

# Amador Fire Protection District

## Policy Manual

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### **AMADOR FIRE PROTECTION DISTRICTS FIREFIGHTER CODE OF ETHICS**

As a firefighter and member of the Amador 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 Amador 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 Amador Fire Protection District and the individual members.

### 100.2 POLICY

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

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

### 100.3 ORGANIZATIONAL POWERS

This district is authorized to perform the following:

- (a) Fire code enforcement
- (b) Fire suppression
- (c) Fire Investigations
- (d) Provision of Emergency Medical Services (EMS)

### 100.4 FIREFIGHTER POWERS

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

- (a) Participate in a wide range of emergency and rescue activities, including EMS, extrication and heavy rescue
- (b) Perform fire suppression duties, including the suppression of structural, aircraft, wildland and other types of fires
- (c) Investigate causes of fires
- (d) Collect and preserve evidence when a fire is of a suspicious origin
- (e) Perform specialty services, including hazardous materials response, technical rescue, water rescue and additional services as authorized by the Fire Chief
- (f) Provide public education and fire prevention activities and services.

### 100.5 CONSTITUTIONAL REQUIREMENTS

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

## *Fire Service Authority*

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### **100.6 SUPERVISORY AUTHORITY**

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



## 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 (CA. Const. art. XX, § 3 and Government Code § 3102). The oath shall be as follows:

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

# Policy Manual

## 103.1 PURPOSE AND SCOPE

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

## 103.2 POLICY

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

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

### 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 Amador 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 Amador 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.

## *Policy Manual*

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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 has full authority to issue, as needed, directives that shall modify those provisions of the manual to which they pertain. Any directive so issued shall remain in effect until such time as they may be permanently incorporated into the manual.

#### **103.3.2 STAFF**

Staff shall consist of the following:

- Fire Chief
- Deputy Fire Marshal
- Battalion Chief (s)
- Administrative Staff

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

#### **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 Amador.

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

**District/AFP** - The Amador Fire Protection District.

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

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

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

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

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

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

- Full- and part-time employees
- Sworn, appointed, or elected firefighters
- Reserve firefighters
- 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
- Administration Office
- Deputy Fire Marshal's

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- Each fire station

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

### **103.6 POLICY MANUAL ACCEPTANCE**

As a condition of employment either paid or volunteer, 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 Intranet and or google drive.

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

Each on duty company officer / Battalion Chief 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 Amador 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 Amador 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 Amador Fire Protection District. The following divisions make up the Amador Fire Protection District:

- Administration
- Operations
- Prevention

#### 200.3.1 ADMINISTRATION DIVISION

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

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

#### 200.3.2 OPERATIONS DIVISION

The Operations Division is directed by the Battalion Chiefs. The 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 Operations Division Officer may also oversee the management of the Administration Office

#### 200.3.3 FIRE PREVENTION DIVISION

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

# Amador Fire Protection District

## Policy Manual

### *Organizational Structure*

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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 Amador Fire Protection District.

#### **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 Amador 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 Amador 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 Amador 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 Amador Fire Protection District without having first informed the Fire Chief through the chain of command.

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

Members of the Amador 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.



## *Organizational Structure*

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### **200.7 ALTERNATE CHANNELS OF COMMUNICATION**

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

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

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 Administration. Nothing in this policy shall diminish the rights or remedies of a member pursuant to any applicable federal law, provision of the U.S. Constitution, applicable law, ordinance or collective bargaining agreement.

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

## District Directives

### **202.1 PURPOSE AND SCOPE**

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

### **202.2 POLICY**

It is the policy of the Amador 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 and or his or her designee 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.

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# California Fair Political Practices Commission Filings

## 203.1 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.

## 203.2 POLICY

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

## 203.3 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.

## 203.4 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 Fiscal 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.

### 203.4.1 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

### 203.4.2 FILING PROCESS

The filing process is administered by the Districts Fiscal Officer and includes the following procedures:

- A Statement of Economic Interests form and filing instructions shall be distributed annually to designated district members. Additionally, forms shall be sent to designated members upon notice of appointment or termination.

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### *California Fair Political Practices Commission Filings*

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

#### 203.4.3 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 Districts Fiscal Officer.

#### 203.4.4 DESIGNATED CLASSIFICATIONS

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

- Fire Chief
- Battalion Chief
- Board of Directors

## Liability Claims

### **204.1 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.

### **204.2 POLICY**

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

### **204.3 RESPONSIBILITY**

The Fire Chief should designate a designee 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, shall forward the information to the Fire Chief and or his or her designee as soon as practicable.

### **204.4 RESPONSE TO CLAIMS**

The Fire Chief and or his or her designee 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 Fire Chief and or his or her designee should notify the claimant within 20 days and specify the defects (Government Code § 910.8).

The Fire Chief and or his or her designee 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; Government Code § 911.3).

The Fire Chief and or his or her designee 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

### 205.1 PURPOSE AND SCOPE

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

### 205.2 POLICY

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

### 205.3 PRIVACY EXPECTATION

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

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

### 205.4 RESTRICTED USE

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

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

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

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

## *Electronic Mail*

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### **205.5 EMAIL RECORD MANAGEMENT**

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

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

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## Solicitation of Funds

### 210.1 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.

#### 210.1.1 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.

### 210.2 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.

### 210.3 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 representative of the district.
- (g) An admonishment that encourages donors to seek independent advice if there is reason to believe that a proposed gift might significantly affect the donor's financial position, taxable income or relationship with other family members.
- (h) The assurance that donor requests to limit the frequency of contacts, to prohibit solicitation by telephone or other technology and to reduce or cease sending printed or electronically transmitted material concerning the 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



## *Solicitation of Funds*

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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.

### **210.4 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.

### **210.5 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 the collection and reporting of any applicable taxes.
- (c) 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.

# Amador Fire Protection District

Policy Manual

## *Solicitation of Funds*

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

## Chapter 3 - Personnel

## GENERAL EMPLOYMENT INFORMATION

### 300.1 PURPOSE AND SCOPE

The purpose of this policy is to give general employment information regarding Amador Fire Protection.

### 300.2 POLICY

It is the policy of Amador Fire Protection District to follow all employment laws both federal and state and information contained in this policy may be amended as such laws change.

### 300.3 GENERAL EMPLOYMENT INFORMATION

#### 1. Equal Employment Opportunity

- (a) It is the policy of the District to assure a work environment free of all forms of discrimination, and to ensure equal employment opportunity by prohibiting discrimination based on age, race, creed, sex, color, religion, national origin, political affiliation, ancestry, marital status, sexual orientation, medical condition, pregnancy, child birth or related medical condition, or mental or physical disability.

