other electronic devices that the member voluntarily brings to the workplace and that are not required by the District for the performance of the member's duties.
- (c) Any personal property used in place of district-issued property, unless required by the District.
- (d) Any jewelry.

700.4.3 PERSONAL VEHICLES

The District will not provide vehicle insurance coverage for members who use their personal vehicles for district business. All members must rely on their personal vehicle insurance carrier for replacement or cost reimbursement of damage to or loss of a personal vehicle. Members using a personal vehicle for district business shall have the minimum evidence of financial responsibility required for that vehicle (Vehicle Code §16056).

700.4.4 LOSS OR DAMAGE OF PROPERTY OF ANOTHER

Members intentionally or unintentionally may cause damage to the real or personal property of another while performing their duties. Any member who damages or causes to be damaged any real or personal property of another while performing any district function, regardless of jurisdiction, shall report it as provided below:

- (a) A verbal report shall be made to the member's immediate supervisor as soon as practicable.
- (b) A written report shall be submitted before the member goes off-duty or within the time frame directed by the supervisor to whom the verbal report was made.

700.4.5 DAMAGE BY PERSON OF ANOTHER AGENCY

If members of another jurisdiction cause damage to real or personal property belonging to the District, it shall be the responsibility of the member present or the member responsible for the property to make a verbal report to his/her immediate supervisor as soon as practicable. The member shall submit a written report before going off-duty or as otherwise directed by the supervisor.

All reports, including the supervisor's written report, shall promptly be forwarded to the appropriate Fire Chief .

Personal Communication Devices (PCD)

701.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the use of district-issued wireless telephones and personal communication devices, and the on-duty use of such devices that are owned by members.

Because of technical advances and varying manufacturer nomenclature, this policy will generically refer to all Personal Communication Devices (PCD) as such, but is intended to include all wireless telephones, Personal Digital Assistants (PDA), smartphones and other such wireless two-way communication and/or portable Internet access devices.

701.2 POLICY

It is the policy of the Zayante Fire Protection District to issue a PCD to members at its discretion and depending on the assignment and the job duties of the member. Such devices remain the sole property of the District and shall be subject to inspection or monitoring (including all related records and content) at any time, without notice and without reason.

Any member utilizing any PCD or related service provided by or funded by the District, expressly acknowledges and agrees that the use of such device and service, whether for business or personal use, shall remove any expectation of privacy the member, sender and recipient of any communication might otherwise have, including the content of any such communication. The District also expressly reserves the right to access and audit any and all communications (including content) sent, received and/or stored using such device or service.

701.3 PROCEDURES

The following procedures shall apply to the use of district-owned or personally owned PCDs while on-duty:

701.3.1 PERSONALLY OWNED PCD

Members may carry an individually owned PCD while on-duty, subject to the following conditions:

- (a) Carrying a personally owned PCD is optional.
- (b) Any personally owned PCD shall be purchased, used, maintained and replaced at the member's expense.

701.3.2 USE OF PCDS

PCDs, whether provided by the District or personally owned, should only be used by on-duty members for legitimate district business except as provided for below. Members may use a PCD to communicate with other personnel in situations where use of the radio is ineffective, impractical or not feasible. PCDs, however, should not be used to replace regular radio communications.

- (a) PCDs shall not be carried in a manner that allows them to be generally visible while in uniform.

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Personal Communication Devices (PCD)

- (b) PCDs may not be used to conduct personal business while on-duty except when brief personal communications may be warranted by the circumstances (e.g., inform family of extended hours). While members may use personally owned PCDs for personal business during authorized breaks, such usage should be limited as much as practicable to areas where the communication will not be seen or heard by the public.
- (c) Extended or frequent personal use of district-issued PCDs or personally owned PCDs while on-duty is prohibited.
- (d) Members are responsible for reimbursing the District for any charges incurred as a result of personal use of district-issued PCDs.

701.3.3 USE OF PCDS WHILE DRIVING

The use of a PCD while driving can cause unnecessary distractions and presents a negative image to the public. Members operating emergency vehicles should restrict the use of these devices while driving to matters of an urgent nature and should, where practicable, stop the vehicle at an appropriate location to complete their call.

Except in the case of an emergency, members who are operating non-emergency vehicles shall not use cellular telephones or other personal communication devices while driving unless the telephone is specifically designed and configured to allow hands-free listening and talking (Vehicle Code § 23123(a)). Such use should be restricted to business-related calls or calls of an urgent nature. No member shall write, send or read a text-based communication on a PCD while driving (Vehicle Code § 23123.5).

Members should not utilize a personally owned PCD when responding to an emergency or when engaged in an emergency incident.

701.3.4 OFFICIAL USE OF AN INDIVIDUALLY OWNED PCD

A personally owned PCD may be appropriate to use in the following official situations:

- (a) Failure of the district's PCD system or failure of a member's district-issued PCD.
- (b) If the need arises to transmit sensitive, protected or confidential information and no district-issued PCD is available.
- (c) As part of a Mobile Command Post operation.
- (d) During catastrophic disasters, such as plane crashes, earthquakes, floods, etc.
- (e) During major political/community events.
- (f) Emergency contact with an outside agency or outside agency field unit equipped with a PCD.
- (g) When immediate communication is needed and the use of the radio is not appropriate and other means of communication are not readily available.

Vehicle/Apparatus Inspections And Maintenance

702.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the inspection and maintenance responsibilities of members with regard to district vehicles and apparatus, to ensure the vehicles comply with all regulations specified in the California Vehicle Code and the California Commercial Driver Handbook. Inspections also ensure that vehicles and apparatus are properly equipped, maintained, refueled and present a professional appearance.

702.1.1 DEFINITIONS

Definitions related to this policy include:

Apparatus - All self-propelled firefighting vehicle capable of carrying at least one person.

Commercial vehicle - A vehicle or combination of vehicles that requires a class A, B or C license with proper endorsements. (Vehicle Code § 15210(b)(1)).

In-reserve - Any vehicle or apparatus that, while not currently staffed, is ready for service or deployment as needed, regardless of whether it is fully equipped with tools and equipment.

In-service - Any vehicle or apparatus that is either staffed or cross-staffed by members of the Fire Operations Division or that is pre-positioned to be readily available to on-duty Fire Operations personnel for calls for service (e.g., airport rescue or firefighting apparatus).

Staff vehicles - Typically, district vehicles that do not qualify as commercial vehicles (Vehicle Code § 15210(b)(1)).

Vehicle - Any self-powered or self-propelled vehicle, including cars, pick-up trucks, fire apparatus of all types, ambulance units, command vehicles, crew-carrying vehicles, tractors, boats or powered watercraft and off-highway vehicles.

702.2 POLICY

It is the policy of the Zayante Fire Protection District that all vehicles and apparatus be inspected daily. Vehicles and apparatus that are out-of-service for maintenance or repair need not be inspected until they are returned to service or released to in-reserve status.

702.3 PROCEDURE

District vehicles generally fall into one of two categories: those that meet the definition of commercial vehicle pursuant to the Vehicle Code, and those that do not. The inspection requirements for district vehicles will differ based on this distinction.

702.3.1 APPARATUS DAILY INSPECTIONS

Members shall be responsible for conducting a daily inspection of apparatus that includes all of the items and provisions identified as part of the California Commercial Vehicle Pre-Trip Inspection. The inspection list is detailed in the current version of the California Commercial Driver Handbook.

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When an apparatus becomes inoperative or in need of a repair that affects safe operation, it shall be immediately removed from service, and statused out of service with Net Com.

Members should maintain a written record of inspections for each vehicle or apparatus using the appropriate inspection form for the vehicle type. Completed inspection forms should be forwarded to the Fire Operations Division Chief and retained by the District for at least two years.

702.3.2 STAFF VEHICLE DAILY INSPECTIONS

Members who are assigned staff vehicles shall be responsible for the inspection and daily maintenance of their assigned vehicle. Daily maintenance should include checking and maintaining engine and transmission fluids, checking and maintaining tire inflation pressure, monitoring tire wear, and any other inspection needed to ensure the safe operation of the vehicle.

Any vehicle issues discovered during inspection should be promptly addressed. When a vehicle becomes inoperative or in need of repair that affects the safe operation of the vehicle, it shall be immediately removed from service for repair.

Members also are responsible for completing a monthly inspection and equipment inventory for each assigned vehicle and documenting it on the appropriate inspection form. When completed, the form should be forwarded to the Fire Chief. The monthly checklists should be retained by the District for at least two years.

702.4 CLEANLINESS

All apparatus and staff vehicles shall be maintained in a condition presenting a professional appearance, weather conditions permitting.

Members shall obtain clearance from the Battalion Chief before going out-of-service for vehicle maintenance.

Members using a staff vehicle shall remove any trash or debris at the end of a shift or use

Use of District Vehicles

703.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the procedures for the off-duty use of district take-home vehicles. The use of take-home vehicles is an essential component of the District's recall program, which ensures resources are available in the event of an emergency or critical incident. To facilitate faster response to recalls or for other legitimate district needs, members may be allowed to take district vehicles home. These vehicles provide the means to respond directly to an incident without first diverting to a fire station to retrieve a vehicle and/or needed equipment.

703.1.1 DEFINITIONS

Definitions related to this policy include:

Take-home vehicle - A vehicle owned by the District that is authorized for commuting between work and home and/or off-duty use. District vehicles secured at a location other than the member's assigned work location for the purpose of shortening a member's commute shall also be considered take-home vehicles.

703.2 POLICY

It is the policy of the Zayante Fire Protection District to authorize take-home vehicles for members under certain specific conditions:

- **Emergency recall** - A member's assignment requires immediate response during off-duty hours to other than the member's normal work location to handle an emergency action.
- **Investigative recall** - A member's assignment requires timely response during off-duty hours to other than the member's normal work location to handle a fire investigation.
- **Maintenance use** - A member's assignment routinely necessitates transporting and/or housing a vehicle or resource owned by the District.

The assignment of take-home vehicles is at the sole discretion of the Fire Chief or the authorized designee and is subject to change without notice.

703.3 PROCEDURE

District members authorized to use take-home vehicles must adhere to the following guidelines. District members may use the vehicle to:

- Commute between their residence and workplace.
- Conduct legitimate district-related business that occurs outside normal working hours, including, but not limited to, attendance at special meetings and recall to duty.
- Firefighters authorized to use take-home vehicles are to monitor the radio whenever they are operating the vehicle. They are to make appropriate notification or take appropriate action on any fire-related matter that may come to their attention via the radio or through personal observation.

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Use of District Vehicles

- District members are prohibited from driving district vehicles any time their driving ability may be impaired by prescription or non-prescription drugs or alcoholic beverages.
- Passengers must be those required for district business unless otherwise authorized by the Fire Chief.
- District take-home vehicles are to be left at a fire facility during vacations or other period of leave in excess of seven days.
- District members shall not relinquish control of, nor allow any person to operate district vehicles if that person is not a member of the District, except in the case of an emergency where the member is unable to drive him/herself.
- District members should not use district vehicles for personal errands or business, except for minor deviations from official business for personal reasons and with the approval of the member's supervisor and within the district's jurisdiction.

Take-home vehicles may be used for personal business only if authorized by the Fire Chief.

703.3.1 VEHICLES SUBJECT TO INSPECTION

All district-owned vehicles are subject to inspection and/or search at any time by a supervisor. No member assigned to or operating such a vehicle shall be entitled to any expectation of privacy with respect to the vehicle or its contents.

703.3.2 VEHICLE SECURITY

Take-home vehicles shall be subject to the following criteria:

- (a) Off-street parking shall be available at the member's residence.
- (b) Vehicles shall be locked when not attended.

703.3.3 ACCESSORIES AND/OR MODIFICATIONS

No modifications, additions or deletions of any equipment or accessories shall be made to district vehicles without written permission from the Fire Chief.

District Technology Use

704.1 PURPOSE AND SCOPE

This policy describes the use of district computers, software and technology systems.

704.1.1 DEFINITIONS

Definitions related to this policy include:

Computer system - Includes all computers (on-site and portable), hardware, software, and resources owned, leased, rented or licensed by the Zayante Fire Protection District that are provided for official use by members. This shall include all access to, and use of, Internet Service Providers (ISP) or other service providers provided by or through the District or district funding.

Hardware - Includes, but is not limited to, computers, computer terminals, network equipment, modems or any other tangible computer device generally understood to comprise hardware.

Software - Includes, but is not limited to, all computer programs and applications, including shareware. This does not include files created by the individual user.

Temporary file, permanent file or file - Includes any electronic document, information or data residing or located, in whole or in part, whether temporarily or permanently, on the system, including, but not limited to, spreadsheets, calendar entries, appointments, tasks, notes, letters, reports or messages.

704.2 PRIVACY POLICY

Any member utilizing any computer, electronic storage device or media, Internet service, telephone service, information conduit, system or other wireless service provided by or funded by the District expressly acknowledges and agrees that the use of such service, whether for business or personal use, shall remove any expectation of privacy that the member, sender and recipient of any communication utilizing such service might otherwise have, including as to the content of any such communication.

The District expressly reserves the right to access and audit any and all communications, including content that is sent, received and/or stored through the use of such service.

704.3 SYSTEM INSPECTION OR REVIEW

A member's supervisor or the authorized district Information Technology (IT) specialist has the express authority to inspect or review any system, any and all temporary or permanent files and related electronic systems or devices and any contents thereof.

A member's supervisor or the authorized district IT specialist may copy, extract, download or otherwise obtain any and all temporary or permanent files residing or located in or on any computer or technology system owned by the District.

District Technology Use

704.4 DISTRICT PROPERTY

All information, data, documents, communications and other entries initiated on, sent to or from, or accessed on any district computer or through the district technology system on any other computer, whether downloaded or transferred from the original district computer, shall remain the exclusive property of the District and shall not be available for personal or non-district use without the express authorization of a member's supervisor.

704.5 UNAUTHORIZED USE OF SOFTWARE

Members shall not copy or duplicate any copyrighted or licensed software except for a single copy for backup purposes in accordance with the software company's copyright and license agreement. To reduce the risk of computer virus or malware infection, members shall not install any unlicensed or unauthorized software on any district computer. Members shall not install personal copies of any software onto any district computer. Any files or software that a member finds necessary to upload onto district computers or networks shall be done so only with the approval of the Fire Chief or district IT specialist and only after being properly scanned for malicious attachments.

No member shall knowingly make, acquire or use unauthorized copies of computer software not licensed to the District while on district premises or on the district computer system. Such unauthorized use of software exposes the District and involved members to severe civil and criminal penalties.

704.6 PROHIBITED AND INAPPROPRIATE USE

Except for occasional personal use of the Internet as provided below, access to technology resources provided by or through the District, shall be strictly limited to district-related business activities.

Data stored on, or available through, district systems shall only be accessed by authorized members who are engaged in work-related activities or who otherwise have a legitimate district business-related purpose to access such data. Any exceptions to this policy must be approved by a supervisor.

Members shall report any unauthorized access to the system or suspected intrusion from outside sources (including the Internet) to a supervisor as soon as practicable.

704.7 INTERNET POLICY

The District may provide Internet access to district personnel for use in district activities. Internet access is provided for district business, assigned and job-related activities and is to be used for authorized purposes only.

Brief and occasional personal use of the Internet is acceptable as long as the use is not inappropriate, occurs during personal time (e.g., break or rest periods, after assigned business hours), does not result in expense to the District, and does not in any way interfere with normal job activities and responsiveness. The District may modify this policy at any time to prohibit use of district computers for personal use.

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Prohibited and inappropriate use of the Internet by district personnel shall include, but is not limited to:

- Access to sites that contain sexual, obscene, hateful, pornographic, discriminatory, unlawful, violent or illegal material.
- Sending or posting discriminatory, harassing or threatening messages or images on the Internet or via any e-mail service.
- Using Internet access to perpetrate any form of fraud, and/or software, film or music piracy.
- Stealing, using or disclosing another person's password without authorization.
- Downloading, copying or pirating copyrighted software and electronic files without authorization.
- Sharing confidential information, documents, reports or any otherwise protected information.
- Sending or posting information that is defamatory to the District, its activities and/or services, district personnel and/or members of the public.
- Sending or posting chain letters, solicitations or advertisements not related to business purposes or activities.
- Visiting dating or similar sites.
- Use that may create a hostile or intimidating work environment for other employees.
- Use that may prove to be embarrassing, unbecoming or otherwise detrimental to the District, and any activity deemed to be unlawful by local, state or federal statute, code or regulation.

704.8 PROTECTION OF DISTRICT SYSTEMS AND FILES

All members have a duty to protect the computer system and related systems and devices from physical and environmental damage and are responsible for the correct use, operation, care and maintenance of the system.

It is expressly prohibited for a member to allow any unauthorized user to access the system at any time or for any reason.

Knox-Box Access

705.1 PURPOSE AND SCOPE

The purpose of this policy is to provide information about the Knox-Box® Rapid Entry System and the roles and responsibilities of district members with regard to Knox-key security, storage, access and accountability. This policy shall apply to all buildings or sites within the Zayante Fire Protection District jurisdiction where it has been determined that a Knox-keyed device is needed for accessibility for emergency responders (Fire Code § 506).

705.1.1 DEFINITIONS

Definitions related to this policy include:

Key tag - Attached to each key in a Knox-Box to identify its function.

Knox-Box - A locked box used for securely storing the keys to a gate, building or rooms within a building or for the operation of a electric gate.

Knox cabinet - A locked data cabinet used for storing information pertinent to the operation of a building, such as hazmat data and plant shut-down procedures. Keys to the facility can also be located within the cabinet.

Knox Company - The manufacturer/vendor the Knox-Box, cabinets, key switches, padlocks and related accessories. This is the only company whose products can be accessed by the Zayante Fire Protection District.

Knox master key - A key carried on all fire apparatus which enables district members to access any Knox-keyed device within the jurisdiction.

705.2 POLICY

It is the policy of the Zayante Fire Protection District to be registered with the Knox Company to participate in its rapid entry system, providing safe and secure non-destructive emergency access to commercial and residential properties. Participation minimizes potential budget impacts caused by forcible entry during an emergency and allows a building to be re-secured quickly and easily by members.

The Fire Chief shall be the Knox program coordinator, who shall be responsible for ensuring that all aspects of the program are administered in accordance with state fire code, local ordinance and Knox Company requirements.

705.3 KNOX KEY ACCOUNTABILITY

No individual member shall be issued a Knox master key. Appropriate fire apparatus shall Have a knox master key in its key book.. Once the Knox master key is removed from the key book, it should be used to access the Knox-keyed device at the location of the emergency and be immediately returned to the secured unit.

Knox-Box Access

The Fire Chief is ultimately accountable for Knox master keys issued to the District. Any missing master key shall be immediately reported verbally to a supervisor and followed up with a written explanation to the Fire Chief within two working days.

Maintenance and security of the Knox master keys is essential to the credibility of the program. Any loss of a master key shall be thoroughly investigated and appropriate action initiated. If the key cannot be recovered, all Knox master keys in the jurisdiction may have to be replaced at district expense.

705.4 SITE INSTALLATION AND TESTING

It is a property owner's responsibility to order Knox-keyed devices and ensure that they are installed securely in a manner and location approved by the District, in accordance with local building codes and ordinances. The reflective alert decal included with each Knox-Box should be mounted on the door or door frame adjacent to the Knox-Box. It is intended to alert fire companies to the presence of a Knox-Box.

Knox-Boxes should be installed near the main entrance to the building at a height not to exceed 6 feet. This height has proven ideal as it enables members to access the Knox-Box quickly without deploying a ladder, yet is high enough to discourage tampering. The preferred location for mounting a key switch is at the gate control head or adjacent to the gate or door entry key pad.

Knox-key switches should be installed by an electrician familiar with these devices.

705.5 KEYS IN KNOX-BOXES

Every access key placed in a Knox-Box shall be identified with a sturdy tag. Each set of keys shall be grouped together on a key ring. Tags and key rings may be purchased from the Knox Company at the time the Knox-Box is ordered. The keys being installed will be at the discretion of the property owner but should be selected based on the access needs of emergency responders. Keys typically installed in a Knox-Box include:

- Main entrance
- Grand master
- Mechanical room
- Fire alarm panel
- Electrical room
- Roof access
- Other secured areas deemed appropriate by the owner and/or the District

705.6 LOCK UP OF KEYS IN KNOX-BOXES

Knox-Boxes are shipped to the property owner in the open position. After the box has been installed, the property owner must contact the Zayante Fire Protection District to request a lock-up

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of the box. Fire prevention staff will assist the property owner in arranging for a lock-up. All keys should be tagged and ready for placement in the Knox-Box upon the arrival of the prevention staff.

705.7 TESTING KEY SWITCHES

After a key switch has been installed, the property owner must contact the District. Fire District personnel will test the key switch at its earliest convenience to ensure that it works properly. The property owner does not need to be present for the test. If the key switch fails to operate, the property owner will be contacted by the fire district to have the necessary repairs made.

705.8 NUMBER OF KEY SETS REQUIRED

More than one set of keys is often required to be placed in the Knox-Box, especially in larger buildings. The extra sets of keys are needed for additional fire companies or second alarms arriving later at the same incident. The following guidelines have been established for the number of key sets required:

- Security gate only, or one- to two-story building: one set of keys
- Three to four stories: two sets of keys
- Five to eight stories: three sets of keys
- Nine stories and above: four sets of keys

705.9 ANNUAL KNOX-BOX TESTING

The Fire Chief or the authorized designee shall ensure that an annual check is performed on each Knox-Box in the jurisdiction by fire prevention staff or engine company. This should consist of checking the operation of the box and the keys.

Communications Operations

706.1 PURPOSE AND SCOPE

The purpose of this policy is to establish standards for two-way radio communications during routine, local emergency, regional emergency and mutual aid events. The basic function of the communications system is to satisfy the immediate information needs of the District in the course of its activities. Standards of performance are necessary if the system is to remain functional during emergencies.

706.1.1 FCC COMPLIANCE

All Zayante Fire Protection District radio operations shall be conducted in accordance with the Federal Communications Commission (FCC) procedures and guidelines.

706.2 POLICY

The Zayante Fire Protection District will provide access to a two-way radio communication system to facilitate a more efficient response to emergency situations. The communication system is intended for official job-related communications between fire apparatus and Net Com. Fire apparatus and members shall be equipped with the appropriate types of two-way radios, personal communication devices and/or satellite paging system for the jurisdiction, type of work anticipated and local and regional interagency/multi-agency incidents.

706.3 COMMUNICATIONS LOG

It shall be the responsibility of the dispatchers at Net Com to record all relevant information on an incident. Dispatchers shall attempt to elicit as much information as possible to enhance the safety of the firefighters/paramedics who are responding and assist in anticipating conditions that may be encountered at the scene. Desirable information includes, but is not limited to, the following:

- Location of incident reported
- Type of incident reported
- Date and time the report was received
- Name and address of the reporting party, if possible
- Incident number
- Time of dispatch
- Apparatus dispatched to the incident
- Time of apparatus arrival
- Requests from members during the incident
- Time the apparatus returned to service
- Disposition or status of the reported incident.

Communications Operations

706.4 RADIO COMMUNICATIONS

Operations are more efficient and member safety is enhanced when dispatchers, supervisors and fellow members know the status of other companies, including their locations and the nature of the incidents to which they are assigned. Most critical incident communication should occur verbally, over the radio, for this reason.

706.4.1 APPARATUS IDENTIFICATION

Apparatus radio identification shall be based on the type of apparatus. Example engine 2410 or rescue 2466. . Members should use the entire call sign when initiating communication with a dispatcher. The use of a call sign allows for a brief pause so that the dispatcher can acknowledge the appropriate company. Members initiating communication with other agencies shall use their entire call sign. This requirement does not apply to continuing conversation between the mobile unit and dispatcher once the mobile unit has been properly identified.

706.4.2 RADIO TESTING

Members should check for radio functionality at the beginning of each month to ensure that the mobile and portable radios are working as designed.

Radios that are inoperable or malfunctioning shall be placed out-of-service, and repaired.

Public Alerts

707.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for notifying the public of vital fire safety information and/or emergency evacuation instructions.

707.2 POLICY

It is the policy of the Zayante Fire Protection District to use Public Alerts to notify the public of critical fire prevention campaigns, fire hazard warnings and emergency evacuation instructions. A Public Alert shall require the authorization of a Battalion Chief or higher rank.

707.3 PROCEDURE

Public Alerts are intended to recruit public assistance in preventing fires through proactive activities via a widespread media alert. In addition to any local radio, television and press affiliates, the public will be notified of the circumstances of an emergency affecting the health and safety of people in a geographic area, and what the public can do to assist emergency responders during the incident.

The Public Information Officer should be involved in any communiqué released via a Public Alert, if time permits, but certainly in the case of fire prevention campaigns or fire hazard warnings.

In the event of a widespread emergency, such as a hazardous material (HAZMAT) release, biological threat or a major fire, Net Com will likely be operating at or beyond capacity. Any Public Alert should include a telephone number outside Net Com for the public to call for additional information and explicit instructions not to call Net Com for additional information. For most emergencies The Zayante Fire Protection District will use the reverse 911 system.

A Public Alert should include, but not be limited to, the following:

- The Zayante Fire Protection District has generated the alert
- The nature of the alert
- The location and scope of the incident/prevention campaign/fire hazard
- What the listener should do to assist in the effort
- Established routes and/or destinations, if applicable
- Where the listener can call to get additional information, if applicable
- Instructions regarding what the listener should not do, if applicable

Photography And Electronic Imaging

708.1 PURPOSE AND SCOPE

The purpose of this policy is to authorize district members to utilize photography and electronic imaging to document incidents while also protecting the privacy of citizens and ensuring district compliance with the mandates of the Health Insurance Portability and Accountability Act (HIPAA).

This policy establishes legal ownership of all photographs and electronic images collected by district members, establishes the parameters for the types of incidents, subjects and activities that may be photographed or electronically imaged, and establishes restrictions on the use of such photographs and electronic images.

708.2 POLICY

It is the policy of the Zayante Fire Protection District to authorize members to utilize photography and electronic imaging to document incidents and district activities that are subject to compliance with specific regulations, conditions, restrictions and guidelines.

The use of photography or electronic imaging of medical patients, injured victims or other people who are medically evaluated or treated by district members must also comply with the requirements of HIPAA.

The Zayante Fire Protection District shall respect the privacy rights established in the state and federal constitutions.

708.3 OWNERSHIP AND COMMERCIAL USE OF PHOTOGRAPHS AND ELECTRONIC IMAGES

All photographs and electronic images taken by district members while on-duty or acting in an official capacity are the sole property of the District and may not be sold, transferred for commercial use, bartered or otherwise distributed for profit by any member of the District without the express prior approval of the Fire Chief (17 USC § 201).

708.4 AUTHORIZED USE OF PHOTOGRAPHY AND ELECTRONIC IMAGING

708.4.1 NON-INCIDENT EVENTS

Photography and electronic imaging may be utilized by district members for non-incident events, including:

- (a) Documentation of district training events, exercises, lectures, classes or activities, and all fire academy-related activities.
- (b) Documentation of internal district events and activities, such as promotional ceremonies, member recognition or award presentations, meetings, seminars, workshops and other activities involving district members.

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- (c) Documentation of public events, such as safety seminars, fire station open house events, Fire Prevention education events and activities, school safety presentations and club or service organization events.
- (d) Documentation of all district vehicles, apparatus, tools and equipment, facilities and other district-owned property.
- (e) Creating and maintaining a photo/image bank depicting all district members.
- (f) Documentation of all buildings, structures, facilities, infrastructure components, landmarks and recreational areas within the district's jurisdiction for later use in disaster mitigation, recovery and cost-recovery efforts.
- (g) To document any condition, activity or event related to the district's code enforcement responsibilities.
- (h) To document inspections, code compliance activities or any other activity of Fire Prevention.
- (i) Unless prohibited elsewhere in this policy, to document any district activity for future use in training.
- (j) For any other purpose authorized by the Fire Chief, Battalion Chief or any Division Chief.

708.4.2 INCIDENT-RELATED EVENTS

Photography and electronic imaging may be utilized by district members at incident scenes, including:

- (a) Documentation of the conditions on arrival and during suppression activities at any fire incident.
- (b) Documentation of fire, smoke, water, structural collapse or any other damage or conditions resulting from any fire or fire-related event.
- (c) Documentation of people at the scene of a fire or a fire-related incident for the purpose of future investigation.
- (d) Documentation of anything of evidentiary value found at a fire or incident scene where any type of investigation may be initiated.
- (e) Documentation of the location, position, trauma, injuries or any other factor of investigative interest related to deceased victims at a fire or fire-related incident or other incidents.
- (f) Documentation of the condition of vehicles, apparatus, bicycles or other items involved in collisions, accidents, entrapments or other rescue or medical events.
- (g) Documentation of the extrication of trapped individuals in any rescue situation.
- (h) Documentation of the cause, location, extent, severity and nature of traumatic injuries of patients at the scene. These images may be transferred to the receiving physician, nurse or other authorized representative who assumes medical care for the patient.

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- (i) Documentation of all aspects of any incident involving hazardous materials.
- (j) Documentation of severe weather events, including any damage, injuries or fatalities caused by such events.
- (k) Documentation of any other event, situation or activity as deemed appropriate and necessary by the Incident Commander of any event.

708.5 PROHIBITED USE OF PHOTOGRAPHY OR ELECTRONIC IMAGING

District members are prohibited from using photography or electronic imaging except as permitted in this policy.

Prohibited use of photography or electronic imaging shall include, but is not limited to:

- (a) Photographs and/or electronic images may not be taken, transmitted or used in violation of any HIPAA regulation.
- (b) Photographs and/or electronic images may not be taken, transmitted or used for personal purposes.
- (c) Unless requested by the receiving hospital or controlling medical authority or deemed necessary for the future treatment of the patient, no photographs or electronic images should be taken inside a private residence during a non-traumatic medical aid incident.
- (d) Unless requested by the receiving hospital or controlling medical authority or deemed necessary for the future treatment of the patient, no photographs or electronic images should be taken of a minor (under 18 years of age) patient resulting from a medical aid response.
- (e) Unless requested by the receiving hospital or controlling medical authority or deemed necessary for the future treatment of the patient, no photographs or electronic images depicting patient genitalia or the exposed breasts of female patients should be taken by district members.
- (f) Unless requested by the receiving hospital or controlling medical authority or deemed necessary for the future treatment of the patient, no photograph or electronic image should be taken of a patient being treated by district members if the person expresses or indicates that he/she does not wish to be photographed. In the event that the need arises to take a photograph or electronic image of a medical patient against the patient's wishes, the medical need for taking the image will be explained to the patient with a witness present. Details regarding the need for the photograph or electronic image, the explanation provided to the patient and the identity of the witness present shall be included in a patient care report and/or incident report for the response.

Non-Official Use of District Property

709.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance on the non-official use of district property. District property includes, but is not limited to, all portable pumps, chain saws, rescue saws, generators, fire hoses, hose adapters, suction hoses, ladders, rescue equipment, small tools or any power driven tools.

709.2 POLICY

The personal use of district property is not authorized. No equipment shall be loaned or used by a member for any purpose other than official district business without the express prior approval of a Battalion Chief.

Requests from water companies or other District agencies for hose adapters or other equipment should be forwarded to the appropriate Battalion Chief for consideration.

Chapter 8 - Records management

Records Management

800.1 PURPOSE AND SCOPE

This policy provides guidelines for the management of all district documents, including those in fire stations, to ensure that district records are maintained and available as needed. This policy also provides guidance on the retention, disposition and security of records.

800.2 POLICY

It is the policy of the Zayante Fire Protection District to promote the efficient and cost-effective conduct of district business by reducing the number of records in active file areas, eliminating unnecessary retention of duplicate or obsolete documents and providing for timely transfer of inactive files in compliance with legal requirements.

800.3 CUSTODIAN OF RECORDS

The Fire Chief shall be the Custodian of Records, and will oversee the records management program, including the records retention schedule. The Custodian of Records or the authorized designee should:

- (a) Remain familiar with the California Secretary of State Local Government Records Management Guidelines.
- (b) Identify what records the District has, where the records are kept, the volume, and how the records are used.
- (c) Develop and maintain the district's records retention schedule, including:
 1. Preparing any amendments to the schedule and obtaining the necessary approvals for the amendments.
 2. Coordinating with the district clerk to ensure all district records are properly classified and that the retention periods are appropriate for each document.
 3. Maintaining a current version of the district's records retention schedule and making it available to members for reference.
- (d) Coordinate the placement of inactive records in storage, including:
 1. Maintaining a storage inventory.
 2. Providing an annual reminder to Battalion Chiefs, Division Chiefs, and section managers to review files to determine if any records should be transferred to storage.
- (e) Manage the destruction of district records, including:
 1. Annually reviewing the records retention schedule and storage inventory list to determine which records are eligible for destruction.

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2. Providing a list to Battalion Chiefs, Division Chiefs and section managers of records eligible to be destroyed.
 3. Obtaining any required approvals for the destruction of eligible records.
 4. Maintaining a list of records that have been destroyed.
- (f) Ensure confidential and other sensitive records are stored or maintained to protect the sensitive nature of the records.
- (g) Process subpoenas and requests for records as provided in the subpoenas, the Release of Records and Public Records Act and the Patient Medical Record Security and Privacy policies.
- (h) Manage the document imaging process for bulky or rarely accessed records with long retention periods.

800.4 RECORDS MANAGEMENT PROGRAM

The records management program should include the following:

- District's records retention schedule
- Storage for inactive files
- A document imaging program to ensure records are archived appropriately
- A records destruction procedure to ensure eligible records are destroyed in a timely and appropriate manner
- Training as appropriate

800.5 RECORD RETENTION SCHEDULE

The records retention schedule should include all records produced or maintained by the District. The records retention schedule details the district's authority to retain and dispose of official public records. It assists the District by documenting which records require office or temporary storage, which records have historic or research value and which records should be destroyed because they no longer have any administrative, fiscal or legal value.

The records retention schedule should:

- (a) List records by series. A record series may include several different types of documents. A record series is a group of records with some of the following characteristics:
1. A sequence of documents that have a progressive order or arrangement
 2. A common sequence that relates to a particular subject or function, that is the result of the same activity or that documents a specific kind of transaction
 3. A common law or regulation that relates to the series
 4. Is filed as a unit and transferred or destroyed as a unit

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- (b) Include a series for records that are confidential under state or federal law and not open to disclosure under the state's public records law.
- (c) Identify the minimum length of time the District must keep records in a series.
- (d) Identify the district section or division responsible for the original record.

800.5.1 AMENDING THE RECORDS RETENTION SCHEDULE

The records retention schedule should be amended as necessary, including:

- (a) When a new record series is created.
- (b) When the law creating the retention period or needs of the District for records in a series has changed.
- (c) When the district section or division responsible for an original record changes.

The Custodian of Records should ensure that a request to change or amend the records retention schedule is approved as necessary by the governing body or the state archivist.

800.6 MAINTAINING CONFIDENTIAL RECORDS

Confidential records are generally exempt from disclosure under state or federal law and must be maintained in a manner to protect their confidentiality. These records must be kept in a location and in such a manner that will enable access only to authorized persons.

Confidential records include, but are not limited to (Government Code § 6254) the following:

- Pre-Hospital Care Reports (PCRs)
- Personnel or similar files
- Records pertaining to pending litigation
- Legal opinions
- Arson investigations
- Disciplinary investigations based upon allegations that were not true
- Test questions, scoring keys and other examination data used to administer an examination for employment

Records protected under the Health Insurance Portability and Accountability Act (HIPPA) and implementing Privacy Rule shall also be maintained as provided in the Patient Medical Record Security and Privacy Policy.

800.7 IMAGING RECORDS

Digital imaging should be used to store bulky records or those that are rarely accessed but have long retention periods. The Custodian of Records or the authorized designee should be responsible for imaging and storing district records and ensuring that it meets the minimum

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standards for archival records retention as specified by secretary of state (Government Code § 12168.7).

Materials not required to be retained should be disposed of before a file is scanned. After scanning, a review of the scanning should be performed to ensure accuracy. This must be completed before proceeding with the destruction of original documents. In addition, a review of the index of the images and the labeling of the medium must be performed to ensure that the documents can be located and retrieved when needed.

Scanned records should be backed up and data should be migrated as necessary to upgraded media and software.

800.8 DESTRUCTION OF RECORDS

To ensure that all records retention requirements have been met, the following steps should be followed to prevent premature destruction of records, including records needed for financial audits, potential litigation or other needs of the District.

Records should be destroyed as soon as the minimum retention period identified in the records retention schedule has been met and the records are no longer needed. The following may preclude the destruction of records:

- (a) Pending litigation
- (b) An ongoing audit
- (c) An ongoing investigation

In the case of litigation or an audit, only the division or section involved may be aware of the proceeding, while relevant records may exist in a division or section that has no knowledge of the continued need for the records. Therefore, members aware of the potential need to retain a record beyond its scheduled retention period should notify the Custodian of Records as soon as practicable.

Certain records, such as catalogs, magazines, flyers, and extra copies of letters, memos and reports, may be discarded rather than stored or imaged. If only a portion of the file is comprised of such documents, these should be purged before the remainder of the file is stored, imaged or destroyed.

Extra copies of letters, memos and reports should not be destroyed unless the original records have been preserved as required.

800.8.1 PROCEDURES FOR THE DESTRUCTION OF RECORDS

The Custodian of Records shall annually send a reminder to each Division Chief or section manager to review files from his/her respective area. The Division Chief or section manager should forward to the Custodian of Records a list of the records in his/her area that are eligible to be destroyed. To assist the Custodian of Records, the list should include the title of the record series

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as shown on the records retention schedule, the assigned retention period, the inclusive dates of records to be destroyed and the quantity of records to be destroyed.

The Custodian of Records should verify that the documents listed are appropriate for destruction under the retention schedule and coordinate the destruction of the records.

Most records may be destroyed by shredding, recycling or via general disposal. Confidential records should be destroyed by shredding or other secure manner that preserves their confidentiality.

The Custodian of Records shall ensure destruction is coordinated and documented as may be required by state or local law. For example, if the records retention schedule is part of a District-wide schedule, approval may be required by the District clerk or governing body.

The Custodian of Records should also maintain a list of destroyed records that includes the date of destruction.

800.9 TRANSFERRING INACTIVE FILES TO STORAGE

To ensure efficiency and economy in utilization of office space for active records, all files not updated or referenced on a regular basis can be transferred to storage as follows:

- (a) Annually, each division/section should designate a person to conduct a review of all files to determine which records should be transferred to storage.
- (b) Prior to transferring files, each file should be purged of duplicate items and records that do not require retention.
- (c) Only one type of record should be placed in a box in preparation for storage, unless the records to be included in a single box have identical retention periods.
- (d) Boxes with documents should be clearly marked with the following:
 1. The division/section name
 2. A box number
 3. A short description of the contents including dates
- (e) The division/section shall contact the Custodian of Records to coordinate and arrange delivery of boxes to be stored.
- (f) To request a file from the storage, a member should contact the Custodian of Records.

800.10 RESPONSIBILITIES

800.10.1 MEMBERS' RESPONSIBILITY

All members are expected to handle district records in a responsible manner and as provided in this policy.

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Members are responsible to ensure that records in their control are maintained as provided in the records retention schedule.

800.11 TRAINING

The Custodian of Records should coordinate with the Training Officer to provide training regarding the records management program to the appropriate district members.

Release of Records and Public Records Act

801.1 PURPOSE AND SCOPE

This policy establishes guidelines for the public to inspect and obtain copies of public records. A copy of these guidelines shall be posted in each District location and provided free of charge upon request.

801.2 POLICY

It is the policy of Zayante Fire Protection District that records not exempt from disclosure by state or federal law will be open for public inspection with the least possible delay and expense to the requesting party (Government Code § 6253(a)).

801.3 INSPECTING PUBLIC RECORDS

Public records are generally open to inspection during regular business hours.

For the most efficient service, any person who wishes to inspect public records should telephone the Zayante Fire Protection District to schedule an appointment.

Records that in part or whole are exempt from disclosure or require redaction will not be provided for inspection. Upon written request, a redacted copy of the record may be produced as provided in this policy.

801.4 PROCESSING REQUESTS FOR PUBLIC RECORDS

Any member of the public, including the media and elected officials, may obtain copies of unrestricted records of this District by submitting a written and signed request for each record sought and paying any associated fees (Government Code § 6253).

- (a) All requests for records shall be forwarded to the Zayante Fire Protection District Custodian of Records for review and disposition. Information that should be a request includes:
 1. A statement that information is being requested under the California Public Records Act.
 2. A clear and specific description of the record being requested, including if possible, dates, subjects, titles or authors of the documents requested.
 3. If requesting a waiver of fees, a description of why the requestor believes a waiver is in the public interest.
 4. Requestor contact information, including name, address, phone, fax and e-mail.
 5. Any accommodation needed under the Americans with Disabilities Act.
- (b) The processing of requests is subject to the following limitations:
 1. All requests should be date stamped upon receipt and logged on the Public Records Act request log.

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2. The Custodian of Records or the authorized designee shall determine if the requested record is available and, if so, whether the record is exempt from disclosure.
 - (a) Either the requested record or the reason for nondisclosure will be provided promptly but no later than 10 days from the date of request, unless unusual circumstances preclude doing so.
 - (b) If more time is needed, an extension of up to 14 additional days may be authorized by the Fire Chief or the authorized designee.
 - (c) If an extension is authorized, the Custodian of Records shall provide written notice of the extension to the requesting party (Government Code § 6253(c)).
3. The District is not required to create records that do not otherwise exist in order to accommodate a request for information or records.
4. If the Custodian of Records or the authorized designee determines the requested records should be disclosed, the records will be made available as soon as reasonably practicable.
5. Each page of any record released should be stamped in colored ink with the official District stamp and should identify the individual to whom the record was released.
6. Released records shall be logged on the Public Records Act request log.

801.5 RECORDS IN ELECTRONIC FORMAT

Upon request, the District shall make available any public record in any electronic format in which the District holds the information or in the format requested if the format has been used by the District to create copies for its own use or for other agencies. The District may not provide the records only in electronic format unless specifically asked by the requestor (Government Code § 6253.9(e))

801.6 FEES

A request for a copy of a public record must be accompanied by payment of fees established by the Zayante Fire Protection District governing body (Government Code § 6253(b)).

The Custodian of Records may exercise discretion to waive all or part of the fee if the requestor demonstrates that a waiver is in the public interest.

801.6.1 FEES FOR RECORDS IN ELECTRONIC FORMAT

The requestor shall bear the direct costs of duplication to produce a copy of a record in an electronic format and shall also bear the programming costs involved to construct a record and any computer services necessary if the request for electronic records is either (Government Code § 6253.9):

- (a) For a record that is produced only at specific scheduled intervals.

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- (b) For a record that requires data compilation, extraction or programming.

801.7 RECORDS NOT OPEN FOR INSPECTION

In balancing the public's right to access public records, the statutory individual right of privacy and the need for the Zayante Fire Protection District to be able to efficiently perform its duties, the Legislature has established certain categories of records that may be exempt from public disclosure. A complete list of statutory exemptions is found in the California Public Records Act. Absent a valid court order or other statutory authority, the Public Records Act exempts certain records from disclosure in whole or part. Those pertaining to the Zayante Fire Protection District include, but are not limited to, the following (Government Code § 6254(f)):

- (a) Preliminary drafts, notes or interagency or intra-agency memoranda that are not retained by the Zayante Fire Protection District in the ordinary course of business, provided that the public interest in withholding such records clearly outweighs the public interest in disclosure. If a draft contains facts and recommendations, the facts must be disclosed but the recommendations may be withheld.
- (b) Records pertaining to pending litigation to which the Zayante Fire Protection District is a party or to claims made, but only until such litigation or claim has been finally adjudicated or otherwise settled. The complaint, claim, records filed in court, records that pre-date the suit, reports about projects or activities that ended in litigation and settlement records are subject to disclosure.
- (c) Personnel, medical or similar files, the disclosure of which would constitute an unwarranted invasion of personal privacy.
- (d) Records of complaints to or investigations conducted by the Zayante Fire Protection District for law enforcement purposes.
- (e) Attorney-client discussions are confidential.
- (f) Home addresses in public employee records are exempt from disclosure.
- (g) Deliberative processes, including appointment calendars and applications, telephone records or any other records that impair the deliberative process by revealing the thought process of government decision-makers may be withheld only if the public interest served by not making the records public clearly outweighs the public interest served by disclosure of the records (Government Code § 6255).
- (h) Test questions, scoring keys and other examination data used to administer a licensing examination, examination for employment or academic examinations.
- (i) Contents of real estate appraisals or engineering or feasibility estimates and evaluations made for or by the Zayante Fire Protection District relative to the acquisition of property or to prospective public supply and construction contracts, until all of the property has been acquired or all contract agreements executed.

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- (j) Records whose disclosure is exempt or prohibited pursuant to provisions of federal or state law, including, but not limited to, provisions of the Evidence Code relating to privilege.
- (k) Correspondence of and to the Governor or employees of the Governor's Office or in the custody of or maintained by the Governor's legal affairs secretary.
- (l) Records that relate to archeological site information.

The Zayante Fire Protection District retains the discretion to claim an exemption from public disclosure any record that does not qualify for a specific exemption under the Public Records Act but which the Zayante Fire Protection District determines that the public interest served by not making the record public clearly outweighs the public interest served by disclosure.

Records subject to exemption may nevertheless be made available for inspection if waiving the exemption will serve the public interest, as determined by the Zayante Fire Protection District on a case-by-case basis. However, the Zayante Fire Protection District's determination to disclose a record, which may otherwise be exempt from disclosure, does not constitute a waiver with respect to any other records (Government Code § 6254(f)).

When the Custodian of Records determines that a record is exempt and disclosure should be denied, the Custodian of Records should contact legal counsel for the District for further guidance. If legal counsel concurs with denying disclosure of the record, the Custodian of Records shall log the denial on the Public Records Act request log and provide a summary of the denial, in writing, to the Fire Chief.

Subpoenas

802.1 PURPOSE AND SCOPE

The purpose of this policy is to establish procedures for receiving, processing and responding to summons and subpoenas to appear or to produce records or evidence.

802.1.1 DEFINITIONS

Definitions related to this policy include:

Subpoena - A time sensitive court order requiring a person or entity to appear at a particular time and place to testify as a witness at a deposition, trial or hearing and/or to provide documents, records or evidence in a legal proceeding.

Subpoena duces tecum - A time sensitive court order requiring a person to produce in court specific documents or evidence.

Subpoena/Summons Request (SSR) log - The district log documenting the receipt of each subpoena or summons delivered to the District, and that includes the document's source, the date received and the date of response to a request to produce documents or delivery to a member.

802.2 POLICY

It is the policy of the Zayante Fire Protection District to make reasonable efforts to comply with valid subpoena requests for records or evidence and personal appearances and to cooperate with court processes.

802.3 PROCEDURE

All subpoenas should be directed to the Fire Chief or an authorized designee.

802.3.1 CUSTODIAN OF RECORDS

The Custodian of Records and any authorized designees should receive training in proper intake and processing of subpoenas. Members not designated by the Custodian of Records and properly trained are not authorized to accept subpoenas for District records.

If the Custodian of Records determines that a subpoena or a request for public records involves a request for a confidential record or relates to pending litigation against the district or District, the request should be promptly brought to the attention of the legal counsel for the District.

802.3.2 SUBPOENAS FOR RECORDS

Subpoenas for records shall be date-stamped and logged on the subpoena/summons request (SSR) log.

The Custodian of Records will consult with the district privacy officer regarding any request for medical records. The Custodian of Records or the authorized designee will only produce the requested records as provided in this policy and the Patient Medical Record Security and Privacy Policy.

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A Declaration of Records shall be prepared, signed, copied and attached to the records provided in response to a subpoena (Evidence Code § 1271 and Evidence Code § 1561). The Custodian of Records shall make reasonable efforts to produce the requested records, or provide a response noting the lack of records, by the date specified in the subpoena.

The district is entitled to recoup any reasonable costs incurred in production of business records in response to a subpoena duces tecum. The Custodian of Records should provide a statement reflecting the assessment of these reasonable costs and require payment at the time subpoenaed records are delivered.

802.3.3 CIVIL SUBPOENAS FOR DEPOSITION OR NOTICE TO APPEAR

Upon receipt of a civil subpoena for a deposition or notice to appear, the Custodian of Records shall date-stamp and log the subpoena on the SSR log.

The Custodian of Records shall ensure timely delivery of the subpoena to the identified member, noting on the log the date and time it was accepted. The receiving member should acknowledge receipt by signing and dating the log.

No subpoena for a member of this district as a witness in a civil action should be accepted unless it is accompanied by the statutory fee of \$150 for each day the member's appearance is required pursuant to the subpoena (Government Code § 68097.2).

Members shall notify their Battalion Chief of receipt of a subpoena. Members should contact the attorney issuing the subpoena to confirm the date and time of appearance or to confirm an on-call status. The member shall comply with all instructions on the subpoena and monitor the status of all required appearances to ensure compliance with judicial process. In the event a member will be unavailable to respond to a subpoena, the member shall promptly notify the attorney issuing the subpoena and the member's Battalion Chief.

Members who are deposed will request a copy of the transcript.

802.3.4 ON-CALL SUBPOENAS

Upon receipt of a subpoena and after contacting the issuing attorney, a member may make arrangements with the issuing attorney to be placed in an on-call status.

The subpoenaed member shall promptly notify his/her supervisor of the subpoena and any on-call status and make arrangements regarding any potential scheduling conflicts, potential overtime compensation or other follow-up required to coordinate on-call appearance status.

802.3.5 CRIMINAL SUBPOENAS

Upon receipt of a criminal subpoena related to district business, the member shall promptly notify the Battalion Chief of his/her appearance and contact legal counsel if he/she has any questions.

802.3.6 CIVIL SUBPOENAS UNRELATED TO OFFICIAL DEPARTMENT BUSINESS

Members served with or receiving subpoenas for civil matters unrelated to their district duties shall comply with the requirements of the subpoena. Members are not entitled to compensation for any

Subpoenas

such appearance or deposition and arrangements for time off should be coordinated with their supervisor.

802.3.7 WORKER'S COMPENSATION

A copy of any subpoena for a matter related to workers' compensation shall be promptly provided to the Fire Chief and/or the risk manager.

802.4 RESPONSIBILITIES

802.4.1 MEMBERS

Members subpoenaed to appear in court for any district-related reason or who are subpoenaed to produce records or evidence shall:

- (a) Document the date, time and manner of receipt.
- (b) Promptly contact the Custodian of Records and provide the Custodian with a copy of the subpoena and/or summons and complaint.
- (c) Make arrangements through the Custodian of Records to obtain any related reports or information.
- (d) Notify their supervisor of the subpoena.
- (e) Contact counsel for the District for any necessary guidance.

Members appearing in court or appearing for court-related functions such as depositions shall appear for court or other judicial proceedings in uniform or conservative business attire.

Any questions regarding this policy or its requirements shall be promptly directed to a supervisor or district legal counsel.

802.4.2 SUPERVISORS

Supervisors should monitor the schedules of members who have been served subpoenas requiring their appearance to ensure appropriate shift coverage and compensation for the subpoenaed member.

802.5 TESTIFYING AGAINST THE INTEREST OF THE DISTRICT

Any member who has been subpoenaed to testify, has agreed to testify or who anticipates testifying or providing information on behalf of, or at the request of, any party other than the state, any city, county or any of their officers, agents or employees in which any of those entities or persons are parties to the litigation, will promptly notify his/her supervisor. The supervisor shall notify the Fire Chief, prosecuting attorney in a criminal case and the district's legal counsel, as may be indicated by the case.

- (a) This requirement includes:
 1. Providing testimony or information for the defense in any criminal trial or proceeding.

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2. Providing testimony or information for the plaintiff in a civil proceeding against any city, county or their officers, agents or employees.
3. Providing testimony or information on behalf of, or at the request of, any party other than any city, county or District official in any administrative proceeding, including, but not limited to, personnel and/or disciplinary matters.

802.6 RECEIPT AND PROCESSING OF A SUMMONS

Upon receipt of a summons in a matter related to district business, the member shall document the date, time and manner of receipt and promptly notify his/her supervisor, the Fire Chief and contact legal counsel for the District.

802.7 JURY DUTY

If a member receives a summons for jury duty and it falls on an on-duty day, the member shall promptly notify his/her supervisor. Members shall be granted leave for jury duty for the hours required by the court.

Patient Medical Record Security and Privacy

803.1 PURPOSE AND SCOPE

The purpose of this policy is to establish appropriate administrative, technical and physical safeguards for patient medical records and to provide reasonable safeguards against prohibited uses and disclosures of protected health information (PHI) in accordance with federal and state law, to include the following:

- Health Insurance Portability and Accountability Act (HIPAA) (42 USC § 201 et seq.)
- California Confidentiality of Medical Information Act (CCMIA) (Civil Code § 56 et seq.)
- Health and Safety Code § 1797.220
- Health and Safety Code § 1798.

803.1.1 DEFINITIONS

Definitions related to this policy include:

Health information - Any information, whether oral or recorded in any form or medium, that is created or received by the District and relates to a person's past, present or future physical or mental health or condition, or past, present or future payment for the provision of health care to a person (45 CFR 160.103).

Individually identifiable health information - Health information, including demographic information, created or received by the District that relates to an individual's past, present or future physical or mental health or condition, the provision of health care to the individual, or the past, present or future payment for the provision of health care to an individual, that can either identify the individual or provide a reasonable basis to believe the information can be used to identify the individual (45 CFR 160.103).

Limited data set - PHI that excludes the following direct identifiers of an individual or of relatives, employers or household members of the individual (45 CFR 164.514(e)):

- Names
- Postal address information, other than town or city, state, and zip code
- Telephone or fax numbers
- E-mail addresses
- Social Security numbers
- Medical record numbers
- Health plan beneficiary numbers
- Account numbers
- Certificate or license numbers

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- Vehicle identifiers and serial numbers, including license plate numbers
- Device identifiers and serial numbers
- Web Universal Resource Locators (URLs)
- Internet Protocol (IP) address numbers
- Biometric identifiers, including finger and voice prints
- Full-face photographic images and/or any comparable images

Patient medical records - District records or data containing any information identifying a patient.

Protected health information (PHI) - Individually identifiable health information that is created or received by the District. Information is protected whether it is in writing, in an electronic form or communicated orally (45 CFR 160.103).

Protected personal information (PPI) - Information that includes, but is not limited to, PHI, pictures or other forms of voice or image recording, patient address, telephone numbers, Social Security number, date of birth, age or any other information that could be reasonably used to uniquely identify the patient or that could result in identity theft if released for unauthorized purposes or to unauthorized personnel.

803.2 POLICY

It is the policy of the District to reasonably safeguard PHI and comply with the HIPAA and the implementing regulations through the use of policy and procedures, system access security and passwords and limited physical access to hard copy files (45 CFR 164.530(c) et seq.).

803.3 RESPONSIBILITIES

Members shall protect the security, confidentiality and privacy of all patient medical records in their custody at all times.

Possessing, releasing or distributing PPI, including for unauthorized purposes, is prohibited and may violate the HIPAA and/or other applicable laws. Members who have not received district training on the proper handling of these records shall not access patient medical records.

Members with occupational access to patient medical records shall be trained in the proper handling of PHI in accordance with the Health Insurance Portability and Accountability Act (HIPAA) Training Policy and shall reasonably ensure that no unauthorized person shall have access to PHI without the valid authorization of the patient, except as provided by law (45 CFR 164.530(b) et seq. and 45 CFR 164.512).

803.4 PRIVACY OFFICER

The Fire Chief shall designate a privacy officer who is responsible for all matters relating to the privacy of patient medical information, including PHI. The privacy officer shall (45 CFR 164.530):

- (a) Identify who may have access to PPI and PHI.

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- (b) Resolve complaints under the HIPAA.
- (c) Mitigate to the extent practicable any harmful effects known to the District regarding any use or disclosure of PHI in violation of this policy or the HIPAA regulations.
- (d) Ensure members are trained in the proper handling of PHI in accordance with the HIPAA Training Policy.
- (e) Ensure technical and physical safeguards are implemented to maintain security and confidentiality of PHI and to allow access to PHI only to those persons or software programs that have been granted access rights.

803.5 PROCEDURE

Records containing PHI or PPI, including Pre-hospital Care Reports (PCRs), shall be kept out of view unless the report is being completed during an incident, during input of information into the National Fire Incident Reporting System (NFIRS) or during processing or review at Zayante Fire Protection District facilities by authorized personnel (45 CFR 164.530(b) et seq.).

803.6 SECURITY

All patient records containing PHI or PPI shall be kept secure at all times whether the record is in written, verbal, electronic or any other visual or audible format (45 CFR 164.306(a)).

Documents provided by a patient or caregiver will receive the same level of confidentiality and security as district records during the time district personnel retain possession of the documents.

No patient record, including documents and electronic images containing PHI, shall be visible to the public.

803.6.1 ELECTRONIC PHI SECURITY

All computer workstations and servers within the District shall require appropriate security measures, such as user identification and login passwords, to access electronic documents, including electronic PHI (45 CFR 164.308(a)(5)).

Members with access to electronic data shall lock their workstation when left unattended and shall shut down their workstation when leaving for the day to prevent unauthorized access to electronic PHI (45 CFR 164.310 and 45 CFR 164.312).

Remote access to district computer workstations requires that appropriate security measures be provided for access to PHI (45 CFR 164.312).

Personal health information may be transmitted electronically, provided the transmission occurs through a secure process that allows end-to-end authentication and the recipient is authorized to receive the information. Electronic transmission consists of e-mail, file transfer protocol, Internet web posting and any configurable data stream. End-to-end authentication is accomplished when the electronic referral does not leave a secure network environment and the recipient is known, or when encryption and authentication measures are used between sender and recipient, thus

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verifying full receipt by the recipient. Any electronic PHI traveling outside a secure network environment, into the Internet, requires encryption and authentication measures (45 CFR 312(e)).

803.6.2 HARD COPIES

Hard copies of PCRs shall be kept in a secured area when unattended by authorized personnel. An office is unattended when staff is physically outside the specific office area and unable to maintain record security. This includes, but is not limited to, breaks, lunch or meetings outside the office.

Hard copies of PCRs should be stored in a locked area whenever practicable for ease of record retention and retrieval.

Patient records shall not be removed from the District without express authorization from the Custodian of Records.

803.7 PHI RECORD REQUESTS

The following procedures apply to PHI record requests:

- (a) Requests and subpoenas for copies of patient records shall be processed by the Custodian of Records.
- (b) The Custodian of Records or the authorized designee shall not release records containing PHI without a properly completed authorization to release medical records that is signed by the patient or legal representative of the patient.
 1. Verification that the person completing the authorization is the patient or the legal representative of the patient shall be made with government-issued identification and documentation (45 CFR 164.508(c)).
- (c) Unless the request for records is from the patient or the parent of a minor patient, PHI shall be redacted from the record. A photocopy of the record shall be distributed to the requestor.
- (d) Requests for records via a valid subpoena do not require that PHI be redacted.
- (e) Fulfilled records requests shall be placed in a sealed envelope for release to the requestor.
- (f) A full copy of the valid subpoena or authorization to release medical records form shall be maintained in the file with the PCR.

803.7.1 PROHIBITED DISCLOSURES OF PHI AND PPI

- (a) The District shall not use or disclose PHI or PPI without authorization. Prohibited disclosures include any form of communication, except as permitted in this policy, including but not limited to, the following (45 CFR 160.103):
 1. PHI or PPI contained in e-mail or other forms of written communication
 2. Sharing of PHI or PPI on any website, blog or other form of social or public media
 3. Verbal discussions

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4. The use of any imaging device capable of capturing and storing still or moving images, such as digital or other cameras, video cameras, cellular telephones with picture-taking or video-recording capability or any other device with picture-taking or video-recording capability while engaged in patient care, while at the scene of a medical emergency or hospital, or at any time when such use could reasonably be expected to result in the inappropriate capture of PHI or PPI

803.7.2 PERMITTED DISCLOSURES OF PHI AND PPI

The Custodian of Records may release records containing PHI or PPI without authorization from the patient under any of the following circumstances:

- (a) For the District's use to carry out treatment, payment or health care operations (45 CFR 164.506)
- (b) Where the PHI is requested pursuant to a valid subpoena or court order (45 CFR 164.512(e))
- (c) Where the PHI is part of a limited data set (45 CFR 164.514(e))
- (d) Where the PHI is used for public health activities authorized by law, including when the information is necessary to report child abuse or neglect (45 CFR 164.512(b))
- (e) Where the PHI is disclosed to a government authority because the person is believed to be a victim of abuse, neglect or domestic violence (45 CFR 164.512(c))
- (f) To law enforcement as provided in this policy (45 CFR 164.512(f))
- (g) Where the District believes that disclosure of the information is necessary to avert a serious threat to the health or safety of a person or the public (45 CFR 164.512(j))
- (h) Where the PHI is required for worker's compensation purposes (45 CFR 164.512(l))

803.7.3 REQUIRED DISCLOSURES

The District must disclose PHI when:

- (a) The PHI is requested by and provided to the individual to whom the PHI belongs (45 CFR 164.502(a)(2)).
- (b) The information is required by the U.S. Secretary of Health and Human Services to investigate compliance with HIPAA (45 CFR 164.502(a)(2)).

803.7.4 SUBPOENAS

Records containing PHI or PPI will be disclosed only if one of the following is present (45 CFR 164.512(e)(1) et seq.):

- (a) A court order or subpoena signed (or stamped) by a judge that requires no additional assurances or notification to the individual whose records are requested (45 CFR 164.512(e)(1)(i))

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- (b) A subpoena or discovery order signed by an attorney which requires additional proof of service by means of a Notice to Consumer (Code of Civil Procedure § 1985.3) or a Declaration by the requesting party showing that reasonable efforts have been made to ensure that notice has been provided to the individual whose records are being requested or there is a Qualified Protective Order. No records relating to the person named in the notice will be produced until the time to respond to the notice has lapsed and no objections to the production of the materials requested have been made. If a Notice to Consumer is not provided, the Declaration must establish that:
1. The requesting party has made a good faith effort to provide written notice to the individual, and
 2. The notice includes sufficient information about the litigation or proceeding for which the PHI is requested to allow the individual to raise an objection, and
 3. The time for the individual to raise objections to the court or tribunal has elapsed, and
 4. No objections were filed or all objections have been resolved.
 5. In lieu of a Declaration, records may be released if there is a court order or a stipulation by the parties to the litigation that:
 - (a) Prohibits the parties from using or disclosing the PHI for any purpose other than the litigation or proceeding for which such information was requested, and
 - (b) Requires the return to the District or destruction of the PHI (including all copies made) at the end of the litigation or proceeding (45 CFR 164.512(e)(1)(ii)(B)).

803.7.5 RELEASE OF PHI TO LAW ENFORCEMENT

The release of PHI to a law enforcement agency is permitted under the following circumstances:

- (a) In response to a law enforcement officer who completes the district's release of PHI to law enforcement form and requires the PHI (45 CFR 164.512(f)(1)):
1. To report certain types of wounds or other physical injuries.
 2. In compliance with a court order or court-ordered warrant, subpoena or summons, a grand jury subpoena or an administrative request.
- (b) In response to a law enforcement officer who completes the district's release of PHI to law enforcement form for the purpose of identifying or locating a suspect, fugitive, material witness or missing person. In such a case, the District may only disclose the following PHI (45 CFR 164.512(f)(2)):
1. Name and address
 2. Date and place of birth

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3. Social Security number
4. ABO blood type and Rh factor
5. The character and extent of injuries
6. Date and time of treatment
7. Date and time of death, if applicable
8. A description of distinguishing physical characteristics

803.8 INDIVIDUAL RIGHTS

The privacy officer is responsible for ensuring the District complies with all of the following rights of patients:

- (a) The right to request restrictions on certain uses and disclosures of PHI (45 CFR 164.522(a))
- (b) The right to receive their PHI confidentially (45 CFR 164.522(b))
- (c) The right to inspect and copy their PHI (45 CFR 164.524)
- (d) The right to request amendments to their PHI (45 CFR 164.526)
- (e) The right to receive an account of disclosures of PHI (45 CFR 164.528)

803.8.1 PHI AMENDMENT REQUESTS

Patients have the right to review their PHI records, and if necessary, to request that amendments be made. A patient must make a request in writing to have his/her medical record amended. Included in the request must be the patient's account of the incident and what specific amendment is being requested (45 CFR 164.526(b)(1)).

The privacy officer has the authority to deny the request for amendment where the PHI (45 CFR 164.526(a)(2)):

- (a) Was not created by the District.
- (b) Is not part of the designated record.
- (c) Is not available for inspection by the requestor pursuant to 45 CFR 164.524.
- (d) Is accurate and complete.

Within 60 days of receipt of the request for amendment, the privacy officer must provide the basis for its denial in writing or, in the case that the request is approved, provide notice of approval.

The time for response may be extended for up to 30 days with a written statement to the requestor identifying the reasons for the delay and the date by which the action will be completed (45 CFR 164.526(b) et seq.).

Chapter 9 - Safety

Illness and Injury Prevention Program (IIPP)

900.1 PURPOSE AND SCOPE

The purpose of this policy is to provide the guidelines for the implementation of an Injury and Illness Prevention Program (IIPP), to ensure that members comply with safe and healthy work practices (Labor Code § 6401.7 and 8 CCR 3203).

900.2 REQUIRED ILLNESS AND INJURY PREVENTION PROGRAM COMPONENTS

- District Safety and Health Officer
- Safety communication system
- Safety compliance system
- Safety training system
- Safety inspection system
- Injury investigation system

900.2.1 DISTRICT SAFETY AND HEALTH OFFICER

The Fire Chief will appoint the district Safety and Health Officer who has both authority and responsibility for implementing and managing the IIPP. The Safety and Health Officer will also act as a liaison with District risk management on district safety matters (see the Safety and Health Officer Policy).

900.2.2 SAFETY COMMITTEES

The Safety and Health Officer will ensure that the district safety committee is formed with representatives from management and labor and that the safety committee meets regularly. The district Safety and Health Officer will be chairperson of the committee.

Division Chiefs may elect to have sections with significant safety risks operate their own safety committees. The Section Safety Coordinator will be the chairperson and will liaison with the district safety committee.

Safety committees are the central forum for the discussion of safety problems and procedures. The four specific duties of safety committees are:

- Review results of district safety inspections.
- Review investigation reports of member injuries and illnesses and submit preventive recommendations to district management.
- Review member reports of hazards and safety suggestions.
- Discuss and formulate new safety policies and procedures; submit these and other recommendations to district management.

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The safety committee must prepare written minutes of each meeting and make them available to all district members by posting the minutes on the safety bulletin board. Copies of both safety committee agendas and minutes are to be sent to the Fire Chief or the authorized designee.

900.3 SAFETY COMMUNICATION SYSTEM

The Safety and Health Officer will ensure that the District communicates with members on matters of safety and health, provides understandable safety information and encourages members to report workplace hazards and to make safety suggestions.

Members should be provided safety information through the following systems:

- District safety committees
- Postings of safety information
- Written communications, such as safety committee minutes, the Emergency Action Plan and District and district safety memos
- General member meetings where safety is a part of the agenda
- A safety suggestion system that allows for anonymous suggestions

900.4 SAFETY INSPECTION SYSTEMS

The Division Safety Coordinator must conduct inspections of facilities, equipment and operations at least annually. Safety inspections are intended to identify both unsafe conditions and unsafe procedures.

In addition, inspections should be conducted whenever new substances, processes, procedures or equipment are introduced into the workplace or a hazard is recognized. Inspections must be documented. The following is the minimum information that must be included:

- The name of the person conducting inspection
- The date of the inspection
- Any unsafe condition or unsafe procedure discovered
- Any corrective action recommendations and the date(s) of completion

Safety inspections and corrective action records must be kept on file at least two years but must not be expunged before all corrective action has been completed. Copies of all safety inspections should be forwarded to the Safety and Health Officer and the safety committee for review and possible action.

900.5 SAFETY HAZARD MITIGATION

In the event of an imminent safety hazard that cannot be immediately abated, the following actions must be initiated by the ranking officer or person who discovers the hazard:

- Remove all exposed personnel from the hazard area.

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- Provide members abating the hazard with the necessary safeguards.

900.6 INJURY INVESTIGATION SYSTEM

The District is required to investigate and report to the California Division of Occupational Safety and Health (Cal/OSHA) all occupational injuries and illnesses. Injury and accident investigation is a major component of a comprehensive safety program and is necessary to prevent a recurrence.

Members conducting injury investigations should understand basic accident causation in order to report detailed information that is both accurate and useful. Accidents can have two basic causes:

- (a) The **direct** cause. This can include an unsafe practice or an unsafe work condition. Examples include the following:
1. Unsafe lifting technique
 2. Defective tool or equipment
 3. Poor housekeeping
- (b) The **contributing** cause. These are contributing factors, other than the direct cause. Examples include the following:
1. Member with a poor safety attitude
 2. Member with poor eyesight
 3. Inadequate safety training

All member injuries are to be summarized and reported annually on the OSHA 300 log. The log must be posted at each work location in February each year. The log should be posted on the safety bulletin board.

Cal/OSHA Inspections

901.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines and responsibilities for Zayante Fire Protection District members to follow in the event that a California Division of Occupational Safety and Health (Cal/OSHA) inspector requests access to district property or work operations (Labor Code § 6314).

This policy does not address those inspections requested by the Zayante Fire Protection District as part of a consultation service by Cal/OSHA.

901.2 POLICY

It is the policy of the Zayante Fire Protection District for the Fire Chief or the authorized designee to designate one or more district representatives who will be responsible for facilitating a Cal/OSHA inspection. An adequate number of representatives shall be designated to accommodate the needs of the Cal/OSHA inspector without excessive delays. Designated representatives shall make every reasonable effort to promptly meet with the Cal/OSHA inspector once he/she has arrived (Labor Code § 6314(d)).

District members should work cooperatively with any Cal/OSHA inspector to provide access to all necessary areas, equipment and records to facilitate a cohesive inspection process. Failure on the part of the District to begin the inspection in a timely manner could result in the Cal/OSHA inspector obtaining an inspection warrant to enter district property. This could unnecessarily create an adversarial relationship and should be avoided if at all possible.

901.3 PROCEDURE

Cal/OSHA inspections may be unannounced (Labor Code § 6321). Typically inspections occur when there has been a serious accident, serious injury, occupational fatality, when a member has charged that a serious safety violation exists or at a worksite where an imminent danger has been identified.

Upon entering the district worksite, the inspector will present his/her identification and will ask to meet with the district representative. There will usually be an initial meeting during which the inspector will:

- Explain the nature and scope of the inspection.
- Request that a member/representative accompany the inspector.
- Ask to review appropriate safety records, plans and documentation.

Cal/OSHA inspectors are, by law, permitted to interview members in private, take photographs, conduct tests and collect environmental samples. District representatives should make reasonable accommodations to provide inspectors access to available members and materials required to complete the inspection. Any statements made to inspectors are admissible in judicial hearings. Questions of a sensitive nature or to which the member is unsure of how to respond may be

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referred to the person at the District who is the subject matter expert on the topic (Labor Code § 6314(a)).

At the conclusion of the inspection, the Cal/OSHA inspector will hold a closing meeting with the district representative to discuss any alleged safety standard violations and any requirements for abatement.

Any time there is a Cal/OSHA inspection, violation and/or citation, the Fire Chief shall ensure that notifications are made to the district's Safety and Health Officer, risk manager and legal counsel, and that the District conducts an appropriate internal investigation and adequately addresses all Cal/OSHA findings.

Cal/OSHA Notification of Injury, Illness or Death

902.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the requirements for the District to immediately report to Cal/OSHA any death, serious injury or illness connected with the victim's employment (including members of this district). Immediately shall mean as soon as practicable, but generally no longer than eight hours after the District has knowledge of the injury, illness or death. If exigent circumstances exist, the time frame for the report shall be no longer than 24 hours after the incident (8 CCR 342(a)).

902.1.1 EMPLOYMENT RELATED DEATHS OR INJURIES

Any member of this district who responds to and determines that a death, serious illness or serious injury has occurred as a result of an accident at or in connection with the victim's employment shall ensure that the nearest office of Cal/OSHA is notified by telephone with all pertinent information (8 CCR 342(b)).

902.2 PROCEDURE

Cal/OSHA requires the following information, if available, be submitted with the notification (8 CCR 342(c)):

- Time and date of the accident, injury, illness or death
- Reporting district's name, address and telephone number
- Name and job title of the person making the report
- Address of the incident
- Name of the person to contact at the site of the incident
- Name and address of the injured, ill or deceased member
- Nature of the injury or illness
- The location where the injured member was transferred
- The names of any other fire or law enforcement agencies present at the site of the incident, including the names and badge numbers of personnel present
- A description of the accident/incident and whether the accident scene has been altered
- If the accident/incident was caused by an instrument or machinery, whether that instrument or machinery has been altered

During normal business hours, the Battalion Chief shall provide the information to the Fire Chief directly when the illness or injury involves a member of this district. After normal business hours, the appropriate Battalion Chief shall contact Net Com to have the Fire Chief notified. In either case, the Fire Chief is responsible for reporting the required information to Cal/OSHA at the 24 hours a day seven days a week contact number maintained by Net Com.

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For incident-related responses not involving members of the Zayante Fire Protection District and requiring telephonic notification to Cal/OSHA, the company officer shall be responsible for the notification.

Communicable Diseases

903.1 PURPOSE AND SCOPE

This policy is intended to provide guidelines for district members to assist in minimizing the risk of contracting and/or spreading communicable diseases. The policy offers direction in achieving the following goals:

- (a) Managing the risks associated with exposure to bloodborne pathogens (BBP), aerosol transmissible diseases and other potentially infectious substances (8 CCR 5193, 8 CCR 5199 and 29 CFR 1910.134).
- (b) Assisting district members in making decisions concerning the selection, use, maintenance, limitations, storage and disposal of personal protective equipment (PPE).
- (c) Protecting the privacy rights of all district members who may be exposed to or contract a communicable disease during the course of their duties.
- (d) Providing appropriate treatment and counseling should a member become exposed to a communicable disease.

903.2 POLICY

The Zayante Fire Protection District is committed to providing a safe and healthful work environment for its members by providing each member with the best available protection from occupationally acquired communicable disease. Communicable disease is an occupational health hazard and transmission is possible during emergency responses and other district and in-station operations.

903.3 EXPOSURE CONTROL PLAN

The District has developed an Exposure Control Plan (ECP) to eliminate or minimize occupational exposure to communicable diseases. The Fire Chief or the authorized designee shall designate an Exposure Control Officer (ECO), who will be responsible for the administration of the ECP and the designated responsibilities. The responsibilities shall include the establishment, implementation and maintenance of effective written infection control procedures to control and reduce the risk of acquiring BBPs and aerosol transmissible diseases.

The ECP shall include the following core elements:

- Provide fire, rescue and emergency medical services to the public without regard to known or suspected existence of communicable diseases.
- Regard all patient contacts as potentially infectious. Universal precautions will be observed at all times and will be expanded to include all bodily fluids and other potentially infectious material.
- Provide all at-risk district members with training, immunizations, TB skin test and PPE necessary for protection from communicable diseases.

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- Provide any district member sustaining a communicable disease exposure a post-exposure follow-up in compliance with state standards.

The ECP shall be in writing, comply with all legal requirements and shall (8 CCR 5193 et seq.):

- (a) Determine and note positions with the potential for exposure and whether the positions require respiratory protection.
- (b) Establish a schedule and method for implementing the plan.
- (c) Establish source control measures and the method of informing members of the source control measures.
- (d) Establish procedures for evaluation of the circumstances of exposure incidents and for appropriate follow-up.
- (e) Address the distribution and use of PPE related to communicable diseases.
- (f) Establish an effective procedure to track the frequency of use and the types and brands of sharps involved in exposure incidents; this should be documented on a sharps injury log.
- (g) Establish a process for vaccinating members.
- (h) Establish an effective procedure and method to identify currently available engineering controls and selecting such controls, where appropriate, for the procedures performed by district members in their respective work areas.
- (i) Establish a training program to educate district members on the ECP.
- (j) Be accessible to district members (8 CCR 3204(e)).
- (k) Be reviewed annually by the ECO, to include the input of members from various work areas.
- (l) Be reviewed for new or modified tasks and procedures affecting occupational exposures.
- (m) Reflect changes in technology that eliminate or reduce exposure.
- (n) Consider and/or implement any appropriate, commercially available needle-less systems and needle devices and sharps with engineered sharps injury protection.
- (o) Include new or revised member positions with occupational exposures.
- (p) Be available to the National Institute of Occupational Safety and Health (NIOSH) or the respective designee upon a request.

903.3.1 EXPOSURE TO BLOOD, BODILY FLUIDS OR AEROSOL TRANSMISSIBLE DISEASES

All district members who are exposed to another person's blood, bodily fluids or an aerosol transmissible disease shall follow the ECP procedures and guidelines.

Exposure to blood or other potentially infectious materials includes, but is not limited to, the contact of such substances with the eye, mouth, other mucous membranes, non-intact skin, needle sticks,

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human bites, cuts or abrasions or any other qualifying exposure (Health and Safety Code § 121060.1 or 8 CCR 5193).

Exposure to an aerosol transmissible disease is any event in which all of the following have occurred (8 CCR 5199):

- (a) A member has been exposed to an individual who has or is suspected of having a reportable aerosol transmissible disease, or to a work area or to equipment that is reasonably expected to contain aerosol transmissible pathogens associated with a reportable aerosol transmissible disease.
- (b) The exposure occurred without the benefit of applicable exposure controls required by this policy.
- (c) It reasonably appears from the circumstances of the exposure that transmission of disease is sufficiently likely to require medical evaluation.

903.3.2 EXPOSURE CONTROL OFFICER

The ECO shall be responsible for the following:

- (a) Establishing and maintaining written procedures and a training program related to BBPs (8 CCR 5193).
- (b) Establishing and maintaining written procedures and a training program related to aerosol transmissible diseases (8 CCR 5199).
- (c) Working with management to develop and administer any additional related policies and practices necessary to support the effective implementation of the ECP.
- (d) Investigating all reports of exposures or suspected exposures to communicable disease.
- (e) Providing guidance and follow-up instructions when an exposure occurs.
- (f) Communicating with hospital infection control personnel.
- (g) Coordinating the collection, management, security and maintaining the confidentiality of all exposure records (8 CCR 5193).
- (h) Remaining current on all legal requirements concerning BBPs and other communicable diseases (8 CCR 5193).
- (i) Coordinating the immunization and vaccination of district members.
- (j) Acting as a liaison during Occupational Safety and Health Administration (OSHA) inspections, conducting program audits to maintain an up-to-date ECP and ensuring exposure report forms are available and adequate for members to properly report incidents of exposure.
- (k) Working with the Training Officer to maintain an up-to-date list of district members requiring training.

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- (l) Coordinating with the Training Officer in developing and implementing a training program, maintaining class rosters and quizzes and periodically reviewing and updating the training program.
- (m) Reviewing and updating the ECP annually, on or before January 1 of each year.

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

903.3.3 EXPOSURE DETERMINATION

The District shall actively involve members in the preparation of an exposure determination that identifies the job classifications with potential for exposure to occupational BBPs. Exposure determination shall be made without regard to the PPE worn (8 CCR 5193(c)(1)(B)(8)).

903.3.4 UNIVERSAL PRECAUTIONS

All human blood and bodily fluids such as saliva, urine, semen and vaginal secretions are to be treated as if they are known to be infectious. Where it is not possible to distinguish between bodily fluid types, all bodily fluids are to be assumed potentially infectious.

The minimum number of members required to complete a task safely will be used for all on-scene operations. Members who are not immediately needed will remain a safe distance (at least 6 feet) from operations when a communicable disease exposure is possible or anticipated. When transporting a patient with a potential aerosol transmissible disease, members should notify hospital staff prior to arrival to allow for the proper isolation of the patient immediately upon arrival.

Universal precautions extend beyond the emergency incident and should be observed in the communal living environment of the fire station as follows:

- (a) Members shall not report to work with signs or symptoms of a febrile aerosol transmissible disease or any wounds that cannot be completely covered or in which exudates from the wounds cannot be contained with dressings.
- (b) Members shall wash their hands thoroughly for a minimum of 15 seconds with soap and water:
 1. Before and after handling or preparing food.
 2. Before eating.
 3. After using the restroom.
 4. After sneezing or coughing into the hands and/or handling contaminated facial tissue.
 5. After each patient contact.
 6. After removing any PPE.
 7. After handling potentially infectious materials.
 8. After cleaning and/or decontaminating equipment.

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- (c) If hand washing with soap and water is not possible, germicidal hand wipes or a waterless hand cleanser shall be used.
- (d) Exercise equipment shall be wiped down with germicidal cleaner between users.
- (e) Members shall not share utensils, towels, bedding or personal care items (e.g., razors, toothbrushes, nail clippers).
- (f) Members shall cover the mouth and nose with a tissue when coughing or sneezing. If tissue is not readily available, members should avoid coughing or sneezing into their hands and cover their mouth and nose with their arm.
- (g) All eating, drinking, smoking, applying of cosmetics or lip balm, or handling of contact lenses is prohibited in areas where there is an expectation of communicable disease exposure.
- (h) Food and drink shall not be stored in areas where there is an expectation of communicable disease exposure.
- (i) Perishable food that requires cold storage shall be kept at a temperature of 3 degrees Celsius or 38 degrees Fahrenheit or lower.
- (j) Perishable food that requires freezer storage shall be kept at a temperature of -18 degrees Celsius or 0 degrees Fahrenheit or lower.
- (k) All food that is removed from original manufacturer packaging shall be kept in a tightly sealed food container or shall be wrapped with plastic food wrap.

903.3.5 PERSONAL PROTECTIVE EQUIPMENT

PPE is the last line of defense against communicable disease. Therefore the following procedures should be followed:

- (a) District-issued disposable latex or nitrile gloves shall be worn prior to initiating any patient treatment. If the situation dictates reusable gloves (i.e., structural or wildland gloves), and the risk of communicable disease is also present, disposable gloves shall be worn under the utility gloves.
- (b) Disposable gloves shall be replaced as soon as practicable when contaminated, torn, punctured or any time the ability to function as a barrier is compromised and before contact with any other person.
- (c) When possible, gloves should be changed between patients in multiple casualty situations and hands should be cleaned with disinfectant wipes.
- (d) Disposable gloves shall not be washed or decontaminated for reuse.
- (e) Approved medical aid eye protection and masks or full face shields are mandatory whenever splashes, spray or droplets of bodily fluid may be generated and eye, nose or mouth contamination can be reasonably anticipated. Procedures that put the member at risk for splash or spray exposure include, but are not limited to, inserting airways, suctioning, childbirth procedures and the treatment of a patient who is bleeding, vomiting or spitting.

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- (f) An N95 respirator mask shall be worn when encountering an individual who is actively coughing or has a suspected or known aerosol transmissible pathogen.
- (g) A disposable mask may be placed on a patient with a potential aerosol transmissible pathogen only when the patient has not exhibited respiratory distress or potential respiratory compromise and pulse oximetry confirms that the patient is not hypoxic.
- (h) An approved spit hood may be placed over a patient's head who is attempting to bite or intentionally spit at the care providers. The use of a spit hood shall not replace the donning of a mask and goggles for the care provider when indicated. The spit hood should not be used if the patient:
 - 1. Is or has the potential of developing respiratory distress.
 - 2. Has a clinical indication for supplemental oxygen administration, oral suctioning or insertion of an airway adjunct.
 - 3. Has a condition that indicates the need to closely monitor skin signs.
- (i) If the circumstances dictate head and foot covering are needed, firefighting gear, boots and helmets shall be worn.
- (j) It is the responsibility of the company officer to ensure that all appropriate PPE measures are utilized, as soon as it is apparent that PPE is appropriate.
- (k) A mechanical breathing or a mask with a one-way valve will be used when providing respiratory assistance. Mouth-to-mouth ventilation may be performed only as a last resort if the needed equipment is not available.
- (l) Disposable resuscitation devices will be immediately available at all times when on-duty. The airway bag is to be brought to the patient's side for all medical emergency calls to ensure that all equipment necessary to ventilate the patient is accessible.
- (m) A fluid resistant gown or turnout shall be worn when bodily fluid splashes and sprays to clothing are possible.
- (n) The following chart should be used as a guide for the situation and PPE required:

Task/Situation	Gloves	Gown/Turnouts	Eyewear and Mask
Any light contact with blood or other bodily fluids. This includes IVs, drawing blood or applying dressings to wounds.	X		

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Heavy bleeding or large amounts of other bodily fluids, including vomiting, childbirth, urine or fecal contamination.	X	X	X
Spraying or splattering of bodily fluid or situations when this can be anticipated.	X	X	X
Endotracheal intubation, Bag-Valve-Mask ventilation, or airway suctioning.	X	X	X
Administering aerosolized medication to a patient with a potential for having an airborne infectious disease.	X	X	X
Patient coughing, sneezing or febrile.	X		X

903.3.6 IMMUNIZATIONS

All district members who, in the line of duty, may be exposed to or have contact with a communicable disease shall be offered appropriate treatment immunization.

903.3.7 WORK PRACTICES

All members shall use the appropriate barrier precautions to prevent skin and mucous membrane exposure whenever contact with blood or bodily fluid is anticipated.

Disposable gloves shall be worn on all medical emergency responses. Disposable gloves shall be worn before making physical contact with any patient and/or when handling items that are soiled with blood or other bodily fluids. Disposable gloves that become contaminated with blood or other bodily fluids shall be disposed of as contaminated waste. Care should be taken to avoid touching

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other items (e.g., pens, books and personal items in general) while wearing the disposable gloves in a potentially contaminated environment.

When possible, open the back or side windows of an ambulance and turn on ventilation systems when transporting a patient with a potential aerosol transmissible pathogen. The window between the patient care compartment and the driver compartment should be closed.

All procedures involving blood or other potentially infectious materials shall be performed in a manner that will minimize splashing, spraying or otherwise generating droplets of those materials.

Eating, drinking, smoking, applying lip balm and handling contact lenses shall be prohibited in areas where a potential for an exposure exists.

903.3.8 SHARPS AND ITEMS THAT CUT OR PUNCTURE

Members should take care when handling needles or sharps at all times, using the following guidelines:

- (a) A needle-free or self-sheathing device or a sharps with engineered sharps protection will be utilized to start intravenous (IV) medications or obtain a blood sample at all times except when:
 - 1. A needle-free or self-sheathing device or a sharp with engineered sharps protection is not available due to market availability.
 - 2. The use of a needle-free or self-sheathing device or a sharp with engineered sharps protection would jeopardize the patient's safety or the success of the intervention.
- (b) When a needle-free or self-sheathing device or a sharp with engineered sharps protection is not available, the sharps shall be placed into the authorized needle guard device using a one-hand technique prior to placement in the sharps container.
- (c) After use, all sharps must be immediately placed into a sharps container. This includes those devices that are self-sheathing.
- (d) The sharps container shall be located in the designated pouch of the airway bag. The airway bag with the sharps container shall be taken into every scene of a medical incident. A sharps container shall be easily accessible to members and located as close as possible to the immediate area where sharps are used.
- (e) The sharps container shall be stored in the upright position at all times. At no time shall district members reach into a sharps container.
- (f) Once a sharps container is half full, the container's lid will be secured and the sharps taken to the hospital for disposal. Disposal will follow the hospital's policies and procedures.
- (g) Sharps containers will be inspected at morning checkout to ensure the container is not more than half full.
- (h) Broken glass shall not be picked up by hand. It shall be cleaned up with utility gloves, structural or wildland gloves and using mechanical means, such as a bush dust pan or tongs.

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903.3.9 SHARPS INJURY LOG

The EMS supervisor shall maintain a sharps injury log that records all exposure incidents involving a sharp. Entries into this log will be recorded within 14 working days of the date the incident is reported to the EMS supervisor. The information on the log will include the following information, if it is known or reasonably available (8 CCR 5193(c)(2)):

- (a) Date and time of the exposure
- (b) Type and brand of the sharp involved in the exposure incident
- (c) Description of the exposure shall include the following:
 - 1. Job classification of the member involved in the exposure
 - 2. Work location where the exposure occurred
 - 3. Procedure the member was performing at the time of the exposure
 - 4. How the exposure occurred
 - 5. The body part involved in the exposure
 - 6. Whether the sharp had engineered sharp-injury protection, whether protection mechanism was activated and whether the injury occurred before the mechanism was activated, during activation or after activation, if applicable
 - 7. The member's opinion as to how or whether mechanism could have prevented the injury
- (d) Each member incident shall be recorded on the sharps injury log within 14 working days of the date the incident is reported to the District.
- (e) The information in the sharps injury log shall be recorded and maintained in a manner that protects the confidentiality of the member.

903.4 DISPOSAL AND DECONTAMINATION

Equipment, supplies and vehicles that have been contaminated by blood, bodily fluid, respiratory or airborne droplets or other potentially infectious material, and members whose clothing or equipment has been contaminated shall not respond to additional calls or engage in other work activities until all contaminated clothing, supplies, equipment and vehicle interior has been exchanged, disposed of or cleaned and decontaminated.

Contaminated supplies and equipment shall be kept in a separate location from clean or sterile supplies and equipment. Disposable gloves and goggles shall be worn when washing or handling contaminated equipment, clothing or materials. A fluid resistant gown shall be worn when there is the possibility of contaminated fluid splashes to clothing during clean-up procedures. When possible, one member should handle clean or sterile items and a different member should be assigned to handle contaminated items.

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Kitchen facilities will never be utilized for cleaning, decontaminating, storing or disposing of any contaminated material or waste. Designated sinks will be utilized for this procedure, followed by decontamination using an approved EPA germicide or a 1:100 solution of chlorine bleach (one-quarter cup of bleach per one gallon of water).

903.4.1 USE OF WASTE CONTAINERS

Members shall dispose of biohazards on-scene in the appropriate containers on the apparatus, medic unit or at the attending clinic or hospital, with hospital approval, or in an appropriately marked biohazard waste container at the station immediately upon arrival.