#### 2. Not a Civil Service Employer

- (a) The District is not a civil service employer and does not in any way operate under the civil service system
- (b) The District does have a job classification plan containing job descriptions for Firefighters, Engineers, and Battalion Chiefs and a salary schedule for such paid positions.

#### 3. Work Schedules

- (a) The District utilizes the following work schedules for fire suppression and administrative personnel
  - 1. Twenty-Four (24) Hour Shift Employee. A Shift is defined as a 24 hour period beginning at 0800 and ending at 0800 the following morning. Fire suppression personnel assigned to a 24 hour shift schedule (shift employee) shall have a Fair Labor Standards Act (FLSA) Sec. 7 (k) work period of 24 consecutive days. Shift employees shall be scheduled 48/96 (two days on followed by fours days off) as follows
    - (a) "A" Shift - XX0000XX0000XX0000XX0000
    - (b) "B" Shift - 00XX0000XX0000XX0000XX00
    - (c) "C" Shift - 0000XX0000XX0000XX0000XX

Where: X = 24 consecutive hours on duty

O = 24 consecutive hours off duty

# Amador Fire Protection District

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### *GENERAL EMPLOYMENT INFORMATION*

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b. Hours worked by a shift employee in excess of 182 hours during the 24 day work period shall be compensated at the overtime rate.

c. The normal work day, for assigned station duties etc., shall be from 0800 to 1700 with a lunch break from 1200 to 1300 or as soon thereafter as possible due to emergency activity

d. Employees shall participate, as required, in evening drills/trainings of both on duty and volunteer personnel.

#### 2. Non-24 Hour Shift Employee

- (a) Fire suppression personnel assigned to a work day schedule of 9 to 12 hours.
- (b) Non-24 Hours Shift employees shall have a FLSA Sec. 7(K) work period of fourteen consecutive days beginning on Sunday morning at 12:01 am and ending the second following Saturday at 12 midnight.
  - 1. Hours worked in excess of 106 hours by a Non-24 Hour Shift employee during the fourteen day work period shall be compensated at the overtime rate.
  - 2. Employees shall take a paid lunch break midway through their assigned workday or as soon thereafter as possible due to emergency activity.
  - 3. Employees shall participate, as required, in evening drills/trainings.

#### 4. Forty (40) Hour Employee

- (a) District administrative employees, scheduled to work forty hours per week and considered nonexempt under FLSA, shall be compensated at the overtime rate for all hours worked in excess of forty hours in a single workweek. The workweek shall begin at 12:01a.m. Sunday and end at 12:00 midnight Saturday.

### **300.4 TYPES OF EMPLOYMENT**

#### 1. Regular Full-Time

- (a) A regular full-time employee has an established job classification, works one of the standard duty shifts specified in Section 1000.3 of this policy, has successfully completed the initial probation period and is entitled to employee benefits.

#### 2. Regular Part-Time

- (a) A regular part-time employee has an established job classification, works a minimum of eight (8) hours and less than forty (40) hours per standard workweek, twelve months per year; and has completed the initial probation period. A regular part-time employee gets paid on an hourly basis and receives no employee benefits excepting the District's 401 (a) Plan.

#### 3. Temporary/Seasonal

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### GENERAL EMPLOYMENT INFORMATION

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- (a) Temporary/Seasonal employees are those season/temporary employees holding jobs of limited duration arising out of special projects, abnormal workloads, emergencies, or other temporary needs of the District. Such temporary/seasonal employees are typically employed for a period of one (1) year or less although they may work a standard workweek of forty (40) hours per week during that period of time. Temporary/seasonal employees are paid hourly and are not entitled to employee benefits. A Temporary/Seasonal employee may be an employee that possibly does not meet all requirements for Regular Full-Time employment status but one that is in training towards required certifications for Regular Full-Time status. The number of hours available for work by a temporary/seasonal employee shall be determined by the District Fire Chief.

#### 4. Volunteers

- (a) In order to maintain fire protection in the community the District utilizes volunteers in addition to paid full-time, part-time, and temporary/seasonal employees. All volunteers are insured for workers' compensation insurance coverage by the District.
- (b) Volunteers are not eligible for any employment benefits offered by the District to paid personnel.

### 300.5 EMPLOYEE BENEFITS

#### 1. Eligibility for Benefits

- (a) Full-time employees of the District are eligible for all benefits specified in these policies. Part-time employees (excepting the District's 401(a) Plan), temporary/seasonal employees and volunteers are not eligible to receive such benefits. The District retains the right to transition existing employees from full-time to part-time positions when the economic circumstances of the District so require, which may result in a reduction or termination of some benefits for certain employees. Any such change in classification from full-time employment to part-time employment must be approved by the Fire Chief. All employees affected by such change shall receive prior notice of the change from full-time to part-time employment, the number of hours per week of employment required in the new part-time position, and the extent to which benefits have been reduced and/or eliminated by such change in classification.

#### 2. Vacation Leave

- (a) Regular full-time employees being to earn paid vacation time according to the schedules set forth below. Vacation time begins to accrue beginning with the employee's first date of employment. However, employees will not be entitled to take paid vacation time until after satisfactory completion of (6) months of employment with the District.

##### 1. Vacation Accrual

- (a) Full-time employees shall earn and accrue paid vacation leave on a prorated monthly basis in accordance with the following;
  - 1. First five years of employment
    - (a) 24-hour shift employee - 10 hours

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## Policy Manual

### GENERAL EMPLOYMENT INFORMATION

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- (b) Non-24 hour shift employee - 11.24 hours
    - (c) 40 hour employee - 10.00 hours a month
  - 2. Six or more years of employment
    - (a) 24-hour shift employee - 14.0 hours
    - (b) Non-24 hour shift employee - 11.24
    - (c) 40 hour employee - 10.00 hours
  - (b) Vacation leave shall be accrued and recorded at the end of each month
  - (c) Ceiling on Vacation Benefits
    - 1. Employees are encouraged to use their vacation benefits. No employee shall be eligible to accrue more than a maximum of twice their annual vacation accrual rate specified above. Once the maximum accrued number of vacation hours is reached, vacation accrual will cease until the vacation balance falls below the allowed maximum. If an employee later uses enough vacation to fall below the allowed maximum, the employee will start accruing vacation leave again from that date forward until the ceiling is reached again. An employee may request that an exception be made to the ceiling on vacation benefits because of extraordinary circumstances. All such exceptions shall require Fire Chief approval.
- ### 3. Sick leave Benefits
- (a) Regular full-time employees of the District shall be entitled to accrue sick leave at the following rates:
    - 1. 10 hours per month for 24-hour shift employees
    - 2. 8.03 hours per month for Non-24 hour shift employees
    - 3. 7.14 hours per month for 40 hour employees.
  - (b) These accrual rates pertain to months of continuous full-time service beginning with the first month of employment. Part-time employees and temporary/seasonal employees of the District are not entitled to accrue sick. Unused sick leave shall accrue from year to year and there is no maximum accrual limit. Accrual of sick leave will be recorded at the end of each month. Sick leave only accrues for continuous full-time service to the District and does not accrue during any period an employee is on paid or unpaid leave, or receiving State Disability Insurance or Workers' compensation Insurance.
  - (c) Accrued sick leave benefits will be used to supplement all State Disability Insurance (SDI) benefits only to the extent necessary to provide a combination of sick leave and SDI benefits equal to the employee's straight time compensation immediately before the beginning of the illness or disability.
  - (d) Sick leave Benefits are not to be used to give employees extra pay. Employees who have unplanned overtime and call in sick during the same FLSA period and request