The biohazard waste container located at the station shall be collapsible, leakproof, red in color or appropriately labeled with a biohazard warning and routinely emptied.

903.4.2 DECONTAMINATION OF SKIN AND MUCOUS MEMBRANES

Members shall wash their hands immediately (on-scene if possible) or as soon as possible following the removal of potentially contaminated gloves. Antibacterial soap and warm water or an approved disinfectant shall be used to wash one's hands, paying particular attention to the fingernails.

If a member's intact skin contacts someone else's blood or bodily fluids or other potentially infectious materials, the member shall wash the exposed part of his/her body with soap and warm water and/or an approved disinfectant as soon as possible. If the skin becomes grossly contaminated, body washing shall be followed by an approved hospital strength disinfectant. If large areas of the member's skin are contaminated, the member shall shower as soon as possible, using warm water and soap and/or an approved disinfectant. Medical treatment should be obtained. Eyes should be flushed and other exposed mucous membranes appropriately disinfected.

Contaminated non-intact skin (e.g., injured skin, open wound) shall be washed/irrigated/cleaned using an approved disinfectant and then dressed or bandaged as needed. Medical treatment is required.

903.4.3 DISPOSABLE PROTECTIVE EQUIPMENT

Contaminated disposable supplies (gloves, dressings, CPR mask) shall be transported with the patient in the ambulance. The waste material shall then be disposed of in a biohazard waste container at the hospital. Disposable gloves are to be worn while placing the waste into the biohazard waste container, placing the gloves in with the waste.

903.4.4 DECONTAMINATION OF PPE

After using any reusable PPE, it shall be washed or disinfected and stored appropriately. If the PPE is non-reusable (e.g., disposable gloves), it shall be discarded in a biohazard waste container as described in this policy.

Any PPE that becomes punctured, torn or loses its integrity shall be removed as soon as feasible. The member shall wash and replace the PPE if the job has not been terminated. If this situation

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resulted in a contaminated non-intact skin event, the decontamination procedures in this policy shall be implemented.

Contaminated reusable PPE that must be transported prior to cleaning shall be placed into a red, biohazard waste bag and labeled with the member's name, station, contents and type of contamination. This bag should be given to the ECO for cleaning by an approved vendor.

The Battalion Chief should be contacted regarding the replacement of structural protection garments and PPE.

903.4.5 DECONTAMINATION OF NON-DISPOSABLE EQUIPMENT

Contaminated non-disposable equipment shall be decontaminated as soon as possible. If it is to be transported, it shall be done by first placing it into a biohazard waste bag.

Grossly contaminated non-disposable equipment items shall be transported to a hospital or the fire station for proper cleaning and disinfecting. Porous surfaces such as nylon bags and straps shall be brushed and scrubbed with a detergent and hot water, laundered and allowed to dry. Non-porous surfaces (e.g., plastic or metal) shall be brushed and scrubbed with detergent and hot water, sprayed with a bleach solution, rinsed and allowed to dry. Delicate equipment (e.g., radios) should be brushed and scrubbed very carefully using a minimal amount of a type of germicide that is approved by the Environmental Protection Agency (EPA).

While cleaning equipment, pay close attention to handles, controls, portable radios and corners (tight spots). Equipment cleaning shall not be done in the kitchen, bathroom or other areas not designated as the cleaning/decontamination area.

Contaminated equipment should be cleaned using an EPA-approved germicide or a 1:100 solution of chlorine bleach (one-quarter cup of bleach per one gallon of water) while wearing disposable gloves and goggles. Large particles of contaminants, such as vomit, feces, blood clots, should first be removed (using a disposable towel or other means to prevent direct contact) and properly disposed.

903.4.6 DECONTAMINATION OF CLOTHING

Contaminated clothing such as uniforms and undergarments shall be removed as soon as feasible and rinsed in cold water to prevent the setting of bloodstains. Contaminated clothing and gear shall not be taken into the station living quarters or taken home for cleaning.

If the clothing may be washed in soap and hot water, do so as soon as possible. If the clothing must be dry cleaned, place it into a biohazard waste bag and give it to the ECO. The ECO will secure a dry cleaner that is capable of cleaning contaminated clothing and inform them of the potential contamination. This dry cleaning will be done at the district's expense.

Contaminated leather boots shall be brushed and scrubbed with detergent and hot water. If the contaminant soaked through the boot, the boot shall be discarded.

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903.4.7 DECONTAMINATION OF VEHICLES AND EQUIPMENT

Equipment such as exposed portions of the apparatus, transport ambulance, gurney, backboards, blood pressure cuffs and traction splints should be washed as soon as possible after the incident. After removal of gross contamination with soap and water, an approved EPA germicide or a 1:100 solution of chlorine bleach (one-quarter cup bleach to one gallon of water) and hot water at a minimum of 140 degrees should be used to clean the item. It should then be rinsed and allow to air dry. A spray bottle of the approved EPA germicide solution must be carried on all apparatus to facilitate expedient clean up. The bleach solution must be prepared every 24 hours to maintain potency.

Delicate electronic equipment, such as monitors, defibrillators, radios and suction equipment shall be cleaned and decontaminated following the manufacturer's recommendation and never immersed in water.

Equipment left at the hospital should be cleaned by the hospital staff prior to return of the item. Contact the emergency department supervisor or the EMS supervisor if a hospital fails to clean the equipment in a timely manner.

All disposable contaminated supplies are to be placed in a red biohazard bag and delivered to the receiving hospital for disposal. The exception is sharps that are to be placed in sharps containers. Disposal at the hospital must be in the areas and containers designed for biohazard waste.

903.4.8 DECONTAMINATION OF STATION AND CLEANING AREA

The ECO shall designate a location at each fire station that will serve as the area for cleaning/decontamination. This area is to be used to keep equipment clean and sanitary and for members to wash any potential contamination from their bodies. This area is to be thoroughly cleaned after each use and to be maintained in a clean and sanitary order at all times between each use. The application of cosmetics, smoking cigarettes, food and drink are prohibited in this designated area at all times.

903.5 POST-EXPOSURE REPORTING AND FOLLOW-UP REQUIREMENTS

In actual or suspected exposure incidents, proper documentation and follow-up action must occur to limit potential liabilities and to ensure the best protection and care for the member. The priority shall be to provide the exposed member with the appropriate medical care, testing and counseling to prevent or minimize the risk of contracting or spreading the disease (Health and Safety Code § 120260, Health and Safety Code § 120261, Health and Safety Code § 120262 and Health and Safety Code § 120263).

903.5.1 MEMBER RESPONSIBILITY TO REPORT EXPOSURE

To provide appropriate and timely treatment should exposure occur, all members shall verbally report the exposure to their immediate supervisor and complete a written exposure report as soon as possible following the exposure or suspected exposure. That report shall be submitted to the member's immediate supervisor. Additionally, members should document in the exposure

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report whether they would like the person who was the source of the exposure to be tested for communicable diseases.

In addition, the exposure or suspected exposure should be reported to the Paramedic Receiving Center (PRC), and to the EMS Supervisor.

If the EMS supervisor is notified of a potential exposure to an aerosol transmissible disease by the hospital staff or county public health, the EMS supervisor shall notify the exposed member as soon as practicable but no later than 72 hours after becoming aware of the exposure.

903.5.2 SUPERVISOR REPORTING REQUIREMENTS

The supervisor on-duty shall investigate every exposure that occurs as soon as possible following the incident, while gathering the following information:

- (a) Name and Social Security number of the members exposed
- (b) Date and time of the incident
- (c) Location of the incident
- (d) What potentially infectious materials were involved
- (e) Source of material or person
- (f) Current location of material or person
- (g) Work being done during the exposure
- (h) How the incident occurred or was caused
- (i) PPE in use at the time of the exposure
- (j) Actions taken post-event (e.g., clean-up, notifications)

The supervisor shall advise the member of the laws and regulations concerning disclosure of the identity and infectious status of a source.

If the ECO is unavailable to seek testing of the person who was the source of the exposure, it is the responsibility of the exposed member's supervisor to advise the Fire Chief to ensure testing is sought pursuant to this policy.

903.5.3 MEDICAL CONSULTATION, EVALUATION AND TREATMENT

Any member who was exposed or who suspects he/she was exposed to Human Immunodeficiency Virus (HIV) or to hepatitis B or hepatitis C should be seen by a physician or qualified health care provider as soon as possible. The doctor or qualified health care provider should be provided with the supervisor's report and the member's medical records relevant to the visit and examination. The blood of the exposed member shall be tested.

The health care professional will provide the ECO and/or the District's risk manager with a written opinion of the exposed member's medical condition. This opinion should only contain the following information:

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- If a post-exposure treatment is indicated for the member
- If the member received a post-exposure treatment
- Confirmation that the member received the evaluation results
- Confirmation that the member was informed of any medical condition resulting from the exposure incident and whether further treatment or evaluation will be required
- Whether communicable disease testing from the source is warranted and if so, which diseases should the testing include

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

903.5.4 COUNSELING

The District shall provide the exposed member, and his/her family if necessary, the opportunity for counseling and consultation.

903.5.5 CONFIDENTIALITY OF REPORTS

Most of the information involved in this process must remain confidential. The ECO shall ensure that all records and reports are kept in the strictest confidence. The ECO shall be responsible for maintaining records containing the member's treatment status and the results of examinations, medical testing and follow-up procedures.

The risk manager shall be responsible for maintaining the name and Social Security number of the member and copies of any information provided to the consulting health care professional.

903.6 SOURCE TESTING

Testing for communicable diseases of a person who was the source of an exposure should be sought when it is desired by the exposed member or when it is otherwise appropriate. There are several methods to obtain such testing. It is the responsibility of the ECO to ensure that the proper testing and reporting occur. These methods are:

- (a) Obtaining voluntary consent from any person who may be the source of an exposure to cover testing for any communicable disease.
- (b) Filing a report with the county health officer when a member is exposed to the bodily fluids of an arrestee. The county health officer may pursue testing for HIV or hepatitis B or hepatitis C (Penal Code § 7510 et seq.).
- (c) Seeking consent for testing or applying for a court order for HIV, hepatitis B and hepatitis C testing (Health and Safety Code § 121060 et seq.).
- (d) Seeking a court order when the person who may be the source of an exposure will not consent to testing and the exposure does not fall under the statutory schemes for testing. This covers testing for any communicable disease as deemed appropriate by a health care professional and documented in the request for the court order.

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- (e) Under certain circumstances, a court may issue a search warrant for the purpose of HIV testing an adult or juvenile when a member of the Zayante Fire Protection District qualifies as a crime victim (Penal Code § 1524.1).

When the risk is a BBP, the source patient must be tested for hepatitis B, hepatitis C and HIV, with a rapid HIV test being the preferred method and a hepatitis B surface antibody titer used to evaluate the member's immunity. If other contact transmissible or aerosol transmissible disease possibilities exist, other tests may be indicated and shall be determined by the treating emergency room physician.

903.6.1 EXPOSURE FROM A NON-ARRESTEE

Upon notification of a member's exposure to a person who was not arrested, the ECO should attempt to determine if the person who was the source of the exposure will voluntarily consent to testing. If consent is indicated, the following steps should be taken:

- (a) A licensed health care provider should notify the person to be tested of the exposure and make a good faith effort to obtain voluntary informed consent from the person or his/her authorized legal representative to perform a test for HIV, hepatitis B, hepatitis C and other communicable diseases the health care provider deems appropriate.
- (b) The voluntary informed consent obtained by the health care provider must be in writing and include consent for three specimens of blood for testing. The ECO should document the consent as a supplement to an Exposure Control Report.
- (c) The results of the tests should be made available to the source and the exposed member.

If consent is not obtained, the ECO should promptly consult with the Districts Council and consider requesting that a court order be sought for appropriate testing.

903.6.2 EXPOSURE FROM AN ARRESTEE

Upon notification of an exposure by a person who was arrested, the ECO should take the following steps:

- (a) Comply with the statutory scheme of Health and Safety Code § 121060. This includes seeking consent from the person who was the source of the exposure and seeking a court order if consent is not given.
- (b) Take reasonable steps to immediately contact the county health officer and provide preliminary information regarding the circumstances of the exposure and the status of the involved individuals to determine whether the county health officer will order testing (Penal Code § 7510).
- (c) In all cases, comply with the reporting and testing scheme of Penal Code § 7510 et seq. This includes completing a State Department of Health Services Form CDPH 8479 and submitting it to the county health officer with a copy of the Exposure Control Report by the end of the member's shift. If submission by the end of the shift is not practicable, it must occur

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as soon as possible but no later than two days after the incident. The exposed member's name should not appear on this form.

- (d) Remain in contact with the county health officer to determine whether testing of the arrestee will occur and whether the testing satisfies the medical needs of the member.
- (e) The results of the tests should be made available to the source and the exposed member.

Since there is potential for overlap between the two statutory schemes, the ECO is responsible for coordinating the testing with the county health officer to prevent unnecessary or duplicate testing.

In the rare event that the exposed member is not covered by either statutory scheme, the ECO should seek consent or a court order in the same manner as for a non-arrestee.

903.7 TRAINING

Any member whose duties place them at risk for exposure to BBPs shall receive district-provided, no-cost training during working hours that shall include all of the state requirements (see the Bloodborne Pathogen Training Policy) (8 CCR 5193).

903.8 MEDICAL RECORDS

The District shall establish and maintain an accurate medical record for each member who has the potential for occupational exposure to BBPs as follows (8 CCR 3204):

- (a) Member status regarding all required vaccinations
- (b) Results of TB skin tests
- (c) Copies of information regarding exposures

Medical records that are required by this policy are to be kept confidential and shall be retained for the duration of the member's employment with the District, plus 30 years (8 CCR 3204(d)(1)(A)).

High-Visibility Safety Vests

904.1 PURPOSE AND SCOPE

The purpose of this policy is to describe the guidelines to protect members who may be exposed to hazards presented by passing traffic, construction vehicles and disaster recovery equipment and to comply with applicable safety regulations (Federal Manual on Uniform Traffic Control Devices, 23 CFR 655.601 and 8 CCR 1598).

904.2 POLICY

It is the policy of the Zayante Fire Protection District that all personnel shall wear class II high-visibility safety vests in addition to required personal protective equipment (PPE) whenever the emergency scene is located on or near a roadway where firefighters are subject to the hazards of moving traffic, construction vehicles or disaster recovery equipment. Members who are working on roadways and are not directly exposed to fire, flame, excessive heat or hazardous materials are expected to wear a high-visibility vest. This includes pump operators, support personnel and command officers. When it is anticipated that the emergency scene will be located on a roadway, high-visibility safety vests should be donned along with other appropriate personal protective equipment (PPE) at the time of dispatch.

High-visibility vests should also be worn any time a member or a supervisor believes increased visibility would improve safety or efficiency.

904.3 PROCEDURE

Although the high-visibility safety vests that are currently available are fire resistant, they do not meet the same fire resistant standards set by the National Fire Protection Association (NFPA). Therefore, members who are directly engaged in fire suppression activities on or near roadways should not wear the vest over their PPE. Once the situation is under control, personnel can then don a vest for the remainder of the incident.

Should the need arise, other district personnel on-scene could easily remove (tear-away) the vest in reaction to unusual circumstances, to render assistance with direct firefighting.

904.3.1 ASSIGNMENT OF HIGH-VISIBILITY SAFETY VESTS

High-visibility vests shall be assigned to members or apparatus as follows:

- (a) Four vests will be assigned to each engine, tender, and rescue.
- (b) One vest will be assigned to each Battalion Chief, battalion utility, and support vehicle.
- (c) One vest will be assigned to the Fire Chief, Battalion Chief, Assistant Chiefs, Division Chiefs, safety officers, investigators and the Public Information Officer.
- (d) One vest will be assigned to each support vehicle used by district members who may be required to work on or near roadways.

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High-Visibility Safety Vests

All high-visibility safety vests will be visibly numbered according to the radio number and position on the unit. No other markings or materials shall be applied.

904.3.2 STORAGE AND CARE

High-visibility safety vests are part of the standard issue PPE and should be stowed so they are readily available for immediate use. Should cleaning be necessary for routine soiling, follow the manufacturer's care instructions or the Selection, Care and Maintenance of Firefighting PPE Policy.

Apparatus / Vehicle Backing

905.1 PURPOSE AND SCOPE

The purpose of this policy is to help members avoid the dangers inherent to vehicle backing operations and reduce the high incidence of firefighter injuries and fatalities.

905.1.1 DEFINITIONS

Definitions related to this policy include:

Apparatus - Any district vehicle that is designed and equipped to support firefighting and rescue operations, including those equipped with an aerial ladder, elevating platform or water tower that may position members, handle materials, provide continuous egress or discharge water at positions elevated from the ground.

Driver - The member charged with driving the vehicle or apparatus. This member is in control of the vehicle or apparatus and therefore is responsible for its movement.

Officer - The member responsible for the operation of the vehicle or apparatus and its personnel.

Spotter - A member designated to direct the driver while backing up the vehicle or apparatus. This position may be referred to as a back-up person.

Vehicle - Any automobile or light utility vehicle owned or leased by the Zayante Fire Protection District and used for department business.

905.2 POLICY

It is the policy of the Zayante Fire Protection District that operators, when feasible, will drive around the block rather than backing an apparatus or vehicle. Hose lines shall be picked up by driving forward over the hose rather than backing.

905.3 OFFICER AND DRIVER RESPONSIBILITIES

Firefighter safety is extremely important. Backing operations are the most common cause of fire service vehicle collisions. Training and awareness of the potential dangers of backing operations is anticipated to reduce the incidence of firefighter injuries and fatalities.

Before backing-up an apparatus or vehicle, all potential backing-up impediments should be reviewed to ensure that obstructions are clear to avoid a collision.

The officer is responsible for deploying spotters when backing-up or as necessary to allow the safe movement of an apparatus.

The driver should not move the vehicle or apparatus until the spotters have been deployed in a backing-up situation.

If the driver loses sight of the spotter, the member shall stop apparatus until the spotter is back in sight.

Apparatus / Vehicle Backing

If more than one spotter is being used, the driver will need to maintain contact with both spotters. This means shifting attention from one spotter to another frequently so as to safely move the apparatus, while maintaining the safety of the spotters. This will require the apparatus to be moving at a slower than normal rate.

If at any time the driver feels that the situation is not safe, he/she should stop the vehicle or apparatus until the situation is corrected. This may mean getting out and physically walking around the apparatus or down the road in the direction the apparatus is headed.

905.4 SPOTTER RESPONSIBILITIES

Spotters are generally used when backing-up large vehicles or fire apparatus.

Voice communication between the spotter and driver is good, but the driver may not hear the spotter over the noise of the vehicle or apparatus and other background noise. The use of portable radios to communicate between the spotter and driver may prove beneficial in certain circumstances. The spotters, the driver and the officer should maintain radio contact as well as eye contact.

In congested or tight areas, one spotter may be needed at the rear and one at the front of the vehicle being moved either forward or backward. Spotters should also be used when going forward in tight areas.

Spotter responsibilities include, but are not limited to, the following:

- (a) Be constantly aware of the surroundings while performing this function.
- (b) Look and listen for other vehicles and people that may enter the path of the vehicle or apparatus that is backing up.
- (c) Stop any oncoming hazard or stop the vehicle or apparatus being backed-up.
- (d) Be aware of objects in the path of the vehicle or apparatus and direct the driver safely around them.
- (e) Be attentive to ground level obstructions as well as overhead hazards (e.g., tree branches, wires, signs, canopies, ladders).
- (f) Maintain visual contact with the driver at all times.
- (g) Be in the line-of-sight of the mirrors of the vehicle or apparatus being backed-up at all times.
- (h) Illuminate him/herself at night with a rear spotlight or flashlight, to remain visible to the driver.
- (i) Use hand signals to direct the driver. Hand signals should be somewhat exaggerated for clear understanding by the driver.
- (j) Stand on the ground; never on the apparatus.
- (k) Practice skills as time permits.

Heat Illness Prevention Program

906.1 PURPOSE AND SCOPE

The purpose of this policy is to promote member health and safety by establishing a heat illness prevention program requiring member participation and implementing an effective training program (see Heat Illness Prevention Training Policy).

This policy is in no way intended to diminish initial fire attack aggressiveness. The intent is to establish a procedure to lessen the risk of illness or injury due to exposure to high-heat working conditions and to establish fireground rehabilitation guidelines to ensure the physical and mental condition of members does not deteriorate to the point that it negatively affects emergency operations (8 CCR 3395).

906.1.1 DEFINITIONS

Definitions related to this policy include:

Fireground rehabilitation - A system for on-scene management of firefighter heat stress, dehydration and fatigue. The primary goals of rehabilitation are rehydration, rest and cooling, assessment of remaining work capacity and recognition and treatment of heat strain injuries.

Heat exhaustion - A condition caused by the loss of large amounts of fluid by sweating. A worker suffering from heat exhaustion still sweats but experiences extreme weakness or fatigue, giddiness, nausea or headache. In more serious cases, the victim may vomit or lose consciousness. Skin may be clammy or moist, pale or flushed. Body temperature is normal to slightly elevated. Mild heat exhaustion will respond to copious water and a cool environment. Those with severe cases may require extended care for several days.

Heat stress - The aggregate of environmental and physical work factors that constitute the total heat load imposed on the body. Heat load is derived from two major sources:

- Internally generated metabolic heat, which is a by-product of chemical processes that occur within the cells, tissue and organs of firefighters exerting themselves in turnout clothing
- Externally imposed environmental heat, which influences the rate at which body heat can be exchanged with the environment and consequently the ease with which the body can regulate and maintain a normal temperature

Heat strain - The series of physiological responses to heat stress. These responses reflect the degree of heat stress. When the strain is excessive for the individual, a heat disorder (heat exhaustion or heat stroke) will follow.

Heat stroke - A condition where the body's temperature regulatory system fails, sweating becomes inadequate and the body's only effective means of removing excess heat is compromised. Early recognition and treatment of heat stroke is the only means of preventing permanent brain damage or death. Signs and symptoms of heat stroke may include mental

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confusion, convulsions, an altered level of consciousness and skin that is hot, usually dry and red or spotted. Temperature is usually 104 or higher.

906.2 POLICY

It is the policy of the Zayante Fire Protection District to require member participation in the heat illness prevention program and the accompanying training. The training provided shall comply with all state mandates (8 CCR 3395).

New members shall receive this training prior to being assigned work that is reasonably anticipated to result heat illness. Supervisory personnel shall receive specific heat illness training prior to being assigned any supervisory duties (8 CCR 3395).

906.3 PROCEDURE

This procedure shall apply to all emergency operations and training exercises where personnel are exposed to heavy physical exertion and/or extreme heat conditions.

A rehabilitation group will be established by the Incident Commander when conditions dictate that rest and rehabilitation are needed at an emergency scene. Rehabilitation considerations should include, but are not limited to, the following:

- **Length of the operation** - The two-bottle rule should generally be observed. After the use of two self-contained breathing apparatus (SCBA) air bottles, (or 30 to 60 minutes of strenuous activity), a firefighter should be evaluated in the rehabilitation area. Rehabilitation should generally be considered for second alarm fires or greater. Prolonged motor vehicle incidents and heavy rescues in hot weather are other examples.
- **Amount of exertion** - Company officers should maintain an awareness of the exertion/ exhaustion level of crews. The degree of exertion can vary greatly in each incident. Individuals who are under-hydrated or are on the first day back after any gastrointestinal illness are particularly susceptible to early onset of heat illness.
- **Adverse climatic conditions** - Temperatures in excess of 90 degrees have historically produced early onset of heat exhaustion and/or collapse. Rehabilitation efforts should generally be established when ambient air temperature is over 85 degrees and there is a potential for extended operations. High humidity also plays a role and should be considered.
- **Communication** - It may be difficult for the Incident Commander to assess the exertion or exhaustion level of the firefighters. If a firefighter needs rest, he/she is responsible for communicating his/her needs to a supervisor. If one individual is experiencing heat exhaustion, supervisors should be aware that there may be additional firefighters in need of rehabilitation.

It is the responsibility of the Incident Commander to make an early determination of situations that may require a rehabilitation group and institute the appropriate rehabilitation efforts accordingly.

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It is the responsibility of every company officer to monitor the condition of all firefighters for signs of heat stress or fatigue. When these conditions are noted, the officer shall advise the Incident Commander and request assignment of the company to the rehabilitation group.

It is the responsibility of all personnel operating at an incident to report to their immediate supervisor if they are feeling the strain of overexertion. There is a point at which even the most physically fit individual becomes a liability rather than an asset due to intense physical exertion in turnout clothing. Taking 10 to 20 minutes in rehabilitation to cool down and rehydrate can prevent illness and injury.

Respiratory Protection Program

907.1 PURPOSE AND SCOPE

The purpose of this policy is to identify the different types of respiratory protection equipment provided by the District, the requirements and guidelines for the use of respirators and the other mandates associated with their use (8 CCR 5144).

This policy applies to all members whose job duties could require them to use respiratory protection, due to exposure to atmospheres where there is smoke, low levels of oxygen, high levels of carbon monoxide, or the presence of toxic gases or other respiratory hazards. The policy is intended to ensure that the District complies with the mandates of 8 CCR 3409 and 8 CCR 5144 et seq.

907.1.1 DEFINITIONS

Definitions related to this policy include (8 CCR 5140):

Aerosol - Liquid or solid particles dispersed in a gaseous medium such as air, including mists, smokes, fumes and dusts.

Dusts - Formed when solid materials are broken down, such as by drilling, sanding or grinding. The smaller the dust particle, the longer it hovers in the air.

Fumes - Solid condensation particulates, usually of a vaporized metal.

Gas - A substance that is in a gaseous state at normal temperature and pressure; it has neither independent shape nor volume but tends to expand indefinitely.

Immediately dangerous to life or health (IDLH) - Any atmosphere that poses an immediate threat to life, would cause irreversible adverse health effects or would impair an individual's ability to escape from a dangerous atmosphere. Interior atmospheric conditions at structure fires beyond the incipient stage are considered IDLH, as are a variety of rescue types (8 CCR 5144(b)).

Mists - Liquid particles generated by condensation of a substance from the gaseous state to the liquid state, or by breaking up a liquid into a dispersed state (e.g., spraying).

Respiratory protection - Any device that is worn by the user to reduce or eliminate exposure to harmful contaminants through the inhalation of those contaminants.

Vapors - The gaseous form of a substance that is normally a solid or liquid at room temperature and pressure. Liquids are changed into the vapor state and mixed with the surrounding atmosphere through evaporation.

907.2 POLICY

It is the policy of the Zayante Fire Protection District to require members to use the proper level of respiratory protection, as described below, when working in hazardous conditions. The level of protection may be increased or decreased by a company officer or Incident Commander (IC), based upon their evaluation of the hazard. Members shall not be required, or allowed, to enter

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or work in hazardous conditions without proper respiratory protection, and shall be trained in the proper use and care of the devices (8 CCR 3409; 8 CCR 5144).

907.3 USE OF RESPIRATORY PROTECTION

Members exposed to harmful exposure in the course of their assigned activities shall use respiratory protection devices (8 CCR 3409).

Members using respiratory protection shall ensure that they have no facial hair between the sealing surface of the facepiece and the face that could interfere with the seal or the valve function. Members also shall ensure that they have no other condition that will interfere with the face-to-facepiece seal or the valve function (8 CCR 5144(g)).

Members shall not wear corrective glasses, goggles or other personal protective equipment (PPE) that interferes with the seal of the facepiece to the face, or that has not been previously tested for use with that respiratory equipment (8 CCR 5144(g)).

For all tight-fitting respirators, members shall perform a user seal check each time they put on the respirators, using the procedures in 8 CCR 5144, Appendix B-1 or other district-approved procedures recommended by the respirator manufacturer (8 CCR 5144(g)).

Company officers shall monitor members using respiratory protection and their degree of exposure or stress. When there is a change in work area conditions or when a member's degree of exposure or stress may affect respirator effectiveness, the company officer shall reevaluate the continued effectiveness of the respirator and shall direct the member to leave the respirator use area when (8 CCR 5144(g)):

- (a) It is necessary for the member to wash his/her face and the respirator facepiece to prevent eye or skin irritation associated with respirator use.
- (b) The member detects vapor or gas breakthrough, or when there is a change in breathing resistance or leakage of the facepiece.
- (c) The member needs to replace the respirator or the filter, cartridge or canister.

Members who detect vapor or gas breakthrough, changes in breathing resistance or leakage of the facepiece shall replace or repair the respirator before returning to the work area.

907.3.1 USE OF FULL-FACE RESPIRATORS

Full-face respirators are respirators that fit over the full face to protect the face and eyes from contaminants while they filter air.

Company officers or the IC may allow the use of full-face respirators in situations where, due to the duration of the incident and level of exposure, the use of SCBA is not necessary or practical. These situations may include, but are not limited to:

- (a) Hazardous materials incidents where members are not working in the hot zone.
- (b) Overhaul operations where the structure has been fully ventilated and the atmosphere has been tested for unsafe levels of carbon monoxide and adequate levels of oxygen.

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- (c) Incidents involving weapons of mass destruction where members are outside of the hot zone and not directly exposed to any known hazard.
- (d) Certain emergency medical responses where additional protection is warranted.

Full-face respirators shall not be used when there is a potential for an oxygen-deficient atmosphere.

907.3.2 USE OF CARTRIDGE RESPIRATORS

Cartridge respirators are a type of air-purifying respirator that can be fitted with mechanical pre-filters or combination cartridge/filter assemblies for use in areas where gases, vapors, dusts, fumes or mists are present. Cartridge respirators provide limited air-purification capabilities, operate under negative pressure and allow some inward leakage of contaminated air around the sealing surfaces of the respirator. The correct cartridge must be selected prior to use.

A company officer or IC may specify the use of cartridge respirators in situations where the use of an SCBA or full-face respirator is not necessary. These incidents may include vegetation fires, exposure to a patient with a communicable disease and certain other incidents. Cartridge respirators shall not be used if there is a potential for an oxygen-deficient atmosphere or risk of exposure to the member's face or eyes.

Cartridge respirator filters shall be replaced whenever:

- The wearer begins to smell, taste or be irritated by a contaminant.
- The wearer begins to experience difficulty breathing due to filter loading.
- The cartridges or filters become wet.
- The expiration date on the cartridges or canisters has been reached.

907.3.3 USE OF N95 MEDICAL MASKS

N95 medical masks are a class of disposable respirators that are approved by the Food and Drug Administration (FDA) and the National Institute for Occupational Safety and Health (NIOSH) as suitable for use where fluid resistance is a priority. The masks protect against particulate contaminants that are 0.3 microns or larger, and meet the Centers for Disease Control and Prevention (CDC) guidelines for the prevention of tuberculosis (TB) exposure. Misuse of the N95 respirators may result in serious injury or death. N95 masks should only be used to protect the wearer from particulate contaminants and are not suitable in an oxygen-deficient atmosphere or where an unsafe level of carbon monoxide exists.

907.3.4 USE OF P100 MEDICAL MASKS

An aerosol transmissible disease (ATD) or aerosol transmissible pathogen (ATP) is a disease or pathogen for which droplet or airborne precautions are required, as listed in 8 CCR 5199, Appendix A (8 CCR 5199(b)).

P100 medical masks are disposable respirators that should be used when members may encounter cases or suspected cases of ATDs or ATPs. P100 masks should be used if the

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member suspects a patient may have an aerosolized infectious disease and when administering aerosolized medications. P100 masks should only be used to protect the wearer from particulate contaminants and are not suitable in an oxygen-deficient atmosphere or where an unsafe level of carbon monoxide exists (8 CCR 5199(g)(3)).

907.3.5 USE OF SELF-CONTAINED BREATHING APPARATUS

Self-contained breathing apparatus (SCBA) are atmosphere-supplying respirators for which the breathing air source is designed to be carried by the user and which operate under positive pressure, allowing breathable air to escape from the facepiece while preventing contaminants from entering the facepiece (8 CCR 5144(b)).

Members shall use SCBA when entering an atmosphere that may be IDLH (8 CCR 5144(g)). These situations may include, but are not limited to:

- Entering an area that may be oxygen deficient such as confined spaces, trenches, unventilated structures or septic tanks.
- Engaging in any firefighting operations, with the possible exception of a vegetation fire.
- Entering the hot zone of a hazardous materials incident.
- Entering any area where contaminant levels may become unsafe without warning, or any situation where exposures cannot be identified or reasonably estimated.
- Any time use is specified by the company officer or IC.

Facepieces should be donned and regulators attached before entering any smoke-filled area or IDLH environment. Use of SCBA shall not cease until approved by the IC.

907.3.6 TRAINING

Members should not use SCBA, full-face respirators or cartridge respirators unless they have completed the mandatory training requirements for the selected device. Annual training on the proper use of respiratory protection devices is mandatory for members (see the Respiratory Protection Training Policy) (8 CCR 5144(k)).

907.4 RESPIRATOR FIT TESTING

Fit tests are used to qualitatively or quantitatively evaluate the fit of a respirator on an individual (8 CCR 5144(b)). Each new member shall be fit tested before being permitted to use SCBA in a hazardous atmosphere. Fit tests may only be administered by persons determined to be qualified by the program administrator (8 CCR 5144(f)).

All members who are required to wear SCBA and rely on a mask-to-face seal shall complete fit testing for all respiratory protection devices they may use.

After initial testing, fit testing shall be repeated:

- (a) At least once every 12 months.
- (b) Whenever there are changes in the type of SCBA or facepiece used.

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- (c) Whenever there are significant physical changes in the user (e.g., obvious change in body weight, scarring of the face seal area, dental changes, cosmetic surgery or any other condition that may affect the fit of the facepiece seal).

All members require initial fit testing for use of N95 or P100 masks to ensure a proper fit prior to responding to an incident that may expose them to a communicable disease.

907.4.1 RESPIRATOR FIT TESTING PROCEDURES

All respirator fit testing shall be conducted in accordance with Appendix A of 8 CCR 5144 including, but not limited to (8 CCR 5144(f)(5)):

- Qualitative testing for subjective sensation (e.g., taste, irritation, smell) of the respirator wearer to a particular contaminant.
- Quantitative instrument testing to measure face seal leakage.

Fit testing of tight-fitting respirators is to be done only in a negative-pressure mode. If the facepiece is modified for fit testing, the modification shall not affect the normal fit of the device. Such modified devices shall only be used for fit testing and not for field use (8 CCR 5144(f)).

Prior to the use of a respirator, the user shall also perform a user seal check to determine if the respirator is properly seated to the face (8 CCR 5144(b)). The user seal check shall be performed by conducting both positive and negative fit checks as follows:

- **Positive user seal check:** With palms over exhalation valve opening, exhale gently into the mask. Pressure should be felt in the facepiece.
- **Negative user seal check:** With palms over cartridge openings, inhale for 10 seconds. The mask should be felt pulling in toward the face.

907.4.2 FIT TESTING RECORDS

The Training Officer shall be responsible for maintaining records of all fit testing.

Current fit test records shall be retained as required by the district records retention schedule, but in all cases at least until the next fit test is administered. Fit test records should include (8 CCR 5144(m)):

- (a) Name of person tested.
- (b) Test date.
- (c) Type of fit test performed.
- (d) Description (type, manufacturer, model, style and size) of the respirator tested.
- (e) Results of fit tests (e.g., quantitative fit tests should include the overall fit factor and a print out or other recording of the test).
- (f) The written guidelines for the respirator fit testing program, including pass/fail criteria.
- (g) Instrumentation or equipment used for the test.
- (h) Name or identification of test operator.

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907.5 INSPECTION AND MAINTENANCE OF RESPIRATORS

Prior to each shift, members are required to physically inspect and operate all SCBA and respirators that are on frontline fire apparatus. If the equipment is not in daily use, it should be inspected at least once a week and after each cleaning. Inspection should include, but is not limited to (8 CCR 5144(h)):

- (a) All alarm devices on the SCBA should be tested for proper operation.
- (b) Any SCBA or respirator which is not operating properly or is below district standard air volume shall be taken out of service immediately until the problem is remedied. All in-service SCBA cylinders shall be maintained in a fully charged state and shall be recharged when the air pressure falls to 90 percent of the manufacturer's recommended pressure level.
- (c) Rubber facepiece:
 - 1. Excessive dirt
 - 2. Cracks, tears, holes
 - 3. Distortion from improper storage
 - 4. Cracked, loose or scratched lenses (full facepiece)
 - 5. Broken or missing mounting clips
- (d) Head straps:
 - 1. Breaks or tears
 - 2. Loss of elasticity
 - 3. Broken or malfunctioning buckles or attachments
 - 4. Excessively worn serrations of the head harness which might allow the facepiece to slip
- (e) Inhalation and exhalation valves:
 - 1. Detergent residue, dust particles or dirt on valve seal
 - 2. Cracks, tears or distortion in the valve material or valve seal
 - 3. Missing or defective valve covers
- (f) Filter elements:
 - 1. Proper filter for the hazard
 - 2. Approved designation (NIOSH)
 - 3. Missing or worn gaskets
 - 4. Worn thread
 - 5. Cracks or dents in filter housing

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907.5.1 MAINTENANCE, INSPECTION AND ANNUAL SERVICE

Members should thoroughly clean and sanitize all SCBA and respirators after each use. Respirators may be washed with mild detergent and warm water using a brush, followed by a thorough rinsing with fresh water and drying in a contaminant-free location. Sanitizing of respirators is performed with cotton swabs and/or isopropyl alcohol pads.

All partially empty bottles should be replaced with full bottles. Members should perform the inspections noted above before placing an SCBA or respirator back in service.

Every SCBA shall be inspected monthly by the District and serviced on an annual basis by individuals who have been trained and certified by the SCBA manufacturer to perform such annual servicing. SCBA bottles shall be hydrostatically tested pursuant to applicable federal regulations, state standards and manufacturer recommendations.

All maintenance, inspection and cleaning mandates of 8 CCR 5144(h) shall apply.

907.5.2 STORAGE

Respirators in storage shall be protected against (8 CCR 5144(h)):

- Damage
- Contamination
- Dust
- Sunlight
- Extreme temperatures
- Excessive moisture
- Damaging chemicals

Freshly cleaned respirators can be stored in reusable plastic bags or in a storage cabinet. Care must be taken so that distortion or deformation of the facepiece, exhalation valve, and rubber or elastic parts does not occur. Respirators shall not be stored in lockers or vehicles unless the respirators are stored in individual containers and are protected from damage.

All filters, cartridges and canisters shall be properly labeled and color coded with NIOSH approval labels. Labels shall not be removed and must remain legible (8 CCR 5144(j)).

907.5.3 FLOW TESTING

The District shall conduct annual flow testing on all SCBA. A flow test, also known as a performance test, ensures that the SCBA is performing to the manufacturer's specifications. Unlike basic inspections and functional testing, flow testing requires specialized equipment. The District shall use NFPA standards or the SCBA manufacturer's requirements for flow testing, whichever is more stringent.

Exposing SCBA to extreme temperatures, water or chemicals can degrade SCBA performance. If an SCBA is exposed to any type of corrosive material that could lead to a component failure, it should be sent to a certified SCBA technician for testing. If a member suspects that an SCBA

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has been compromised or damaged, a flow test should be conducted to ensure that it is in good working order.

All annual flow testing must be performed by a certified SCBA technician.

907.6 EXPOSURES

Any member who is exposed to a hazardous atmosphere should immediately leave the room or area and move to an area containing fresh, uncontaminated air. Symptoms of hazardous atmosphere exposure may include, but are not limited to:

- Difficulty breathing.
- Dizziness, headache or other distress symptoms.
- A sense of irritation.
- A smell or taste of contaminants.

If a member feels ill or impaired in any way, a supervisor should be notified, and emergency medical personnel summoned if not already available on-scene. Any time there is a doubt about the need for medical care, medical care shall be obtained. Any injury or exposure must be documented on an injury reporting form. Under most circumstances, the exposed member should not drive a vehicle.

An attempt should be made to identify the exposure agent by questioning the facility representative or by reviewing the hazardous materials inventory. A supervisor should attempt to make this determination. If possible, a Safety Data Sheet (SDS) for the exposure agent should be obtained.

907.7 FIRE INSPECTORS

Fire inspectors may be at risk for exposure to hazardous atmospheres during routine inspection activities. To avoid exposure, inspectors should employ common sense, awareness of potential hazards and their effects, and any necessary site-specific training.

Fire inspectors should not knowingly enter a room or area containing a hazardous atmosphere. If the inspector cannot verify the safety of the atmosphere, he/she should consult a representative of the location being inspected prior to entry to avoid accidental exposure.

907.8 RESPIRATORY PROTECTION PROGRAM ADMINISTRATOR

The Fire Chief will designate a program administrator with sufficient training or experience to oversee the objectives of this policy and ensure that the District meets any legal mandates related to respiratory protection (8 CCR 5144(c)).

The administrator shall:

- (a) Maintain, implement and administer a written respiratory protection program.
- (b) Ensure the written respiratory protection program and related procedures are followed and appropriate.

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- (c) Ensure the procedures and written respiratory protection program address relevant mandates (8 CCR 5144).
- (d) Ensure selected respirators continue to effectively protect members.
- (e) Have supervisors periodically monitor member respirator use to make sure members are using them properly.
- (f) Regularly ask members who are required to use respirators for their input on program effectiveness and whether they have problems with the following (8 CCR 5144(l)).
 - 1. Respirator fit during use
 - 2. Any effects of respirator use on work performance
 - 3. Respirators being appropriate for the hazards encountered
 - 4. Proper use under current work site conditions
 - 5. Proper maintenance
- (g) Ensure the District covers the costs associated with respirators, medical evaluations, fit testing, training, maintenance, travel costs and wages, as applicable.
- (h) Provide direction for respirator selection.
- (i) Require medical evaluations for members who use respiratory protection as set forth in 8 CCR 5144 et seq.

907.9 EQUIPMENT ACQUISITION AND SPECIFICATIONS

907.9.1 SCBA REQUIREMENTS

Zayante Fire Protection District's SCBA shall meet the standards found in the most current National Fire Protection Association (NFPA) publication and approved for use by NIOSH (8 CCR 5144(d)).

The Zayante Fire Protection District shall use only the respirator manufacturer's NIOSH-approved breathing-gas containers, marked and maintained in accordance with the quality assurance provisions of the NIOSH approval for the SCBA as issued in accordance with the NIOSH respirator certification standard at 42 CFR part 84 (8 CCR 5144(i)).

907.9.2 COMPRESSED BREATHING AIR

Compressed breathing air used in SCBA should meet at least the requirements for Grade D breathing air as described in the American National Standards Institute (ANSI) Compressed Gas Association Commodity Specification for Air (G-7.1-1989) (8 CCR 5144(i)).

Compressed breathing air must contain:

- (a) An oxygen content of 19.5 percent to 23.5 percent.
- (b) A hydrocarbon (condensed) content of 5 milligrams per cubic meter of air or less.
- (c) A carbon monoxide (CO) content of 10 parts per million (ppm) or less.
- (d) A carbon dioxide content of 1,000 ppm or less.

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- (e) A lack of noticeable odor.

907.10 RESPIRATOR MEDICAL EVALUATION QUESTIONNAIRE

All members who are required to use respiratory protection must complete a medical evaluation questionnaire upon initial fit testing and annually thereafter as well as if any of the following conditions arise between annual tests (8 CCR 5144(e)):

- (a) A member reports medical signs or symptoms that are related to his/her ability to use a respirator.
- (b) A Physician or Licensed Health Care Professional (PLHCP), supervisor or the respirator program administrator informs the employer that an employee needs to be reevaluated.
- (c) Information from the respiratory protection program, including observations made during fit testing and program evaluation, indicates a need for an employee reevaluation.
- (d) A change occurs in workplace conditions (e.g., physical work effort, protective clothing, temperature) that may result in a substantial increase in the physiological burden placed on an employee.

The questionnaires will be reviewed by a PLHCP selected by the District to determine which, if any, members need to complete physical examinations.

The Training Officer shall be responsible for maintaining records of all annual respirator medical evaluation questionnaires and any subsequent physical examination results pursuant to state law (8 CCR 5144(m)).

907.11 PROGRAM EVALUATION

The District must conduct ongoing evaluations of the respiratory protection program to identify deficiencies and to make corrections as needed. The process of evaluating the effectiveness of the district respiratory protection program includes (8 CCR 5144(l)):

- (a) Verifying that there are no feasible alternatives to respirators.
- (b) Conducting regular workplace evaluations for respiratory hazards.
 1. These evaluations will determine whether the correct respirators are being used and worn properly.
 2. Such evaluations will also serve to determine whether the training program needs to be changed or updated.

Personal Alarm Devices

908.1 PURPOSE AND SCOPE

The purpose of this policy is to safeguard members who are engaged in interior structural firefighting activities that require the use of a self-contained breathing apparatus (SCBA) by providing each member so engaged with a personal alarm device. Such devices may also be known as a Personal Alarm (or Alert) Safety System (PASS) device, an Automatic Distress Signal Unit (ADSU) or another telemetry system that is designed to monitor responder movement and alert others to a lack of movement (8 CCR 3401).

908.2 POLICY

It is the policy of the Zayante Fire Protection District to provide all members engaged in interior structural firefighting activities that require an SCBA with a personal alarm device.

908.3 USE OF PERSONAL ALARM DEVICES

All personal alarm devices shall meet the requirements of the National Fire Protection Association (NFPA) standard 1982 and 8 CCR 3401(c)(3)(B).

Members should wear a personal alarm device any time they are in atmospheres that are immediately dangerous to life and health.

The Incident Commander shall apply personnel accountability measures to track the entry and exit of members from hazardous areas. A personal alarm device should be viewed as a last resort for members to summon help when they are unable to notify others that they are in distress.

Vehicle Safety Belts

909.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that all members of the District wear safety belts while operating or riding in district vehicles or privately owned vehicles while conducting district business. The use of seat belts and other safety restraints significantly reduces the chance of death or injury in case of a traffic collision (Vehicle Code § 27315).

909.2 POLICY

It is the policy of the Zayante Fire Protection District that all members shall wear properly adjusted safety restraints when operating or positioned in any vehicle owned, leased or rented by this district, or in any privately owned vehicle while on-duty. The member driving such a vehicle shall ensure that all occupants, including any non-members, are properly restrained (Vehicle Code § 27315).

909.3 INOPERABLE SAFETY BELTS

No person shall operate district vehicles in which the safety belt in the driver's position is inoperable. No person shall be transported in a seating position in which the seat belt is inoperable.

No person shall modify, remove, deactivate or otherwise tamper with the vehicle safety belts, except for vehicle maintenance and repair staff, who shall do so only with the express authorization of the Fire Chief.

Members who discover an inoperable restraint system shall report the defect to the appropriate supervisor. Prompt action will be taken to replace or repair the system.

Fire Station Safety

910.1 PURPOSE AND SCOPE

The purpose of this policy is to establish safety procedures for the Zayante Fire Protection District members to follow, with the intent of reducing or eliminating injuries or illnesses to both members and the public.

910.2 POLICY

It is the policy of the Zayante Fire Protection District that all members should be involved in activities that are designed to reduce or eliminate injuries or illnesses, both in the field and in the fire station. This policy addresses safety activities in the fire station. All members are expected to follow the procedures outlined in the policy, for the safety of themselves, other members and any visitors to the fire station. Safety practices specific to incident type or task are addressed in other policies.

910.3 PROCEDURE

For the safety of all occupants, the ranking officer at each fire station is responsible for ensuring the following procedures are applied to activities conducted in the fire station:

(a) Personal protective equipment (PPE)

1. Use adequate eye and face protection when there is a risk of eye injuries, such as punctures, abrasions, contusions or burns as a result of contact with flying particles, hazardous substances or projections. This includes, but is not limited to, working with grinders, drills, saws, welding equipment, mowers, edgers and while working under vehicles.
2. Use hand protection when the work involves exposure to materials that are likely to cause cuts, burns or exposure to chemicals, e.g., working with trimmers, pruners and other tools or other operations.
3. Wear hearing protection in compliance with the Hearing Conservation and Noise Control Training Policy.

(b) Housekeeping and personal hygiene

1. Maintain all rooms, kitchens, offices, hallways, stairways, storage rooms and apparatus rooms in a clean, orderly and sanitary condition.
2. Clean and repair the source of water leaks quickly to avoid mold growth.
3. Smoking is prohibited in the building or within 20 feet of an entrance, exit or operable window, as provided in the Smoking/Tobacco Use Policy (Labor Code § 6404.5 and Government Code § 7596 et seq.).

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4. Avoid using compressed air to blow dirt, chips or dust from clothing while it is being worn.
 5. Maintain cooking appliances and eating utensils in good working order.
 6. Clean kitchen hoods and vents at least monthly. Ensure the hood light is installed and functioning.
 7. Provide and clearly label first-aid supplies.
 8. Post signs in all restrooms reminding employees/visitors to wash their hands.
- (a) Safe lifting
1. Store heavy or awkward objects at approximately waist level to prevent unnecessary lifting.
 2. Use team lifting for heavy or awkward objects that need to be lifted above the waist level. Do not attempt to lift or carry more than you can easily handle. Injuries frequently occur from lifting items, such as out-of-county bags, drug boxes, map boxes, etc.
 3. Practice safe-lifting techniques: Use the legs to lift; keep the back straight and do not twist while lifting; keep the body as close as possible to the object being lifted.
- (b) Walking surfaces and exits
1. Ensure all primary exit routes are obvious, marked with an "Exit" sign and free of obstructions.
 2. Remove any objects that block hallways and/or passageways.
 3. Clean up or repair potential slip or trip hazards immediately on apparatus bay floors, kitchen floors, bathroom floors, hallways, outdoor walkways, etc.
 4. Ensure stairways are in good condition with standard railings provided for every flight having four or more risers.
 5. Ensure handrails are of sufficient strength and proper design for all stairways and floor openings.
 6. Ensure all areas of the building are adequately illuminated.
 7. Ensure beds are located to cause minimum interference during dressing.
- (c) Apparatus floor
1. Mark ladders, pike poles and other items projecting from the apparatus clearly with brightly colored flags, stripes or other identification.
 2. Use caution and handrails when exiting apparatus.
 3. Maintain apparatus doors in a safe, operable condition.

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4. Maintain adequate clearance for vehicles under apparatus doors.
- (d) Equipment machinery and tools
1. Observe safety precautions when operating all equipment, machinery and tools.
 2. Avoid using defective equipment, such as ladders with broken rungs or power equipment, without proper safety protection. Repair or replace before use.
 3. Mount all equipment and machinery securely to the surface on which it sits.
 4. Ensure grinders and grinding wheels are adequately guarded. Guarding must include work rests, tool rests, eye shields and spindle/nut/flange coverage.
 5. Work rests and tool rests on grinders shall be within 1/8 inch and 1/4 inch respectively to the grinding wheel.
 6. Ensure all power tools are adequately grounded.
 7. Store maintenance hand tools safely when not being used. They shall be maintained and periodically inspected to ensure they are in a safe and operable condition.
 8. Portable ladders shall be adequate for their purpose, in good condition and have secure footing.
 9. Fixed ladders shall be equipped with side rails, cages or special climbing devices.
- (e) Electrical wiring, fixtures and controls
1. Maintain 36 inches of clear access around all electrical control panels.
 2. Label electrical switches and circuit breakers with their purpose.
 3. Ensure all electrical outlets have cover plates that are secured to the wall outlets.
 4. Ensure all extension cords are properly grounded and approved.
 5. Avoid using flexible cords and cables as a substitute for fixed wiring.
 6. Avoid hanging electrical cords on pipes, nail hooks and so forth.
 7. Check all electrical cords for fraying or exposed plug wiring.
 8. Ensure all electrical tools do not have damaged power cords or plugs, worn switches, defective ground circuits or other faults that could render them unsafe for use.
- (f) Fire extinguishers and fire prevention
1. Ensure fire extinguishers are of the proper type for the expected hazards.
 2. Maintain portable fire extinguishers in a fully operable condition.
 3. Ensure fire extinguishers have a durable tag securely attached to show the maintenance or recharge date.
 4. Test the fire alarm system at least annually.

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5. Ensure a qualified person services the sprinkler system at least annually.
 6. Check smoke detectors periodically to ensure they are working properly.
 7. Maintain at least 18 inches of clearance below all sprinkler heads.
- (g) Hazardous materials and exposure prevention
1. Label all hazardous materials containers with the name of the hazardous material, applicable hazard warning and the name and address of the manufacturer, importer or responsible party.
 2. Evaluate compatibility of hazardous materials before they are stored. Incompatible hazardous materials shall be separated by distance, partitions, dikes, berms or secondary containment.
 3. Store hazardous materials separately from food, food preparation and eating areas.
 4. Use safety containers with self-closing lids for the storage of flammable liquids and soiled oily rags.
 5. Store cylinders of compressed gas in an upright position, away from combustible materials.
 6. Avoid wearing or storing turnout gear in the living quarters or buildings.
 7. Clean living quarters thoroughly on a regular basis, including vacuuming or frequently washing blankets, drapes and upholstered furniture.
 8. Wash clothing regularly, taking care not to spread contamination by taking clothing home.
 9. Use vehicle exhaust collection systems effectively by following all guidelines and manufacturer's recommendations.
 10. Perform regular vehicle inspection and maintenance to minimize diesel particulate and gas emissions.
- (h) Communicable diseases - If a member has been exposed to a hazardous material or a communicable disease, follow the reporting procedure in the Communicable Diseases Policy.
- (i) On-duty physical fitness activities - For safety guidelines during physical fitness, see the Firefighter Wellness and Fitness Policy.
- (j) Visitor safety - For visitor safety guidelines, see the Public Education Policy.

Automated External Defibrillators

911.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the requirements for maintaining status as an approved Public Safety AED Service Provider through the county Emergency Medical Services (EMS) agency (22 CCR 100021).

911.1.1 DEFINITIONS

Definitions related to this policy include:

Automated External Defibrillator (AED) - An external defibrillator capable of cardiac rhythm analysis that will charge and deliver a shock either automatically or by user interaction after electronically detecting and assessing ventricular fibrillation or rapid ventricular tachycardia (22 CCR 100005).

CPR - Establishing and maintaining an open airway, ensuring adequate respiration and ensuring adequate circulation either spontaneously or by means of closed chest cardiac compression, in accordance with standards promulgated by the current American Heart Association Guidelines for Cardiopulmonary Resuscitation and Emergency Cardiovascular Care (22 CCR 100007).

Public Safety AED Service Provider - An agency or organization that is responsible for, and is approved to operate, an AED (22 CCR 100006).

911.2 POLICY

It is the policy of the Zayante Fire Protection District to maintain an authorized Public Safety AED Service Provider status through the county EMS agency and to provide EMS-approved training (see the Automated External Defibrillator Training Policy) to all AED-authorized members, thereby enabling them to provide AED services to the public when necessary.

911.3 GUIDELINES

The EMS supervisor shall be responsible for ensuring the District maintains the necessary EMS agency approval to operate as an AED Service Provider and shall work with the Training Officer to ensure all AED-authorized members have completed the required training.

To obtain AED Service Provider approval from the EMS agency, the District shall provide the following to its members (22 CCR 100021):

- Orientation to the AED for all AED-authorized members
- Instruction in the proper maintenance of AED equipment
- Initial training and continued competency training for all AED-authorized members

Personal Protective Equipment

912.1 PURPOSE AND SCOPE

The purpose of this policy is to reasonably protect Zayante Fire Protection District members by providing personal protective equipment (PPE), safety devices and safeguards for workplace activities (8 CCR 3380, 8 CCR 3381, 8 CCR 3382, 8 CCR 3383, 8 CCR 3384 and 8 CCR 3385).

912.2 POLICY

It is the policy of the Zayante Fire Protection District to provide PPE and safeguards of the proper type, design, strength and quality needed to reasonably eliminate, preclude or mitigate a hazard (8 CCR 3380, 8 CCR 3381, 8 CCR 3382, 8 CCR 3383, 8 CCR 3384 and 8 CCR 3385).

The Zayante Fire Protection District shall also adopt the National Fire Protection Association (NFPA) standard for the selection, care and maintenance of PPE to reduce the safety and health risks associated with the improper selection, poor maintenance, inadequate care, excess wear and improper use.

912.3 PROCEDURES

The District will provide approved PPE that is appropriate for the hazard to members who are located in a workplace where there is a risk of injury. Members shall be expected to wear the PPE any time there is a risk of exposure to a hazard. PPE shall include all of the following guidelines, requirements and standards:

- The PPE provided shall minimally meet the standards approved by the American National Standards Institute (ANSI) or other recognized authority.
- When no authoritative standard exists for a PPE or safety device, the use of such equipment shall be subject to inspection and acceptance or rejection by the Division Chief in charge of the division where the equipment will be used.
- PPE shall be distinctly marked so as to facilitate easy identification of the manufacturer.
- The Training Officer shall ensure that the member is properly instructed and uses PPE in accordance with the manufacturer's instructions.
- The District shall ensure that all PPE, whether provided by the District or the employee, complies with the applicable state standards.
- Members are responsible for maintaining their assigned PPE in a safe and sanitary condition.
- Supervisors are responsible for ensuring that all PPE is maintained in a safe and sanitary condition.
- PPE shall be of such design, fit and durability as to provide adequate protection against the hazards for which they are designed.

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- PPE shall be reasonably comfortable and shall not unduly encumber member movements that are necessary to perform work.

912.3.1 HEAD PROTECTION

Members working in locations where there is a risk of head injuries from flying or falling objects and/or electric shock and burns shall wear an approved protective helmet. Each protective helmet shall bear the original marking required by the ANSI standard under which it was approved. At a minimum, the marking shall identify the manufacturer, the ANSI designated standard number and date and the ANSI designated class of helmet. Where there is a risk of injury from hair entanglements in moving parts of machinery, combustibles or toxic contaminants, members shall confine their hair to eliminate the hazard (8 CCR 3381).

912.3.2 FACE AND EYE PROTECTION

Members working in locations where there is a risk of eye injuries, such as punctures, abrasions, contusions or burns from contact with flying particles, hazardous substances, projectiles or injurious light rays that are inherent in the work or environment, shall be safeguarded by means of face or eye protection. Suitable screens or shields isolating the hazardous exposure may be considered adequate safeguarding for nearby members. The District shall provide and require that members wear approved face and eye protection suitable for the hazard and in accordance with (8 CCR 3382).

912.3.3 BODY PROTECTION

Body protection may be required for members whose work exposes parts of their body that are not otherwise protected from hazardous or flying substances or objects. Clothing appropriate for the work being done shall be worn. Loose sleeves, tails, ties, lapels, cuffs or other loose clothing that can be entangled in moving machinery shall not be worn. Clothing saturated or impregnated with flammable liquids, corrosive substances, irritants or oxidizing agents shall be removed and shall not be worn until properly cleaned or destroyed (8 CCR 3383).

912.3.4 HAND PROTECTION

Hand protection shall be required for members whose work involves unusual and excessive exposure of hands to cuts, burns, harmful physical or chemical agents or radioactive materials that are encountered and capable of causing injury or impairment.

Hand protection (e.g., gloves) shall not be worn where there is a danger of the hand protection becoming entangled in moving machinery or materials. Use of hand protection around smooth-surfaced rotating equipment does not constitute an entanglement hazard if it is unlikely that the hand protection will be drawn into the danger zone.

Wristwatches, rings or other jewelry should not be worn while working with or around machinery with moving parts in which such objects may be caught or around electrical equipment (8 CCR 3384).

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912.3.5 FOOT PROTECTION

Appropriate foot protection shall be required for members who are exposed to foot injuries from electrical hazards, hot, corrosive, poisonous substances, falling objects, crushing or penetrating actions or who are required to work in abnormally wet locations. Footwear that is defective or inappropriate to the extent that its ordinary use creates the possibility of foot injuries shall not be worn. Footwear shall be appropriate for the hazard and shall comply with (8 CCR 3385).

912.4 NFPA SELECTION, CARE AND MAINTENANCE OF PPE

PPE exists to provide the member with an envelope of protection from multiple hazards and repeated exposures. For structural firefighting, PPE is a system of components designed to work as an ensemble. Typical firefighting PPE consists of a hood, helmet, jacket, trousers, gloves, wristlets and footwear. The NFPA standard self-care and maintenance program consists of the following.

912.4.1 SELECTION

The PPE selection process will be conducted through a labor-management committee utilizing members from labor and representatives from the District purchasing section.

Prior to procurement, a risk assessment will be performed to include expected hazards, frequency of use, past experiences, geographic location and climatic conditions. The selection process will evaluate comparative information on all ensemble elements to ensure they will interface and perform based on the risk assessment. The process should consider the following:

- (a) PPE performance expectations, to include thermal and physiological effects
- (b) Style and design for user comfort and wear performance
- (c) Construction for quality, durability and garment life
- (d) Manufacturer ability to meet performance demands, technical information, service, warranty and customer support needs

912.4.2 INSPECTION

NFPA standards define two primary types of PPE inspection:

Routine inspection - Each firefighter shall conduct a routine inspection of his/her issued PPE each time the elements are exposed or are suspected of having been exposed to damage or contamination.

- (a) Coat, trouser, gloves and hood should be checked for the following:
 - 1. Soiling
 - 2. Contamination from hazardous materials or biological agents
 - 3. Physical damage, such as:
 - (a) Rips, tears and cuts
 - (b) Damaged/missing hardware and closure systems

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- (c) Thermal damage, such as charring, burn holes and melting
 - (d) Damaged or missing reflective trim
 - (e) Shrinkage
 - (f) Loss of elasticity or flexibility at openings
- (b) Helmets should be checked for the following:
- (a) Soiling
 - (b) Contamination from hazardous materials or biological agents
 - (c) Physical damage to the shell, such as:
 - (a) Cracks, crazing (small cracks), dents and abrasions
 - (b) Thermal damage to the shell, such as bubbling, soft spots, warping or discoloration
 - (d) Physical damage to ear flaps, such as:
 - (a) Rips, tears, and cuts
 - (b) Thermal damage, such as charring, burn holes and melting
 - (e) Damaged or missing components of suspension and retention systems
 - (f) Damaged or missing components of the goggle system including:
 - (a) Discoloration
 - (b) Crazing (small cracks)
 - (c) Scratches to goggle lens, limiting visibility
 - (g) Damaged or missing reflective trim
- (c) Footwear should be checked for the following:
1. Soiling
 2. Contamination from hazardous materials or biological agents
 3. Physical damage, such as:
 - (a) Cuts, tears and punctures
 - (b) Thermal damage, such as charring, burn holes and melting
 - (c) Exposed or deformed steel toe, steel midsole and shank
 - (d) Loss of water resistance

Advanced inspection - Advanced inspection of PPE ensembles and elements shall be conducted a minimum of every 12 months or whenever routine inspections indicate a problem may exist.

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Advanced inspections shall only be conducted by trained and certified employees or from a manufacturer-approved vendor certified to conduct advanced inspections. All findings from advanced inspections shall be documented on an inspection form. Universal precautions shall be observed, as appropriate, when handling elements. Advanced inspections shall include, at a minimum, the inspection criteria outlined in the NFPA standard.

912.4.3 CLEANING AND DECONTAMINATION

The following rules and restrictions shall apply to the cleaning and decontamination of PPE:

- (a) Soiled and contaminated PPE elements shall not be taken home, washed in the home or washed in public laundries unless the business is dedicated to handling firefighting protective clothing.
- (b) Commercial dry cleaning shall not be used.
- (c) The District will examine the manufacturer's label and user information for specific cleaning instructions.
- (d) Chlorine bleach or chlorinated solvents shall not be used to clean or decontaminate PPE elements.
- (e) Scrubbing or spraying with high-velocity water jets, such as a power washer, shall not be used.
- (f) All contract cleaning or decontamination businesses shall demonstrate procedures for cleaning and decontamination that do not compromise the performance of PPE ensembles and elements.
- (g) NFPA standards identify and define three primary types of cleaning: routine, advanced and specialized.
 1. **Routine cleaning** - After each use, any elements that are soiled shall receive routine cleaning. It is the firefighter's responsibility to routinely clean his/her PPE ensemble or elements using the following process:
 - (a) When possible, initiate cleaning at the incident scene.
 - (b) Brush off any dry debris.
 - (c) Gently rinse off debris with a water hose.
 - (d) If necessary, scrub gently with a soft bristle brush and rinse off again if necessary. Spot clean utilizing a utility sink.
 - (e) Inspect for soiling and contamination and repeat the process if necessary.
 - (f) All elements shall be air-dried in an area with good ventilation. Do not dry in direct sunlight or use a machine dryer.
 2. **Advanced cleaning** - Should routine cleaning fail to render the elements clean enough to be returned to service, advanced cleaning is required. In addition,

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elements that have been issued, used and soiled shall undergo advanced cleaning every six months, at a minimum.

- (a) The district's safety officer shall perform or manage all advanced cleaning utilizing a qualified contract cleaner.
 - (b) Advanced cleaning will be coordinated with the safety officer by either the crew or by the individual. Loaner PPE will be provided for any member scheduled to work.
 - (c) Station laundering machines shall not be used to clean PPE elements.
3. **Specialized cleaning** - PPE elements that are contaminated with hazardous materials or biological agents shall undergo specialized cleaning as necessary to remove the specific contaminants.

PPE elements that are contaminated or suspected to be contaminated shall be isolated, tagged, bagged and removed from service until they undergo specialized cleaning to remove the specific contaminate. All bagged PPE shall include name, company and shift. Universal precautions shall be observed when handling known or suspected contaminated PPE elements.

The district's safety officer shall manage all specialized cleaning and will utilize a qualified contract cleaner. The District, if possible, shall identify the suspected contaminate, and if identified, the District shall consult the manufacturer for an appropriate decontamination agent and process.

912.4.4 REPAIR OF PPE

The district's safety officer shall manage all PPE repairs utilizing a manufacturer-recognized repair facility. All elements shall be subject to an advanced or specialized cleaning before any repair work is done. Loaner PPE is available to employees while repairs are being made.

912.4.5 ISSUING PPE

All PPE ensembles or elements shall be issued through the district's safety officer. All fittings shall be completed by the safety officer and/or by a manufacturer representative.

- Members shall only use district-issued PPE.
- Members shall minimize the public's exposure to soiled or contaminated PPE and avoid wearing PPE to non-fire related emergencies.
- Members shall not wear PPE inside station living quarters or other district facilities.

912.4.6 STORAGE OF PPE

The parameters for the storage of all PPE ensembles or elements include the following:

- PPE shall not be stored in direct sunlight or exposed to direct sunlight when it is not being worn.
- PPE shall be clean, dry and well ventilated before storage.
- PPE shall not be stored in airtight containers unless the container is new and unused.

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- PPE shall not be stored at temperatures below 40 degrees or above 180 degrees.
- PPE shall be stored in a protective case or bag to prevent damage if stored in compartments or trunks.
- PPE shall not be subjected to sharp objects, tools or other equipment that could damage the ensemble or elements.
- PPE shall not be stored inside living quarters or with personal belongings, or taken or transported within the passenger compartment of personal vehicles unless it is stored in a protective case or bag.
- PPE shall not be stored in contact with hydraulic fluids, solvents, hydrocarbons, hydrocarbon vapors or other contaminants.

912.4.7 PPE TRAINING

The Training Officer shall be responsible for the following:

- (a) Upon issue, all employees shall be provided training on this policy along with the manufacturer's written instructions on the care, use and maintenance of their PPE, including any warnings issued by the manufacturer.
- (b) New firefighters shall receive training in the care, use and maintenance of their PPE before participating in live fire training or operations. All other firefighters shall receive training as needed when PPE ensembles or elements are upgraded or changed.

912.4.8 PPE RECORD KEEPING

District's shall maintain or require contracted vendors to maintain records on all structural firefighting ensembles or elements to include the following:

- The name of the member to whom the element is issued
- The date and condition of the element when issued
- The manufacturer, model name or design
- The manufacturer's identification number, lot number or serial number
- The month and year of manufacture
- The dates and findings of all advanced inspections
- The dates of advanced, specialized cleaning or decontamination, and by whom it was performed
- The date of any repairs, the person who repaired the PPE and a brief description of the repair
- The date the element was removed from service (retirement)
- The date and method the element was disposed

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912.4.9 PPE RETIREMENT

All PPE ensembles and elements that are worn or damaged to the extent that the District deems that it is not possible or cost effective to repair, shall be retired. All PPE ensembles and elements that are no longer useful for emergency operations but are not contaminated, defective or damaged, shall be retired. All PPE ensembles and elements that were not in compliance with the edition of the NFPA standard that was current when the elements were manufactured shall be retired.

Retired PPE ensembles and elements shall be destroyed or disposed of by the District in a manner assuring that they will not be used in any firefighting or emergency activities, including training. Retired PPE may only be used for training when that training does not include live fire. Any PPE used for training shall be clearly marked: "Training only. No live fire."

912.4.10 SPECIAL INCIDENT PROCEDURE

If any member of the Zayante Fire Protection District suffers a serious injury or death while wearing PPE, the following procedure should be followed:

- The PPE will immediately be removed from service.
- Custody of the PPE will be maintained by the Fire Chief or the authorized designee, and the PPE shall be kept in a secure location with controlled, documented access.
- All PPE shall be non-destructively tagged and stored only in paper or cardboard containers to prevent further degradation or damage. Plastic airtight containers shall not be used.
- The PPE shall be made available to the district's investigation team (see Line of Duty Death Investigation Policy) or outside experts as approved by the Fire Chief or the authorized designee, to determine the condition of the PPE.
- The Fire Chief or the authorized designee shall determine the retention period for storage of the PPE.

Hazardous Energy Control

913.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the minimum control requirements mandated by 29 CFR 1910.147 and 8 CCR 3314. The control requirements are intended to isolate a machine or equipment from all energy sources to prevent the start-up of the machine or equipment or the release of stored energy, both of which could cause injury.

The control requirements apply to the servicing or maintenance of machines and equipment used in a fire station or on an apparatus. This policy includes member training and periodic control and inspection requirements.

913.1.1 DEFINITIONS

Definitions related to this policy include:

Affected member - A member whose job duties require him/her to work in an area where hazardous energy exposure could result from cleaning, repairing, servicing, setting up or adjusting machines or equipment under lockout or tagout.

Authorized member - A member who is qualified to perform lockout or tagout of machines or equipment, in order to clean, repair, service, set up or adjust its operations. An affected member becomes an authorized member when that member's duties include performing the maintenance operations covered in this policy.

Hazardous energy - The unexpected energization or activation of equipment, or the release of stored energy, that could potentially cause injury.

Lockout or tagout - The use of devices, positive methods and procedures that result in the effective isolation or securing of machinery and equipment from all hazardous energy sources (e.g., mechanical, hydraulic, pneumatic, chemical, electrical or thermal).

913.2 POLICY

It is the policy of the Zayante Fire Protection District to implement and maintain a written hazardous energy control program that is in compliance with state and federal regulations and includes, but is not limited to, the following:

- (a) Guidelines and procedures that specifically outline the scope, purpose, authorization, rules and techniques to be utilized when working in proximity to, and for the control of, hazardous energy and the means to enforce compliance, including, but not limited to:
 1. A statement of the intended use of the procedure.
 2. Procedural steps for shutting down, isolating, blocking and securing machines or equipment to control hazardous energy.
 3. The procedural steps for the placement, removal and transfer of lockout and tagout devices.

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4. The requirements for testing a machine or equipment to determine and verify the effectiveness of lockout, tagout and other hazardous energy control devices.
- (b) As needed, the District shall develop separate procedural steps for the safe lockout or tagout of each machine or piece of equipment affected by the hazardous energy control program.
- (c) The District shall develop and maintain a list of all machines or equipment affected by the hazardous energy control program. The list may include, but is not limited to, the following:
 1. Hurst® tools
 2. Chain saws
 3. Hydraulic systems (e.g., rack, jacks)
 4. Complex electrical systems (e.g., generators, pumps, radios, etc.)

913.3 LOCKOUT AND TAGOUT

An authorized member shall be responsible for the following, before working on de-energized electrical equipment or systems, unless the equipment is physically removed from the wiring system (8 CCR 2320.6 and 8 CCR 3314(e)):

- (a) Notification of all involved personnel.
- (b) Locking the disconnecting means in the “open” position with the use of lockable devices (e.g., padlocks or combination locks), or disconnecting the conductor or other positive methods or procedures. This will effectively prevent unexpected or inadvertent energizing of a designated circuit, machine or appliance.
- (c) Tagging the disconnect means with appropriate accident prevention tags. Lockout is not required when the tagging procedures are used as specified here and where the disconnect means is accessible only to personnel trained in tagout procedures.
- (d) Blocking the operation or dissipation of energy of all stored energy devices that present a hazard (e.g., capacitors or pneumatic, spring-loaded mechanisms).

913.4 INSPECTIONS

The Zayante Fire Protection District shall conduct a periodic inspection of the hazardous energy control program components at least annually to evaluate its continued effectiveness and to determine the necessity for updating any methods or procedures (8 CCR 3314).

- (a) The periodic inspection shall be performed by an authorized member other than the members utilizing the hazardous energy control procedures that are being inspected.
- (b) Where lockout and/or tagout are used for hazardous energy control, the inspector shall provide a review of roles and responsibilities to the authorized members.
- (c) The Safety and Health Officer shall certify that the periodic inspections have been performed. The certification shall identify the machine or equipment that was inspected, the

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date of the inspection, the authorized members included and the name of person performing the inspection.

913.5 TRAINING

The Training Officer shall be responsible for ensuring that members receive training on hazardous energy control methods and procedures, based on the reasonably expected workplace exposure. Members shall receive training prior to any work assignment in which a potential hazard exists. Training should include, but is not limited to, the following topics (8 CCR 2320.1, 8 CCR 2320.9 and 8 CCR 3314):

- (a) Definitions of hazardous energy
- (b) Workplace hazards
- (c) Work techniques, hazards and injuries involved in energized equipment
- (d) Lockout and tagout procedures, equipment and its proper use
- (e) Authorized and affected employees
- (f) Safety precautions required when energized electrical equipment is not under the control of an authorized member
- (g) Refresher training on an annual basis, depending on the results of the annual inspection process

913.6 TRAINING RECORDS

The Training Officer shall document the hazardous energy control training provided to members both initially and annually and shall retain those records for one year. Documentation shall include the following (8 CCR 3203):

- (a) The dates of the training sessions
- (b) A list of the topics or a summary of the content of the training sessions
- (c) The name or other identifier and rank of the members who received the training
- (d) The names, certificate number and qualifications of persons conducting the training

Hazard Communication

914.1 PURPOSE AND SCOPE

The purpose of this policy is to protect the health and safety of district members who may be occupationally exposed to hazardous substances in the workplace (8 CCR 5194).

914.2 POLICY

It is the policy of the Zayante Fire Protection District to develop, implement and maintain a written hazard communication program for members to use as a reference. The program shall minimally describe how district members will receive information and training on the criteria specified for labels and other forms of warning and Safety Data Sheets (SDS) (8 CCR 5194).

914.3 PROCEDURE

The Fire Chief shall appoint an officer to develop, implement and maintain a written hazard communication program that includes, but is not limited to (8 CCR 5194):

- (a) A list of hazardous substances that uses an identifier referenced on the appropriate SDS. The list may be compiled for the workplace as a whole or for individual work areas.
- (b) The methods the District will use to inform members of the hazards of non-routine tasks and the hazards associated with substances in unlabeled containers.
- (c) The District shall make the written hazard communication program available, upon request, to members, to their designated representatives and to the National Institute of Occupational Safety and Health (NIOSH).
- (d) The District shall ensure that each container of a hazardous substance is labeled, tagged or marked with the following information:
 1. Identity of the hazardous substance
 2. Appropriate hazard warnings
 3. Name and address of the manufacturer, importer or other responsible party

914.4 MATERIAL SAFETY DATA SHEETS

The District shall have a SDS for each hazardous substance that is in use in the workplace. The MSDS concerning a hazardous substance shall be prepared in accordance with 8 CCR 5194(g).

914.5 TRAINING REQUIREMENTS

See the Hazard Communication Program Training Policy.

Chapter 10 - Personnel

Recruiting and Retention

1000.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the recruiting, selection, training and retention processes utilized by the Zayante Fire Protection District.

1000.2 POLICY

It is the policy of the Zayante Fire Protection District to provide equal opportunities for applicants and District members regardless of race, sexual orientation, age, pregnancy, religion, creed, color, national origin, ancestry, physical or mental handicap, marital status, veteran status or sex. The District shall not show partiality or grant any special favors to any applicant, member or group of members.

The rules governing employment practices for the District are maintained by the Zayante Fire Chief.

1000.3 RECRUITMENT

Recruitment efforts will typically be conducted by the Fire Chief in coordination with officers or an authorized designee.

In cooperation with the Fire Chief, minimum qualifications should be developed for each job classification and should include minimally, any special training, abilities, knowledge and skills required to perform the duties of the job in a satisfactory manner (see the Position Descriptions Policy). The standards for all job classifications should be specific related to the duties required and non-discriminatory but allow for the lawful exclusion of persons who do not meet District or state hiring standards.

Generally, the standards may include the following requirements. The candidate should be:

- (a) At least 18 years of age, with the exception of cadets who must be 16 years of age.
- (b) In possession of a high school diploma or a General Equivalency Diploma (GED).
- (c) Have good vision in both eyes, with the ability to distinguish Occupational Safety and Health Act (OSHA) color codes for hazardous materials (e.g. blue, red, yellow and white), and have no depth or peripheral vision impairment.
- (d) In possession of or have the ability to obtain a valid state driver license in the class required for the position sought.
- (e) Be a U.S. citizen or have proof of a legal right to work in the U.S.
- (f) New hires will participate as an observer at Tuesday night training for a minimum of 4 weeks.

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1000.4 SELECTION STANDARDS

Candidates for job openings should be selected based on merit, ability, competence and experience. Candidates who are successful in the initial testing process may be invited to participate in a background investigation.

All entry-level firefighter candidates must meet the minimum standards established by the State Board of Fire Services in the Office of the State Fire Marshal (OSFM) pursuant to Health and Safety Code § 13142(a) and the National Fire Protection Association (NFPA).

Selection standards for promotional opportunities are detailed in the Promotions and Transfers Policy.

The following standards may be considered as a best practice for hiring criteria:

1000.4.1 MOTOR VEHICLE OPERATION

- The ability to possess a valid state driver license
- The demonstrated ability to drive safely
- The ability to possess a valid state-issued commercial driver license, if job duties include driving a vehicle that requires such a license
- The ability to comply with the U.S. Department of Transportation (DOT) regulations regarding employees in safety-sensitive driving assignments, and the ability to comply with the provisions of the DOT Drug and Alcohol Testing Policy

1000.4.2 INTEGRITY

- Being honest in dealing with the public
- Showing strong moral character and integrity in dealing with the public
- Refusing to tolerate unethical or illegal conduct on the part of other fire service personnel

1000.4.3 DEPENDABILITY

- A history of completing work accurately and in a timely manner
- Demonstrated history of being self-motivated to perform well
- A willingness to work the hours necessary to complete the job

1000.4.4 LEARNING ABILITY

- Demonstrated ability to comprehend and retain information
- The ability to recall information pertaining to standard operating procedures, the Incident Command System and fireground safety measures
- The ability to apply the material, tactics and procedures required of a firefighter to a variety of situations

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1000.4.5 PERSONAL SENSITIVITY

- The ability to assist with a variety of problems that demonstrate sensitivity for the feelings of others
- Empathy
- Effectiveness in dealing with people without arousing antagonism
- The ability to understand the motives of people and how they may react and interact

1000.4.6 JUDGMENT UNDER PRESSURE

- The ability to apply common sense during high-pressure situations
- The ability to make quick and effective decisions
- The ability to use good judgment in dealing with a variety of emergency situations
- The ability to make logical and reasonable decisions under pressure

1000.4.7 ILLEGAL USE OR POSSESSION OF DRUGS

Any history of illegal use or possession of drugs shall be evaluated on a case-by-case basis.

1000.5 TRAINING

All firefighters must complete training in the California Fire Service Training and Education System (CFSTES) established by OSFM (Health and Safety Code § 13159 et seq.).

1000.6 RETENTION

The primary focus should be on hiring those who are the best fit for the District. In order to retain quality members, the District should:

- Seek member input on retention strategies.
- Develop a workplace that respects, encourages and enables a work/life balance.
- Facilitate training and career development opportunities.
- Develop and maintain quality supervisors.
- Provide regular and meaningful performance feedback.
- Promote an environment where members are able to speak freely.
- Treat employees fairly, equitably and consistently.
- Consider ways to reward excellent performance.
- Follow up on any feedback acquired during an exit interview process.

Performance Evaluations

1001.1 PURPOSE AND SCOPE

The objective of the evaluation system is to record work performance for both the District and the employee, giving recognition for good work and providing a guide for improvement where needed. The employee performance evaluation report is a gauge in measuring performance and is used for making personnel decisions relating to merit increase, promotion, reassignment, discipline, demotion and termination. The report also provides a guide for mutual work planning and review and an opportunity to convert general impressions into a more objective history of work performance based on job standards.

1001.2 POLICY

Employee performance evaluations will be undertaken based on job-related factors specific to the position occupied by the employee without regard to race, sexual orientation, age, pregnancy, religion, creed, color, national origin, ancestry, physical or mental disability, marital status or sex.

1001.3 PROCEDURE

Each evaluation will cover a specific time period and should be based on the employee's performance during that period. At the beginning of the rating period, each supervisor should discuss the tasks of the position, standards of performance expected and the evaluation rating criteria with each employee. When a non-probationary employee's job performance falls below the established standards of the job, the supervisor should, as soon as practicable but at least 90 days prior to the end of the annual evaluation period, advise the employee in writing in order to provide an opportunity for the employee to improve performance. The involved employee should be provided the opportunity to initial any such writing and respond in writing within 30 days, if desired. Failure to meet established performance standards is justification for an unsatisfactory rating. Rating factors that are not observed are assumed to be performed at a standard level.

The performance evaluation report will be completed by the employee's immediate supervisor or the Fire Chief. Other supervisors directly familiar with the employee's performance during the rating period should be consulted by the immediate supervisor for their input.

1001.4 FULL-TIME PROBATIONARY EMPLOYEES

All personnel will serve a 12-month probationary period before being eligible for certification as permanent employees. Probationary firefighters shall be evaluated monthly during the probationary period. Performance evaluation reports shall be completed as defined by the Fire Chief by specific job classification for all other full-time personnel during the probationary period.

1001.5 FULL-TIME PERMANENT STATUS EMPLOYEES

Permanent employees are subject to two types of performance evaluations:

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Performance Evaluations

Regular - A performance evaluation report shall be completed once each year by the employee's immediate supervisor on the anniversary of the employee's date of hire, except for employees who have been promoted. In the case of promotion, a performance evaluation report shall be completed on the anniversary of the employee's date of last promotion.

Special - A special evaluation may be completed any time the rater and the rater's supervisor believe one is necessary due to employee performance deficiencies. Generally, the special evaluation will be used to document areas of performance deemed less than standard when follow-up action is planned (e.g., action plan, remedial training, retraining).

1001.5.1 RATINGS

Outstanding - Performance that is well beyond that expected or required in the standards for the position. It is exceptional performance, definitely superior or extraordinary.

Exceeds standards - Performance that is better than expected of a fully competent employee. It is superior to what is expected or required by the standards for the position but is not of such rare nature to warrant outstanding.

Meets standards - Performance expected of a fully competent employee and meets the standards required of the position.

Needs improvement - Performance that is less than that expected of a fully competent employee and less than the standards required of the position. A needs improvement rating should be thoroughly discussed with the employee and include a structured plan intended to improve performance, with short interval interim evaluations.

Unsatisfactory - Performance that is inadequate or undesirable, intolerable and inferior to the standards required of the position.

Written comments should be used by the rater to document the employee's strengths, weaknesses and make any suggestions for improvement. Any job dimension rating marked unsatisfactory or outstanding should be substantiated in the rater comments section.

1001.5.2 VOLUNTEER STATUS EMPLOYEES

All volunteers will be evaluated once a year or as needed by the Fire Chief and will be rated the same as full time employees.

1001.6 EVALUATION INTERVIEW

When a supervisor has completed the preliminary evaluation arrangements shall be made for a private discussion of the evaluation with the employee. The supervisor should discuss the results with the employee and answer any questions the employee may have. If the employee has valid and reasonable protests of any of the ratings, the supervisor may make appropriate changes to the evaluation. Areas needing improvement and goals for reaching the expected level of performance should be identified and discussed. The supervisor should also provide relevant

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counseling regarding advancement and training opportunities. The supervisor and employee will sign and date the evaluation.

1001.7 EVALUATION REVIEW

After the supervisor finishes the discussion with the employee, the signed performance evaluation report should be forwarded to the Fire Chief for review.

The Fire Chief should review the evaluation for fairness, impartiality, uniformity, and consistency, and evaluate the first level supervisor on the quality of the ratings provided to employee.

1001.8 RECORDS MANAGEMENT

The original performance evaluation report should be maintained in the employee's personnel file for the tenure of the employee's employment. A copy should be provided to the employee .

Promotions and Transfers

1002.1 PURPOSE AND SCOPE

The purpose of this policy is to establish required and desirable qualifications for promotion and transfer within the ranks of the Zayante Fire Protection District.

1002.2 POLICY

The Zayante Fire Protection District provides equal employment opportunities for employees regardless of race, sexual orientation, age, pregnancy, religion, creed, color, national origin, ancestry, physical or mental handicap, veteran status, marital status or sex. It is the policy of the Zayante Fire Protection District to utilize the promotional testing criteria, study materials and testing instruments available from the Office of the State Fire Marshal (OSFM).

1002.3 GENERAL REQUIREMENTS

The following conditions will be used in evaluating members for promotion and transfer:

- (a) Presents a professional, neat appearance
- (b) Maintains a physical condition which aids in their performance
- (c) Demonstrates the following traits:
 1. Emotional stability and maturity
 2. Stress tolerance
 3. Sound judgment and decision-making ability
 4. Personal integrity and ethical conduct
 5. Leadership
 6. Initiative
 7. Adaptability and flexibility
 8. Ability to conform to organizational goals and objectives in a positive manner

1002.4 TRANSFERS

The following position is defined as a transfer and is not considered a promotion:

- Training Officer

1002.4.1 DESIRABLE TRANSFER QUALIFICATIONS

The following qualifications are considered for transfer:

- Three years of experience
- Completion of the probationary period with the Zayante Fire Protection District

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- Expressed interest in the transfer position
- Education, training and demonstrated abilities in areas related to the transfer position
- Completion of any OSFM-required training or certification for the transfer position

1002.5 PROMOTIONS

Specifications for promotional opportunities are on file with the Zayante Fire Protection District.

1002.6 TRAININGMANAGER RESPONSIBILITIES

It is the responsibility of the Training Officer to maintain a training file on each member of the District. Any relevant training certificate or certification document submitted to the District by a member should be permanently retained in the member's training file.

Position Descriptions

1003.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a comprehensive description of overall duties and responsibilities of each rank or job classification within the District.

1003.2 POLICY

It is the policy of the Zayante Fire Protection District to develop unique position descriptions for each assignment within an established rank or classification.

1003.3 PROCEDURE

The Fire Chief will generally develop and maintain classification specifications (e.g., firefighter, fire captain, Battalion Chief). Within the classification specifications there may be multiple assignments. The descriptions will detail the unique duties and responsibilities of each assignment.

Position descriptions should be considered living documents and should be reviewed and evaluated for modification. This should occur at least annually and any time duties or expectations of a specific position substantially change.

Classification Specifications

1004.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the origin and maintenance processes of the job classifications applicable to the Zayante Fire Protection District.

1004.2 POLICY

It is the policy of the Zayante Fire Protection District to coordinate with the Fire Chief for the development of job classifications unique to fire service.

1004.3 PROCEDURE

The Fire Chief should appoint an officer to work with the Fire Chief to develop, update and maintain the job classifications. These should identify the duties and responsibilities, authority, reporting requirements and chain of command for the member; and should include expected working hours, attire and working location.

1004.3.1 POSITION DESCRIPTIONS

Multiple position descriptions may be needed for each job specification (e.g., a captain assigned to the Training Division will have the same job specification, but will have a considerably different position description than a captain assigned to the Fire Operations Division). Position descriptions may be addressed in the contracts with the various employee groups or in the Position Descriptions Policy.

Fire Officer Development

1005.1 PURPOSE AND SCOPE

The purpose of this policy is to define the required and recommended competencies in the Zayante Fire Protection District Fire Officer Development program.

1005.2 POLICY

It is the policy of the Zayante Fire Protection District to utilize national, state and regionally recognized standards and certification programs to train and develop members' knowledge, skills and abilities for supervisory roles.

Tuition Reimbursement

1006.1 PURPOSE AND SCOPE

The District appreciates and encourages members who are willing to devote their time to education and training. This tuition reimbursement policy is intended to encourage members to become better qualified for their present duties and to prepare for advancement within the Zayante Fire Protection District by taking courses from an accredited institution.

1006.2 POLICY

It is the policy of the Zayante Fire Protection District to establish a tuition reimbursement policy and to review requests for tuition reimbursement to ensure the following criteria are met.

1006.2.1 ELIGIBILITY

Tuition reimbursement eligibility will be limited to full-time employees and volunteers who have completed at least one probationary period. To be approved, a course must have as its purpose the objective of improving the capacity of the member to perform the duties to which he/she is assigned or to increase his/her readiness to assume broader responsibilities within the realm of public safety. Where practical, members will be encouraged to attend local, public education institutions.

1006.2.2 FUNDS AVAILABILITY

A portion of the employee's costs may be reimbursed in the amount specified by the District. This includes tuition, registration fees, laboratory or similar materials fees..

1006.2.3 OTHER CONSIDERATIONS

Correspondence courses are not included in the scope or intent of this policy unless the training is of exceptional value to the District and is not available from any educational institution located within reasonable distance of the Zayante Fire Protection District.

Zayante Fire Protection District vehicles may not be used for transportation to and from a class and no allowance will be given for mileage or transportation costs, unless approved by the Fire Chief.

Class attendance and assignments should be completed on the employee's own time. No compensation in any form will be authorized for class attendance or the completion of class assignments.

In order to request a tuition reimbursement, you must pass and complete the class.