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## Policy Manual

### GENERAL EMPLOYMENT INFORMATION

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to use sick leave benefits, the unplanned overtime will convert to straight time hours. The unplanned hours will be used to equal employee's straight time compensation, if the unplanned overtime hours are not enough to cover employees straight time compensation then sick leave benefits will apply up to the amount necessary to equal employees straight time compensation.

- (e) Since paid sick leave is to protect the employees from loss of earnings and not to provide days off with pay and or extra pay, misrepresentation as to the reason for absence from the District for the purpose of receiving paid sick leave shall be considered as an act of dishonesty and is cause for personnel action up to and including termination of employment.

#### 4. Holidays

- (a) All regular Full-time employees of the District shall be entitled to receive compensation for holidays as follows:
  - (a) 24 Hour Shift Employee
    - (a) Full-time Shift employees shall receive 120 hours of the employee's regular hourly rate of pay per year in lieu of holiday leave. Holiday pay disbursement, to be included as "Holiday Pay" on each pay period, shall be calculated by multiplying each affected employee's regular hourly rate of pay by 120 hours and dividing by the number of pay periods in a year.
    - (b) Employees who are on extended leave of absence more than 30 days may be ineligible for holiday pay.
  - (b) Non-24 Hour Shift Employee
    - (a) Full-time Non-24 hour shift employees shall receive 90 hours of the employee's regular hourly rate of pay per year in lieu of holiday time off. Holiday pay disbursement, to be included as "Holiday Pay" on each pay period, shall be calculated by multiplying each affected employee's regular hourly rate of pay by 90 hours and dividing by the number of pay periods in a year.
    - (b) Employees who are on extended leave of absence more than 30 days may be ineligible for holiday pay.

#### 5. Health Insurance

- (a) All full-time employees are eligible to participate in comprehensive medical, dental, and vision insurance plans as defined in District Policy as defined in Exhibit C
  - 1. [See attachment: Exhibit C Health\\_Plan\\_Policy.pdf](#)
- (b) Each new full-time employee shall become eligible for employee and dependent medical, dental, and vision care insurance coverage provided by the District on the first day of the month following the month in which such employee completes thirty (30) days of continuous full-time employment with the District.
- (c) An eligible dependent is as defined under the policy for coverage



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## Policy Manual

### *GENERAL EMPLOYMENT INFORMATION*

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- (d) A list of the alternative coverages available shall be presented to District employees and to the Board annually during the annual open enrollment period.
- (e) If the employee chooses a health insurance alternative for which the monthly employee cost exceed the maximum amount per month approved by the Board, then the employee will be responsible for payment of such excess costs.
- (f) No health insurance coverage is afforded to volunteer firefighters, part-time, or temporary/seasonal employees.

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## Recruitment and Selection

### 301.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the recruiting, selection, training, and retention processes utilized by the Amador Fire Protection District. This policy supplements any rules that govern employment practices for the Amador Fire Protection District.

### 301.2 POLICY

In accordance with applicable federal, state, and local law, the Amador Fire Protection District provides equal opportunities for applicants and district members regardless of actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law. The District does not show partiality or grant any special status to any applicant, member, or group of members unless otherwise required by law.

### 301.3 RECRUITMENT

The District should employ a comprehensive recruitment and selection strategy to recruit and select members from a qualified and diverse pool of candidates.

The strategy should include:

- (a) Identification of racially and culturally diverse target markets.
- (b) Use of marketing strategies to target diverse applicant pools.
- (c) Expanded use of technology and maintenance of a strong internet presence. This may include an interactive district website and the use of district-managed social networking sites, if resources permit.
- (d) Expanded outreach through partnerships with media, community groups, citizen academies, local colleges, universities, and the military.
- (e) Member referral and recruitment incentive programs.
- (f) Consideration of shared or collaborative regional testing processes.

The District shall avoid advertising, recruiting, and screening practices that tend to stereotype, focus on homogeneous applicant pools, or screen applicants in a discriminatory manner.

The District should strive to facilitate and expedite the screening and testing process, and should periodically inform each candidate of his/her status in the recruiting process.

### 301.4 SELECTION PROCESS

The District shall actively strive to identify a diverse group of candidates who have in some manner distinguished themselves as being outstanding prospects. Minimally, the District should employ a comprehensive screening, background investigation, and selection process that assesses cognitive and physical abilities and includes review and verification of the following:

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### *Recruitment and Selection*

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- A comprehensive application for employment (including previous employment, references, current and prior addresses, education, and military record)
- Driving record
- Reference checks
- Employment eligibility, including U.S. Citizenship and Immigration Services (USCIS) Employment Eligibility Verification Form I-9 and acceptable identity and employment authorization documents consistent with Labor Code § 1019.1 (documentation may be requested upon hire)
- Information obtained from public internet sites
- Financial history consistent with the Fair Credit Reporting Act (FCRA) and Investigative Consumer Reporting Agencies Act (ICRAA) (15 USC § 1681 et seq.; Civil Code § 1786.12)
- Local, state, and federal criminal history record checks following a conditional offer of employment unless otherwise required by law
- )
- Medical examination (may only be given after a conditional offer of employment)
- Review board or selection committee assessment

#### **301.4.1 VETERAN PREFERENCE**

Qualifying veterans of the United States Armed Forces who receive a passing score on an entrance examination shall be ranked in the top rank of any resulting eligibility list. The veteran's preference shall also apply to a widow or widower of a veteran or a spouse of a 100 percent disabled veteran (Government Code § 18973.1).