1006.3 PROCEDURE

Approval of the Fire Chief or the authorized designee should be obtained in advance of enrollment. To request reimbursement, satisfactory evidence of fees paid, other allowable expenses and proof of satisfactory completion of the course must be submitted to the Fire Chief for approval and then forwarded for processing of the payment. Copies of diplomas, certificates or grade notices shall be retained in the employee's file.

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Tuition Reimbursement

1006.4 RESPONSIBILITY

The Fire Chief is responsible for District-wide administration and coordination of this policy. The District should use this policy for employee development in keeping with District goals and with the current and anticipated district needs. The Fire Chief should administer this policy for the employees within the limits of the funds that have been allocated for this purpose.

1006.5 RECORDS

The Training Officer should retain all records of training completed by employees in accordance with established records retention schedules.

1006.6 TAX CONSIDERATIONS

It is highly recommended that employees receiving a reimbursement consult with their tax adviser. Tuition reimbursement may be considered taxable income in some instances. The District will report tuition reimbursement payments to the Internal Revenue Service (IRS) in accordance with state and federal tax codes.

Reporting for Duty

1007.1 PURPOSE AND SCOPE

This policy describes the District's expectations of its employees when reporting for duty, to ensure that all members are fully capable of functioning in their capacity.

1007.2 POLICY

It is the policy of this district to maintain sufficient staffing levels to provide efficient and quality services to the community and to provide for the safety its members.

1007.3 READINESS FOR DUTY

Upon reporting for duty, all members should prepare themselves and their gear to be immediately available to respond to calls for service. This should include, but not be limited to, placing personal protective equipment on the member's assigned apparatus and donning the appropriate uniform.

1007.4 PERSONAL APPEARANCE

All members should be properly attired at all times when representing the District. Each member should wear the appropriate uniform or protective equipment that has been approved for the activity being performed.

1007.5 CLEANLINESS

All members should keep their persons, uniforms, desks, cars, beds and lockers in a neat and clean condition. If a persistent problem is noticed, the member should be notified immediately.

1007.6 INABILITY TO REPORT FOR DUTY

Members should notify a supervisor of any inability to report for duty at the time required or to perform the full range of regular duties.

1007.7 RELIEVED FROM DUTY FOR VIOLATIONS

Any supervisor may relieve a member under his/her command from duty, when in the supervisor's judgment an alleged offense committed is sufficiently serious to warrant immediate action. A report of such action shall be immediately made to the appropriate Battalion Chief, followed by written charges and documentation in accordance with District procedures.

Emergency Recall

1008.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the right of the Zayante Fire Protection District to recall off-duty employees and volunteers in the event of a large-scale or protracted emergency, natural disaster or other unusual situation that depletes on-duty resources.

1008.1.1 DEFINITIONS

Definitions related to this policy include:

Automatic aid - Apparatus and firefighters who are dispatched automatically by contractual agreement between two fire departments, communities or fire districts.

Mutual aid - Apparatus and firefighters who are dispatched, upon request, by the responding fire department. Mutual aid is defined by a signed contractual agreement between the Zayante Fire Protection District and neighboring jurisdictions.

1008.2 POLICY

It is the policy of the Zayante Fire Protection District to provide sufficient resources at the scene of an emergency to reasonably provide for the safety of the employee's working at the scene, and to ensure adequate resources are available for additional emergency calls. In some instances this may require the emergency recall of employees.

1008.3 PROCEDURES

The Fire Chief or any other Chief Officer or Battalion Chief may initiate an emergency recall by providing Net Com or other designated resource with brief information regarding the emergency, where members are to report for duty and the name or names of personnel required.

1008.3.1 TRIGGERING INCIDENTS

The types of incidents that may require the initiation of an emergency recall include, but are not limited to:

- One major incident affecting a localized or widespread area.
- Two or more incidents causing a high demand for resources at different locations.
- Numerous incidents causing a peak demand on the entire resource system.
- Any time an emergency recall is ordered by the Fire Chief or the authorized designee.

1008.3.2 FIREFIGHTER RESPONSIBILITIES

Firefighters should reply to an emergency recall notification within 10 minutes with their status and estimated time of arrival, and if applicable, report for duty with their personal protective equipment.

Emergency Recall

1008.3.3 EXCEPTIONS

Firefighters who receive an emergency recall notification and are under the influence of any impairment, such as medications or alcohol, should advise the caller of the impairment and should not report for duty.

1008.4 OTHER RESOURCES

If sufficient resources cannot be assembled by an emergency recall, the District may consider other options such as:

- Automatic aid
- Mutual aid
- Chief officers

Discriminatory Harassment

1009.1 PURPOSE AND SCOPE

This policy is intended to prevent district members from being subjected to discrimination or sexual harassment.

1009.2 POLICY

The Zayante Fire Protection District is an equal opportunity employer and is committed to creating and maintaining a work environment that is free of all forms of discriminatory harassment, including sexual harassment and retaliation. The District will not tolerate discrimination against employees in hiring, promotion, discharge, compensation, fringe benefits and other privileges of employment. The District will take preventive and corrective action to address any behavior that violates this policy or the rights it is designed to protect.

The nondiscrimination policies of the District may be more comprehensive than state or federal law. Conduct that violates this policy may not violate state or federal law but still could subject an employee to discipline.

1009.3 DISCRIMINATION PROHIBITED

1009.3.1 DISCRIMINATION

The District prohibits all forms of discrimination, including any employment-related action by an employee that adversely affects an applicant or employee and is based on race, color, religion, sex, age, national origin or ancestry, genetic information, disability, military service, sexual orientation and other classifications protected by law.

Discriminatory harassment, including sexual harassment, is verbal or physical conduct that demeans or shows hostility or aversion toward an individual based upon that individual's protected class. It has the effect of interfering with an individual's work performance or creating a hostile or abusive work environment.

Conduct that may, under certain circumstances, constitute discriminatory harassment, can include making derogatory comments, crude and offensive statements or remarks, making slurs or off-color jokes, stereotyping, engaging in threatening acts, making indecent gestures, pictures, cartoons, posters or material making inappropriate physical contact, or using written material, statements or pictures. Such conduct is contrary to district policy and to the district's commitment to a discrimination-free work environment.

Retaliation is treating a person differently or engaging in acts of reprisal or intimidation against the person because he/she has engaged in protected activity, filed a charge of discrimination, participated in an investigation or opposed a discriminatory practice. Retaliation will not be tolerated.

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Discriminatory Harassment

1009.3.2 SEXUAL HARASSMENT

The District prohibits all forms of discrimination and discriminatory harassment, including sexual harassment. It is unlawful to harass an applicant or an employee because of that person's sex.

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors or other verbal, visual or physical conduct of a sexual nature when:

- (a) Submission to such conduct is made either explicitly or implicitly a term or condition of employment, position or compensation.
- (b) Submission to, or rejection of, such conduct is used as the basis for any employment decisions affecting the member.
- (c) Such conduct has the purpose or effect of substantially interfering with a member's work performance or creating an intimidating, hostile or offensive work environment.

1009.3.3 ADDITIONAL CONSIDERATIONS

Discrimination and discriminatory harassment do not include actions that are in accordance with established rules, principles or standards including:

- (a) Acts or omission of acts based solely upon bona fide occupational qualifications under Equal Employment Opportunity Commission and the Department of Fair Employment and Housing guidelines.
- (b) Bona fide requests or demands by a supervisor that an employee improve his/her work quality or output, that the employee report to the job site on time, that the employee comply with District or district rules or regulations, or any other appropriate work-related communication between supervisor and employee.

1009.4 RESPONSIBILITIES

This policy applies to all district members. All members shall follow the intent of these guidelines in a manner that reflects district policy and the best interest of the Zayante Fire Protection District and its mission.

Members are encouraged to promptly report any discriminatory, retaliatory or harassing conduct or known violations of this policy to a supervisor. Any member who is not comfortable with reporting violations of this policy to his/her immediate supervisor may bypass the chain of command and make the report to a higher ranking supervisor or manager. Complaints may also be filed with the Fire Chief, or the Board Chairperson.

Any member who believes, in good faith, that he/she has been discriminated against, harassed, subjected to retaliation, or who has observed harassment or discrimination, is encouraged to promptly report such conduct in accordance with the procedures set forth in this policy.

Supervisors and managers receiving information regarding alleged violations of this policy shall determine if there is any basis for the allegation and shall proceed with resolution as stated below.

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1009.4.1 SUPERVISOR RESPONSIBILITY

Each supervisor and manager shall:

- (a) Continually monitor the work environment and strive to ensure that it is free from all types of unlawful discrimination, including harassment or retaliation.
- (b) Take prompt, appropriate action within their work units to avoid and minimize the incidence of any form of discrimination, harassment or retaliation.
- (c) Ensure that their subordinates understand their responsibilities under this policy.
- (d) Ensure that members who make complaints or who oppose any unlawful employment practices are protected from retaliation and that such matters are kept confidential to the extent possible.
- (e) Notify the Fire Chief in writing of the circumstances surrounding any reported allegations or observed acts of discrimination, harassment or retaliation no later than the next business day.

1009.4.2 SUPERVISOR'S ROLE

Because of differences in individual values, supervisors and managers may find it difficult to recognize that their behavior or the behavior of others is discriminatory, harassing or retaliatory. Supervisors and managers shall be aware of the following considerations:

- (a) Behavior of supervisors and managers should represent the values of the District.
- (b) False or mistaken accusations of discrimination, harassment or retaliation can have negative effects on the careers of innocent members.
- (c) Supervisors and managers must act promptly and responsibly in the resolution of such situations.
- (d) Supervisors and managers shall make a timely determination regarding the substance of any allegation based upon all available facts.

Nothing in this section shall be construed to prevent supervisors or managers from discharging supervisory or management responsibilities, such as determining duty assignments, evaluating or counseling employees or issuing discipline, in a manner that is consistent with established procedures.

1009.5 INVESTIGATION OF COMPLAINTS

Various methods of resolution exist. During the pendency of any such investigation, the supervisor of the involved member should take prompt and reasonable steps to mitigate or eliminate any continuing abusive or hostile work environment. It is the policy of the Zayante Fire Protection District that all complaints of discrimination or harassment shall be fully documented and promptly and thoroughly investigated. The participating or opposing member should be protected against retaliation, and the complaint and related investigation should be kept confidential to the extent possible.

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Discriminatory Harassment

1009.5.1 SUPERVISORY RESOLUTION

Members who believe they are experiencing discrimination, harassment or retaliation should be encouraged to inform the individual that his/her behavior is unwelcome, offensive, unprofessional or highly inappropriate. However, if the member feels uncomfortable, threatened or has difficulty expressing his/her concern, or if this does not resolve the concern, assistance should be sought from a supervisor or manager who is a rank higher than the alleged transgressor.

1009.5.2 FORMAL INVESTIGATION

If the complaint cannot be satisfactorily resolved through the process described above, a formal investigation will be conducted.

The employee assigned to investigate the complaint will have full authority to investigate all aspects of the complaint. Investigative authority includes access to records and the cooperation of any members involved. No influence will be used to suppress any complaint and no member will be subject to retaliation or reprisal for filing a complaint, encouraging others to file a complaint or for offering testimony or evidence in any investigation.

Formal investigation of the complaint will be confidential to the extent possible and will include, but not be limited to, details of the specific incident, frequency, dates of occurrences and names of any witnesses. Witnesses will be advised regarding the prohibition against retaliation, and that a disciplinary process, up to and including termination, may result if retaliation occurs.

Members who believe they have been discriminated against, harassed or retaliated against because of their protected status are encouraged to follow the chain of command but may also file a complaint directly with the Fire Chief, or the Board Chairperson.

1009.5.3 ALTERNATIVE COMPLAINT PROCESS

No provision of this policy shall be construed to prevent any employee from seeking legal redress outside the District. Employees who believe that they have been harassed or discriminated against are entitled to bring complaints of employment discrimination to federal, state and/or local agencies responsible for investigating such allegations. Specific time limitations apply to the filing of such charges. Employees are advised that proceeding with complaints under the provisions of this policy does not in any way affect those filing requirements.

1009.6 NOTIFICATION OF DISPOSITION

Complainant and/or victim will be notified in writing of the disposition of the investigation and action taken to remedy or address the circumstances giving rise to the complaint.

1009.7 DOCUMENTATION OF COMPLAINTS

All complaints or allegations shall be thoroughly documented on forms and in a manner designated by the Fire Chief. The outcome of all reports shall be:

- Approved by the Fire Chief, and Board Chairperson
- Maintained for the period established in the district's records retention schedule

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Discriminatory Harassment

1009.8 TRAINING

All new employees shall be provided with a copy of this policy as part of their orientation. The policy shall be reviewed with each new employee. The employee shall certify by signing the prescribed form that he/she has been advised of this policy, is aware of and understands its contents and agrees to abide by its provisions during his/her term of employment.

All employees shall receive periodic training on the requirements of this policy and shall certify by signing the prescribed form that they have reviewed the policy, understand its contents and agree that they will continue to abide by its provisions.

1009.8.1 QUESTIONS REGARDING DISCRIMINATION OR SEXUAL HARASSMENT

Members with questions regarding discrimination or sexual harassment are encouraged to contact a supervisor, manager, the Fire Chief, or the Board Chairperson.

Conduct and Behavior

1010.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines to prevent activities or behaviors that may lead to disciplinary actions or dismissal.

1010.2 POLICY

It is the policy of this district that its members strive to attain the highest professional standard of conduct and discharge their duties in a courteous and professional manner.

1010.3 PROFESSIONAL CONDUCT

All members should be governed by the ordinary and reasonable rules of behavior observed by law-abiding and self-respecting citizens, and should conduct themselves at all times in such manner as to reflect favorably on the District. Conduct unbecoming a member shall include that which discredits the District or the person as a member of the District or which impairs the operation or efficiency of the District or its members.

All members should conduct themselves in a manner that will not impair the good order and discipline of the District. Members should not, while on-duty, indulge in offensive, obscene or uncivil language, verbal or physical altercations or threats thereof or conduct which might cause injury to another person.

All members of the District should be familiar with the expected standard of behavior, both on- and off-duty.

1010.4 INTERACTION WITH THE PUBLIC

In the performance of their duties, members should be courteous to the public and tactful in the performance of their duties. They should control their tempers, exercise reasonable patience and discretion and should not engage in any argumentative discussions even when provoked.

In the performance of their duties, members should not use coarse, violent, profane or insolent language or gestures and should not express prejudice concerning race, religion, politics, sex, age (40 and over), gender identity, gender expression, physical or mental disability, genetic information or other medical condition, sexual orientation, marital status, national origin, lifestyle or similar personal characteristics (Government Code § 12940 et seq.).

1010.5 COURTESY TO MEMBERS

Members should be courteous and respectful in their relations with all members of the District. Members shall not use coarse, violent, profane or insolent language or gestures and shall not express prejudice concerning race, religion, politics, sex, age (40 and over), gender identity, gender expression, physical or mental disability, genetic information or other medical condition, sexual orientation, marital status, national origin, lifestyle or similar personal characteristics (Government Code § 12940 et seq.).

Conduct and Behavior

1010.6 CONFORMANCE TO LAWS

Members shall obey all laws of the United States and of any state and local jurisdiction in which the member is present.

1010.7 DEROGATORY OR MALICIOUS STATEMENTS

Members should not be a party to any malicious gossip, report or activity which would tend to disrupt district morale or bring discredit to the District or any member thereof. Member questions concerning district policy, activities, officers and/or safety issues shall be submitted by official written communication to the member's immediate supervisor.

1010.8 POLITICAL ACTIVITY

Members should not engage in political activities of any kind while on-duty. Members are also prohibited from engaging in any political activity off-duty while wearing any uniform items or equipment that could identify them as members of the District.

1010.9 SEXUAL ACTIVITY

Members should not engage in any sexual activity while on-duty. This includes use of any electronic device to communicate or receive messages, photos or any other content of a sexual or provocative nature.

1010.10 ILLEGAL GAMBLING

Members should not engage or participate in any form of illegal gambling at any time while on-duty. This includes accessing gaming websites from computers or any electronic device, whether district-issued or owned by the member.

1010.11 GIFTS AND GRATUITIES

Members should not solicit or accept any gift, including money, tangible or intangible personal property, or any service, gratuity, favor, entertainment, hospitality, loan, promise, service or any other thing of value from any person, business or organization that is doing business with, or seeking to do business with, the District .

If it may reasonably be inferred that the person, business or organization seeks to influence the actions of an official or seeks to affect the performance of an official while on-duty, the incident should be immediately reported to the next level supervisor. This rule does not take the place of any relevant requirements applicable to individuals under Government Code § 1090 et seq. or the State Political Reform Act, Government Code § 87100 et seq.

1010.12 OFFERS OF DONATIONS AND GIFTS OF THE HEART

Members who are approached with monetary donations following major disasters shall direct the person or entity to the Administration Division for instruction on proper ways to donate.

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Conduct and Behavior

At no time should a member accept any monetary donation from the public. If a citizen offers a gift of a non-monetary nature, such as food or product, the gift shall be placed in an area of the station or office to be shared by all members.

At no time shall a member consider a gift of the heart as a personal present.

1010.13 ABUSE OF POSITION

Members should not use their official position, official identification cards or badges to avoid the consequences of illegal acts or for other non-work related personal gain. Members shall not lend to another person their identification cards or badges or permit their identification cards or badges to be photographed or reproduced without the approval of the Fire Chief.

Members should not authorize the use of their name, photograph or official title that identifies them as district members (e.g., in connection with testimonials or advertisements of any commodity or commercial enterprise) without the approval of the Fire Chief.

1010.14 PUBLIC STATEMENTS AND APPEARANCES

Members should not address public gatherings, appear on radio or television, prepare any articles for publication, act as correspondents to a newspaper or periodical, or release or divulge investigative information or information on any other matter of the District while presenting themselves or in any way identifying themselves as representing the District, without the approval of the Fire Chief.

Personnel Complaints

1011.1 PURPOSE AND SCOPE

This policy provides guidelines for reporting, investigation and disposition of complaints regarding the conduct of members of this district and the service provided by this district. This policy shall not apply to any questioning, counseling, instruction, informal verbal admonishment or other routine or unplanned contact of a member in the normal course of duty, by a supervisor or any other member, nor shall this policy apply to a criminal investigation.

This policy is intended to be applied in accordance with the procedures, rights or status that may be contained in any a policy established by the District's Fire Chief.

The pre- and post-disciplinary procedures set forth in this policy do not apply to complaints against at-will members who are not covered by the Firefighters Procedural Bill of Rights Act (FBOR).

1011.2 POLICY

This district takes seriously all complaints regarding service provided by the District and the conduct of its members. The District will accept and address all complaints of member misconduct in accordance with this policy and applicable federal, state and local law, municipal and county rules .

It is also the policy of this district to ensure that the community can report misconduct without concern for reprisal or retaliation.

1011.3 PERSONNEL COMPLAINTS

Personnel complaints consist of any allegation of misconduct or improper job performance by any employee that, if true, would constitute a violation of district policy or rule or federal, state or local law. Allegations or complaints may be generated internally or by the public.

Inquiries about employee conduct or performance that, if true, would not violate district policy or rule or federal, state or local law may be handled informally by a supervisor and shall not be considered a personnel complaint. Such inquiries generally include clarification regarding policy, procedures or the district's response to specific incidents.

1011.3.1 CLASSIFYING COMPLAINTS

Personnel complaints shall be classified in one of the following categories:

Informal - A matter in which the member's Battalion Chief is satisfied that appropriate action has been taken by a supervisor of rank greater than the accused member. The responsible supervisor shall have the discretion to determine the appropriate manner for resolving the complaint.

Formal - A matter in which a supervisor determines that further action is warranted. Such complaints may be investigated by a supervisor of rank greater than the accused member or referred to the designated district representative, depending on the seriousness and complexity of the investigation.

Personnel Complaints

Incomplete - A matter in which the complaining party either refuses to cooperate or becomes unavailable after diligent follow-up investigation. At the discretion of the assigned supervisor or the designated district representative, such matters need not be documented as personnel complaints but may be further investigated or resolved as a complaint, depending on the seriousness of the complaint and the availability of sufficient information.

1011.4 AVAILABILITY AND ACCEPTANCE OF COMPLAINTS

1011.4.1 SOURCES OF COMPLAINTS

- (a) Members of the public may make complaints in any form, including in writing, by e-mail, in person or by telephone.
- (b) Any district member becoming aware of alleged misconduct shall immediately notify a supervisor.
- (c) Supervisors shall initiate a complaint based upon observed misconduct or receipt from any source alleging the misconduct of a member that, if true, could result in disciplinary action.
- (d) Anonymous complaints and third-party citizen complaints should be accepted and investigated to the extent that sufficient information is provided.

1011.4.2 ACCEPTANCE OF COMPLAINTS

All complaints will be courteously accepted by any member and promptly given to the appropriate supervisor. Although written complaints are preferred, a complaint may also be filed verbally, either in person or by telephoning the District, and will be accepted by any supervisor. If a supervisor is not immediately available to take a verbal complaint, the receiving member shall obtain contact information sufficient for the supervisor to contact the complainant. The supervisor, upon contact of the complainant, shall complete and submit a complaint form as appropriate.

Although not required, complainants should be encouraged to file complaints in person so that proper identification, signatures, photographs or physical evidence may be obtained as necessary.

1011.5 COMPLAINT DOCUMENTATION AND TRACKING

Supervisors shall ensure that all formal and informal complaints are documented on a complaint form. The supervisor shall ensure that the nature of the complaint is defined as clearly as possible.

All complaints and inquiries should be documented in a log that records and tracks complaints. The log shall include the nature of the complaint and the actions taken to address the complaint. On an annual basis, the district should audit the log .

1011.6 DISCIPLINARY INVESTIGATIONS

All allegations of misconduct will be investigated as follows:

1011.6.1 SUPERVISOR RESPONSIBILITIES

In general, the primary responsibility for the investigation of a complaint rests with the member's immediate supervisor, unless the supervisor is the complainant, is the ultimate decision-maker

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regarding disciplinary action or has any personal involvement regarding the alleged misconduct. The Fire Chief or the authorized designee may direct that another supervisor investigate any complaint.

A supervisor who becomes aware of alleged misconduct shall take reasonable steps to prevent aggravation of the situation.

Supervisors shall be responsible for the following:

- (a) District supervisors should respond to all complaints in a courteous and professional manner.
- (b) A supervisor receiving a formal complaint involving allegations of a potentially serious nature shall ensure that the Battalion Chief, and Fire Chief are notified as soon as practicable.
- (c) A supervisor receiving or initiating any formal complaint shall ensure that a personnel complaint form has been completed as fully as possible. The original complaint form will then be directed to the Battalion Chief of the accused member, via the chain of command. The Battalion Chief will forward a copy of the complaint to the Fire Chief to take any appropriate action and/or assign the complaint for investigation. In circumstances where the integrity of the investigation could be jeopardized by reducing the complaint to writing or where the confidentiality of a complainant is at issue, a supervisor may orally report the matter to the Battalion Chief, or Fire Chief.
- (d) A supervisor investigating any complaint should:
 1. Make reasonable efforts to obtain names, addresses and telephone numbers of additional witnesses.
 2. When appropriate, provide immediate medical attention and take photographs of alleged injuries as well as accessible areas of non-injury.
- (e) When the nature of a personnel complaint relates to sexual, racial, ethnic or other forms of prohibited harassment or discrimination, the supervisor receiving the complaint shall promptly contact the Fire Chief and the Battalion Chief for direction regarding his/her role in addressing the complaint.
- (f) Supervisors who receive a citizen complaint that can be resolved immediately should do so. Follow-up contact with the person who made the complaint should be made within 24 hours of the District receiving the complaint. If the matter is resolved and no further action is required, the supervisor will note the resolution on a complaint form and forward the form to the Battalion Chief.
- (g) Unresolved citizen complaints shall be forwarded to the Battalion Chief to determine whether to contact the person who made the complaint or assign the complaint for investigation.
- (h) The supervisor shall ensure that the procedural rights of the accused member are followed.

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- (i) Within three days after assignment, the complainant should be informed of the investigator's name and the complaint number.
- (j) Interviews of the complainant should be conducted during reasonable hours.

1011.6.2 INVESTIGATION PROCEDURES

The following procedures shall also be followed with regard to any accused member covered by FBOR (Government Code § 3253):

- (a) Not less than 48 hours before an investigator begins an interview to obtain facts and statements, the District should:
 - 1. Provide the name and rank of the person in charge of the investigation and of those who will conduct any interviews.
 - 2. Provide the date, time and place of the interview and the names of all who will be present.
 - 3. Provide the member a written summary of the alleged misconduct and a description of the nature of the investigation.
- (b) Interviews of accused members should be conducted during reasonable work hours of the member and, if the member is off-duty, the member shall be compensated.
- (c) Off-duty interviews should only be conducted based on the seriousness of the investigation and other factors when time is of the essence.
- (d) An investigator should not interview a member at that person's home without the member's prior permission.
- (e) No more than two interviewers should ask questions of an accused member to prevent confusion or misunderstandings.
- (f) All interviews shall be for a reasonable period or duration and the member's personal needs shall be accommodated.
- (g) No member shall be subjected to offensive or threatening language nor shall any promises, rewards or other inducements be used to obtain answers. Any member refusing to answer questions directly related to the investigation may be ordered to answer questions or be subject to discipline for insubordination. Nothing administratively ordered may be provided to a criminal investigator.
- (h) Absent circumstances preventing it, the interviewer should record all interviews of members and witnesses. The member may also record interviews. If the member has been previously interviewed, a copy of that recorded interview should be provided to the member prior to any subsequent interview. The member shall also be entitled to a transcribed copy of any notes made by a stenographer or to any reports or complaints made by investigators or other persons, except those portions that are otherwise required by law to be kept confidential.

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- (i) If the allegations involve potential criminal conduct, the member shall be advised of his/her constitutional rights. This admonishment shall be given regardless of whether the member was advised of these rights during any separate criminal investigation.
- (j) A member subjected to interviews that could result in punitive action shall have the right to have a representative of his/her choosing during any interrogation. However, in order to maintain the integrity of each individual member's statement, involved members shall not consult or meet with representatives or attorneys collectively or in groups prior to being interviewed.
- (k) All members shall provide complete and truthful responses to questions posed during interviews.
- (l) No member may be compelled to submit to a deception detection device/polygraph examination, nor shall any refusal to submit to such examination be mentioned in any investigation.

1011.6.3 INVESTIGATION FORMAT

Investigations of complaints should be timely, detailed, complete and essentially follow this format:

Introduction - Include the identity of the member, the identity of the assigned investigators, the initial date and source of the complaint.

Synopsis - Provide a very brief summary of the facts giving rise to the investigation.

Summary of allegations - List the allegations separately, including applicable policy sections, with a very brief summary of the evidence relevant to each allegation.

Evidence as to each allegation - Each allegation should be set forth with the details of the evidence applicable to each allegation and include comprehensive summaries of member and witness statements. Other evidence related to each allegation should also be detailed in this section.

Conclusion - A recommendation regarding further action or disposition should be provided.

Exhibits - A separate list of exhibits (e.g., recordings, photos and documents) should be attached to the report.

1011.6.4 ADMINISTRATIVE LEAVE

When a complaint of misconduct is of a serious nature, or when circumstances dictate that allowing the accused to continue to work would adversely affect the mission of the District, the Fire Chief or the authorized designee may temporarily assign an accused employee to administrative leave. The authorized designee shall notify the Fire Chief in writing of the employee's administrative leave and the cause for the leave.

1011.7 POST-INVESTIGATION PROCEDURES

Upon completion, the report should be forwarded to the Fire Chief through the chain of command of the involved member. Each level of command should review and include their comments in

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writing before forwarding the report. The Fire Chief may accept or modify the classification and recommendation for disciplinary action contained in the report.

1011.7.1 BATTALION CHIEF RESPONSIBILITIES

Upon receipt of any completed personnel investigation, the Battalion Chief of the involved member shall review the entire investigative file, the member's personnel file and any other relevant materials.

The Battalion Chief may make recommendations regarding the disposition of any allegations and the amount of discipline, if any, to be imposed.

Prior to forwarding recommendations to the Fire Chief, the Battalion Chief may return the entire investigation to the assigned investigator or supervisor for further investigation or action.

When forwarding any written recommendation to the Fire Chief, the Battalion Chief shall include all relevant materials supporting the recommendation. Actual copies of a member's existing personnel file need not be provided and may be incorporated by reference.

1011.7.2 RESPONSIBILITIES OF THE FIRE CHIEF

Upon receipt of any written recommendation for disciplinary action, the Fire Chief shall review the recommendation and all accompanying materials. The Fire Chief may modify any recommendation and/or may return the file to the Battalion Chief for further investigation or action.

Once the Fire Chief is satisfied that no further investigation or action is required by staff, the Fire Chief shall determine the amount of discipline, if any, to be imposed. In the event that disciplinary action is proposed, the Fire Chief shall provide the member with written notice of the following information:

- (a) Access to all of the materials considered by the Fire Chief in recommending the proposed discipline
- (b) An opportunity to respond orally or in writing to the Fire Chief within five days of receiving the notice
 1. Upon a showing of good cause by the member, the Fire Chief may grant a reasonable extension of time for the member to respond.
 2. If the member elects to respond orally, the presentation shall be recorded by the District. Upon request, the member shall be provided with a copy of the recording.
- (c) Once the member has completed his/her response or, if the member has elected to waive any such response, the Fire Chief shall consider all information received in regard to the recommended discipline. The Fire Chief shall thereafter render a timely written decision to the member and specify the grounds and reasons for discipline and the effective date of the discipline.
- (d) Once the Fire Chief has issued a written decision, the discipline shall become effective.

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1011.8 PRE-DISCIPLINE MEMBER RESPONSE

The pre-discipline process is intended to provide the accused member with an opportunity to present a written or oral response to the Fire Chief after having had an opportunity to review the supporting materials and prior to imposition of any recommended discipline. The member shall consider the following:

- (a) This response is not intended to be an adversarial or formal hearing.
- (b) Although the member may be represented by an uninvolved representative or legal counsel, the response is not designed to accommodate the presentation of testimony or witnesses.
- (c) The member may suggest that further investigation could be conducted or the member may offer any additional information or mitigating factors for the Fire Chief to consider.
- (d) In the event that the Fire Chief elects to cause further investigation to be conducted, the member shall be provided with the results of such subsequent investigation prior to the imposition of any discipline.
- (e) The member may thereafter have the opportunity to further respond orally or in writing to the Fire Chief on the limited issues of information raised in any subsequent materials.

1011.9 RESIGNATIONS/RETIREMENTS PRIOR TO DISCIPLINE

In the event that a member tenders a written retirement or resignation prior to the imposition of discipline, it shall be noted in the file. The tender of a retirement or resignation by itself shall not serve as grounds for the termination of any pending investigation or discipline.

1011.10 POST-DISCIPLINE APPEAL RIGHTS

Non-probationary members have the right to appeal a suspension without pay, demotion, reduction in pay or step and termination from employment.

In the event of punitive action against a member covered by FBOR, the appeal process shall be in compliance with Government Code § 3254.5.

1011.11 AT-WILL AND PROBATIONARY MEMBERS

At-will and probationary members not subject to FBOR may be disciplined and/or released from employment without adherence to any of the procedures set out in this policy and without notice or any cause at any time during the probationary period. These members are not entitled to any rights under this policy.

Any probationary period may be extended at the discretion of the Fire Chief in cases where the member has been absent for more than 30% of training drills or has not been responding on calls for service or when additional time to review the member is considered by the Fire Chief to be appropriate.

Personal Projects On-Duty

1012.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the specific conditions in which privileges may be granted to conduct some personal projects while on-duty.

1012.2 POLICY

It is the policy of the Zayante Fire Protection District to consider granting privileges to members to conduct personal projects while on-duty in some circumstances. Firefighters assigned to a fire station may experience downtime during their shift and have an opportunity to engage in some personal projects. When this opportunity arises, permission may be granted, subject to the following conditions:

- (a) Personal projects shall not interfere with emergency response demands.
- (b) Personal projects shall not interfere with other assigned station duties.
- (c) District equipment or resources shall not be used for personal projects.
- (d) Office supplies and office equipment (e.g., copiers, fax machines) shall not be used for personal projects.
- (e) All district policies must be followed while engaged in the personal project.

1012.3 PROHIBITED PERSONAL PROJECTS

For the purposes of this policy, the following personal projects are prohibited:

- (a) Any project for which someone other than the District is compensating the member.
- (b) Any project that has no personal, career-related or promotional value.
- (c) Any project that has the potential to cause injury or illness to anyone, or the potential to create risk or liability for the District.

On-Duty Voting in Statewide Elections

1013.1 PURPOSE AND SCOPE

Although members are encouraged to use alternative voting methods, such as absentee ballots or early voting, this policy provides guidelines to enable members to vote in all statewide elections.

1013.2 POLICY

It is the policy of the Zayante Fire Protection District to provide members a reasonable opportunity to vote in all statewide elections.

1013.3 PROCEDURES

Polls are generally open from 7:00 a.m. to 8:00 p.m. each election day for statewide elections. Members scheduled to be at work during that time may take up to two hours off to vote without losing any pay (Elections Code § 14000).

Employees who need time off to vote must notify their supervisor at least two working days prior to the election.

Supervisors shall allow members time off to vote according to the following:

- (a) Employees may take as much time as needed to vote but only two hours of that time will be paid.
- (b) Authorized time off for voting should be at the beginning or end of a regular work shift, whichever allows the most free time for voting and the least time off from the regular working shift.
- (c) Members working 24-hour shifts ending on the day of the election will not be relieved early to vote.

1013.4 POSTED NOTICE

The Fire Chief should ensure that the required notice informing employees of their voting rights under state law is conspicuously posted not less than 10 days before every statewide election (Election Code §14001).

The notice should be posted in all fire stations and at all fire district facilities. [Notices](#) from the California Secretary of State may be used for this purpose.

Personnel Records

1014.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the maintenance, retention and access to personnel files in accordance with established law.

1014.1.1 PERSONNEL RECORDS DEFINED

Personnel records shall include any record maintained under an individual member's name relating to:

- Personal data, including marital status, family members, educational and employment history or similar information.
- Medical history, including medical leave of absence forms, fitness for duty examinations, workers' compensation records, medical releases and all other records that reveal a member's past, current or future medical conditions.
- Member advancement, appraisal or discipline.
- Complaints or investigations of complaints concerning an event or transaction in which the member participated that pertain to the manner in which the member performed official duties.
- Any information that if disclosed would constitute an unwarranted invasion of personal privacy.

1014.1.2 PERSONNEL RECORD FILES DEFINED

Personnel records will generally be maintained in one of the following files:

District file - Any file maintained in the office of the district or the Fire Chief as a permanent record of a member's employment with the District.

Division file - Any file maintained internally by a member's supervisor in an assigned division for the purpose of collecting information to prepare performance evaluations.

Training file - Any file containing the training records of a member.

Investigations file - Any file containing written comments regarding harassment or discrimination claims, misconduct claims, background investigations or reference check responses.

Medical file - Any separately maintained file that exclusively contains material relating to a member's medical history.

1014.2 POLICY

It is the policy of the district to maintain the confidentiality of personnel records. The District has an obligation to protect the personal data of its members and to maintain the confidentiality of that data (Information Practices Act, Civil Code § 1798.24). Confidential member information includes, but is not limited to, the following data:

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- Social Security information
- Date of birth
- Home address
- Home telephone number or cellular telephone number
- Physical description
- Medical history
- Sex
- Ethnicity

Nothing in this section is intended to preclude review of personnel files by the Board Chairperson, Districts Council or attorneys or representatives of the District in connection with official business.

1014.3 REQUESTS FOR DISCLOSURE

Only written requests for the disclosure of any information contained in a member's personnel record will be considered. Since the format of such requests may be strictly governed by law, with specific responses required, all such requests shall be promptly brought to the attention of the designated district official charged with the responsibility of responding to such requests.

Upon receipt of a request for disclosure of personnel records, the member's supervisor shall be notified and shall be responsible for notifying the affected member as soon as practicable that such a request has been made.

The designated district official charged with the responsibility of responding to requests for disclosure of personnel records shall ensure that an appropriate response to the request is made in a timely manner, in accordance with applicable law. In many cases, this will require assistance of the District's legal counsel.

All requests for the disclosure of personnel records that result in access to a member's file shall be logged in the corresponding file.

1014.4 RELEASE OF CONFIDENTIAL INFORMATION

Except as provided by this policy or pursuant to lawful process, no information contained in any confidential personnel file shall be disclosed to any unauthorized person without the express prior consent of the involved member or the written authorization of the Fire Chief or the authorized designee.

Any person who maliciously and with the intent to obstruct justice or the due administration of the laws, publishes, disseminates or otherwise discloses the residence address or telephone number of any member of this district will be subject to discipline and/or termination and the penalties of all applicable laws.

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1014.5 MEMBER ACCESS TO OWN FILE

Any member may request access to his/her own personnel file during the normal business hours of the individual responsible for maintaining such files (Government Code § 3256.5 and Labor Code § 1198.5).

A firefighter must also have access to any adverse written comment and should sign it before it is placed in any file. If the member refuses to sign the document, it may be placed into the personnel record without signature if it contains a notation that the member refused to sign. If the member submits a response to the adverse comment within 30 days, the member's response must be attached to the adverse comment and included in the file (Government Code § 3255 and Government Code § 3256).

Any member seeking the removal of any item from his/her personnel file shall submit a written request to the Fire Chief via the chain of command. The District shall thereafter remove any such item, if appropriate, or within 30 days provide the member with a written explanation why the contested item will not be removed (Government Code § 3256.5).

The request and the District's written response shall be retained, with the contested item, in the personnel file. Nothing herein shall require the removal of any item from the file.

Members may be restricted from accessing files containing any of the following information:

- Ongoing investigations to the extent the District, in its sole discretion, determines that disclosure could jeopardize or compromise the investigation, pending final disposition or notice to the member of the intent to discipline.
- Confidential portions of an investigation which have not been sustained against the member

Grievance Procedure

1015.1 PURPOSE AND SCOPE

This policy establishes processes for resolving disputes or concerns regarding conditions of employment, unethical, wasteful or other inappropriate conduct.

This policy does not apply to complaints related to alleged acts of discrimination or harassment or complaints of discrimination on the basis of other protected categories subject to the Discriminatory Harassment Policy. This policy also does not apply to complaints consisting of any alleged misconduct or improper job performance by any member that, if true, would constitute a violation of federal, state or local law, or a violation of district policy or the standards established in the Personnel Complaints Policy.

This policy does not prohibit adverse administrative action taken for legitimate non-discriminatory or non-retaliatory reasons, including for-cause discipline.

The procedures set forth herein are intended to supplement and not limit a member's access to other applicable remedies. Nothing in this policy shall diminish the rights or remedies of a member pursuant to any applicable federal law, provision of the U.S. Constitution, state law, local ordinance or collective bargaining agreement.

1015.1.1 GRIEVANCE DEFINED

A grievance is any difference of opinion concerning terms or conditions of employment or the dispute involving the interpretation or application of any of the following documents:

- This Policy Manual
- Rules and regulations covering personnel practices or working conditions of members

A grievance includes any claim of waste, abuse of authority, gross mismanagement and any practice within the district which may pose a threat to health, safety or security.

Grievances may be brought by an individual member or by a group representative.

1015.2 POLICY

It is the policy of this district that all grievances be handled quickly and fairly without retaliation against a member who files a grievance, whether or not there is a basis for the grievance. It is the philosophy of this district is to promote free verbal communication between members and supervisors.

1015.3 RETALIATION PROHIBITED

No member may retaliate against any person for reporting or making a complaint under this policy or for opposing a practice believed to be improper, unethical, wasteful, retaliatory or participating in any investigation pursuant to this policy or any other policy in this policy manual.

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Employees found to be in violation of this policy are subject to discipline. Supervisors who condone or ignore violations of this policy or otherwise fail to take appropriate action to enforce this policy are also subject to discipline.

1015.4 PROCEDURE

Grievances as defined above, should be resolved using the following procedure.

1015.4.1 COMMUNICATING GRIEVANCES

Members are encouraged to communicate with command personnel regarding any workplace problem or issue they feel needs immediate attention. Generally, any concern about a workplace situation should be first raised with the member's immediate supervisor unless that supervisor is part of the member's concern. It is recognized, however, that there may be occasions where the use of the normal chain of command may not be appropriate.

Any member who feels threatened in any manner or is otherwise concerned about reporting to his/her immediate supervisor may report this information directly to the Fire Chief without first reporting the information to their immediate supervisor or following the chain of command.

This alternate process shall not be used to circumvent or avoid addressing issues through the normal chain of command.

1015.4.2 GRIEVANCE RECEIPT

Upon receipt of an oral or written grievance, the receiving supervisor will promptly document the grievance, initiate the investigative process and ensure that the appropriate supervisor and the Fire Chief are notified.

Investigations are generally more effective when the identity of the grieving member is known, thereby allowing investigators to obtain additional information from the reporting member. However, a grievance may be made anonymously.

All reasonable efforts should be made to protect the reporting member's identity. However, confidential information may be disclosed to the extent required by law or to the degree necessary to conduct an adequate investigation and make a determination regarding a grievance. In some situations, the investigative process may not be complete unless the source of the information and a statement by the member is produced as part of the process.

The supervisor receiving the grievance should explain to the grieving member how the matter will be handled.

1015.4.3 RESOLVING GRIEVANCES

- (a) Supervisors receiving grievances should attempt to resolve the issue through informal discussion with member.
- (b) If after a reasonable amount of time, generally seven days, the grievance cannot be settled by the immediate supervisor, the member may request a meeting with the Battalion Chief.

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- (c) If a successful resolution is not found with the Battalion Chief, the member may request a meeting with the Fire Chief.
- (d) If the member and the Fire Chief are unable to arrive at a mutual solution, then the member shall proceed as follows:
 - 1. Submit in writing a written statement of the grievance and deliver one copy to the Fire Chief and another copy to the immediate supervisor and include the following information:
 - (a) The basis for the grievance
 - (b) What remedy or goal is being sought by this grievance
- (e) The Fire Chief will receive the grievance in writing. The Fire Chief and the District executive will review and analyze the facts or allegations and respond to the member within 14 calendar days. The response shall identify any corrective measures or other remedies as appropriate. The decision of the District executive is considered final.

1015.5 RESPONSIBILITIES

1015.5.1 MEMBER RESPONSIBILITIES

This policy is intended to support efforts to identify and remediate when appropriate, workplace issues. Members are encouraged to identify workplace issues to bring about positive change in the district. Members shall act in good faith and not file trivial grievances or grievances intended to harass or deflect scrutiny or blame to another.

Members shall make reasonable efforts to verify facts before making a grievance. Members shall not report or threaten to report information or a grievance knowing it to be false, with willful or reckless regard for the truth or falsity of the information or otherwise made in bad faith.

When making a grievance, members should provide as much information as possible and should cooperate fully with all investigations. Members shall maintain the confidentiality of any statements made in conjunction with an active grievance pursuant to this policy. This provision is not intended to diminish a member's rights or remedies afforded by applicable federal law, constitutional provision or collective bargaining agreement.

Any employee who believes that he/she has been subjected to reprisal or retaliation should immediately report the matter to a supervisor in the member's chain of command or to the Fire Chief.

1015.5.2 SUPERVISORS

Supervisors should make reasonable efforts to identify and remediate workplace issues and bring about positive change in the district before issues escalate to the grievance level. Once a member has made the decision to file a grievance, supervisors shall not attempt to discourage the member, shall accept grievances and shall ensure that reasonable efforts are made to reach a prompt and fair resolution.

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Supervisory personnel will:

- (a) Document all grievances received and all steps taken to resolve the issue.
- (b) Forward the documentation to the Fire Chief through the chain of command.
- (c) Monitor the work environment to ensure that any member making a grievance is treated with respect and no differently than non-complaining employees.
- (d) Communicate to all members the obligation not to engage in retaliation and follow-up periodically with the grieving member to ensure that retaliation is not occurring.

1015.5.3 COMMAND STAFF

Command staff should ensure prompt resolution of all grievances, including the following:

- (a) Timely grievance recognition and acceptance
- (b) Appropriate documentation of the process and investigation
- (c) Remediation of any inappropriate conduct or condition and the implementation of measures to minimize the likelihood of reoccurrence
- (d) Timely communication of the outcome to the grieving member

1015.6 MEMBER REPRESENTATION

Members are entitled to have representation during the grievance process and may seek advice, counsel or the assistance of other employees or representatives in their presentation of a grievance.

1015.7 GRIEVANCE RECORDS

At the conclusion of the grievance process, all documents pertaining to the process shall be forwarded to the Fire Chief.

Wellness and Fitness Program

1016.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the guidelines for the Wellness and Fitness Program that will assist members in developing greater stamina and strength, decreasing the risk of injury, disability or death from disease or injury, improving performance, increasing energy and recovering more quickly from strenuous and exhaustive work.

1016.1.1 POLICY

It is the policy of the Zayante Fire Protection District that the wellness and fitness of its members is an organizational priority.

1016.2 PROGRAM COMPONENTS

1016.2.1 MEDICAL EXAMINATIONS

All firefighters will have an medical examination at time of hire, and then every two to five years depending on age. Medical examinations specifics have been established by a S.C.C.F.A.I.G. and Occupational Health, and will include but not limited to:

- Medical history
- Blood draw/analysis
- Vital signs
- Cardiovascular
- Pulmonary
- Gastrointestinal
- Genitourinary, hernia exam
- Lymph nodes exam
- Neurological exam
- Musculoskeletal
- Urinalysis
- Vision test
- Hearing
- Chest X-ray (initial baseline with repeat every five years or as required)
- Cancer screening
- Tread mill

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Wellness and Fitness Program

1016.2.2 IMMUNIZATION AND DISEASE SCREENING

All firefighting members should have an annual immunization and disease screening to ensure all recommended vaccinations against work-related exposures are current and that members are free from work-related disease. Specific vaccinations and diseases should be identified by a qualified medical professional but may include:

- Tuberculosis
- Hepatitis C
- Hepatitis B
- Tetanus/diphtheria vaccine (booster every 10 years)
- Measles, mumps, rubella (MMR)
- Polio
- Influenza
- H1N1
- HIV (optional)

Physical Fitness

1017.1 PURPOSE AND SCOPE

The purpose of this policy is to provide firefighters with on-duty physical fitness guidelines. The District provides on-duty time for firefighter physical fitness to assist personnel in achieving and maintaining optimal health and physical fitness.

1017.2 POLICY

It is the policy of the Zayante Fire Protection District to establish guidelines for physical fitness activities that are designed to prevent injuries while maintaining fitness. The ultimate goals of this policy are to:

- Meet the physical demands required on emergency responses.
- Reduce the risk of member injury or illness.
- Enhance the overall health, fitness and safety of members.

Physical fitness activities should not interfere with primary job duties, (e.g., emergency responses, public education, training activities or other legal responsibilities), nor should physical fitness activities delay an emergency response in any way.

The District retains the right to prohibit any physical fitness activity which, in its sole discretion, presents greater risks than benefits.

1017.3 PROCEDURE

The time, location and duration of company physical fitness activities are at the discretion of the on-duty Chief Officer or Captain. In all cases, the location for physical fitness must be within the company's first-in response area, be consistent with this policy and not result in a response delay.

All Fire Operations members should be allowed to participate in physical fitness activities during the course of their shift. Members who choose not to participate in physical fitness activities shall conduct duties as assigned by the company officer during the designated physical fitness period. Members who have provided the District with written physical restrictions from a qualified health care provider shall not participate in any physical activity that conflicts with the restriction.

Members participating in on-duty physical fitness activities shall comply with the Uniform Regulations Policy.

At the discretion of the District, one or more of the following may apply:

(a) Station physical fitness equipment

1. Physical fitness equipment is available for the use of members at fire station 1. Members should utilize the fitness equipment for their on-duty physical fitness activities.

Physical Fitness

1017.4 PHYSICAL FITNESS GUIDELINES

Physical fitness activities designed to maintain or improve flexibility, muscular strength, endurance and anaerobic and aerobic capacity may include, but are not limited to, the following:

- Stretching
- Running, jogging, walking or rowing
- Weight training (with spotter present)
- Stationary aerobic training (e.g., stair-climber, treadmill, stationary bicycle)
- Core strengthening
- Firefighter specific activities (e.g., hose drag, simulated ventilation, dummy drag)
- Physical fitness activities as recommended by the District Wellness and Fitness Program and/or peer fitness trainers (PFTs)

Member participation in competitive or contact sports is not recommended while on-duty.

1017.5 INJURY PREVENTION

When participating in approved on-duty physical fitness activities, reasonable precautions should be taken to avoid injury. Common reasons for injuries sustained during physical activity include, but are not limited to, the following:

- Insufficient warm-up
- Poor core stabilization
- Exceeding physical capabilities
- Improper equipment use
- Defective equipment
- Lack of proper instruction

Members who are participating in physical fitness activities are expected to:

- Allow sufficient time to warm up muscles prior to engaging in exercise for optimum performance and to reduce the risk of injury.
- Develop sufficient trunk muscle strength to keep the spine and body stable in order to remain strong and balanced.
- Maintain realistic goals and limits for physical fitness routines.
- Develop an understanding of how to use fitness equipment properly and safely.
- Check equipment prior to use to ensure safe operation, report defective or broken equipment to the safety officer as soon as practicable and disable equipment to prevent others from using it if necessary.

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Physical Fitness

- Develop and maintain sufficient fitness training knowledge, accounting for fitness level, age and previous injuries or limitations, to avoid fitness-related injuries.

Critical Incident Stress Debriefing

1018.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a Critical Incident Stress Debriefing Program. The Zayante Fire Protection District recognizes that during the course of performing job duties, members may become involved in or be exposed to incidents that have the potential to cause various forms of short- or long-term emotional trauma.

1018.1.1 DEFINITIONS

Definitions related to this policy include:

Critical incident stress - A strong emotional, cognitive or physical reaction that has the potential to interfere with daily life, including physical and emotional illness, loss of interest in the job, personality changes, marital discord and loss of ability to function.

Critical Incident Stress Debriefing (CISD) - A standardized approach using a group format to provide education, an atmosphere and opportunity for emotional release through discussion, and support for members who are involved in emergency incidents under conditions of extreme stress. CISD is not a diagnostic or treatment process like that provided in counseling sessions by a mental health professional. Instead, it is a service that provides education and support.

1018.2 POLICY

It is the policy of the Zayante Fire Protection District to implement a CISD Program to provide support and professional intervention to members of this district following exposure to situations that are likely to create unusually strong emotional reactions.

1018.3 CISD COMPONENTS

The CISD Program should include pre-incident, on-scene and post-incident activities, including education, diffusion of emotional reactions and debriefing. The purpose of the program is to minimize the impact of stress on members following major incidents.

Ideally, CISD should incorporate the services of both peer support personnel and trained professionals, such as physicians, psychologists or counselors.

The program is intended to be consistent with the recommendations of the National Fire Protection Association (NFPA) and the Fire Service Joint Labor/Management Wellness and Fitness Initiative, developed by the International Association of Fire Fighters (IAFF) and the International Association of Fire Chiefs (IAFC).

1018.3.1 ACTIVATION

The following are examples of incidents that may initiate a CISD response:

- Major disaster or mass casualty incidents
- Serious injury, death or suicide of a firefighter, police officer or other emergency service provider

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- Serious injury or death of a civilian resulting from emergency service operations
- Death of a child or similar incident involving a profound emotional response
- Any incident that attracts unusually heavy media attention
- Loss of life following an unusual or extremely prolonged expenditure of emotional and physical energy by emergency services personnel
- Any unusual incident that produces an extreme, immediate or delayed emotional response
- Cumulative trauma from multiple incidents.

Any time it has been determined that a critical incident has occurred and intervention may be needed, a CISD should be requested. The request may be made either directly to a Battalion Chief or the Fire Chief. Depending on the type and magnitude of the incident and services that may be needed, the CISD may be activated either during or after a critical incident.

All members are responsible for recognizing incidents that may need a CISD. Once an incident has been identified as a critical incident, a CISD should be initiated as soon as practicable.

Debriefing may be conducted anywhere there is ample space, privacy and freedom from distractions. Consideration should be given to including responders from other agencies who were involved in the incident including, but not limited to, communications personnel, law enforcement officers and paramedics or ambulance personnel.

Any member may request peer support or professional help as needed, on an individual basis.

1018.3.2 CISD PROVIDERS

CISD providers should include mental health professionals and peer support members.

(a) The duties and responsibilities of mental health professionals include the following:

1. Supervise and advise on all clinical aspects of the program.
2. Ensure the quality of CISD services.
3. Offer clinical support and program guidance to the CISD committee and peer support personnel.
4. Assist in the selection of new peer support personnel.
5. Provide guidance to peer support personnel.
6. Assist in training peer support personnel and with continuing education.
7. Advise on the development of policy and written operational CISD protocols.

(b) Mental health professionals involved in the CISD program should have the following qualifications:

1. Be a licensed mental health professional.

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2. Be trained and experienced in a recognized CISD model.
 3. Demonstrate experience in counseling emergency services personnel.
- (c) The duties and responsibilities of peer support members include the following:
1. Assist and support the CISD mental health professionals as necessary.
 2. Provide referrals to mental health professionals, where appropriate.
 3. Providing support and basic education to members and their families.
 4. Serving as a CISD provider with mental health professionals.
 5. Complete training and supervision necessary for the role.
- (d) Members involved in the CISD Program as peer support personnel should have the following qualities:
1. Good negotiating skills
 2. Ability to communicate effectively
 3. The respect and trust of peers
 4. Ability to maintain confidentiality
 5. Ability to adhere to established limits and criteria
 6. Ability to learn about the psycho-social process
 7. Good listening skills
 8. Good rapport with fellow emergency workers
 9. Sensitivity to the problems of others
 10. Be an emergency service provider or a member of a related service
 11. Experience and knowledge about the types of incidents and situations to which members may be exposed

Peer support personnel should participate in both initial and continuing education and training regarding CISD principles and procedures.

1018.4 DEBRIEFING

The form of CISD utilized should depend upon how early the intervention is activated and the nature of the incident. The use of one format does not preclude the use of others for the same critical incident.

Common formats for CISD include:

- (a) On-scene debriefing: Peer support personnel or mental health professionals respond to the scene as observers and advisers to watch for the development of acute reactions. They

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may offer encouragement and support, check on the well-being of personnel and allow for individual discussion of feelings and reactions.

- (b) Initial defusing: This usually takes place within a few hours of the incident and is generally facilitated by peer support personnel. It is an informal process encouraging open and free expression of feelings without a critique of the incident. The purpose is to stabilize involved members so they can go home or return to service.
- (c) Formal debriefing: Debriefing led by a CISD Program mental health professional and peer support personnel that usually takes place 24 to 48 hours after the conclusion of the incident. Members involved in the critical incident are given the opportunity for free expression of feelings. This expression should be met with acceptance, support and understanding.
- (d) Follow-up debriefing: If deemed necessary, it may be facilitated by the CISD mental health professional and peer support personnel several weeks or months after a critical incident. The main purpose is to resolve any issues or problems that were not initially resolved. The follow-up debriefing may include the entire group or a portion of those originally involved.

Regardless of the type of debriefing, CISD is not a critique of district operations at the incident. The CISD provides a setting in which members can discuss their feelings and reactions as a means to reduce the stress resulting from exposure to critical incidents. Performance issues should not be discussed during the debriefing.

No one has rank during a debriefing process. Everyone is equal.

Following any intervention, should members feel a need for additional assistance, contact may be made with peer support personnel or a CISD committee member to obtain information regarding a referral.

1018.5 ATTENDANCE

Only those involved in the incident and CISD team members should be present. Members directly exposed to the traumatic aspects of an incident are strongly encouraged to participate in CISD.

Under special circumstances, the supervising officer may make attendance mandatory. Even if attendance is mandatory, members should not be obligated to speak or express their feelings during the CISD.

During debriefings, members involved should be out of service with radios, pagers or other distractions turned off.

1018.6 ROTATION OF PERSONNEL

Command officers should minimize members' exposure at critical incidents by rotating or removing initial responding personnel from the immediate scene and reassigning them to less stressful operations as soon as possible. Members directly involved in critical incidents should be considered a high priority for immediate reassignment or removal from the scene. Relief from duty may also be considered.

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Circumstances of a critical incident may result in a recommendation that individuals or companies be taken out of service. The command officer is responsible for making the appropriate arrangements.

Under no circumstances is being taken out of service to be construed as critical or negative. Personnel taken out of service are to be viewed as deserving of the same consideration as an injured firefighter.

1018.7 CONFIDENTIALITY

The district considers all CISD interventions, regardless of type, as strictly confidential. Notes, other than those specifically identified in this policy, are prohibited. No audio or video recording may be made without the express consent of all participants.

The only exceptions to confidentiality should be when:

- (a) There is reasonable evidence to assume a risk of harm to the member or to others. If the risk is to another person, that person is identifiable and there are means to contact the person.
- (b) Participants divulge information that falls under any applicable state mandatory reporting duties.

1018.8 RECORD-KEEPING

Following a CISD intervention, the Fire Chief should prepare a summary report.. The report should be limited to the following information:

- (a) Incident date and time
- (b) Brief description of incident facts
- (c) Intervention date and location
- (d) Names of CISD members conducting the intervention
- (e) Numbers of participants from each agency involved

Names of participants should not be recorded.

Workplace Violence

1019.1 PURPOSE AND SCOPE

The purpose of this policy is to make clear that the District does not tolerate any direct or implied threats of violence or violent behavior in the workplace or any act or behavior which is or can be perceived as threatening, hostile and/or violent.

1019.2 POLICY

It is the policy of the Zayante Fire Protection District to provide and maintain a safe work environment for its employees and members of the public.

In responding to any violent behavior in the workplace, the District is committed to providing protection to all involved parties, including protection from future physical and/or mental harm and the protection of the legal rights of victims, witnesses and those instigating the harm.

1019.3 DEFINITIONS

Definitions related to this policy include:

Violent behavior - Any violent or threatening behavior, whether physical, verbal or any written communication, including electronic or radio messaging, that includes, but is not limited to:

- Violence, such as homicide, assault, battery and rape.
- Threats of violence, such as intimidation, coercion and harassment.
- Striking, punching, slapping or assaulting another person.
- Fighting or challenging another person to fight.
- Grabbing, pinching or touching another person in an unwanted manner.
- Possession, use or threat of use of a gun, knife or other weapon of any kind on district property. This includes parking lots, other exterior premises, district vehicles or any time members are engaged in work activities for the District in other locations, unless possession or use of the object is a requirement of the job.
- Threatening bodily harm or any other action or conduct that implies the threat of bodily harm.

Workplace - Any building, facility, vehicle, emergency response scene or location in which members conduct district business.

Employee - Any person in the paid employ of the District in any regular, part-time, temporary or contract position, including paid call Firefighters, extra-help positions and paid staff/management interns.

Volunteers - A volunteer in an unpaid position providing services to the District, such as fire explorers, unpaid interns and chaplains.

Workplace Violence

Weapon - Firearms, chemical sprays, clubs, batons, knives or any other implement capable of inflicting bodily harm if it is used as a weapon or displayed in such a manner as to cause harm or threaten a person with harm.

1019.4 PROHIBITED BEHAVIOR

No member shall engage in, encourage or promote violent behavior toward any person while conducting district business or on district property.

District management is prohibited from authorizing members to carry weapons while engaged in district business, unless carrying a weapon is required by the assigned duty and there are policies and procedures in place that govern the approval, use and/or display of the weapon.

No member engaged in district business shall carry self-defense weapons in violation of applicable state or local laws or this policy. Members who carry a legal self-defense weapon shall notify the Fire Chief in writing of what type of weapon is being carried. Members who carry legal weapons for self-defense without having made the required written notification may be in violation of this policy and may be subject to discipline, personal civil liability and legal prosecution in the event of:

- An accidental discharge or loss of the weapon.
- A threat of use or display of the weapon while engaged in district business.
- A violation of any state or local law related to carrying a legal self-defense weapon while engaged in district business. This includes a concealed weapon (carried with a license or permit), as well as electronic control devices, mace, pepper spray or other chemical agents.

Also see the Carrying Weapons On-Duty Policy.

1019.5 REPORTING AND INVESTIGATING

District members who experience, observe or have knowledge of prohibited behaviors and actions in the workplace, have a responsibility to report the situation as soon as practicable to a supervisor, manager, a human resources representative or the local police department, if a crime has occurred.

Employees should render aid to anyone who may be in need and be prepared to assist emergency responders, as requested, following any incident of violence in the workplace.

1019.5.1 EMPLOYEE RESPONSIBILITY

Upon receipt of a report of potential or actual workplace violence, supervisors shall gather as much information as possible to assess and determine the severity and potential of the situation. If the report is found to be credible, the next immediate supervisor shall be notified as soon as practicable and appropriate action taken.

Employees should render aid to anyone who may be in need and be prepared to assist emergency responders, as requested, following any incident of violence in the workplace.

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1019.5.2 SUPERVISOR, MANAGER, BATTALION CHIEF, DIVISION CHIEF RESPONSIBILITIES

Upon receipt of a report of potential or actual workplace violence, supervisors shall gather as much information as possible to assess and determine the severity and potential of the situation. If the report is found to be credible, the next immediate supervisor shall be notified as soon as practicable and appropriate action taken.

1019.5.3 INVESTIGATION

The Administration Division will promptly, impartially and with as much confidentiality as practicable, coordinate the investigation of all reports of violent behavior.

District members are required to cooperate in any investigation. A timely resolution of each report should be reached and communicated to all parties involved as quickly as possible.

1019.5.4 REPORTING NON-WORK RELATED THREATENING OR VIOLENT BEHAVIOR

District members who are victims of domestic or other threatening behavior outside of the workplace or who believe they are potential victims of such behavior and fear it may enter the workplace, are encouraged to report the situation as soon as possible to their supervisor.

Supervisors receiving any such report shall contact the Administration Division as soon as practicable so that any appropriate safety measures or plans may be developed.

1019.6 RETALIATION PROHIBITED

Any form of retaliation against an member for making a report concerning violent behavior in the workplace is prohibited.

Any member who becomes aware of any retaliation or threatened retaliation shall immediately notify his/her supervisor.

1019.7 RESTRAINING ORDERS

Members who obtain a restraining order listing their workplace, person or the District as a protected area must provide a copy of the restraining order to their immediate supervisor or the Fire Chief. The District needs this information in order to provide a safe workplace.

1019.8 FOLLOW-UP ACTION

Any employee reported to have exhibited violent or potentially violent behavior will be afforded all rights provided by law, the applicable memorandum of understanding and/or the Firefighter Bill of Rights provisions before the District takes any disciplinary action.

Actions that may be taken when an employee has been found to have violated this policy include, but are not limited to, the following:

- Mandatory participation in counseling
- Placing the employee on paid administrative leave pending investigation into an alleged threat or act

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- Corrective/disciplinary action up to and including termination
- Criminal arrest and prosecution
- Special procedures, such as job relocation or initiation of a court order

If, upon investigation, it is determined that an allegation is false or was made maliciously, the employee who provided the false information will be subject to disciplinary action, up to and including termination, as well as possible criminal arrest and prosecution.

1019.9 LEGAL ACTION

The Administration Division, in consultation with the District's legal counsel, will determine if the District will seek a temporary restraining order or injunction to reduce future or threatened violent behavior in the workplace (Code of Civil Procedures § 527.8).

1019.10 CORRECTIVE ACTIONS

At the completion of the investigation and a review of the incident, or in the case of a threat of violence, non-disciplinary corrective actions should be implemented or requested to ensure overall workplace safety. These actions may include, but are not limited to:

- Placing the involved member on administrative leave pending further review and determination of permanent action. Administrative leave would be unpaid in the case of a volunteer.
- Referring the member to conflict resolution training sessions.
- Requiring the employee to attend a fitness-for-duty evaluation.
- Developing specific workplace violence procedures for incident response, prevention and corrective actions.

1019.11 WORKPLACE VIOLENCE PREVENTION

All district members are responsible for assisting in the prevention of violence in the workplace.

The District will provide appropriate training to members regarding workplace violence.

In the event a violent incident occurs in the workplace, the Fire Chief is responsible for ensuring that all responsibilities have been met and actions carried out, as detailed in this policy, and shall review the results of any investigation and ensure appropriate action is taken. Information gathered during an investigation should be used for the continuous improvement of policies and procedures to prevent workplace violence.

Lactation Breaks

1020.1 PURPOSE AND SCOPE

The purpose of this policy is to provide reasonable accommodations to members desiring to express breast milk for a nursing child (29 USC § 207, Labor Code § 1030, Labor Code § 1031 and Labor Code § 1032).

1020.2 POLICY

It is the policy of the Zayante Fire Protection District to provide a reasonable amount of break time and appropriate facilities to accommodate any member desiring to express breast milk for a nursing child (29 USC § 207 and Labor Code § 1030, Labor Code § 1031 and Labor Code § 1032).

1020.3 LACTATION BREAK TIME

A rest period should be permitted each time the member has the need to express breast milk (29 USC § 207). In general, lactation breaks that cumulatively total 30 minutes or less during any four-hour work period or major portions of a four-hour work period would be considered reasonable. However, individual circumstances may require more or less time. Such breaks, if feasible, should be taken at the same time as the member's regularly scheduled rest or meal periods.

While a reasonable effort will be made to provide additional time beyond authorized breaks, any such time exceeding 15 minutes will be unpaid (Labor Code § 1030).

Members desiring to take a lactation break shall notify Net Com or a supervisor prior to taking such a break. Such breaks may be reasonably delayed if they would seriously disrupt district operations (Labor Code § 1032).

Once a lactation break has been approved, the break should not be interrupted except for emergency or exigent circumstances.

1020.4 PRIVATE LOCATION

The District will make reasonable efforts to accommodate members with the use of an appropriate room or other location to express milk in private. Such room or place should be in close proximity to the member's work area and shall be other than a bathroom or toilet stall. The location must be shielded from view and free from intrusion from coworkers and the public (29 USC § 207 and Labor Code § 1031).

Members occupying such private areas shall either secure the door or otherwise make it clear to others that the area is occupied with a need for privacy. All other members should avoid interrupting a member during an authorized break, except to announce an emergency or other urgent circumstance.

Authorized lactation breaks for members assigned to the field may be taken at the nearest appropriate private area.

Lactation Breaks

1020.5 STORAGE OF EXPRESSED MILK

Any member storing expressed milk in any authorized refrigerated area within the district shall clearly label it as such. No expressed milk shall be stored at the district beyond the member's shift.

Smoking / Tobacco Products

1021.1 PURPOSE AND SCOPE

The U.S. Surgeon General has determined that the use of tobacco in any form can be hazardous to one's health. Tobacco products in any form may be offensive to other members and the public.

1021.2 POLICY

It is the policy of the Zayante Fire Protection District that all members are prohibited from smoking or using tobacco products while on-duty.

Smoking and use of other tobacco products is not permitted inside any district facility, office, district vehicle or fire apparatus, fire station, training facility or any other public building (Labor Code § 6404.5). Tobacco products cannot be used within close proximity to any of these facilities to prevent smoke from being inhaled by the public or other members. It is the responsibility of all members to ensure that no person smokes or uses any tobacco product inside district facilities and vehicles.

No person shall smoke tobacco products within 20 feet of a main entrance, exit or operable window of any public building (including any district facility). (Government Code § 7596 et seq.).

Drug and Alcohol Free Workplace

1022.1 PURPOSE AND SCOPE

The Zayante Fire Protection District prohibits the use of drugs and alcohol in the workplace in order to provide a safer work environment for members and to protect the public's safety and welfare. This policy applies to all members when they are on District property or when performing District-related business elsewhere.

1022.1.1 DEFINITIONS

Definitions related to this policy include:

Controlled substance or drug - Those substances listed in the Controlled Substances Act (21 USC § 812), except that lawful possession or use of medications prescribed by the member's licensed physician shall be excluded.

Reasonable suspicion - Belief based on objective factors, such as behavior, speech, body odor, appearance or other evidence of impairment which would lead a reasonable person to believe that the member may be under the influence of drugs or alcohol.

1022.2 POLICY

It is the policy of the Zayante Fire Protection District to provide a drug free workplace for all members.

1022.3 GENERAL GUIDELINES

The Zayante Fire Protection District recognizes the need to maintain an attitude of assistance and treatment toward member's problems. However, because of the dangers to members' health and safety and that of the general public, alcohol and drug use in the workplace or on District time shall not be tolerated. Any paid employee or volunteer violating this policy shall be subject to disciplinary action, up to and including termination.

1022.3.1 USE OF PRESCRIBED MEDICATIONS

District members who are medically required to take prescription medications during work hours shall not allow such medications to impair their ability to perform their work.

Any member who is required to take any medication with side effects which might impair his/her ability to fully and safely perform all requirements of the position shall report the need for such medication to his/her immediate supervisor. No member shall be permitted to work or drive a vehicle owned or leased by the District while taking such potentially impairing medication without a written release from his/her physician.

Possession or use of medical marijuana or being under the influence of marijuana on- or off-duty is prohibited and may lead to disciplinary action.

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1022.4 DRUG AND ALCOHOL TESTING

Except as provided in the District has the discretion to test a current employee for alcohol or drugs as follows.

1022.4.1 REASONABLE SUSPICION

The District may require a blood test, urinalysis or other drug and/or alcohol screening of those persons reasonably suspected of using or being under the influence of a drug or alcohol at work. With the exception of members described in the DOT Alcohol and Drug Test Policy , testing must be approved by the Fire Chief.

In order to receive authority to test, the supervisor must record the factors that support reasonable suspicion and discuss the matter with the Fire Chief. If there is a reasonable suspicion of drug or alcohol use, the member will be relieved from duty and placed on sick leave if he/she is a paid employee, or restricted from working if he/she is a volunteer, until the test results are received.

1022.4.2 POST-COLLISION TESTING

Per the workers compensation policy all members on the apparatus may be subject to a drug and alcohol test.

1022.5 MEMBER RESPONSIBILITIES

Members shall come to work in an appropriate mental and physical condition and are absolutely prohibited from manufacturing, distributing, dispensing, possessing or using controlled substances or alcohol on district premises or on district time.

Members must notify their supervisor before beginning work when they are taking any medications or drugs, prescription or non-prescription, which may interfere with the safe and effective performance of duties or operation of District equipment.

Members must notify a supervisor immediately when they observe behavior or other evidence they believe demonstrates that a fellow employee poses a risk to the health and safety of the employee or others due to drug or alcohol use.

Members are required to notify their immediate supervisor of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

1022.6 COMPLIANCE WITH THE DRUG FREE WORKPLACE ACT

No later than 30 days following notice of any drug statute conviction for a violation occurring in the workplace involving a member engaged in the performance of a federal grant, the District will take appropriate disciplinary action, up to and including dismissal, and/or requiring the member to satisfactorily participate in a drug abuse assistance or rehabilitation program (41 USC § 8104).

1022.7 EMPLOYEE ASSISTANCE PROGRAM

Employees who experience drug or alcohol problems are encouraged to seek referral for rehabilitation through an Employee Assistance Program (EAP) or their insurance provider. It is the responsibility of each employee to seek assistance before alcohol or drug problems lead to

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performance problems. Employees may contact the Fire Chief, their insurance provider or an EAP representative for additional information.

The District recognizes the need for confidentiality and privacy and forbids disclosure of any information relating to chemical abuse treatment, except on a need to know basis or as allowed by law. Information shall only be released with the express written consent of the employee involved or pursuant to an agreement or other lawful process. All documents generated by the EAP are considered confidential medical records.

1022.8 SEARCHES

In order to promote a safe, productive and efficient workplace, the District has the right to search and inspect all District property, including, but not limited to, lockers, storage areas, furniture, vehicles and other places under the common control of the District or the joint control of the District and members. No member has any expectation of privacy in any District building, on any District property or when using any District communications system.

If the member is covered by the Firefighters Procedural Bill of Rights Act , no search of such spaces shall be made except in the member's presence or with his/her consent or after notice has been given to the member (Government Code § 3250 et. seq.). Nothing herein shall affect a search conducted pursuant to a search warrant.

Personal Appearance Standards

1023.1 PURPOSE AND SCOPE

In order to project uniformity and neutrality toward the public and other members of the District, members shall maintain their personal hygiene and appearance to project a professional image appropriate for this district and for their assignment.

The procedures contained herein are intended to promote uniformity of the members of the District by addressing specific grooming items. However, nothing herein shall limit the District's ability to address any other grooming or personal appearance deemed improper for members of the District.

1023.2 GROOMING STANDARDS

The following appearance standards shall apply to all members except those whose current assignment would deem them not appropriate or where the Fire Chief or the authorized designee has granted an exception.

1023.2.1 PERSONAL HYGIENE

All members must maintain proper personal hygiene. Examples of improper personal hygiene include, but are not limited to, dirty fingernails, bad breath, body odor and dirty or unkempt hair. Any member who has a condition due to a protected category (e.g., race, physical disability) which affects any aspect of personal hygiene covered by this policy may qualify for an accommodation and should report any need for an accommodation to a supervisor or the Fire Chief.

1023.2.2 HAIR

The hairstyle of all members shall be neat in appearance. Hair must be no longer than the horizontal level of the bottom of the uniform patch when the member is standing erect. Hairstyles that extend below the top edge of the uniform collar should be secured in a tightly wrapped braid or ponytail.

1023.2.3 MUSTACHES

A short and neatly trimmed mustache may be worn. Mustaches shall not extend below the corners of the mouth or beyond the natural hairline of the upper lip.

1023.2.4 SIDEBURNS

Sideburns shall not extend below the bottom of the ear and shall be trimmed and neat.

1023.2.5 BEARDS AND GOATEES

Beards and goatees may be acceptable as long as do not interfere with BA fit testing.

1023.2.6 FACIAL HAIR

Facial hair other than sideburns, mustaches and eyebrows shall not be worn, unless authorized by the Fire Chief or the authorized designee.

Personal Appearance Standards

1023.2.7 COSMETICS

Members are permitted to wear cosmetics of conservative color and amount.

1023.2.8 FINGERNAILS

Fingernails extending beyond the tip of the finger can pose a safety hazard to members working in the field. For this reason, fingernails shall be trimmed so that no point of the nail extends beyond the tip of the finger.

1023.2.9 JEWELRY AND ACCESSORIES

No jewelry or personal ornaments shall be worn by members on-duty on any part of the uniform or equipment, except those authorized within this manual. Members should be mindful of wearing jewelry that can become snagged or caught during performance of fire suppression duties.

- Necklaces or jewelry, worn around the neck, shall not be visible above the shirt collar.
- It is recommended that members refrain from wearing rings while assigned to suppression.

1023.3 BODY PIERCING OR ALTERATION

Except for a single stud pierced earring worn in the lobe of each ear, no body piercing shall be visible while any member is on-duty or representing the District in any official capacity.

Alteration to any area of the body that is visible in any authorized uniform or attire, that is a deviation from normal anatomical features and is not medically required is prohibited. Such body alteration includes, but is not limited to:

- (a) Tongue splitting or piercing.
- (b) The complete or trans-dermal implantation of any material other than hair replacement.
- (c) Abnormal shaping of the ears, eyes, nose or teeth.
- (d) Branding or scarification.

Uniform Regulations

1024.1 PURPOSE AND SCOPE

The purpose of this policy is to establish uniform regulations for members in order to enhance the district's overall professional and positive image.

1024.2 POLICY

It is the policy of the Zayante Fire Protection District that members shall wear the proper uniform at all times when on-duty or engaged in district-related activities off-duty. Members shall maintain an adequate supply of uniforms to meet the needs of their assignment and maintain the uniforms in an acceptable condition. This policy does not supersede district regulations regarding the use of any personal protective equipment (PPE).

1024.3 STANDARD WORK UNIFORM

The standard work uniform for captains, engineers, and firefighters shall consist of the District issued navy blue short- or long-sleeve shirt, navy blue trousers, district-issued badge if wearing uniform shirt, standard belt with buckle and black leather boots.

The standard work uniform shall be worn as directed. Members are not required to wear the standard work uniform underneath personal protective equipment (PPE) in order to complete the PPE ensemble.

Captains and above shall wear appropriate rank insignia on the standard work uniform.

1024.3.1 UNIFORM JACKETS

Uniform jackets may be worn as described in this subsection:

- At any time over the standard work uniform shirt
- For an emergency response, over an approved t-shirt
- In transit to and from a physical fitness location
- Uniform jackets are not fire resistive and shall not be worn underneath PPE.
- Nomex® fatigue-type jackets may only be worn as modified to short sleeve, by hemming the sleeves to the same length as the standard work uniform shirt.
- A long-sleeve jacket that is district-approved shall be worn with a long-sleeve shirt.
- Captains or above shall wear appropriate rank insignia on any uniform jacket.

1024.3.2 T-SHIRTS

Official district on-duty t-shirts or plain white t-shirts may be worn:

- Under the standard work uniform shirt.

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Uniform Regulations

- Uncovered and tucked into the trousers, at the company officer's discretion, while working at the fire station or while engaged in company level manipulative training that does not require PPE.
- Long-sleeve t-shirts, either official or plain white, shall be worn as a layering component under wildland PPE.

1024.3.3 BASEBALL CAPS

Official district on-duty baseball caps may be worn, at the discretion of the company officer, except:

- When a helmet is required.
- At formal or semi-formal events or occasions.

1024.3.4 OTHER

Official district "job shirts" (sweatshirt with denim collar and elbow patches) may be worn.

1024.4 DRESS UNIFORMS

Dress uniforms shall be worn as directed by the Fire Chief via bulletin or memo and when attending the following types of events:

- Funerals and memorials
- Formal district functions, such as graduations and badge ceremonies
- Formal District functions

1024.5 UNIFORM MAINTENANCE

- Uniforms shall be clean, neat, in good condition and should fit well.
- Boots and belts shall be clean and polished with black polish.
- Metal badges shall be clean and free from excessive scratches.

Badges

1025.1 PURPOSE AND SCOPE

The name of the Zayante Fire Protection District and the district badge and uniform patches are property of the District. This policy establishes the rules associated with Zayante Fire Protection District badges and any likeness of the badge.

1025.2 POLICY

The Zayante Fire Protection District may issue members of the District a curved uniform badge for use or display in compliance with this policy.

Only authorized badges issued or formally authorized by this district shall be displayed, carried or worn by members while on-duty or otherwise acting in an official or authorized capacity.

1025.3 BADGE TYPES

1025.3.1 SWORN MEMBER FLAT BADGES

Sworn members may, at their own expense and with the written approval of the Fire Chief, purchase a flat badge that can be carried in a wallet.

A sworn member may sell, exchange or transfer a flat badge only to another sworn member of the Zayante Fire Protection District Zayante Fire Protection District and only with the written approval of the Fire Chief.

1025.3.2 RETIREE BADGES

Upon honorable retirement, a member may purchase his/her assigned curved uniform badge for memorabilia purposes. Other uses of the badge may be unlawful. The badge will remain the property of the Zayante Fire Protection District and may be revoked in the event of misuse or abuse.

An honorably retired sworn member of the District may keep his/her flat badge upon retirement.

1025.3.3 MOURNING BADGE

Uniformed members shall wear a black mourning band across the uniform badge whenever a firefighter is killed in the line of duty. The following mourning periods will be observed:

- (a) A firefighter of this district: From the time of death until midnight on the 14th day after the death.
- (b) A firefighter from this or an adjacent county: From the time of death until midnight on the day of the funeral.
- (c) Funeral attendee: While attending the funeral of an out-of-region firefighter.
- (d) As directed by the Fire Chief.

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Badges

1025.4 LOSS OF BADGE

Any member who loses any badge must immediately report the loss to his/her supervisor. A badge should be considered lost whenever it is not in the direct control of the member.

1025.5 UNAUTHORIZED USE OF BADGES

No badge shall be issued to anyone other than a current or honorably retired member of the District. District badges are for official use only.

The district badge, uniform patch or any likeness thereof shall not be used for personal or private reasons including, but not limited to, letters, memoranda or electronic communications, such as e-mail, websites or web pages.

Members may not use the district badge, uniform patch or district name in any material (printed matter, products or other items) without approval of the Fire Chief.

Members shall not loan their district badge to others and shall not permit the badge to be reproduced or duplicated.

1025.6 PERMITTED BADGE USE BY MEMBER GROUPS

The likeness of the district badge shall not be used by any member group without the express prior authorization of the Fire Chief and shall be subject to the following:

- (a) The member associations may use the likeness of the district badge for merchandise and official association business provided the merchandise is used in a clear representation of the association and not the Zayante Fire Protection District. The following modifications shall be included:
 1. Any text referring to the Zayante Fire Protection District shall be replaced with the name of the Firefighters association.
 2. The badge number portion of the image shall display the name or acronym of the Firefighters association.

On-Duty Injuries

1026.1 PURPOSE AND SCOPE

The purpose of this policy is to assist the Zayante Fire Protection District in accurately reporting work-related illnesses and injuries and managing workers' compensation costs. The policy also provides district members with information concerning California state-mandated workers' compensation benefits and assistance to members who are either injured or develop a work-related illness as a result of their employment (8 CCR 9880).

Nothing in this policy is intended to confer any rights greater than those provided by state workers' compensation laws.

1026.1.1 DEFINITIONS

Definitions related to this policy include:

Permanent and stationary - The status of an injured member whose medical condition has reached maximum medical improvement.

Permanent disability - The status of an injured member who is permanently disabled.

Temporary disability - The status of an injured member who is unable to return to work because the member has not yet achieved a permanent and stationary status.

Third-party administrator - An entity responsible for adjusting workers' compensation claims on behalf of an employer.

Work-related injury - Any injury or disease arising out of employment or occurring in the course of employment duties (Labor Code § 3208); includes the contraction of a communicable disease (Labor Code § 5500.5).

1026.2 POLICY

It is the policy of the Zayante Fire Protection District to provide workers' compensation benefits and assistance to all members who incur a work-related illness or injury. The District shall display a notice to employees regarding access to benefits and provide new members with a written notice concerning their rights, benefits and obligations under workers' compensation laws (8 CCR 9880 and 8 CCR 9881).

1026.3 PROCEDURE

Work-related injuries or illnesses incurred by members may be covered by workers' compensation through the Zayante Fire Protection District. To be considered work-related, the injury or illness must arise from and occur in the course of employment. When authorized by a physician, medical expenses related to the treatment of a work-related injury or illness may include doctor, hospital, surgical, physical therapy, prescription medication or medical equipment. Workers' compensation may pay for wages lost as a result of an injury or illness, provided that absence from work is related to a work injury or illness and is authorized by a physician.

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On-Duty Injuries

1026.3.1 MEMBER RESPONSIBILITIES

A member who is injured on the job must immediately report his/her injury to a supervisor or the Fire Chief. Any member who is involved in any accident while on-duty shall report such injury, illness or accident as soon as practicable to his/her supervisor

An injured member or member who has suffered a work-related illness shall report as soon as practicable to his/her immediate supervisor the medical findings concerning the injury, the extent of any work restrictions and the anticipated duration, if known.. In addition, such members are required to promptly submit all medical releases, whether partial or full releases, to a supervisor.

Members should contact the person designated by the District for more information concerning workers' compensation benefits and payment of wages while off-duty due to a work-related injury or illness.

A member may be treated for an on-duty injury or illness by a personal physician that the member pre-designates in writing, prior to the injury or illness. The member may use the optional DWC Form 9783 Pre-designation of Personal Physician for this purpose (8 CCR 9780.1).

Members shall report any near-miss incident to their supervisor as soon as practicable. A near-miss incident is one where a mishap occurs but the member avoids serious injury or illness (e.g., slipping on an uneven surface but not falling).

1026.3.2 SUPERVISOR RESPONSIBILITIES

If injury is life-threatening, Emergency Medical Services (EMS) should begin or be summoned immediately.

If the injury is of a less emergent nature, the supervisor should ensure the member contacts the district-designated occupational medical provider. If the member has a pre-designated personal physician on file, the member may be treated by that physician.

If the injury does not require medical attention, the supervisor shall report the injury. The supervisor shall sign the report and indicate that the member desired no medical attention at the time of the report.

Within 24 hours of notification of an injury, the supervisor shall give the member a DWC-1 Employee's Claim for Workers' Compensation Benefits Form. The supervisor should have the injured member complete the member's portion of the form. If the member is unable to complete the DWC-1, the form may either be sent to the member's home or completed by the supervisor. The supervisor should complete the employer's portion as well.

The supervisor shall ensure that an Employer's Report of Occupational Illness/Injury (Form 5020) is filed with the Department of Industrial Relations within five days of the notice of injury (8 CCR 14004).

Supervisors receiving a report of a near-miss incident should prepare a detailed description of the incident and any recommendations or efforts to mitigate any identified hazards. Supervisors should forward the report to the Administration division.

On-Duty Injuries

1026.3.3 FIRE CHIEF RESPONSIBILITY

The Fire Chief should evaluate the request to return to work and any necessary medical verification and make a determination whether:

- The member may return to work based on the medical documentation provided by the member.
- It is necessary to engage in an interactive process to determine a reasonable accommodation.
- It is necessary and appropriate to send the member to a fitness-for-duty evaluation.

The Fire Chief, will be the authorized designee to determine whether the member should be returned to full-duty or modified-duty, and will communicate the decision to the member regarding his/her return to work.

1026.3.4 RETURN TO WORK FOLLOWING INJURY OR ILLNESS

It is the member's responsibility to keep the District informed regarding his/her absence and to immediately advise the person designated by the District when the member believes that he/she will be released to return to work, with or without limitations. If practicable, the member shall provide advance notice of his/her potential return to work. If requested, it is the member's responsibility to provide medical verification.

A summary of steps for returning to work following an injury or illness can be located in the Return to Work Policy.

1026.3.5 TEMPORARY MODIFIED-DUTY ASSIGNMENT

A temporary modified-duty assignment may be available for a member with temporary limitations on his/her ability to perform normal job duties. See the Temporary Modified-Duty Assignments Policy for additional information.

1026.4 SETTLEMENT OF INJURY CLAIMS

Occasionally, a member's work-related injury or illness results from the negligent or wrongful acts of another, for which the member, the District and/or other insurers are entitled to recover civilly. To ensure that the District's interests are protected and that the member has the benefit of the District's experience in these matters, the following procedure shall be followed.

1026.4.1 MEMBER OFFERS TO SETTLE

When a member sustains a work-related injury or illness caused by another person and is then approached by the person or an agent, insurance company or attorney and offered a settlement of claims, that member shall take no action other than to make a written report of this contact to his/her supervisor as soon as possible.

On-Duty Injuries

1026.4.2 SETTLEMENT AUTHORIZATION

No less than 10 days prior to accepting and finalizing the settlement of any third-party claim arising out of or related to an on-duty injury, the member shall provide the Fire Chief with written notice of the proposed terms of such settlement. In no case shall the member accept a settlement without first providing such written notice to the Fire Chief. The purpose of such notice is to permit the District to determine whether the offered settlement will affect any claim the District may have regarding payment for damages to equipment or reimbursement for wages against the person who caused the accident or injury and to protect the District's right of subrogation, while ensuring that the member's right to receive compensation for injuries is not affected.

1026.5 QUARTERLY WORKERS' COMPENSATION CLAIM REVIEW

The Fire Chief will ensure there is a quarterly workers' compensation claim review with appropriate managers from SCCFAIG and York and, any third-party administrator. At these quarterly meetings, the following should be reviewed and discussed:

- Notable cases, such as those with customer relations, legal, time lost, medical and other related claim issues
- Number of the previous quarterly new claims.
- Number of permanent disability settlements approved the previous quarter
- Notable positive claim results
- Any actuarial studies, workers' compensation program audits and injury trends
- Executive management direction on complex cases, such as those with organization-wide impact, future precedent, sub-rosa investigations and the direction of the workers' compensation and the safety and injury prevention programs.

1026.6 MANAGEMENT REPORTS

There are three key management reports that shall be completed. These reports will provide management with the necessary reports to ensure the district's workers' compensation program is accomplishing the following:

- Meeting the needs of members following an injury or illness
- Complying with workers' compensation laws
- Minimizing workers' compensation costs while ensuring the provision of benefits to injured/ill members.

The three management reports shall be:

Annual Workers' Compensation Program Report - This report will summarize the past calendar year of program activity, including, but not limited to, settlements, loss control, injury analysis and recommendations for program improvement.

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Annual Actuary Report - An independent actuary shall complete an analysis to project the reserves needed by the District to insure its workers' compensation program. Annual funding needs are generally based on the actuary's analysis of the District's loss history, insurance levels and changes in state law.

Annual Third-Party Administrator Stewardship Report - The stewardship report will assist the District in measuring the effectiveness of the services contract with the workers' compensation program third party administrator. The report will include the following:

- Utilization of the third party administrator's services
- Cost savings achieved
- The average incurred and total costs paid per claim
- Workers' compensation and temporary disability costs paid by fiscal year
- Injuries by body part and nature of loss, (e.g., sprain, contusion, laceration)

Temporary Modified Duty Assignments

1027.1 PURPOSE AND SCOPE

The purpose of this policy is to describe the procedure for assigning employees to temporary modified duty when injuries sustained on- or off-duty result in physical limitations as diagnosed by a qualified health care professional.

1027.2 POLICY

It is the policy of the Zayante Fire Protection District to assist injured employees in returning to work as soon as they are medically able to perform meaningful work for the District. In some instances, the return to work may result in a temporary modified-duty assignment.