#### **301.5 EMPLOYMENT STANDARDS**

All candidates shall meet the minimum standards required by state law. Candidates will be evaluated based on merit, ability, competence, and experience, in accordance with the high standards of integrity and ethics valued by the District and the community.

Validated, job-related, and nondiscriminatory employment standards shall be established for each job classification and shall minimally identify the training, abilities, knowledge, and skills required to perform the position's essential duties in a satisfactory manner (see the Position Descriptions Policy). Each standard should include performance indicators for candidate evaluation. The District should maintain validated standards for all positions.

Selection standards for promotional opportunities are detailed in the Promotions and Transfers Policy.

#### **301.5.1 STANDARDS FOR FIREFIGHTERS**

Generally, the standards may include the following requirements. The candidate should:

- (a) Be at least 18 years of age by the closing date of the recruitment period.

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### *Recruitment and Selection*

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- (b) Be in possession of a high school diploma or a General Equivalency Diploma (GED).
- (c) Have good vision in both eyes, with the ability to distinguish Occupational Safety and Health Administration (OSHA) color codes for hazardous materials (e.g., blue, red, yellow, white), and have no depth or peripheral vision impairment.
- (d) Meet the objectives and minimum standards established in the International Association of Fire Chiefs (IAFC)/International Association of Fire Fighters (IAFF) Fire Service Joint Labor Management Wellness-Fitness Initiative (CPAT) or similar validated health screening process FF1 certificate and EMT.
- (e) Meet the minimum standards established by the National Fire Protection Association (NFPA).
- (f) Be in possession of a valid state driver license and have the ability to obtain higher classifications required for the position sought.
- (g) Be in possession of a valid state Emergency Medical Technician certification
- (h) Be a U.S. citizen or have proof of a legal right to work in the U.S.

#### **301.6 BACKGROUND INVESTIGATION**

Every candidate shall undergo a thorough background investigation to verify his/her personal integrity and high ethical standards, and to identify any past behavior that may be indicative of the candidate's unsuitability to perform duties relevant to the operation of the Amador Fire Protection District.

##### **301.6.1 NOTICES**

The District shall ensure that investigations are conducted and notices provided in accordance with the requirements of the FCRA and the ICRAA (15 USC § 1681d; Civil Code § 1786.16).

##### **301.6.2 CRIMINAL BACKGROUND INFORMATION**

Criminal background information, whether directly from criminal offender record information (CORI) or provided by a third party, may have restrictions on the access, use, security, and release of the information. The District shall establish procedures to ensure compliance with any applicable requirements and security limitations (Government Code § 12952).

##### **301.6.3 REVIEW OF SOCIAL MEDIA SITES**

Due to the potential for accessing unsubstantiated, private, or protected information, the District shall not require candidates to provide passwords, account information, or access to password-protected social media accounts (Labor Code § 980).

The District will utilize the services of an appropriately trained and experienced third party to conduct open source, internet-based searches and/or review information from social media sites to ensure that:

- The legal rights of candidates are protected.
- Material and information to be considered are verified, accurate, and validated.

## *Recruitment and Selection*

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- The District fully complies with applicable privacy protections and local, state, and federal law.

Regardless of whether a third party is used, the Administration Division Officer should ensure that potentially impermissible information is not available to any person involved in the candidate selection process.

### **301.6.4 RECORDS RETENTION**

The background report and all supporting documentation shall be maintained in accordance with the established records retention schedule.

### **301.6.5 DOCUMENTING AND REPORTING**

The background investigator shall summarize the results of the background investigation in a report that includes sufficient information to allow the reviewing authority to decide whether to extend a conditional offer of employment. The report shall not include any information that is prohibited from use, including that from social media sites, in making employment decisions. The report and all supporting documentation shall be included in the candidate's background investigation file.

### **301.7 DISQUALIFICATION GUIDELINES**

As a general rule, performance indicators and candidate information and records shall be evaluated by considering the candidate as a whole, and taking into consideration the following:

- Age at the time the behavior occurred
- Passage of time
- Patterns of past behavior
- Severity of behavior
- Probable consequences if past behavior is repeated or made public
- Likelihood of recurrence
- Relevance of past behavior to public safety employment
- Aggravating and mitigating factors
- Other relevant considerations

A candidate's qualifications will be assessed on a case-by-case basis, using a totality-of-the-circumstances framework.

### **301.8 TRAINING**

All entry-level firefighter candidates should complete training in an accredited fire training program established by the Office of the State Fire Marshal (OSFM), including the California Fire Service Training and Education System (CFSTES) (Health and Safety Code § 13159 et seq.).

## *Recruitment and Selection*

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### **301.9 RETENTION**

The primary focus should be on hiring those who are the best fit for a particular position. In order to retain quality members, the 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 members fairly, equitably, and consistently.
- Consider ways to reward excellent performance.
- Follow up on any feedback acquired during an exit interview process.

Retention incentives may include items from a collective bargaining agreement, employment benefits, seniority benefits, and forms of recognition.

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## **FIREFIGHTER REHIRE POLICY**

### **302.1 PURPOSE AND SCOPE**

The purpose of this policy is to establish provisions for the rehiring / reinstatement of previous personnel who left the Amador Fire Protection District on good terms. Amador Fire Protection District understands there are occasions when circumstances in personnel's life change that require them to resign from the department. The Fire Chief will take into consideration past work history, disciplinary issues and total years of service with the district in the decision making process.

### **302.2 PROVISIONS FOR REHIRE**

Personnel who have been gone from employment 0-18 months may reapply to the department providing they follow the provisions outlined below:

- (a) Complete an department application.
- (b) Department must have an open available position.
  - 1. Personnel who left, may not be able to return to their previous rank.
  - 2. Personnel who left the district and were at the rank of Engineer and or Captain may be reinstated in same rank depending on available open position of the same rank.
  - 3. If the previous rank is not available then personnel may be reinstated at a lower rank.
- (c) Participate in department pre-employment requirements for new candidates.
- (d) Satisfactorily complete all provisions of the pre-employment requirements including a department physical and interview with the Fire Chief.
- (e) Complete a new one year department probation period.

The Fire Chief and his / her designee may, at discretion, waive any/all provisions of the re-hire requirements for personnel apply for rehire are within the time period of 0-18 months away from employment with Amador Fire Protection District.

Personnel who have been gone from employment 18 months and over may reapply to the department providing they follow the provisions outlined below:

- (a) Complete an department application
- (b) Participate in department pre-employment requirements for new candidates.
- (c) Satisfactorily complete all provisions of the pre-employment requirements including a department physical and interview with the Fire Chief.
- (d) Complete a new hire academy with Amador Fire Protection District
- (e) Complete a new one year department probation period.