1027.3 PROCEDURE

Temporary modified-duty assignments are intended to provide employees who have sustained a work-related occupational or non-occupational injury that temporarily limits their ability to perform their regularly assigned duties with an opportunity to return to work. The ability of the District to offer an employee a temporary modified-duty assignment will be based on the limitations of the employee and the needs of the District, and will generally not exceed six months. The process for evaluating an employee for a modified-duty assignment after being medically cleared with restrictions from an injury occurring on- or off-duty, or an illness as a result of an exposure, shall be as follows:

- (a) The employee's treating health care professional must have provided the employee with written clearance stating that the employee is able to work modified duty with identified work restrictions.
- (b) The employee must provide the clearance document to the Fire Chief as soon as practicable.
- (c) The Fire Chief will determine the availability of a temporary modified-duty assignment that is commensurate with the employee's work restrictions. There may be instances when a temporary modified-duty position within the employee's work restrictions is not available.
- (d) If a temporary modified-duty assignment is available, the employee may be required to schedule an appointment with the district's occupational medical provider for final medical clearance before reporting for duty.
- (e) Temporary modified-duty assignments shall not exceed six months without approval from the Fire Chief or the authorized designee. Extensions will be based on the employee's need for continued temporary modified duty and the district's need for continued work in the task assigned. Extensions are not guaranteed. Extensions in a temporary modified-duty assignment will be granted on a case-by-case basis and at the sole discretion of management. An authorized extension will not expand any temporary modified duty into a permanent assignment and will not be considered as precedent for any other extensions.

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Temporary Modified Duty Assignments

- (f) With the exception of employees who are disabled, as defined by the Americans With Disabilities Act (ADA) or the California Fair Employment and Housing Act (Government Code § 12940 et seq.), temporary modified-duty assignments normally will end at the point when the injured employee's condition is declared permanent and stationary.

Release of HIPAA-Protected Information

1028.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a pre-authorization process for the release of a member's personal health information, which is protected by Health Insurance Portability and Accountability Act (HIPAA) regulations, in the event of an on-duty injury or illness.

1028.2 POLICY

It is the policy of the Zayante Fire Protection District to allow members to complete a pre-authorization for the release of their personal health information to a family member in the event the member becomes injured or ill on-duty.

1028.3 GUIDELINES

The following topics should be considered for inclusion in this policy:

- (a) The right of members to voluntarily complete a pre-authorization for the release of personal health information to specific individuals
- (b) The location of storage and method of security of completed pre-authorization forms
- (c) The process for a supervisor to access completed forms during both business and non-business hours
- (d) Expiration, renewal and revocation processes for the pre-authorization form
- (e) Define a list of situations or circumstances in which members can expect the District to release their personal health information to the pre-authorized individuals

Return to Work

1029.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the process through which an employee, who has been off work for an extended period of time due to an injury or illness, may return to work.

1029.1.1 DEFINITIONS

Definitions related to this policy include:

Interactive process - An informal meeting between employer and employee, designed to identify the precise limitations resulting from a disability and any potential reasonable accommodations that could overcome those limitations and allow the employee to return to work, either in their usual and customary position or some other type of work.

1029.2 POLICY

It is the policy of the Zayante Fire Protection District to assist injured employees, to the extent reasonably practicable, in returning to work as soon as they are medically able to perform meaningful work for the District.

1029.3 EMPLOYEE RESPONSIBILITIES

It is the employee's responsibility to inform the District of his/her absence and to immediately advise the District when the employee believes that he/she will be medically released to return to work, with or without restrictions. If practicable, the employee shall provide advance notice of his/her potential return to work and shall provide written medical verification of the clearance and any restrictions.

If an employee has restrictions prescribed by a qualified health care professional, it is the responsibility of the employee to ensure he/she is not performing work that violates any restriction. If the employee believes he/she has been requested or directed to perform work that violates the restrictions, the employee should make a prompt report to the Fire Chief.

1029.4 DISTRICT RESPONSIBILITIES

The District will evaluate the employee's request to return to work and the written medical verification, and will consult with the Fire Chief in order to make a determination whether:

- (a) The employee may return to full duty based on the medical verification provided by the employee.
- (b) The employee may return to work to a temporary modified-duty assignment and whether the District has a need that fits with the employee's restrictions.
- (c) The employee should have a fitness-for-duty evaluation.
- (d) The employee has reached a permanent and stationary rating and it is necessary to engage in an interactive process to determine a reasonable accommodation.

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Return to Work

The Fire Chief should communicate with the employee about plans for the employee to return to work, after consulting with the Fire Chief or the authorized designee.

Line-of-Duty Deaths

1030.1 PURPOSE AND SCOPE

The purpose of this policy is to provide the necessary guidelines and protocol for a line-of-duty death.

The death of any district member while on-duty, while traveling in connection with such duty or while engaged in firefighting or EMS activities off-duty, is considered a line-of-duty death. The death of any district member while undergoing medical treatment for any injury or disease potentially resulting from a job duty may be medically determined to be a line-of-duty death and for purposes of this policy may be handled as a line-of-duty death.

This policy defines and describes the guidelines and responsibilities to be followed in the event of a line-of-duty death and can be escalated in the event of multiple deaths or when a number of district members are seriously injured.

1030.2 POLICY

It is the policy of the Zayante Fire Protection District to assist and support the family members and coworkers of fallen members to the extent reasonably practicable, while also investigating the cause of death, making appropriate notifications and fielding press inquiries.

1030.3 RESPONSIBILITIES

1030.3.1 FIRE CHIEF

In the event of being notified of a line-of-duty death, the Fire Chief or the authorized designee should:

- (a) Notify District officials.
- (b) Conduct briefings in order to communicate activities to the assigned officers.
- (c) Make an announcement to the District at the appropriate time. Immediately after the announcement, all flags at fire stations and other district facilities should be lowered to half-staff and all badges should be shrouded. Flags should remain at half-staff until the day following the funeral. Badge shrouds should be worn for 30 days after the funeral.

1030.3.2 BATTALION CHIEF

In the event of a line-of-duty death, the Battalion Chief or the authorized designee shall:

- (a) Secure the scene of the incident with the assistance of the Incident Commander, fire prevention personnel and local law enforcement.
- (b) Gather all available information concerning the incident and circumstances leading to the death.

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- (c) Request that the Fire Chief assemble personal data, such as date of birth, file photo, marital status, dependents and names of next of kin, to facilitate the application for state and federal line-of-duty death benefits.
- (d) Assign a chief officer to act as the auditing officer to secure the personal effects of the deceased and deliver them to the Administration Division.
- (e) Assign a family support liaison to facilitate communication between the deceased member's family and the District.
- (f) Document all actions, contacts, requests and other pertinent data. This information should be provided to the Fire Chief.
- (g) Preserve any equipment, turnouts and breathing apparatus used by the deceased firefighter for the investigation.
- (h) Preserve all tactical worksheets, video and/or audiotapes for the investigation.

1030.3.3 PUBLIC INFORMATION OFFICER

- (a) Collect facts of the incident from the Battalion Chief or the authorized designee and keep in contact to maintain available current information and direction on what information should be released.
- (b) Withhold any release of personal information relating to the member's death pending notification of next of kin and until approval is given by the Fire Chief.
- (c) Instruct the involved incident crews that they shall not release any statements to the media or anyone else and should direct any inquiries to the Public Information Officer.
- (d) Prepare a written press release.
- (e) Ensure that the release of any member medical information complies with the Health Insurance Portability and Accountability Act (HIPAA) and the Health Insurance Portability and Accountability Act HIPAA and Protected Health Information (PHI) Policy in this manual.
- (f) The Fire Chief will act as the Public Information Officer.

1030.3.4 AUDITING OFFICER

The auditing officer is responsible for ensuring the security and proper disposition of the personal effects of a member in the event of his/her line-of-duty death. Personal effects include all property owned by the deceased member that are kept on district property, as well as personal items on the person of the member once those items have been released by investigators, in accordance with the Line-of-Duty Death Investigations Policy.

In the event of a member's line-of-duty death, whether on- or off-duty, the following steps shall be followed in gathering and disposing of his/her personal effects:

- (a) All personal effects at the station house shall be taken to the Fire Chief to be kept in a secure location.

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- (b) The deceased member's vehicle will be secured at the work site and the keys forwarded to the Fire Chief and secured.
- (c) A designee from the Administration Division should conduct an inventory of all personal items received and make a written report.
- (d) The next of kin will be given priority consideration to receive the member's property. Care should be exercised in selecting a tactful time for the delivery of personal effects to the next of kin. Documentation is required indicating the date, time and location of the disposition of the property. The name and the relationship of the individual accepting the property will also be noted. The documentation will be forward to the Administration Division for placement in the deceased member's personnel file.

1030.3.5 ADMINISTRATION DIVISION

The Administration division will have the following responsibilities:

- (a) Receive, inventory and secure the deceased member's personal belongings and hold them until such time as the investigation team approves their release.
- (b) Establish the deceased member's survivor benefits, (e.g., workers' compensation, life insurance, unused medical leave, retirement benefits and other salary and vacation pay).
- (c) Review the Public Safety Officer's Benefit Act to determine benefits and process for securing benefits for surviving next of kin.
- (d) Assist and coordinate with the next of kin in the process of securing all of the benefits to which the survivor is entitled.

1030.4 FUNERAL ARRANGEMENTS

Funeral arrangements should be made in accordance with the Funerals Policy.

1030.5 LINE-OF-DUTY DEATH INVESTIGATIONS

For line-of-duty death investigation procedures, see the Line-of-Duty Death Investigations Policy.

Line-of-Duty Death and Injury Notification

1031.1 PURPOSE AND SCOPE

The purpose of this policy is to describe the communication activities that should occur in the event a member is seriously injured or killed in the line of duty. The policy establishes a priority for notifications, steps for conducting each set of notifications and identifies roles and responsibilities.

1031.2 POLICY

It is the policy of the Zayante Fire Protection District to ensure to the extent reasonably practicable that immediate and compassionate notification is made to the family of members who are injured, hospitalized or killed in the line of duty. The District shall make it a priority to offer assistance and support to the member's family.

1031.3 PROCEDURE

- (a) For the purpose of this policy, an injury or hospitalization is defined as a medical condition that is life threatening or has the potential to disable the member for a substantial period of time.
- (b) The Incident Commander or Battalion Chief at the scene of the injury or death will immediately notify the Fire Chief and provide the necessary information.
- (c) The Battalion Chief will be the point of contact for making assignments and will coordinate actions with the Fire Chief and others.
- (d) All inquiries related to the incident should be referred to the Incident Commander, Public Information Officer or the Battalion Chief, as appropriate.
- (e) In the event of the death of a member, the Battalion Chief must immediately initiate the procedures in the Line-of-Duty Death Investigation Policy.

1031.4 DEATH NOTIFICATIONS

The Battalion Chief, in coordination with Fire Chief will locate and inform the member's family. If more than one member has been injured or killed in an incident, separate teams will be assigned to each affected family.

1031.4.1 NOTIFICATION TEAM RESPONSE

The notification team shall make the necessary family notification as quickly as practicable, with the goal of making the notification within two hours of the Fire Chief learning of the injury or death. The following should be considered when planning the notification:

1031.4.2 NOTIFYING THE FAMILY

The team members should adhere to the following notification guidelines:

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- (a) The team should not park directly in front of the family's home or workplace. The person who will make the notification should make introductions at the door and ask to be invited in.
- (b) In most cases, if a chaplain is part of the notification team, he/she should make the notification.
- (c) Notification should be made briefly and directly.
- (d) Information regarding precipitating factors or information that is not verified should not be provided until an investigation has been completed.
- (e) Team members should communicate the support and sympathy of the Fire Chief and all members of the District.
- (f) Team members should ask family members whether they would like the team to notify other parties, such as clergy or grief counselors.

1031.4.3 NOTIFICATION OF FAMILY OUT OF THE AREA

If the immediate next of kin of the deceased employee lives more than two hours away, the Battalion Chief may make arrangements to have someone in the family's area make the notification. The following should be considered:

- (a) Whether the notification should be made by the local clergy or another person in the area who has a relationship with the family.
- (b) Whether the fire department in the family's city of residence may be the most appropriate entity to make the notification or whether that department can assist in obtaining information about the family.
- (c) Whoever is selected to make the notification should be provided with the information contained in this policy.
- (d) The notification plan must include a coordinated telephone call with the family and the Battalion Chief.
- (e) The Battalion Chief or the authorized designee should be prepared to speak to the family by phone as soon as the notification is made.

1031.4.4 INTERNAL DISTRICT NOTIFICATIONS

The following internal notifications should be made in advance of any media release:

- (a) All on-duty personnel should be notified.
- (b) All employees should be notified as soon as possible after the family notification is made.

1031.4.5 GOVERNING BODY AND LABOR NOTIFICATIONS

The Battalion Chief will ensure that additional notifications are made as required, after the next-of-kin notification. Notifications that are required as soon as practicable after a confirmed line-of-duty death or injury include the following:

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- (a) Elected officials or board of directors
- (b) Board Chairperson
- (c) District safety officer who will make the necessary notifications.
- (d) Other notifications as determined by the Fire Chief

1031.4.6 EXTERNAL NOTIFICATIONS

The following external notifications will be made:

- (a) Notification to other local county fire agencies
- (b) Notification to the California Governor's Office of Emergency, Fire and Rescue Branch should be made for a line-of-duty death.
- (c) Notification to the California Office of Emergency Services (OES) Fire and Rescue Operational Area Coordinator

1031.5 FAMILY SUPPORT

The Battalion Chief should appoint a Family Support Liaison, who should refer to the Family Support Liaison Policy for duties and responsibilities.

In the event of a line-of-duty death, the Fire Chief or the authorized designee should appoint a funeral detail officer to administer the Funerals Policy.

1031.6 NEWS MEDIA RELATIONS

It is the policy of the Zayante Fire Protection District to follow the News Media Relations Policy when communicating with the media. In the case of a line-of-duty death, additional considerations include, but are not limited to, the following:

- (a) The employee's family must have received proper notification prior to any information regarding the identity of the deceased being released to the media.
- (b) All information must be validated prior to its release to the media.

The PIO or the authorized designee shall be the spokesperson on most aspects of these events. However, the announcement or confirmation of a line-of-duty death and/or the release of the employee's name should be made by the Fire Chief or the authorized designee.

Prior to confirmation that the employee's family has been notified, no details will be released concerning the death. If the news media is on-scene and are aware of the death, the Public Information Officer will simply confirm that a death has occurred and communicate the District's compassion and concern for the employee's family and colleagues. The Public Information Officer will advise the media that the full details will be provided as soon as they are known and after proper notification of next of kin has been made.

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If an employee death occurs in the midst of ongoing news coverage of a fire or other emergency, the Public Information Officer will focus on handling the details concerning the death. Another trained spokesperson will be assigned to handle the media relations for the incident.

1031.7 SERIOUSLY INJURED OR HOSPITALIZED EMPLOYEE

All of the notification and support procedures described in this policy for a line-of-duty death should be applied to any instance of an employee who has been seriously injured in the line of duty, except as noted below:

- (a) If the injured employee has been taken to a hospital, the Fire Chief should assign an officer, who is not involved in the incident, to go to the hospital and become the hospital liaison.
- (b) The Battalion Chief should establish communications with the hospital and report regularly to the Fire Chief on the employee's condition.

The hospital liaison and labor representative should work cooperatively for the benefit of the employee and his/her family. In addition, the Fire Chief should ensure close coordination with the treating medical facility.

Family Support Liaison

1032.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the position, role and responsibilities of the Family Support Liaison. The procedure describes the conditions under which the position is activated and identifies the district personnel responsible for the activation.

1032.2 POLICY

It is the policy of the Zayante Fire Protection District to assign a member to act as a Family Support Liaison, as soon as practicable, to the family of any member who has been seriously injured or has died in the line-of-duty. The member assigned should be the most appropriate person for the circumstances, without regard for rank.

1032.3 PROCEDURE

1032.3.1 LIAISON ACTIVATION CRITERIA

The District will assign a member to the Family Support Liaison position whenever any district member has been seriously injured or has died in the line of duty. At the discretion of the Fire Chief, the position may be activated and filled in the event of an off-the-job serious injury or death or in the event of a member's catastrophic loss.

1032.3.2 LIAISON ROLE AND RESPONSIBILITIES

The Family Support Liaison will coordinate the needs and wishes of an employee's family with the responsibilities and needs of the District and will represent the District in helping meet the needs of the employee's family by communicating direction with the Fire Chief or the authorized designee. Responsibilities shall include, but not be limited to, the following:

- (a) Establish ongoing communication with the member's Battalion Chief and obtain a briefing regarding circumstances of the event, family contacts up to the present and other relevant information.
- (b) Establish contact with family members. Identify immediate needs and questions and provide appropriate solutions or responses. Relay any unfilled needs and unanswered questions to the Fire Chief.
- (c) Coordinate or provide transportation to hospitals, places of worship and/or other appropriate locations.
- (d) Within 24 hours of an employee's line-of-duty death, arrange for the Fire Chief to visit the family.
- (e) Establish contact with the district Public Information Officer and coordinate media information needs, while considering the privacy wishes of the family.
- (f) Coordinate with local law enforcement to provide for the physical security of the family.

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- (g) Establish communications with other support personnel or groups, including chaplains
- (h) Ensure the family knows how to reach him/her and establish a time to contact the family in the future.

1032.3.3 SELECTION AND REPORTING REQUIREMENTS

The Fire Chief will select the Family Support Liaison. The following guidelines should be used for selection:

- (a) The liaison should be an individual the family knows and with whom they are comfortable with.
- (b) If the family has no preference, the selection may be made from names recommended by the affected member's supervisor and/or coworkers.
- (c) The liaison should report directly to the Fire Chief .

Funerals

1033.1 PURPOSE AND SCOPE

It is the intent of this policy to ensure that every member of the District, both active and retired, who passes away, may be offered the option of a funeral or assistance from the district. These guidelines will ensure proper support and care of the family and the posthumous honoring of a member of the District.

1033.1.1 DEFINITIONS

Definitions related to this policy include:

Level I, Line-of-Duty Death - Considered for all firefighters (career and volunteer) of the District who die as a direct result of injuries suffered at the scene of any emergency incident or while responding to, or returning from the scene of an emergency incident. This includes medical conditions (e.g., heart attack) that result in the death at the scene of an emergency.

Level II, On-Duty Death - Pertains to all firefighter of the District who die while on-duty, but not due to injuries sustained while performing emergency activities. This includes firefighters whose death is a direct result of medical treatment or complications arising from a previous on-duty injury.

Level III, Active Employee Off-Duty - The death of an active firefighter that occurs while the firefighter is off-duty and the death is not related to any emergency activity.

Level IV, Retired Employee or Staff Professional - The death of a retiree or professional staff employee of the District. Level IV may also include a dignitary closely associated with the District, as designated by the Fire Chief, and upon whom the District wishes to bestow funeral honors. The death of a retired Fire Chief may be considered as a higher level, at the District's discretion.

Level V, Death of a Family Member - The death of a family member of an active firefighter, retiree or staff professional of the district. Level V may also include a family member of a dignitary closely associated with the District as designated by the Fire Chief, and upon whom the District wishes to bestow funeral honors.

1033.2 POLICY

It is the policy of the Zayante Fire Protection District for the Duty Officer or Battalion Chief to make the necessary assignments and coordinate actions with the Fire Chief and other district representatives any time the District learns that an active or retired employee has passed away. Activities should be in accordance with the Line-of-Duty and Injury Notification and Communication Policy.

If a responsible family member requests district assistance, the Duty Officer or Battalion Chief should appoint, with the approval of the Fire Chief and the family member, an employee to act as a funeral detail officer and oversee all of the arrangements. The Fire Chief may deny the option of district participation if the circumstances of the member's death may reasonably bring discredit to the District.

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The Fire Chief should determine the highest level of participation the District can provide, based on the cause of death.

1033.3 LEVEL OF PARTICIPATION

The desires of the family are paramount and shall be given fullest consideration; however, the district's funeral participation will be conducted according to the following guidelines:

- (a) A Level I funeral may include Level II criteria and any of the following:
 - 1. Crossed ladders
 - 2. Supreme Sacrifice Medal

- (b) A Level II funeral may include Level III criteria and any of the following:
 - 1. Fire engine or caisson with casket
 - 2. California State Fire Association Steamer (if available)
 - 3. Cordon of fire apparatus of both the district and visiting agencies

- (c) Level III funeral may include Level IV criteria and any of the following:
 - 1. Casket draped with the U.S. flag
 - 2. Honor Guard as pallbearers
 - 3. Procession with district apparatus from the firefighter's current battalion
 - 4. Bugler
 - 5. Bell ceremony

- (d) Level IV funeral may include:
 - 1. Hearse with casket
 - 2. Apparatus from last assignment (if appropriate)
 - 3. Honor Guard
 - 4. Pipe and drum band
 - 5. Administration and logistic support as needed
 - 6. Uniformed personnel
 - 7. Flag folding (if appropriate)

- (e) Level V funeral honors may include (with the approval of the Fire Chief):

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1. One piece of apparatus to be used as a static display (not to be included in a procession)
2. Honor Guard (if appropriate)
3. Uniformed personnel

1033.4 ROLES AND RESPONSIBILITIES

The Fire Chief or the authorized designee may appoint one or more of the following positions to provide assistance with the funeral arrangements:

- **Family Support Liaison** - Any district member who is a close friend of the family and will make reasonable effort to address the needs and desires of the family, communicate between the District and the family and coordinate details with the Officer in Charge (OIC).
- **Funeral detail officer** - An employee who is appointed by the Fire Chief to oversee all arrangements for a funeral.
- **Head usher** - The head usher is responsible for seating and parking arrangements at the funeral services, both at the church and at the grave site.
-
- **Honorary pallbearers** - Honorary pallbearers are those selected by the family. They will follow the casket from the location of the services to the grave site.
- **Logistics officer** - The logistics officer is charged with preparing the apparatus, vehicles, equipment and facilities for the funeral services.
- **Officer in Charge (OIC)/detail officer** - Selected by the Fire Chief or the authorized designee, the detail officer is the person in charge of the overall district participation and is responsible for the coordination between the funeral director, the chaplain and the family support liaison.
- **Public agency liaison (as needed)** - The public agency liaison will coordinate any interaction with other public agencies that wish to participate in the services.
- **Public Information Officer (as needed)** - The Public Information Officer will coordinate all media and public relations issues.
- **Pallbearers** - The pallbearers in Level I, Level II and Level III will be members of the Honor Guard, unless otherwise requested by the family.
- **Protocol liaison** - Appointed by the Fire Chief or the authorized designee, the protocol liaison will provide direction, advice and clarification to the family regarding proper funeral procedures.

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- **Transportation officer** - The transportation officer is responsible for all transportation of family members, pallbearers and escort detail from a pre-determined location to the location of the services, from the service to the grave site and back to a pre-determined location (e.g., the family home, place of worship).

Family and Medical Leave

1034.1 PURPOSE AND SCOPE

The purpose of this policy is to provide general guidance for managing unpaid leave for eligible employees for qualified medical and family reasons, including (29 USC § 2612, Government Code § 12945.1 and Government Code § 12945.2):

- The birth or placement of a child for adoption or foster care.
- To care for an immediate family member (spouse, child or parent) with a serious health condition.
- When an employee is unable to work because of his/her own serious health condition.
- When an employee is unable to work because of his/her own serious health condition.
- To care for a spouse, son, daughter, parent or next of kin service member of the United States Armed Forces, who has a serious injury or illness incurred in the line of duty.

This policy does not address all possible situations and circumstances that may arise when an employee requests leave for family or medical reasons. As these leave situations arise, supervisors should consult with the Fire Chief or legal counsel to obtain specific guidance regarding leave rights and obligations.

Nothing in this policy supersedes any provision of any collective bargaining agreement, civil service or other local rule, or any law that provides greater family or medical leave rights.

1034.1.1 DEFINITIONS

Definitions related to this policy include:

CFRA - California Family Rights Act (Government Code § 12945.1; Government Code § 12945.2)

Child - A child under the age of 18 years of age, or 18 years of age or older who is incapable of self-care because of a mental or physical disability (29 USC § 2611; 29 CFR 825.122). An employee's child is one for whom the employee has actual day-to-day responsibility for care and includes a biological, adopted, foster, stepchild or a child for whom the employee is standing in loco parentis (in place of a parent).

FMLA - The federal Family Medical Leave Act (29 USC § 2601 et seq.).

Qualified health care professional - A physician, surgeon, doctor of osteopathy, podiatrist, dentist, psychologist, optometrist, nurse practitioner, nurse midwife, clinical social worker or physician assistant duly licensed and authorized to practice medicine; chiropractors for some purposes; any health care provider from whom the district benefits plan will accept certification of the existence of a serious health condition to substantiate a claim for benefits (29 CFR 825.125).

Spouse - A husband or wife as defined or recognized under state law for purposes of marriage (29 CFR 825.122).

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1034.2 ELIGIBLE EMPLOYEES

Employees are eligible for FMLA/CFRA after working for the Zayante Fire Protection District for at least one year and completing 1,250 hours over the 12 months prior to the commencement of the leave (29 USC § 2611 and 29 CFR 825.110). Employees may not be eligible for leave if there are less than 50 other employees within 75 miles of the employee's worksite.

1034.3 TYPE AND DURATION OF LEAVE

Generally, eligible employees are entitled under FMLA/CFRA to 12 work weeks of unpaid leave during a 12-month period (29 USC § 2612 and 29 CFR 825.100). Up to 26 weeks of unpaid leave during a single 12-month period may be available to care for certain injured military service members. The 12-month period is measured backward from the date leave is taken and continuously with each additional leave day taken.

1034.3.1 SERIOUS HEALTH CONDITIONS

Eligible employees may take up to 12 weeks of leave to care for a spouse, child or parent with a serious health condition or when the employee is unable to work because of his/her own serious health condition (29 USC § 2612(a)(1)(C); 29 USC § 2612(a)(1)(D); 29 CFR 825.200).

If both spouses are employed by the Zayante Fire Protection District, the combined number of work weeks to care for a sick parent is limited to 12 work weeks during any 12-month period (29 USC § 2612(f); 29 CFR 825.201).

Generally a serious health condition is an illness, injury, impairment or physical or mental condition that involves (29 USC § 2611; 29 CFR 825.113):

- An overnight stay in a hospital, hospice or residential medical care facility (29 CFR 825.114; 29 CFR 825.114).
- Continuing treatment by a qualified health care professional due to a serious health condition of more than three full consecutive calendar days (29 CFR 825.115(a); 29 CFR 825.115(a)).
- Any period of incapacity due to pregnancy complications or prenatal care (29 CFR 825.115(b)).
- A chronic condition which requires treatment (29 CFR 825.115(c)).
- A permanent condition for which treatment may not be effective (such as Alzheimer's or the terminal stages of a disease) (29 CFR 825.115(d)).
- Any period of absence to receive multiple treatments, including any recovery period, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days without medical intervention or treatment (such as cancer chemotherapy or physical therapy for arthritis) (29 CFR 825.115(e)).

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1034.3.2 BIRTH OR PLACEMENT OF A CHILD

Eligible employees make take up to 12 weeks of leave for the birth, adoption or foster care placement of a child of the employee (29 USC § 2612 and 29 CFR 825.200). The leave must be concluded within one year of the birth or placement of the child (29 CFR 825.120 and 29 CFR 825.121).

If both parents are employed by the Zayante Fire Protection District, the combined number of work weeks of leave is limited to 12 work weeks during any 12-month period (29 USC § 2612(f), 29 CFR 825.120 and 29 CFR 825.121).

1034.3.3 MILITARY EXIGENCY LEAVE

Eligible employees may take service member leave of up to 12 weeks for qualifying exigencies occurring because a spouse, child or parent is on covered active duty or has been notified of an impending order to active duty (29 USC § 2612(a)(1)(E); 29 CFR 825.200). This type of leave is available to a family member of a person in the National Guard, Reserves or members of the regular Armed Forces deployed to a foreign country. Qualifying exigencies include (29 CFR 825.126):

- Issues that arise from a short notice (seven or less days) deployment.
- Military events related to the active duty or call to duty.
- Attendance at family support or assistance programs.
- Making child care or educational arrangements or attending school activities arising from active duty or a call to active duty.
- Making financial and legal arrangements.
- Spending time with a military member who is on short-term rest-and-recuperation leave during a period of deployment.
- Attending post-deployment activities.
- Addressing issues that arise from the death of a military member, such as making funeral arrangements.
- Care for a military employee's parent who is incapable of self-care, such as providing care on an immediate need basis or arranging for alternative care.

1034.3.4 MILITARY CAREGIVER LEAVE

Eligible employees may take up to 26 weeks of leave in a single 12-month period to care for a spouse, son, daughter, parent or next of kin who has incurred an injury or illness in the line of duty while on active duty in the Armed Forces, provided that such injury or illness may render the family member medically unfit to perform work (29 USC § 2612; 29 CFR 825.200).

Military caregiver leave is also available to family members of covered veterans who were members of the Armed Forces, including the National Guard or Reserves, at any point in the

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five years preceding the date on which the covered veteran undergoes medical treatment, recuperation or therapy (29 USC 2612; 29 CFR 825.127).

During the single 12-month period, employees are entitled to no more than a combined total of 26 weeks of FMLA leave. In any case in which a husband and wife are both employed by the Zayante Fire Protection District, the combined number of work weeks of leave is limited to 26 work weeks during any 12-month period (29 USC § 2612(f); 29 CFR 825.127).

Service member FMLA leave runs concurrent with other leave entitlements provided under federal, state and local law. Where FMLA leave qualifies as both military caregiver leave and care for a family member with a serious health condition, the leave will be designated as military caregiver leave first.

1034.3.5 FAMILY MILITARY LEAVE

An employee who is a spouse or registered domestic partner of a member of the military who is deployed to designated combat zones, is entitled to take up to 10 days unpaid leave (Military and Veterans Code § 395.10).

1034.3.6 INTERMITTENT LEAVE

An employee may take leave for the employee's own serious health condition, for the serious health condition of the employee's spouse, child or parent, or to care for a covered service member with a serious injury or illness intermittently or on a reduced schedule if medically necessary and if that medical need can best be accommodated by an intermittent schedule as defined in (29 USC § 2612(b), 29 CFR 825.202 and 29 CFR 825.124).

Leave due to a military exigency may be taken on an intermittent or reduced-leave schedule (29 CFR 825.202).

Intermittent leave for the birth or placement of a child is only available if granted at the discretion of the Fire Chief, unless the employee has a serious health condition in connection with the birth or if the newborn child has a serious health condition (29 CFR 825.120 and 29 CFR 825.121).

Intermittent leave for any employee shall be tracked and calculated.

1034.3.7 PREGNANCY DISABILITY LEAVE

FMLA is separate and distinct from disability leave for pregnant employees. Pregnant employees may be entitled to a disability leave as provided in the Pregnancy Disability Leave policy in addition to any FMLA/CFRA leave.

1034.4 EMPLOYEE BENEFITS WHILE ON LEAVE

While on leave, employees will continue to be covered by any group health insurance to the same extent that coverage is provided while the employee is on the job (29 USC § 2614(c) and 29 CFR 825.209). However, employees will not continue to be covered under non-health benefit plans.

Employees are responsible for any health plan employee contributions while on leave (29 CFR 825.210). Employee contribution rates are subject to any change in rates that occurs while the

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employee is on leave. If an employee fails to return to work after his/her leave entitlement has been exhausted or expires, the District may recover its share of health plan premiums for the entire leave period unless the employee does not return because of the continuation, recurrence or onset of a serious health condition of the employee or his/her family member that would entitle the employee to leave, or because of circumstances beyond the employee's control (29 CFR 825.213). The District may recover premiums through deduction from any sums (e.g., unpaid wages, vacation pay).

Employees may not earn additional time off while on unpaid leave.

1034.5 SUBSTITUTION OF PAID ACCRUED LEAVES

Subject to applicable civil service rules, employees are required to exhaust all applicable paid leave before taking unpaid leave. Paid accrued leave includes vacation leave, sick leave, personal leave and compensatory time earned in lieu of overtime, pursuant to the Fair Labor Standards Act during FMLA and/or CFRA leave. Employees may not use paid accrued leave to extend FMLA/CFRA leave beyond 12 work weeks per year.

1034.5.1 USE OF SICK LEAVE

Employees are required to first exhaust paid sick leave concurrently with FMLA/CFRA leave if the leave is for the employee's own serious health condition.

Employees may choose to use paid sick leave concurrently with leave under this policy (Labor Code § 233):

- To care for a parent, spouse or child with a serious health condition.
- To care for a domestic partner recognized under California law, who has a serious health condition.

1034.6 USE OF FMLA/CFRA LEAVE

If an employee takes a leave of absence for any reason that is FMLA/CFRA qualifying, the District may designate that non-FMLA/CFRA leave as running concurrently with the employee's 12-week FMLA/CFRA leave entitlement. The only exception is for Firefighters who are on workers' compensation leave pursuant to Labor Code § 4850.

1034.7 PROCEDURES

The following procedures will apply for all employees requesting leave under FMLA/CFRA:

- (a) When a leave is requested for a medical or other FMLA/CFRA related treatment appointment, the employee must make a reasonable effort to schedule the appointment at a time that minimizes disruption to the district's operations (29 USC § 2612 and 29 CFR 825.302).
- (b) An employee who wishes to take FMLA/CFRA must provide his/her supervisor with 30 days advance notice when the leave is foreseeable or as soon as practicable if the need for leave is not foreseeable (29 USC § 2612, 29 CFR 825.302 and 29 CFR 825.303).

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- (c) At the time of the request, the employee must complete a Family Medical Leave Request Form.

Requests for medical leave shall be accompanied by a qualified health care professional statement, including the date on which the serious health condition began and the estimated date of return to work (29 USC § 2613 and 29 CFR 825.302).

Once the leave is requested or designated by the District, the supervisor should forward the request and any medical certifications to the Fire Chief and ensure the employee is provided the necessary forms and FMLA information within five days (29 CFR 825.300).

Employees are required to provide medical certification of a qualified health care professional or military documentation if requested (29 CFR 825.305, 29 CFR 825.308, 29 CFR 802.309 and 29 CFR 825.310).

Employees shall be required to periodically report on their status and intent to return to work (29 USC § 2614 and 29 CFR 825.311). This may assist in avoiding a delay in reinstatement when the employee is ready to return to work.

Employees returning from a medical leave will be required to present medical verification from a qualified health care professional of the employee's ability to return to work and a list of any restrictions that need to be accommodated (29 USC § 2614, 29 CFR 825.100 and 29 CFR 825.312).

1034.8 REINSTATEMENT FOLLOWING LEAVE

Generally, employees returning from FMLA/CFRA within the qualified period will be restored to their original job or to an equivalent job with equivalent pay and benefits (but not seniority), unless the employee would not otherwise have been employed at the time reinstatement is requested, e.g., in the case of a layoff (29 USC § 2614, 29 CFR 825.214 and 29 CFR § 825.216).

If the same position is no longer available, such as in a layoff, the employee will be entitled to a position that is comparable in pay, location, job content and promotional opportunities and geographic location, if such a comparable position exists.

If upon return from leave an employee is unable to perform the essential functions of the job because of a physical or mental disability, the supervisor should work with the Fire Chief or legal counsel to engage in an interactive process with the employee to identify a potential reasonable accommodation.

After exhausting paid FMLA/CFRA leave, non-paid leave will continue until the conclusion of the protected 12- or 26-week time limit. Following the protected leave, the Fire Chief, in consultation with the legal counsel or the Fire Chief will determine whether non-FMLA/CFRA leave should apply.

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1034.9 RESPONSIBILITY

Supervisors should work with the Fire Chief or legal counsel regarding questions relating to leave or reinstatement from leave under this policy. The Fire Chief should advise and inform members of their rights and responsibilities.

1034.10 RECORDS

The District will maintain leave-related records as required by 29 CFR 825.500 for at least three years and in compliance with the district's established records retention schedule.

Records and documents related to doctor certifications and other medical information created for purposes of complying with FMLA/CFRA and this policy shall be maintained as confidential medical records in separate files from employee personnel files.

Military Leave

1035.1 PURPOSE AND SCOPE

This policy provides general guidance regarding leave to perform military service as a member of the Reserves or National Guard or active duty in the U.S. Armed Forces (California Military and Veteran's Code § 389, et seq., Uniformed Services Employment and Reemployment Rights Act (USERRA) and 38 USC § 4301, et seq.).

This policy does not address every situation or circumstance that may arise when an employee is performing military service or ordered to active duty. As military leave situations arise, supervisors should consult with the Fire Chief or legal counsel to obtain specific guidance regarding military leave rights.

1035.2 POLICY

The Zayante Fire Protection District supports employees who may be called or who volunteer to serve in the military. The District will comply with USERRA and state laws relating to military leave.

1035.3 MILITARY LEAVE

Generally, employees on military leave are entitled to the same rights and benefits not determined by seniority, that are provided to employees having similar seniority, status and pay who are on furlough or leave of absence (38 USC § 4316(b)(1)).

1035.3.1 LENGTH OF LEAVE

Employees are entitled to military leave of absence for up to a maximum of five years (38 USC § 4312(a)(2)). Military leave is available for both voluntary and mandatory service (38 USC § 4303(13) and 38 USC § 4312(a)).

There are exceptions to the five-year cumulative total, including inactive duty training (drills), annual training, involuntary recall or retention in support of war, national emergency, certain operational missions, or training or retraining requirements (38 USC § 4312(c)).

1035.3.2 TEMPORARY MILITARY DUTY LEAVE OF ABSENCE

Employees are entitled to temporary military leave for a period not to exceed 180 days per period of ordered duty. This includes travel time, active military training, encampment, naval cruises, special exercises or similar activities (Military and Veterans Code § 389).

An employee who is a member of the California State Military Reserve is entitled to temporary military leave not to exceed 15 days per year for training, drills, unit training assemblies or similar inactive duties (Military and Veterans Code § 395.9).

1035.4 PROCEDURES AND RESPONSIBILITIES

Employees requesting military leave shall:

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- (a) Provide as much advance notice of the pending service as reasonably possible (38 USC § 4312(a) and (b)).
- (b) Provide copies of official orders or other official documentation.
- (c) Select the benefit options desired during absence, if applicable
- (d) Retain copies of all submitted documents.

Upon receipt of a request, the Zayante Fire Protection District will determine eligibility for military leave and notify the employee in writing of the determination.

1035.5 COORDINATION WITH CONTRACTS, PRACTICES AND OTHER RULES

Wherever USERRA has more generous protections and benefits than state or local law, any applicable collective bargaining agreement or local policy or practice, the district will apply the more beneficial right or benefit (38 USC § 4302).

1035.6 LEAVE ACCRUALS

Employees on military leave are not required to use accrued leave while on military leave. However, employees may choose to use accrued annual leave or earned compensatory time, at their discretion (38 USC § 4316).

Employees will not accrue sick days or and paid time-off days during any period of military leave without pay. However, upon return, military leave time will be included in determining leave accruals. For example, if vacation accrual increases from two weeks to three weeks upon completion of five years of service, then a person who works for two years, serves two years on active duty and then returns, would be entitled to three weeks of vacation one year after reemployment.

1035.7 COMPENSATION

During approved military leave, employees are entitled to compensation as follows:

- (a) An employee whose combined Zayante Fire Protection District employment and military service is less than one year is eligible for unpaid temporary military leave.
- (b) An employee with one or more years of combined military service and Zayante Fire Protection District employment is entitled receive his/her regular salary and compensation as an employee for the first 30 calendar days in any fiscal year while on temporary military leave (Military and Veterans Code § 395.01).
- (c) An employee of the Zayante Fire Protection District with one or more years of Zayante Fire Protection District employment is entitled to receive his/her regular salary and compensation as an employee for the first 30 days in any fiscal year (Military and Veterans Code § 395.02).
- (d) An employee called to active military duty as a member of the National Guard during a state of extreme emergency, as declared by the Governor, is entitled to receive his/her regular

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salary and compensation as an employee for 30 days, regardless of the length of prior employment with the Zayante Fire Protection District (Military and Veterans Code § 395.04) .

1035.8 RETURN FROM DUTY

Employees returning from approved military leave of absence must report to work as follows:

- (a) Employees returning from an approved military duty leave during time of war or national emergency must report to work no later than six months following the separation from military service or no later than six months after the end of the war or emergency, absent unusual circumstances. The right to reemployment does not extend to an employee who fails to return within 12 months after the first date he/she could terminate active military service (Military and Veterans Code § 395.1).
- (b) For periods of service less than 31 days, employees must report back to work no later than the beginning of the first shift that begins on the first full day that follows the end of the employee's service period, plus a reasonable time to travel to the employee's residence, plus eight hours. If reporting within this period is impossible or unreasonable through no fault of the employee, the employee must return as soon as possible after expiration of the eight-hour period (38 USC § 4312(e)(1)(A)).
- (c) For periods of service of more than 30 days but less than 181 days, employees must submit an application for reemployment no later than 14 days after completing service, or, if impossible or unreasonable to do so through no fault of the employee, no later than the next first full calendar day when it is possible to do so (38 USC § 4312(e)(1)(C)).

For periods of service of more than 180 days, employees must submit an application for reemployment no later than 90 days after completion of service (38 USC § 4312(e)(1)(D)).

Employees who are recovering from an illness or injury incurred in or aggravated during military service, must report to the District or apply for reemployment as provided in this policy at the end of the period necessary to recover from such illness or injury. The recovery period may not exceed two years, except when circumstances beyond the employee's control exist (38 USC § 4312(e)(2)(A)).

An employee who fails to report or apply for reemployment in a timely manner will be subject to the district's rules of conduct and established policies covering absence from scheduled work.

1035.9 REEMPLOYMENT RIGHTS

An employee returning from an approved temporary military duty leave of absence is generally entitled to reinstatement to the position and benefits he/she would have attained if not absent for military duty or, in some cases, a comparable job.

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1035.9.1 FORMER POSITION

If such position no longer exists, the employee is entitled to reinstatement to a position in the same class with like seniority status and pay or a comparable vacant position for which the employee is qualified (Military and Veterans Code § 395).

An employee returning from approved regular active military leave is entitled to reinstatement in the position that he/she would have attained had the employee not taken leave. If the leave exceeded 90 days, the employee is also entitled to a position of like seniority, status and pay (38 USC § 4313(a)(1) and (2)).

If an employee returning from approved military leave is not able to perform the essential duties of the position the employee would have attained, the District will make reasonable efforts to help the employee become qualified (20 CFR 1002.198). If the employee remains unable to perform the essential duties of the position after the district's reasonable efforts, the employee is entitled to his/her previously held position at the time of departure or, in the case the leave exceeded 90 days, a position of like seniority, status and pay (38 USC § 4313(a)(2)). Where an employee remains unqualified for both of these positions after reasonable efforts by the District, the employee is entitled to the nearest approximation to these positions (38 USC § 4313(a)(4)).

When a returning employee cannot become qualified because of a disability incurred in or aggravated during uniformed service, the District, after making reasonable accommodations, must find a position of equivalent seniority, status and pay for which the employee is qualified, or the nearest equivalent (38 USC § 4313(a)(3) and 20 CFR 1002.198).

1035.9.2 COMPENSATION AND BENEFITS

Upon return from regular active military duty, an employee is entitled to seniority and seniority-based rights and benefits, including, but not limited to:

- (a) Receiving credit for the time spent in uniformed service under honorable conditions for purposes of seniority, retirement, promotion and merit salary increases (20 CFR 1002.210).
- (b) Receiving credit for time spent on approved military leave for purposes of calculating eligibility for leave under the Family and Medical Leave Act and the California Family Rights Act (20 CFR 1002.210).
- (c) Returning to the level in the salary range that the employee would have attained had he/she not left on approved military leave (20 CFR 1002.236).
- (d) Receiving the same contribution to retirement benefits upon reemployment that the District would have contributed had he/she not taken leave (20 CFR 1002.261).
- (e) Being treated as not having a break in service for purposes of participation, vesting and accrual of pension benefits (38 USC § 4316; 38 USC § 4318(a)).
- (f) Reenrolling in district health benefits without any waiting period.

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- (g) Restoring benefits that were elected by the employee and his/her dependents at the time military service began, as well as to any other benefits that began during the leave for which the employee would reasonably have become eligible.

1035.9.3 EMPLOYEE REEMPLOYMENT RESPONSIBILITIES

An employee returning from approved regular active military leave is entitled to reinstatement rights only if he/she 38 USC § 4312:

- (a) Has given advance written or verbal notice of such service, unless precluded by military necessity.
- (b) Has served in the uniformed service for no more than five years cumulatively while employed at the Zayante Fire Protection District, except as provided in 38 USC § 4312(c).
- (c) Has been issued a discharge under honorable conditions.
- (d) Reports to the Zayante Fire Protection District or applies for reemployment in a timely manner as provided in this policy.
- (e) In the case that the approved military leave exceeds 30 days, submits documentation showing:
 - 1. The application for reemployment is timely.
 - 2. The employee has not exceeded the cumulative five-year limit of service in the uniformed services, except as provided in 38 USC § 4312(c).

1035.9.4 DISTRICT REEMPLOYMENT RESPONSIBILITIES

The District shall promptly reinstate employees entitled to reinstatement but no later than 14 days after a request for reinstatement. In the case of unusual circumstances, the District shall reinstate employees as soon as practicable (20 CFR 1002.181).

The District is not required to reemploy a person after approved military leave if any of the following conditions exist (38 USC § 4312(d)):

- (a) The district's circumstances have so changed as to make such reemployment impossible or unreasonable.
- (b) Such reemployment would impose an undue hardship upon the District.
- (c) The person held a non-recurrent job for a brief period of time and had no reasonable expectation that such employment would continue.

Supervisors should consult with the Fire Chief or legal counsel before determining whether any of these conditions exist.