## *FIREFIGHTER REHIRE POLICY*

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### **302.3 ADJUSTED HIRE DATE**

Personnel who have resigned from Amador Fire Protection District on good terms and return within the 18 month time period, shall have their initial service time added to their new start date so as to reflect a total length of service time for the purposes of tenure, shift bids, vacation picks and pay rate wages.

1. To calculate the adjusted hire date, the time served before leaving the department shall be added to the rehire date. If personnel served 3 years, 4 months and 15 days before leaving and their rehire date was 4/1/2010; their adjusted hire date would be 11/17/2006.
2. The adjusted hire date will be used to determine promotion eligibility, shift bids, vacation picks and length of service wage increases

Personnel who have resigned from Amador Fire Protection District on good terms and has exceeded the 18 months and is rehired.

1. Years of service calculated for the personnel will start at the new hire date and no credit will be given for prior years of service.
2. They will receive no adjusted hire date for the purposes of determining promotion eligibility, shift bids, vacation picks and or length of service wage increases.
3. Personnel will be treated as a new hire employee with no previous time with the department and their time starts their first day back with the department.



## Volunteer Program

### 303.1 PURPOSE AND SCOPE

This policy establishes guidelines for the use of volunteers to help improve service to the community, increase district responsiveness, enhance the delivery of services and information input, provide new program opportunities, bring new skills and expertise to the District and prompt new enthusiasm.

#### 303.1.1 DEFINITIONS

**The Federal Fair Labor Standards Act ("FLSA")** governs the employment and volunteer programs operated by the District. In these Policies, the District intends to comply with all of the provisions of the FLSA regarding volunteers as interpreted by the federal Department of Labor. The FLSA expressly defines a "volunteer" as an individual who performs services freely and without pressure or coercion, for civic, charitable, or humanitarian reason, without promise, expectation or receipt of compensation.

The two key requirements for volunteers status under the FLSA are: (1) the volunteer must not be compensated for service performed as a volunteer, but may receive payments from the District for reimbursement of allowable expense, reasonable benefits, and a nominal fee and (2) the volunteer must not also be currently employed by the District to perform public safety services similar to those services which a volunteer firefighter would provide.

**Volunteer Suppression:** A member of Amador Fire Protection District in good standing that is qualified to respond to and extinguish fires or perform other fire department emergency services and actively participates in weekly training, daily station duties, apparatus and equipment inspections. Volunteers who qualify can be in the rank of Firefighter, Apparatus Engineer and Captain.

**Volunteer Driver:** A member of Amador Fire Protection District in good standing that is qualified to operate apparatus which may include transporting apparatus to and from Service appointments, to and from stations and may also include transporting of District Water Tenders to and from incident.

**Shift Volunteer:** A member of Amador Fire Protection District in good standing that is qualified to respond to and extinguish fire or perform other fire department emergency services and actively participates in weekly training, daily station duties, apparatus and equipment inspections. Shift Volunteers may respond from home and are available to volunteer shifts either 12 or 24 hours.

### 303.2 POLICY

It is the policy of the Amador Fire Protection District to utilize volunteers to the extent reasonably practicable to enhance public education opportunities, enforcement efforts and in any other capacity that is intended to support district personnel or provide a service to the community.

## *Volunteer Program*

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### **303.3 PROCEDURE**

Volunteers may assist district personnel in conducting inspections and code enforcement of laws and regulations. Volunteers may also assist the District in its public education efforts and/or in other areas within the District as needed. Volunteers are intended to supplement and support, rather than supplant firefighters and civilian personnel and are an important component of this organization.

All volunteers shall comply with all orders and directives, either oral or written, issued by the District. A copy of the policies and procedures will be made available to each volunteer upon appointment and he/she shall become thoroughly familiar with these policies.

Whenever a rule, regulation or guideline in this manual relating to district operations refers to a regular full-time employee, it shall also apply to a volunteer, unless by its nature it is inapplicable.

Nothing in the manual shall confer rights upon the volunteer. Volunteers serve at-will and their volunteer status may be terminated at any time without cause or reason.

### **303.4 VOLUNTEER PROGRAM MANAGEMENT**

A Volunteer Coordinator shall be appointed by the Fire Chief or the authorized designee. The function of the Volunteer Coordinator is to provide a central coordinating point for effective volunteer management within the District, and to direct and assist staff and volunteer efforts to jointly provide more productive services. The Volunteer Coordinator should work with other district staff on an ongoing basis to assist in the development and implementation of volunteer-staffed positions.

- (a) Recruiting, selecting and training qualified volunteers for various positions.
- (b) Facilitating the implementation of new volunteer activities and assignments.
- (c) Maintaining records for each volunteer.
- (d) Tracking and evaluating the contribution of volunteers.
- (e) Maintaining a volunteer handbook and outlining expectations, policies and responsibilities for all volunteers.
- (f) Maintaining a record of volunteer schedules and work hours.
- (g) Completion and dissemination, as appropriate, of all necessary paperwork and information.
- (h) Planning periodic recognition events.
- (i) Maintaining liaison with other community volunteer programs and assisting in community-wide efforts to recognize and promote volunteering.

#### **303.4.1 RECRUITMENT**

Volunteers should be recruited on a continuous and ongoing basis consistent with district policy on equal opportunity, non-discriminatory employment. A primary qualification for participation in the application process should be an interest in, and an ability to assist the District in serving the public. Although exceptions may be made, Below is a list of desirable qualifications

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- Be at least 18 years of age for all suppression positions
- Volunteers can be under the age of 18 for all non-suppression positions
- Possess a valid California driver license if the position requires vehicle operation
- Posses American Heart Association or equivalent CPR Certification
- Posses an Emergency Medical Responder and or Emergency Medical Technician
- Be able to deal effectively and courteously with the general public
- Be willing to commit to meet the minimum training standards set forth in this policy.
- Complete mandatory training as determined to be appropriate by the District
- Possess any other qualifications specific to the volunteer assignment
- S190, S130, S131, L180
- ICS 100/200/700/800 - can be obtained online.

#### 303.4.4 TRAINING

Volunteers will be provided with an orientation program to acquaint them with the District, personnel, and policies and procedures that have a direct impact on their work assignment.

Volunteers should receive position-specific training to ensure they have adequate knowledge and skills to complete tasks required by the position and should receive periodic ongoing training as deemed appropriate by their supervisor or the Volunteer Coordinator.

Volunteers must make a minimum of 50 percent of weekly training. (2 of the 4 trainings monthly)

Volunteers will be reimbursed \$15 per call for incidents they respond to. Must actually respond to the incident, and or cover a station if appropriate and sign a respond card.

Volunteers must respond to 15 incidents per month. If unavailable to do so then they have the option to either volunteer a 12 hour shift and or a 24 hours shift. 2 - 24 hour shifts and or 3 - 12 hours shifts will meet the incident response requirement. Volunteers who cannot commit to 15 responses per month, and the minimum required training per month are encourage to contact the Fire Chief to discuss available options.

Volunteers will be reimbursed \$15 for each weekly training they attend, must be documented on sign in sheet and entered into the Districts Record Management System.

Volunteers must stay current with all District assigned training, which includes online training of Target Solutions.

New Volunteers to Amador Fire Protection District will be given a task book for their position they are volunteering for. Volunteer members who engage in suppression activities will be required to maintain and or obtain the same level of training requirements of paid suppression members of the rank they are volunteering as, example Firefighter, Engineer, Captain, Battalion Chief.

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The District understands Volunteers may not have the time available as paid staff therefore the time required to obtain required training will be determined by the Fire Chief and or authorized designee.

Volunteer members in good standing are eligible for reimbursement for professional certification fees and training hosted outside the District. Volunteers seeking reimbursement for training fees must request prior authorization from the Volunteer Coordinator prior to taking training class.

To receive reimbursement, members must submit proof of successful completion of approved class or certification along with an invoice showing payment for the class or a copy of a completed State Fire Training Fee Schedule.

When approved, the District will pay (sponsor) or reimburse 100% of tuition fee for the attendance of classes, course certification fees and obtaining professional certifications. Book cost are not reimbursed unless these cost are included in the cost of the course.

### **303.5 SUPERVISION OF VOLUNTEERS**

Each volunteer who is accepted to a position with the District must have a clearly identified supervisor who is responsible for direct management of that volunteer. This supervisor will be responsible for day-to-day management and guidance of the work of the volunteer and should be available to the volunteer for consultation and assistance.

A volunteer may be assigned as, and act as, a supervisor of other volunteers provided that the supervising volunteer is under the direct supervision of a paid staff employee.

Functional supervision of volunteers is the responsibility of the supervisor in charge of the unit where the volunteer is assigned. Supervisors of volunteers should consider the following:

- (a) Take the time to introduce volunteers to employees on all levels.
- (b) Ensure volunteers have work space and necessary office supplies.
- (c) Make sure the work is challenging. Do not hesitate to give them an assignment or task that will tap these valuable resources.

### **303.6 CONFIDENTIALITY**

Unless otherwise directed by a supervisor, the duties of the position or district policy, all information a volunteer encounters shall be considered confidential. Only that information specifically identified and approved by authorized personnel shall be released.

Each volunteer will be required to sign a non-disclosure agreement before being given an assignment with the District. Unauthorized disclosure of any confidential information, verbally, in writing or by any other means, by the volunteer is grounds for immediate dismissal and possible criminal prosecution.

Volunteers shall not address public gatherings, appear on radio or television, prepare any article for publication, act as correspondents to a newspaper or other periodical, release or divulge any

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### *Volunteer Program*

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information concerning the activities of the District, or maintain that they represent the District in such matters without permission from the proper district personnel.

#### **303.7 PROPERTY AND EQUIPMENT**

Volunteers will be issued an identification card that must be worn and visible at all times while on-duty. Any fixed and portable equipment issued by the District shall be for official and authorized use only. Any property or equipment issued to a volunteer shall remain the property of the District and shall be returned at the termination of service.

## Volunteer Compensation

### 304.1 PURPOSE AND SCOPE

It is recognized that volunteering services to Amador Fire Protection District (AFPD) creates a degree of direct monetary expense beyond that of time and service rendered.

It is the intent of the District to assist in reimbursing those individuals who volunteer their time to the fire district for such expenses as fuel, private vehicle usage, damage to clothing and/or other personal effects, required telephone at their residence, etc.

Volunteer compensation will follow current FLSA guidelines regardless of stipend, shift and or out of county assignments.

### 304.2 COMPENSATION OUTLINE PER CALL

Volunteers who live within the Amador Fire Protection District are available to respond to incidents from home via POV and or to the stations. Volunteers who work stipend shifts and live within Amador Fire Protection District are highly encouraged to respond from home during incidents in their area and additional areas within Amador Fire Protection District if the incident is requesting additional personnel.

The manner in which the fire district operates makes individual reimbursement to volunteer firefighters of expenses as they occur impractical, if not impossible. Therefore a standard compensation schedule has been implemented to minimize the direct out-of-pocket expenses associated with the volunteer firefighting program.

The Following compensation schedule is per occurrence and is not based on an hourly rate.

Volunteer firefighter in good standing, as per AFPD Policy.....\$15 per call

Per call reimbursement will not be made to Volunteers who receive a monthly stipend..

Reimbursement checks will be issued to volunteer personnel during July and December of each year. Prior to issuance of said check, each individual must have filed with the District Office, a completed W-4 form along with a photocopy of their social security card, last check designation, proof of current automobile liability insurance, and a valid California Drivers License.

Record of all response activity by the volunteers will be submitted on the **AFPD RESPONSE CARD** provided in booklet form by the District Office. The response cards are to be filled out completely and submitted to the District Office on a monthly basis.

Volunteer Personnel who respond to an incident or staff apparatus to provide backfill behind staffed apparatus will be eligible for Per Call Volunteer Compensation. Personnel who respond to incidents on District apparatus will announce that the resource is responding via radio utilizing the frequency Amador Command. In the event personnel respond using a personally owned vehicle, must make contact with the Amador Fire Protection District Officer on scene who is responsible for incident report entry. Volunteer personnel who respond to provide backfill of stations will announce via radio utilizing the Frequency Amador Command the apparatus which will be staffed.

## *Volunteer Compensation*

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### **304.3 COMPENSATION OUTLINE STIPEND SHIFTS**

Volunteers who do not live within the Amador Fire Protection District and do not meet the minimum requirements as a shift volunteer may sign-up to volunteer their time at a designated fire station and ride on assigned apparatus. Volunteers under this group will receive \$15 per incident they respond to.

Volunteers who meet the minimum requirements as a shift volunteer can sign up to work either a 12 hour shift and or a 24 hour shift. Volunteers who work up to a 12 hour shift will receive \$50 per shift. Volunteers who work over 12 hours and up to 24 hour shift will receive \$100 per shift.

Volunteers who sign up for 24 hour shifts will be limited to a maximum of 4 shifts a month. Volunteers can sign up for either 12 or 24 hours but may not exceed 96 hours in a FLSA period.