1035.10 RETENTION

An employee who is reinstated after returning from approved military leave may not be discharged, except for cause (38 USC § 4316(c) and 20 CFR 1002.247):

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- (a) For 180 days after the date of reemployment if the most recent period of military service was more than 30 days and less than 181 days.
- (b) For one year after the date of reemployment if the most recent period of military service was more than 180 days.

1035.11 DISCRIMINATION AND RETALIATION PROHIBITED

Discrimination or retaliation against any employee for participation in military service is prohibited, whether the employee volunteers or is ordered to active military service (38 USC § 4311 and Military and Veterans Code § 394).

Pregnancy Disability Leave

1036.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the Zayante Fire Protection District to manage pregnancy disability leave in accordance with the California Fair Employment and Housing Act (FEHA) (Government Code § 12945; 2 CCR 11040) and the Pregnancy Discrimination Act of 1978 (42 USC § 2000e(k)).

1036.1.1 DEFINITIONS

Definitions related to this policy include:

Interactive process - An informal meeting between employer and employee, designed to identify the precise limitations resulting from a disability and any potential reasonable accommodations that could overcome those limitations and allow the employee to return to work, either in their usual and customary position or some other type of work.

1036.2 POLICY

The Zayante Fire Protection District recognizes pregnancy as a disability and shall treat pregnant members in a manner consistent with other members with disabilities. The District shall defer to a pregnant member's qualified health care provider in assessing the member's ability to work.

1036.3 ELIGIBLE MEMBERS

Members who are disabled by pregnancy, childbirth or related medical conditions are eligible for pregnancy disability leave. There is no required minimum amount of service time or number of hours worked in order to be eligible (2 CCR 11037).

1036.4 TIME AND DURATION OF LEAVE

Under certain circumstances, an eligible member may be entitled to take pregnancy disability leave of up to four months and leave allowed under the Family and Medical Leave Act (FMLA) of up to 12 weeks, for a combined total of approximately seven months.

Members may take up to four months of pregnancy disability leave per pregnancy for any actual disability caused by pregnancy, childbirth or related medical conditions (Government Code § 12945).

Pregnancy disability leave need not be taken in one continuous period of time and may be taken intermittently, on an as-needed basis (2 CCR 11042).

Time off needed for prenatal care, severe morning sickness, doctor-ordered bed rest, childbirth and recovery from childbirth is allowed by pregnancy disability leave.

If affected by pregnancy, childbirth or related medical conditions, a member may be permitted to transfer to a less strenuous or hazardous position or to less strenuous or hazardous duties, if such a transfer is recommended by the member's physician after reviewing the member's job description and required duties (2 CCR 11041).

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A member may also receive reasonable accommodation for conditions related to pregnancy, childbirth or related medical conditions, if recommended by a qualified health care professional (Government Code § 12945(3)).

1036.5 BENEFITS DURING LEAVE

A member on pregnancy disability leave may receive any group health insurance coverage that was provided before the leave (2 CCR 11044; Government Code § 12945) if:

- (a) The member is eligible for concurrent family medical leave.
- (b) The member has not already exhausted the 12-week group health insurance coverage benefit in the current FMLA eligibility period.

The District shall maintain and pay for the coverage for the duration of the leave as required in Government Code § 12945(2).

The District may recover premiums it paid to maintain health coverage, as provided by FMLA laws and Government Code § 12945(2), if a member does not return to work following pregnancy disability leave.

A member on pregnancy disability leave, who is not eligible to receive group health insurance coverage, may receive health insurance coverage in conjunction with Consolidated Omnibus Budget Reconciliation Act (COBRA) guidelines by making monthly premium payments to the District.

Sick leave, vacation leave and seniority do not accrue while a member is on unpaid pregnancy disability leave.

1036.6 USE OF OTHER LEAVES

Members are required to use accrued sick leave for any authorized pregnancy disability leave. At the member's option, accrued vacation or other accrued time off may be applied toward the pregnancy disability leave. If no accrued sick or vacation leave is available, pregnancy disability leave is unpaid (2 CCR 11044).

Pregnancy disability leave will run concurrently with FMLA and any short-term disability leave for those members who are eligible for both.

1036.7 PROCEDURE

The following procedures apply to all members requesting pregnancy disability leave:

- (a) Members who wish to take pregnancy disability leave shall provide their supervisor with 30 days of advance notice if the need for leave is foreseeable or as soon as practicable if the need for leave was not foreseeable (2 CCR 11050). The 30-day advance notice may be waived with the supervisor's written approval.
- (b) A member shall submit a written request for pregnancy disability leave approved by the member's supervisor or the Fire Chief before the leave begins. The request shall be

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supported by a written certification from a physician or qualified health care professional that the member is disabled from working by pregnancy, childbirth or a related medical condition. The certification must state the expected duration of the disability and the expected date of return to work (Government Code § 12945; 2 CCR 11050).

- (c) The supervisor should forward requests for pregnancy disability leave, including medical certifications, to the Fire Chief and ensure that the pregnancy disability leave or transfer request is responded to as soon as practicable and in no event later than 10 days after receiving the request (2 CCR 11050).
- (d) Members shall submit any request for an extension of leave in writing to their supervisor prior to the agreed date of return. The request for extension must be supported by a written certification from the attending physician that the member continues to be disabled by pregnancy, childbirth or a related medical condition.
- (e) Members returning from pregnancy disability leave shall provide a written statement from a qualified health care professional attesting that the member is fit to return to full duty (2 CCR 11050).

1036.8 REINSTATEMENT FOLLOWING LEAVE

Upon the expiration of pregnancy disability leave or transfer, and the District's receipt of a written return to full duty certification, the member will be reinstated to her original or an equivalent position, unless the position has been eliminated for a legitimate business reason during the leave (2 CCR 11043).

If the same position is no longer available, as in a layoff, the member will be entitled to a position that is comparable in pay, location, job content, promotional opportunity and geographic location if such a comparable position exists.

If upon return from pregnancy disability leave a member is unable to perform the essential functions of the job because of a disability, the member's supervisor should work with the Fire Chief or legal counsel to engage in an interactive process with the member to identify a potential reasonable accommodation.

1036.9 RESPONSIBILITY

Supervisors should work with the Fire Chief to review requests for leave and any request to return to duty under temporary modified duty limitations. The Fire Chief should advise the supervisor and inform members of their rights and responsibilities. Also see the Temporary Modified Duty Assignments Policy and the Return to Work Policy.

1036.10 RECORDS

The District will maintain leave-related records for at least two years or in compliance with the district's established record retention schedule (Government Code § 12946).

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Records and documents related to doctor certifications and other medical information created for purposes of complying with FMLA/California Family Rights Act (CFRA) and this policy shall be maintained as confidential medical records in separate files from the member's personnel files.

Driver License Requirements

1037.1 PURPOSE AND SCOPE

The purpose of this policy is to establish procedures to ensure that all Zayante Fire Protection District members who drive as a part of their duties have and maintain required driving licenses.

1037.2 POLICY

In order to promote driver safety, it is the policy of the Zayante Fire Protection District that any member who is assigned duties that require him/her to drive district vehicles or equipment, or drive a privately owned vehicle while conducting district business, have and maintain driving privileges and licenses consistent with their duties.

1037.3 REQUIREMENTS

Any member who is assigned duties that require him/her to drive district vehicles, equipment or private vehicles shall be required to obtain and maintain a valid driver license and complete and sign a Department of Motor Vehicles (DMV) Authorization to Release Driver Record (Form INF 1101) (Vehicle Code § 12500(a) and (d)).

The Administration Division Chief will ensure that the both the form and a Government Employer Pull Notice Form (INF 1103) to enroll the member in the DMV Employer Pull Notice (EPN) Program are submitted to the DMV.

Enrollment in the EPN program will result in the DMV generating a driver license report for the District for each member annually and any time one of the following occurs:

- Conviction
- Failure to appear
- Collision
- Driver license suspension or revocation
- Any other action taken against the driving privilege
- Expiration of medical certification for a commercial driver license

Any member who is assigned duties that require him/her to operate firefighting equipment, including a tiller operator, is also required to obtain and maintain a Class A or B license appropriate for the size and configuration of the firefighting equipment or a firefighter endorsement issued by the DMV in addition to obtaining and maintaining a class C license, a restricted class A license, or a non-commercial class B license (Vehicle Code § 12804.11).

1037.3.1 REVIEW OF RECORDS

The Fire Chief shall appoint an officer to monitor the driving records of all members who are assigned duties that require driving while conducting district business, to confirm each driver has a valid driver license and to monitor driver records for potential problem behavior.

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The employee appointed to monitor driving records shall be responsible for reviewing the driver license reports as part of the hiring process and any time an incident occurs that affects a member's eligibility to drive.

Whenever the employee appointed to monitor driving records becomes aware of changes that could affect a member's eligibility to drive, the employee should notify the affected member, the member's immediate supervisor and the Health and Safety Officer.

When a member leaves employment, the employee appointed to monitor driving records shall complete and submit to the DMV the appropriate form to delete the member from the EPN program.

1037.3.2 NEW EMPLOYEES

Prospective member driving records shall be evaluated to confirm that the applicant has a valid driver license and to review the type and number of traffic violations and collisions on the record.

At the time of hire, a new member whose duties require driving a vehicle while conducting district business shall be required to present a valid license.

1037.3.3 CURRENT EMPLOYEES

Driving records of existing members shall be evaluated to confirm that the member has a valid driver license and to review any traffic violations and collisions.

Any member who drives a vehicle while conducting district business must immediately notify his/her supervisor of any suspension, revocation or other change in the status of the driver license. Any violation of this procedure may result in disciplinary action, up to and including termination.

Any member who does not possess a valid license shall not drive any vehicle while conducting district business.

If a member's driver license is suspended, revoked or becomes invalid, the District may, at its discretion, take any combination of the following actions:

- (a) Assign a member to duties which do not require driving, for up to 60 calendar days from the date of the DMV report, to allow the member an opportunity to seek the reinstatement of his/her driver license, provided:
 1. The member can still perform the majority of his/her job duties.
 2. There is minimal impact on the district work output.
- (b) Place a member on leave without pay for up to a maximum of six months from the date of the DMV report pending license reinstatement, or up to a maximum of four months if the member has already been assigned to non-driving duties for 60 calendar days.

Any member who is unable to obtain reinstatement of his/her driver license may be subject to disciplinary action, up to and including termination.

DOT Drug and Alcohol Testing

1038.1 PURPOSE AND SCOPE

The Zayante Fire Protection District is committed to maintaining a safe and healthy work environment for its members. This policy sets forth guidelines and procedures for drug and alcohol testing in accordance with federal regulations.

1038.1.1 DEFINITIONS

Definitions related to this policy include:

Controlled substance or drug - Those substances listed the Controlled Substances Act (21 USC § 812), except that lawful possession or use of medications prescribed by the member's licensed physician shall be excluded.

Legally prescribed drug - A prescription or other written approval for the use of a drug as medical treatment. The prescription or written approval should include the patient's name, the name of the drug, the amount to be taken and the period of approval.

1038.2 POLICY

The misuse of and/or dependency on drugs and/or alcohol by members of this district is a threat to public welfare and to the safety of all members. The use, possession or being under the influence of alcohol or unauthorized drugs by members while on-duty or while conducting any official business will not be tolerated. It is the policy of the Zayante Fire Protection District to prevent the use of drugs and alcohol in the workplace through testing and education, and to comply with the United States Department of Transportation Federal Highway Administration (U.S. DOT-FHWA) regulations on Controlled Substances and Alcohol Use Testing. (49 CFR 382 and 49 CFR 40).

1038.3 DESIGNATED EMPLOYER REPRESENTATIVE (DER)

The Fire Chief will appoint a Designated Employer Representative (DER) who will be responsible for developing and maintaining a drug and alcohol testing and education plan (49 CFR 40.3). The DER is responsible for receiving communications and test results from service agents and is authorized to take immediate action to remove members from safety-sensitive duties. The DER is also authorized to make required decisions in testing and evaluation processes.

1038.4 APPLICABILITY

This policy applies to all safety-sensitive members as defined by DOT regulations and includes paid part-time members, volunteers, contract employees and contractors, who operate, as part of their job requirement or while conducting business on behalf of the District, any commercial vehicle of a type requiring a state-issued commercial driver's license. Any district members who possess a California Driver License Class B restricted license are not subject to the requirements of this policy, unless they are required by the District to possess a California Class A or Class B (non-restricted) Driver License.

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1038.5 REQUIRED TESTING

The following circumstances identify when a member shall be subject to drug or alcohol testing (49 CFR 382).

1038.5.1 PRE-EMPLOYMENT TESTING

New members hired or current members who are assigned to perform duties affected by this policy shall submit to a pre-employment drug test. The District must receive a negative test result prior to the performance of any duties assigned.

1038.5.2 POST-COLLISION TESTING

As soon as practicable following a collision involving a driver covered by this policy, the driver shall be tested for alcohol and/or controlled substances if any of the following conditions exist:

- The collision involved the loss of human life.
- The driver was cited for a moving violation, under state or local law, within eight hours of the occurrence of the collision.

If the driver was cited within 32 hours of the collision, under state or local law, for a moving violation arising from the collision, he/she shall be tested for controlled substances, if the incident involved:

- Bodily injury to any person who, as a result of the injury, immediately received medical treatment away from the scene of the collision; or
- One or more motor vehicles incurred disabling damage as a result of the collision, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.

1038.5.3 REASONABLE SUSPICION

Vehicle operators covered by this policy will be required to submit to an alcohol or drug test when the District has reasonable suspicion to believe the driver is under the influence of alcohol or a drug. This determination must be based on specific, contemporaneous and articulable observations of the driver's appearance, behavior, speech or body odor.

The observations may include indications of the chronic and/or withdrawal effects of drugs.

1038.5.4 RANDOM

The DOT regulation requires that drivers who fall within this requirement shall be subject to unannounced random drug and controlled substance testing. The District will conduct a number of tests equal to at least 50 percent of all drivers for controlled substance and 10 percent of all drivers for alcohol each calendar year, as required by the DOT regulation.

1038.6 RETURN TO DUTY OR FOLLOW-UP TESTING

A covered member who has violated any of the prohibitions of this policy must submit to a return to duty test before returning to his/her position (49 CFR 40.305). The test result must indicate an alcohol concentration of less than 0.02 (0.01 in the State of California) or a verified negative result on a controlled substances test. In addition, because studies have shown that the relapse

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rate is highest during the first year of recovery, the member will be subject to follow-up testing, which is separate from the random testing obligation. The member will be subject to at least six unannounced drug/alcohol tests during the first year back to the safety-sensitive position following the violation.

1038.7 TRAINING AND EDUCATIONAL MATERIALS

The District shall provide educational materials that explain the requirements of CFR 49 Part 382 and the associated policies and procedures established to each driver affected by this policy prior to the start of alcohol and controlled substance testing for that driver.

The District shall provide written notice to representatives of the affected member's organization regarding the policy and availability of this information.

The District shall provide at least 60 minutes of training on alcohol misuse. District supervisors will receive at least an additional 60 minutes of training on controlled substance abuse. This training will be used by the supervisors to determine whether reasonable suspicion exists to require a driver to undergo testing and the associated forms for reporting.

1038.8 SUBSTANCE ABUSE PROFESSIONAL (SAP) EVALUATION

A member who has violated the DOT drug and alcohol regulations cannot again perform any DOT safety-sensitive duties until and unless the member completes the Substance Abuse Professional (SAP) evaluation, referral and education/treatment process. The District will provide to each member who violates the DOT drug and alcohol regulation a listing of approved SAPs (49 CFR 40.287). The member must have a SAP evaluation before returning to duty. The payment of the SAP is determined by the member's current health care benefits or existing collective bargaining agreements (49 CFR 40.287 and 40.289 (b)).

The SAP evaluation must include (49 CFR 40.293):

- (a) A comprehensive face-to-face assessment and clinical evaluation.
- (b) A recommended course of education and/or treatment with which the member must demonstrate successful compliance prior to returning to DOT safety-sensitive duty.
 1. Appropriate education may include, but is not limited to, self-help groups (e.g., Alcoholics Anonymous) and community lectures, where attendance can be independently verified, and bona fide drug and alcohol education courses.
 2. Appropriate treatment may include, but is not limited to, in-patient hospitalization, partial in-patient treatment, out-patient counseling programs and aftercare.
- (c) A written report directly to the DER highlighting specific recommendations for assistance.
- (d) Consultation with the medical review officer if the SAP determines it is necessary or prudent to do so as part of the evaluation.

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1038.9 PROHIBITED SUBSTANCES

Prohibited substances addressed by this policy include the following (49 CFR 382):

- (a) Any illegal drug or any substance identified in Section 202 of the Controlled Substance Act 21 USC § 812 and defined by 21 CFR 1300.11. This includes, but is not limited to: marijuana, amphetamines, opiates, phencyclidine (PCP), cocaine and any drug not approved for medical use by the U.S. Drug Enforcement Administration or the U.S. Food and Drug Administration.
- (b) The use of beverages containing alcohol or substances including any medication, mouthwash, food, candy or other substance such that alcohol is present in the body while performing work-related duties. The concentration of alcohol is measured by an evidentiary breath-testing device.
- (c) The illegal use of legal drugs while performing work-related duties (e.g., misuse of legally prescribed drugs and the use of illegally obtained prescription drugs).

The use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance that carries a warning label that indicates that mental functioning, motor skills or judgment may be adversely affected must be reported immediately to an appropriate supervisor.

Written approval from a qualified health care professional must be provided to the District before the affected member may perform any work-related duties while taking these medications.

1038.10 PROHIBITED CONDUCT

1038.10.1 MANUFACTURE, TRACKING, POSSESSION AND USE

District members affected by this policy are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession or use of prohibited substances while on-duty. Members who violate this prohibited conduct will be subject to disciplinary action, up to and including termination. Law enforcement shall be notified, as appropriate, where criminal activity is suspected.

1038.10.2 INTOXICATION OR UNDER THE INFLUENCE

District members affected by this policy who are reasonably suspected of being intoxicated, impaired, under the influence of a prohibited substance or not fit for duty shall be suspended from job duties pending an investigation and verification of their condition. Members found to be under the influence of prohibited substances or who fail to pass a drug or alcohol test shall be removed from duty and subject to disciplinary action, up to and including termination. A drug or alcohol test is considered positive if the member is found to have a quantifiable presence of a prohibited substance in the body that is above the minimum thresholds defined in 49 CFR Part 40.

1038.10.3 ALCOHOL USE

District members affected by this policy should not report for duty or remain on-duty when their ability to perform assigned duties is adversely affected by alcohol or when the breath alcohol concentration is 0.04 or greater. No member affected by this policy shall use alcohol while on-

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duty, in uniform or while performing job duties. No member shall perform safety-sensitive functions within four hours of using alcohol. The District having knowledge that a driver has used alcohol within four hours shall not permit the driver to perform or continue to perform safety-sensitive functions. Violations of these provisions are prohibited and subject to disciplinary action up to and including termination.

1038.10.4 COMPLIANCE WITH TESTING REQUIREMENTS

All members affected by this policy will be subject to urine drug testing and breath alcohol testing.

Any member who refuses to comply with a request for testing shall be removed from duty and subject to disciplinary action, up to and including termination.

In addition, any member who is suspected of providing false information in connection with the test or who is suspected of falsifying test results through tampering, contamination, adulteration or substitution will be required to undergo an observed collection of a urine specimen. Verification of these actions will result in the member's removal from duty and possible disciplinary action, up to and including termination.

Refusal can include an inability to provide a sufficient urine specimen or breath sample without a valid medical explanation, as well as a verbal declaration, obstructive behavior or physical absence that results in the member's inability to take the test.

1038.11 TESTING GUIDELINES

The following represent a summary of testing guidelines. For specific testing procedures and required forms, see the Alcohol and Drug Use Policy.

1038.11.1 TESTING REQUIREMENTS

Requirements shall include tests for alcohol and controlled substances:

- (a) A National Highway Traffic Safety Administration (NHTSA)-approved evidential breath testing (EBT) device will be used at the .02 and .04 alcohol concentrations.
- (b) For controlled substances, a urine specimen will be collected to test for marijuana, cocaine, amphetamines, PCP, opiates and prescription drugs that may affect a member's ability to perform job duties safely.

The District shall only use testing facilities that adhere to the DOT requirements regarding testing for specified prescription drugs.

1038.11.2 TESTING NOTIFICATION AND MEMBER RESPONSIBILITIES

The DER will notify the appropriate supervisor regarding the member who is to be tested. If testing is required post collision or is due to reasonable suspicion, the member's supervisor shall transport the member to the testing site.

If testing is for any other reason, the selected member is required to proceed to the testing site immediately upon notification. Except as noted above the member may use a vehicle owned by the district to go to the testing site if one is reasonably available, .

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If the results of a test could reasonably lead to disciplinary action, the member may have union representation at the testing site. However, the testing will not be unreasonably delayed to accommodate the request.

1038.11.3 TEST RESULTS

All controlled substance tests will be reviewed by a licensed physician who has been designated as the medical review officer and is responsible for receiving laboratory results (49 CFR 40.121). The medical review officer receives all test results from the District's DOT drug-testing program and evaluates medical explanations for certain drug test results. Positive tests are reviewed by the medical review officer and the member prior to submitting the test results to the District's DER.

Nepotism and Conflicting Relationships

1039.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure equal opportunity and effective employment practices by avoiding actual or perceived favoritism, discrimination or actual or potential conflicts of interest by or between members of this district (Government Code § 12940). These employment practices include: recruiting, testing, hiring, compensation, assignment, promotion, use of facilities, access to training opportunities, supervision, performance appraisal, discipline and workplace safety and security.

1039.1.1 DEFINITIONS

Definitions related to this policy include:

Business relationship - Serving as an employee, independent contractor, compensated consultant, owner, board member, shareholder or investor in an outside business, company, partnership, corporation, venture or other transaction, where the employee's annual interest, compensation, investment or obligation is greater than \$250.

Conflict of interest - Any actual, perceived or potential conflict of interest in which it reasonably appears that an employee's action, inaction or decisions are or may be influenced by the employee's personal or business relationship.

Nepotism - The practice of showing favoritism to relatives over others in appointment, employment, promotion or advancement by any public official in a position to influence these personnel decisions.

Personal relationship - Includes marriage, cohabitation, dating or any other intimate relationship beyond mere friendship.

Public official - A supervisor, officer or employee vested with authority by law, rule or regulation or to whom authority has been delegated.

Relative - An employee's parent, stepparent, spouse, domestic partner, significant other, child (natural, adopted or step), sibling or grandparent.

Subordinate - An employee who is subject to the temporary or ongoing direct or indirect authority of a supervisor.

Supervisor - An employee who has temporary or ongoing direct or indirect authority over the actions, decisions, evaluation and/or performance of a subordinate employee.

1039.2 POLICY

The Zayante Fire Protection District is committed to fair and equitable treatment of all members and to creating a work atmosphere that is free of both actual and apparent conflicts of interest that could compromise this principle.

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Nepotism and Conflicting Relationships

1039.3 RESTRICTED DUTIES AND ASSIGNMENTS

The District will not prohibit all personal or business relationships between employees. However, in order to avoid nepotism or other inappropriate conflicts, the following reasonable restrictions shall apply:

- (a) Employees are prohibited from directly supervising, occupying a position in the line of supervision or being directly supervised by any other employee who is a relative or with whom they are involved in a personal or business relationship.
 - 1. If circumstances require that such a supervisor/subordinate relationship exist temporarily, the supervisor shall make every reasonable effort to defer matters pertaining to the involved employee to an uninvolved supervisor.
 - 2. When personnel and circumstances permit, the District will attempt to make every reasonable effort to avoid placing such employees in supervisor/subordinate situations. The District, however, reserves the right to transfer or reassign any employee to another position within the same classification in order to avoid conflicts with any provision of this policy.
- (b) Employees are prohibited from participating in, contributing to or recommending promotions, assignments, performance evaluations, transfers or other personnel decisions affecting an employee who is a relative or with whom they are involved in a personal or business relationship.
- (c) To avoid actual or perceived conflicts of interest, members of this district should refrain from developing or maintaining personal or financial relationships with victims, witnesses or other individuals during the course of or as a direct result of any official contact.
- (d) Except as required in the performance of official duties or, in the case of immediate relatives, employees shall not develop or maintain personal or financial relationships with any individual they know or reasonably should know is under criminal investigation, is a convicted felon, parolee, fugitive or registered sex or arson offender or who engages in serious violations of state or federal laws.

1039.3.1 EMPLOYEE RESPONSIBILITY

Prior to entering into any personal or business relationship or other circumstance which the employee knows or reasonably should know could create a conflict of interest or other violation of this policy, the employee shall promptly notify his/her uninvolved, next highest level of supervisor.

Whenever any employee is placed in circumstances that would require the employee to take enforcement action or provide official information or services to any relative or individual with whom the employee is involved in a personal or business relationship, the employee shall promptly notify his/her uninvolved, immediate supervisor. In the event that no uninvolved supervisor is immediately available, the employee shall promptly notify dispatch to have another uninvolved employee either relieve the involved employee or minimally remain present to witness the action.

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1039.3.2 SUPERVISOR'S RESPONSIBILITY

Upon being notified of, or otherwise becoming aware of any circumstance that could result in or constitute an actual or potential violation of this policy, a supervisor shall take all reasonable steps to promptly mitigate or avoid such violations whenever possible.

Supervisors shall also promptly notify the Fire Chief of such actual or potential violations through the chain of command.

Member Speech, Expression and Social Networking

1040.1 PURPOSE AND SCOPE

This policy is intended to address issues associated with member use of social networking sites and to provide guidelines for the regulation and balancing of member speech and expression with the needs of the District.

Nothing in this policy is intended to prohibit or infringe upon any communication, speech or expression that is protected or privileged under law. This includes speech and expression protected under state or federal constitutions as well as labor or other applicable laws. For example, this policy does not limit an employee from speaking as a private citizen, including acting as an authorized member of a recognized bargaining unit, about matters of public concern, such as misconduct or corruption.

Members are encouraged to consult with their supervisor regarding any questions arising from the application or potential application of this policy.

1040.1.1 APPLICABILITY

This policy applies to all forms of communication including, but not limited to, film, video, print media, public or private speech, use of all Internet services, including the World Wide Web, e-mail, file transfer, remote computer access, news services, social networking, social media, instant messaging, blogs, forums, video and other file-sharing sites.

1040.2 POLICY

Public employees occupy a trusted position in the community, and thus, their statements have the potential to contravene the policies and performance of this district. Due to the nature of the work and influence associated with the fire profession, it is necessary that members of this district be subject to certain reasonable limitations on their speech and expression. To achieve its mission and efficiently provide service to the public, the Zayante Fire Protection District will carefully balance the individual member's rights against the district's needs and interests when exercising a reasonable degree of control over its members' speech and expression.

1040.3 SAFETY

Members should consider carefully the implications of their speech or any other form of expression when using the Internet. Speech and expression that may negatively affect the safety of the Zayante Fire Protection District members, such as posting personal information in a public forum, can result in compromising a member's home address or family ties. Members should therefore not disseminate or post any information on any forum or medium that could reasonably be anticipated to compromise the safety of any member, a member's family or associates. Examples of the type of information that could reasonably be expected to compromise safety include:

- Disclosing the address of a fellow firefighter.

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- Otherwise disclosing where another firefighter can be located off-duty.

1040.4 PROHIBITED SPEECH, EXPRESSION AND CONDUCT

To meet the district's safety, performance and public-trust needs, the following is prohibited unless the speech is otherwise protected (for example, an employee speaking as a private citizen, including acting as an authorized member of a recognized bargaining unit, on a matter of public concern):

- (a) Speech or expression made pursuant to an official duty that tends to compromise or damage the mission, function, reputation or professionalism of the Zayante Fire Protection District or its members.
- (b) Speech or expression that, while not made pursuant to an official duty, is significantly linked to, or related to, the Zayante Fire Protection District and tends to compromise or damage the mission, function, reputation or professionalism of the Zayante Fire Protection District or its members.
- (c) Speech or expression that could reasonably be foreseen as having a negative impact on the credibility of the member as a witness. For example, posting statements or expressions to a website that glorify or endorse dishonesty, unlawful discrimination or illegal behavior.
- (d) Speech or expression of any form that could reasonably be foreseen as having a negative impact on the safety of the members of the District.
- (e) Speech or expression that is contrary to the canons of the Firefighters Code of Ethics as adopted by the Zayante Fire Protection District.
- (f) Use or disclosure, through whatever means, of any information, photograph, video or other recording obtained or accessible as a result of employment with the District for financial or personal gain, or any disclosure of such materials without the express authorization of the Fire Chief or the authorized designee.
- (g) Posting, transmitting or disseminating any photographs, video or audio recordings, likenesses or images of district logos, emblems, uniforms, badges, patches, marked vehicles, equipment or other material that specifically identifies the Zayante Fire Protection District on any personal or social networking or other website or web page, without the express authorization of the Fire Chief.
- (h) Accessing websites for non-authorized purposes, or use of any personal communication device, game device or media device, whether personally or district owned, for personal purposes while on-duty, except in the following circumstances:
 1. When brief personal communication may be warranted by the circumstances (e.g., inform family of extended hours).

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2. During authorized breaks, however, such usage should be limited as much as practicable to areas out of sight and sound of the public and shall not be disruptive to the work environment.

Members must take reasonable and prompt action to remove any content, including content posted by others, that is in violation of this policy from any web page or website maintained by the member (e.g., social or personal website).

1040.4.1 UNAUTHORIZED ENDORSEMENTS AND ADVERTISEMENTS

While members are not restricted from engaging in the following activities as private citizens or as authorized members of a recognized bargaining unit, members may not represent the Zayante Fire Protection District or identify themselves in any way that could be reasonably perceived as representing the Zayante Fire Protection District in order to do any of the following, unless specifically authorized by the Fire Chief (Government Code § 3206; Government Code § 3252):

- (a) Endorse, support, oppose or contradict any political campaign or initiative.
- (b) Endorse, support, oppose or contradict any social issue, cause or religion.
- (c) Endorse, support or oppose any product, service, company or other commercial entity.
- (d) Appear in any commercial, social or nonprofit publication or any motion picture, film, video, public broadcast or on any website.

Additionally, when it can reasonably be construed that a member, acting in his/her individual capacity or through an outside group or organization (e.g., bargaining group), is affiliated with this district, the member shall give a specific disclaiming statement that any such speech or expression is not representative of the Zayante Fire Protection District.

Members retain their right to vote as they choose, to support candidates of their choice and to express their opinions as private citizens, including as authorized members of a recognized bargaining unit, on political subjects and candidates at all times while off-duty. However, members may not use their official authority or influence to interfere with or affect the result of an election or a nomination for office. Members are also prohibited from directly or indirectly using their official authority to coerce, command or advise another member to pay, lend or contribute anything of value to a party, committee, organization, agency or person for political purposes (5 USC § 1502).

1040.4.2 POLITICAL ACTIVITY

The following rights are retained by firefighters by statute and are extended to all other members by the Zayante Fire Protection District (Government Code § 3252).

- (a) No member shall be prohibited from engaging in political activity, unless otherwise prohibited by law, in violation of district policy or any time a member is on-duty or in uniform.
- (b) Members shall not be coerced or required to engage in political activity.

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- (c) A member can seek election to, or serve as a member of, the governing board of a school district or any local agency where he/she is not employed, including, but not limited to, any city, county, special district or political subdivision.

1040.5 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to anything published or maintained through file-sharing software or any Internet site open to public view (e.g., Facebook, MySpace).

The District also reserves the right to access, audit and disclose for whatever reason all messages, including attachments, and any information transmitted over any technology that is issued or maintained by the District, including the district e-mail system, computer network or any information placed into storage on any district system or device.

All messages, pictures and attachments transmitted, accessed or received over district networks are considered district records and, therefore, are the property of the District. The District reserves the right to access, audit and disclose for whatever reason all messages, including attachments, that have been transmitted, accessed or received through any district system or device, or any such information placed into any district storage area or device. This includes records of all key strokes or web-browsing history made at any district computer or over any district network. The fact that access to a database, service or website requires a user name or password will not create an expectation of privacy if it is accessed through district computers or networks.

1040.6 TRAINING

Subject to available resources, the District should provide training regarding member speech and the use of social networking to firefighters and supervisors.

Anti-Retaliation

1041.1 PURPOSE AND SCOPE

This policy prohibits retaliation against members who identify workplace issues, such as fraud, waste, abuse of authority, gross mismanagement or any inappropriate conduct or practices, including violations that may pose a threat to the health, safety or well-being of members.

This policy does not prohibit actions taken for nondiscriminatory or non-retaliatory reasons, such as discipline for cause.

These guidelines are intended to supplement and not limit members' access to other applicable remedies. Nothing in this policy shall diminish the rights or remedies of a member pursuant to any applicable federal law, provision of the U.S. Constitution, law, ordinance or collective bargaining agreement.

1041.2 POLICY

The Zayante Fire Protection District has a zero tolerance for retaliation and is committed to taking reasonable steps to protect from retaliation members who, in good faith, engage in permitted behavior or who report or participate in the reporting or investigation of workplace issues. All complaints of retaliation will be taken seriously and will be promptly and appropriately investigated.

1041.3 RETALIATION PROHIBITED

No member may retaliate against any person for engaging in lawful or otherwise permitted behavior; for opposing a practice believed to be unlawful, unethical, discriminatory or retaliatory; for reporting or making a complaint under this policy; or for participating in any investigation related to a complaint under this or any other policy.

Retaliation includes any adverse action or conduct, including, but not limited to:

- Refusing to hire or denying a promotion.
- Extending the probationary period.
- Unjustified reassignment of duties or change of work schedule.
- Real or implied threats or other forms of intimidation to dissuade the reporting of wrongdoing or filing of a complaint, or as a consequence of having reported or participated in protected activity.
- Taking unwarranted disciplinary action.
- Spreading rumors about the person filing the complaint or about the alleged wrongdoing.
- Shunning or unreasonably avoiding a person because he/she has engaged in protected activity.

Anti-Retaliation

1041.4 COMPLAINTS OF RETALIATION

Any member who feels he/she has been retaliated against in violation of this policy should promptly report the matter to any supervisor, a command staff member, or the Fire Chief .

Members shall act in good faith, not engage in unwarranted reporting of trivial or minor deviations or transgressions, and make reasonable efforts to verify facts before making any complaint in order to avoid baseless allegations. Members shall not report or state an intention to report information or an allegation knowing it to be false or with willful or reckless disregard for the truth or falsity of the information, or otherwise act in bad faith.

Investigations are generally more effective when the identity of the reporting member is known, thereby allowing investigators to obtain additional information from the reporting member. However, complaints may be made anonymously. All reasonable efforts shall be made to protect the reporting member's identity. However, confidential information may be disclosed to the extent required by law or to the degree necessary to conduct an adequate investigation and make a determination regarding a complaint. In some situations, the investigative process may not be complete unless the source of the information and a statement by the member is part of the investigative process.

1041.5 SUPERVISOR RESPONSIBILITIES

Supervisors are expected to remain familiar with this policy and ensure that members under their command are aware of its provisions.

The responsibilities of supervisors include, but are not limited to:

- (a) Ensuring complaints of retaliation are investigated as provided in the Personnel Complaints Policy.
- (b) Receiving all complaints in a fair and impartial manner.
- (c) Documenting the complaint and any steps taken to resolve the problem.
- (d) Acknowledging receipt of the complaint, notifying the Fire Chief via the chain of command and explaining to the member how the complaint will be handled.
- (e) Taking appropriate and reasonable steps to mitigate any further violations of this policy.
- (f) Monitoring the work environment to ensure that any member making a complaint is not subjected to further retaliation.
- (g) Periodic follow-up with the complainant to ensure that retaliation is not continuing.
- (h) Not interfering with or denying the right of a member to make any complaint.
- (i) Taking reasonable steps to accommodate requests for assignment or schedule changes made by a member who may be the target of retaliation if it would likely mitigate the potential for further violations of this policy.

1041.6 COMMAND STAFF RESPONSIBILITIES

The Fire Chief should communicate to all supervisors the prohibition against retaliation.

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Anti-Retaliation

Command staff shall treat all complaints as serious matters and shall ensure that prompt actions take place, including, but not limited to:

- (a) Communicating to all members the prohibition against retaliation.
- (b) The timely review of complaint investigations.
- (c) Remediation of any inappropriate conduct or condition and instituting measures to eliminate or minimize the likelihood of recurrence.
- (d) The timely communication of the outcome to the complainant.

1041.7 WHISTLE-BLOWING

California law protects members who (Labor Code § 1102.5; Government Code § 53296 et seq.):

- (a) Report a violation of a state or federal statute or regulation to a government or law enforcement agency, including the member's supervisor or any other member with the authority to investigate the reported violation.
- (b) Provide information or testify before a public body if the member has reasonable cause to believe a violation of law occurred.
- (c) Refuse to participate in an activity that would result in a violation of a state or federal statute or regulation.
- (d) File a complaint with a local agency about gross mismanagement or a significant waste of funds, an abuse of authority or a substantial and specific danger to public health or safety. Members shall exhaust all available administrative remedies prior to filing a formal complaint.

Members are encouraged to report any legal violations through the chain of command (Labor Code § 1102.5).

Members who believe they have been the subject of retaliation for engaging in such protected behaviors should promptly report it to a supervisor. Supervisors should refer the complaint to the Fire Chief or authorized designee through the appropriate supervisory chain of command for investigation pursuant to the Personnel Complaints Policy.

1041.7.1 DISPLAY OF WHISTLE-BLOWER LAWS

The District shall display a notice to members regarding their rights and responsibilities under the whistle-blower laws, including the whistle-blower hotline maintained by the Office of the Attorney General (Labor Code § 1102.8).

1041.8 RECORDS RETENTION AND RELEASE

The Custodian of Records shall ensure that documentation of investigations is maintained in accordance with the established records retention schedules.

1041.9 TRAINING

This policy should be reviewed with each new member.

All members should receive periodic refresher training on the requirements of this policy.

Chapter 11 - Facility

Emergency Power

1100.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a process for identifying emergency power needs or relocation plans for critical facilities and/or equipment. The district provides critical emergency services to the community and must be able to respond to incidents with fully functioning equipment, regardless of commercial power failures.

1100.2 POLICY

It is the policy of the Zayante Fire Protection District to provide emergency power sources at its facilities where necessary.

1100.3 RESPONSIBILITIES

The Fire Chief or the authorized designee shall develop a plan to:

- (a) Identify critical resources and the equipment necessary for the district's mission and determine the district's needs for emergency power.
- (b) Equip facilities and/or equipment identified as crucial to the mission of the district with electrical generators, Uninterruptible Power Sources or other means of sustaining critical business components in the event of a loss of commercial power.
 1. All emergency power sources selected shall be in compliance with all building code, environmental and California Division of Occupational Safety and Health (Cal/OSHA) rules and regulations governing the use of such equipment.

1100.4 PROCEDURE

The following aspects of maintaining and operating emergency power sources for fire stations and other facilities should be identified in the plan:

- Specific apparatus, equipment, computers or systems that should be served by the emergency power at each station 1
- Identification of the person responsible for periodically testing and maintaining the proposed equipment
- Fueling procedure for any generator fuel tanks in the proposed system
- Details of any fuel service contracts
- Identification of the person responsible for ensuring the tanks are full at all times and for refilling the tanks in the event of a protracted event
- Identification of the person responsible for annually procuring a maintenance for the proposed equipment
- Details of the record-keeping system for testing and maintenance of the proposed equipment

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- Contingency plans for a failure of the back-up system

Flag Display

1101.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to members of the Zayante Fire Protection District regarding the proper display of the flags of both the United States and the State of California.

1101.2 DISPLAYING THE FLAG OF THE UNITED STATES

Federal law providing for the use and the display of the U.S. flag is contained in Title 4 Chapter 1 of the United States Code, commonly referred to as "The Flag Code." Members of this district will display the flag of the United States in accordance with the provisions of 4 USC § 1-10.

1101.2.1 DISPLAY OF THE U.S. FLAG IN DAILY OPERATIONS

District members should consult the Flag Code for guidance whenever the flag of the United States is to be displayed in any manner. This is to ensure that the display is presented in accordance with the Flag Code and as follows:

- (a) The United States flag should be conspicuously posted on all fire district facilities during hours of operation (Government Code § 431(a)).
- (b) It is the universal custom to display the flag only from sunrise to sunset on buildings and on a stationary flagstaff in the open. However, the flag may be displayed 24 hours a day if it is properly illuminated during the hours of darkness (4 USC § 6(a)).
- (c) The flag should not be displayed on days when the weather is inclement, except when an all-weather flag is displayed (4 USC § 6(a)).
- (d) The U.S. flag may only be flown at half-staff by Presidential or Gubernatorial decree, and on Memorial Day until noon (4 USC § 7(m)).

Whenever the U.S. flag is displayed in conjunction with other flags or symbols it should occupy the "Place of Honor" (4 USC § 7).

1101.3 DISPLAY OF THE CALIFORNIA STATE FLAG

State law provides for the use and the display of the flag of the State of California. Members of the Zayante Fire Protection District will display it in accordance with these provisions (Government Code § 430, Government Code § 431, Government Code § 432, Government Code § 433, Government Code § 434, Government Code § 435, Government Code § 436, Government Code § 437, Government Code § 438 and Government Code § 439).

1101.3.1 DISPLAY OF THE CALIFORNIA FLAG IN DAILY OPERATIONS

District members should consult the Adjutant General's rules for guidance whenever the California flag is to be displayed in any manner, to ensure that the display is presented appropriately. Displays of the California flag should be as provided by the Adjutant General's rules and as follows:

- (a) The California flag should be conspicuously posted on all fire district facilities during hours of operation (Government Code § 431(a)).

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Flag Display

- (b) Generally, the California flag should be displayed only from sunrise to sunset on buildings and on a stationary flagstaff in the open. However, the flag may be displayed 24 hours a day if it is properly illuminated during the hours of darkness.
- (c) The California flag should not be displayed on days when the weather is inclement, except when an all-weather flag is displayed.
- (d) The California flag shall be flown at half-staff whenever the flag of the United States is flown at half-staff, and may only be flown at half-staff at other times by order of the Governor of California.
- (e) Whenever the California flag is displayed in conjunction with the United States flag, the United States flag shall occupy the position of first honor (Government Code § 436). When the California flag is displayed in conjunction with other flags or symbols, it should occupy the position of honor.

District Use of Fire Detection and Suppression Systems

1102.1 PURPOSE AND SCOPE

Automatic fire detection and suppression systems can enhance safety and preserve property in the event of a fire. This policy addresses the limitations and requirements of using facilities equipped with automatic fire detection and suppression systems for district-sponsored functions.

1102.2 POLICY

It is the policy of the Zayante Fire Protection District to enhance the safety of its members and preserve property by providing workspace equipped with fire detection and suppression systems when reasonably practicable. District members should also promote the use of space equipped with fire detection and suppression systems within the community.

1102.3 PROCEDURE

District members should also encourage fire service and other groups to use facilities and lodging that are protected by automatic fire detection and suppression systems for their sponsored activities.

Subject to available resources, the Zayante Fire Protection District will upgrade to current standards any district-owned or operated facilities that do not have automatic fire detection and suppression systems.

Fire Station Living

1103.1 PURPOSE AND SCOPE

The purpose of this policy is to provide for the health of all members and visitors by establishing guidelines for fire station cleanliness and maintenance, to ensure that stations and equipment are properly maintained, and that clean and sanitary conditions exist in the living spaces.

1103.2 POLICY

It is the policy of the Zayante Fire Protection District that routine care, maintenance and cleaning shall be conducted daily at station 1 and weekly at stations 2 and 3 by members on shift and resident firefighters.

1103.3 PROCEDURE

On duty personnel shall be assigned responsibility for a specific area of the station and should cooperate with other on duty personnel to ensure all duties are completed during the course of a shift.

All members should keep desks, cars, beds and lockers in a neat and clean condition. Supervisors are responsible for monitoring member housekeeping and hygiene, and immediately addressing any issue that disrupts the good working order of the station or detracts from a professional image.

The station and equipment shall be maintained in a clean, orderly and sanitary condition. Daily tasks to accomplish this shall include, but are not limited to, the following:

- Vacuuming
- Sweeping and mopping floors
- Dusting
- Polishing
- Cleaning restrooms
- Cleaning apparatus bays

Additional station and equipment maintenance and cleaning should be conducted weekly or on an as-needed basis.

Safety considerations regarding cleaning and maintenance may include, but are not limited to, the following:

- Cleaning and repairing the source of water leaks quickly to avoid mold growth.

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- Avoiding the use of compressed air to blow dust and debris from clothing while the clothing is being worn.
- Maintaining cooking appliances and eating utensils in good working order.
- Cleaning kitchen hoods and vents at least monthly. Ensuring the hood light is installed and functioning.
- Posting signs in all restrooms reminding employees/visitors to wash their hands.

Any disputes shall be resolved by a supervisor.

1103.4 LIVE IN SLEEPER RESPONSIBILITIES

Sleepers are responsible for but not limited to:

- Cleaning class room
- Cleaning all restrooms
- Cleaning kitchen
- Cleaning and vacuuming upstairs as needed as well as the stairs
- All sleepers will be required to work at least one 8 to 5 shift per week

Attachments

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