### **304.4 OUT OF COUNTY RESPONSE / OES ASSIGNMENTS**

The District highly encourages volunteer response for out of county strike team assignments and or OES assignments. Volunteers who are interested in an out of county assignment must meet the same CICCIS qualifications as the paid staff for the same rank they are going out of county as, Firefighter, Engineer, Captain, pass the physical agility test (PACK TEST) and have been issued a CICCIS Red Card by the District.

Qualified Volunteers who go out of county on an assigned strike team or in county backfill assignment will receive hourly compensation from portal to portal at the approved current pay rate for their position per the OES CFAA agreement.

## Promotions and Transfers

### 305.1 PURPOSE AND SCOPE

The purpose of this policy is to establish required and desirable qualifications for promotion and transfer within the ranks of the Amador Fire Protection District.

### 305.2 POLICY

The Amador Fire Protection District determines promotions and transfers in a non-discriminatory manner. It is the policy of the Amador Fire Protection District to utilize the promotional testing criteria, study materials, and testing instruments available from authenticated and validated local, regional, and nationally recognized best practices in the fire service. This policy will establish the required and desirable qualifications for promotion and transfer within the ranks of the district based on these criteria..

Nothing in this policy is intended to supersede any contract language related to promotional requirements that may exist in a collective bargaining agreement.

### 305.3 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) Meet qualifications for the position they would be promoting in.
- (d) 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

### 305.4 PROMOTIONS

Specifications for promotional opportunities are on file with the Amador Fire Protection District.



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### *Promotions and Transfers*

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#### **305.5 TRAINING CHIEF RESPONSIBILITIES**

It is the responsibility of the Training Chief 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.

## Performance Evaluations

### 308.1 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.

### 308.2 POLICY

The District evaluates employees in a non-discriminatory manner based upon job-related factors specific to the employee's position, without regard to actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law.

### 308.3 DEFINITIONS

**Annual Evaluation** - Evaluation completed each year for non-probationary employees

**FBOR** - Firefighters Bill of Rights

**Probationary Evaluation** - Quarterly evaluation required for each quarter of employee's probationary period

**Reasonable Time Period** - Within two business days

**Recruit Evaluation** - Weekly evaluation required for probationary employees during recruit academy

**Step Increase Evaluation** - Evaluation required for salary step increase, may coincide with annual evaluation and if so can be consolidated

**Work Improvement Plan** - A performance improvement plan that identifies performance and/or behavioral issues that need to be corrected and creates a written plan of action to guide the improvement and/or corrective action. The administering supervisor and employee will sign the plan.

### 308.4 PROCEDURE

1. The Fire Chief or their designee shall be responsible for implementation of a program of performance evaluation for all personnel.
2. These evaluations shall consist of both objective and subjective evaluation of employee's subject matter knowledge, emergency performance, business efficiency,

# Amador Fire Protection District

## Policy Manual

### *Performance Evaluations*

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interpersonal communication, attitude, Amador Fire (AF) operations and procedures, demonstration of living AF's mission and values and other evaluation categories appropriate to the specific position such as supervisory capability. Evaluations will be based on position expectations which incorporate job descriptions for each rank.

3. The evaluations shall be supported by the use of supervisor notes.
4. The evaluation process may consist of any or all of the following components to complete the report form:
  - (a) Position Expectations
  - (b) Rated scoring sheets
  - (c) Narrative text
  - (d) Specifically developed testing instruments
  - (e) Self-evaluation documents
  - (f) Retained examples of the employee work product
  - (g) Relevant work improvement plans
  - (h) Supervisor notes
  - (i) Disciplinary documents 10) Commendations
  - (j) Customer service records
5. Evaluation reports shall be completed by the employee's direct supervisor
6. with additional comments and oversight by their direct supervisor, for example evaluations for firefighter and engineer shall be performed by Captain then commented on by Battalion Chief. Evaluations for Captain shall be performed by Battalion Chief then commented on by Deputy Chief. Evaluations for Battalion Chief shall be performed by Deputy Chief commented on by the Fire Chief.
7. Once evaluation reports are completed by the direct supervisor, they shall be sent to the next level for comment and review; then returned for presentation and signatures. After meeting and discussing the evaluation with the employee, the employee and supervisor will sign the form in the noted section. If portions of the evaluation are unacceptable to the employee, he/she shall document objections in writing detailing the nature of the issues at dispute in the comment section of the annual evaluation report form. Such objections should include relevant examples of conflicting performance.
8. If the employee refuses to sign the report, the supervisor will document such in the "employee's comment" section. The signed report shall go back to the oversight Chief and then be filed in the employee's personnel file at the administrative office.
9. The evaluation document shall be retained as part of the personnel record for each employee. The following are the specific sections from FBOR pertaining to evaluations:

#### **FBOR SECTIONS:**

## *Performance Evaluations*

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### **3255.**

A firefighter shall not have any comment adverse to his or her interest entered in his or her personnel file, or any other file used for any personnel purposes by his or her employer, without the firefighter having first read and signed the instrument containing the adverse comment indicating he or she is aware of the comment. However, the entry may be made if after reading the instrument the firefighter refuses to sign it. That fact shall be noted on that document and signed or initialed by the firefighter.

### **3256.**

A firefighter shall have 30 days within which to file a written response to any adverse comment entered in his or her personnel file. The written response shall be attached to, and shall accompany, the adverse comment.

### **3256.5.**

- (a) Every employer shall, at reasonable times and at reasonable intervals, upon the request of a firefighter, during usual business hours, with no loss of compensation to the firefighter, permit that firefighter to inspect personnel files that are used or have been used to determine that firefighter's qualifications for employment, promotion, additional compensation, or termination or other disciplinary action.
  - (b) Each employer shall keep each firefighter's personnel file or a true and correct copy thereof and shall make the file or copy thereof available within a reasonable period of time after a request therefor by the firefighter.
  - (c) If, after examination of the firefighter's personnel file, the firefighter believes that any portion of the material is mistakenly or unlawfully placed in the file, the firefighter may request, in writing, that the mistaken or unlawful portion be corrected or deleted. Any request made pursuant to this subdivision shall include a statement by the firefighter describing the corrections or deletions from the personnel file requested and the reasons supporting those corrections or deletions. A statement submitted pursuant to this subdivision shall become part of the personnel file of the firefighter.
  - (d) Within 30 calendar days of receipt of a request made pursuant to subdivision (c), the employer shall either grant the firefighter's request or notify the officer of the decision to refuse to grant the request. If the employer refuses to grant the request, in whole or in part, the employer shall state in writing the reasons for refusing the request, and that written statement shall become part of the personnel file of the firefighter.
1. Supervisors should not make the mistake of holding onto adverse comments to be used at a later date, but rather inform a covered firefighter of performance deficiencies or negative concerns right away when such issues arise and are documented in order to provide them proper notice and a chance to respond as required under the FBOR.
  2. To make evaluations relevant to employees and the organization they must be relevant themselves. This means using specific examples to demonstrate performance in each category and using specific suggestions for improvement. The evaluation should be a reflection of a supervisor's ongoing coaching, counsel and development of employees throughout the evaluation period. This begins with communication and understanding

## *Performance Evaluations*

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of position job descriptions and expectations and concludes with the evaluation itself. The appendixes give clear direction on completing evaluations and the guidelines should be used for more details.

3. Performance evaluations form the foundation of employee performance and are a critical management and leadership tool.
4. Within one year of appointment to a supervisory position, all supervisors should attend an approved supervisory course that includes training on the completion of performance evaluations.
5. 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.
6. The performance evaluation report will be completed by the employee's immediate supervisor. Other supervisors directly familiar with the employee's performance during the rating period should be consulted by the immediate supervisor for their input.

### **308.5 FULL-TIME PROBATIONARY EMPLOYEES**

All personnel will serve a 12-month probationary period before being eligible for certification as permanent employees. Probationary firefighters shall be evaluated daily, weekly and monthly during the probationary period. Performance evaluation reports shall be completed as defined by the Administration by specific job classification for all other full-time personnel during the probationary period.

### **308.6 RECORDS MANAGEMENT**

The original performance evaluation report should be maintained in the employee's personnel for the tenure of the employee's employment. A copy should be provided to the employee and a copy should be forwarded to the Administration.

## Tuition Reimbursement

### 312.1 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 Amador Fire Protection District by taking courses from an accredited institution.

### 312.2 POLICY

It is the policy of the Amador Fire Protection District to establish a tuition reimbursement policy and to review requests for tuition reimbursement to ensure the following criteria are met.

#### 312.2.1 ELIGIBILITY

Tuition reimbursement eligibility will be available to all personnel 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.

#### 312.2.2 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, and fees for parking. Specifically excluded are student body fees and fees levied for student services or social activities.

- (a) A training allowance of \$400 per full time employee per fiscal year is used to help cover the cost of the fire service related training classes and professional certifications.
- (b) Individual shall contribute 50% of the amount of the cost of the class and or / certification, with the remaining 50% paid from the employee's allowance for the year.

#### 312.2.3 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 Amador Fire Protection District.

District vehicles may or may not be used for transportation to and from a class. Personnel must receive prior approval from the District, consideration will be given if a vehicle is available and will not pose an operational concern if being used as transportation to and from class. The District may reimburse for mileage costs with prior approval from the District.

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.

## *Tuition Reimbursement*

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### **312.3 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.

### **312.4 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.

### **312.5 RECORDS**

The Battalion Chief who is responsible for training should retain all records of training completed by employees in accordance with established records retention schedules.

### **312.6 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

### 313.1 PURPOSE AND SCOPE

This policy describes Amador Fire Protection Districts expectations of its employees when reporting for duty, to ensure that all members are fully capable of functioning in their capacity.

### 313.2 POLICY

It is the policy of Amador Fire Protection District to maintain sufficient staffing levels to provide efficient and quality services to the community and to provide for the safety its members.

### 313.3 PUNCTUALITY

All members should be punctual and be ready to immediately perform their duties at the assigned time. All Amador Fire Protection District staffed resources start their shift at 0800. Arriving personnel must arrive at their scheduled shift at a time that, will allow sufficient time to place all required equipment on their assigned apparatus and allow sufficient time to complete a pass off from the employee going off shift. Those with unexcused absences of more than 15 minutes will be considered absent without leave and will be subject to disciplinary action up to and including termination of employment

It is the member's responsibility to contact the on duty Battalion Chief if the member is not going to arrive in time to relieve the previous shift on time.

### 313.4 RELIEF

Department members are required to remain on-duty until relieved. Upon entering the station, it is the member's responsibility to contact the member being relieved and receive a briefing.

Company Officers responsible for their shift shall remain on-duty until change-of-crew unless they are relieved or otherwise directed by a Battalion Chief. Company Officers may not be absent from their place of assignment without the specific permission of a Battalion Chief.

### 313.5 READINESS FOR DUTY

Upon reporting for duty, all members should prepare themselves and their gear to be immediately available to respond to calls for service. This should include, but not be limited to, placing personal protective equipment on the member's assigned apparatus and donning the appropriate uniform.

### 313.6 PERSONAL APPEARANCE

All members should be properly attired at all times when representing the District. Each member should wear the appropriate uniform or protective equipment that has been approved for the activity being performed.



## *Reporting for Duty*

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### **313.7 CLEANLINESS**

All members should keep their persons, uniforms, desks, cars, beds and lockers in a neat and clean condition. If a persistent problem is noticed, the member should be notified immediately.

### **313.8 INABILITY TO REPORT FOR DUTY**

Department members shall notify the on duty Battalion Chief any inability to report for their assigned scheduled shift at a minimum of 1700 hours the day prior to and no later than 0700 the start of their scheduled shift. Members in addition are required to report to the on duty Battalion Chief their inability to perform the full range of regular duties assigned to them. If a member is unable to contact the on duty Battalion Chief the member is then required to contact the on duty company officer of the station they are scheduled for duty. If a member is unable to reach the Company officer of the Station they are scheduled to report to duty, the member shall contact the Fire Chief to report to the Fire Chief of the members inability to report for duty of their assigned scheduled shift. If a members is unable to reach any of the above the member is then required to send an email to all Battalion Chiefs including the Fire Chief informing all of the members inability to report to their assigned scheduled shift.

### **313.9 RELIEVED FROM DUTY FOR VIOLATIONS**

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

### **313.10 RELIEVED FROM DUTY DUE TO ILLNESS/INJURY**

Employees who are on duty and request to use sick leave for remainder of their assigned / scheduled shift may not be granted sick leave until their position is backed filled with replacement of personnel.

Depending on severity of illness / injury the on duty Battalion Chief may grant sick leave prior to replacement personnel arriving to back fill position.

Amador Fire Protection District will not drop down staffing or brown out a station unless prior approval from the Fire Chief has been received.

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## Travel and Expense Reimbursement

### 314.1 PURPOSE AND SCOPE

The purpose of this policy is to prescribe the manner in which Amador County Fire Protection District employees and directors may be reimbursed for expenditures related to District business.

### 314.2 POLICY

It is the Policy of the Amador County Fire Protection District to reimburse employees and directors for authorized travel, meals, lodging and other reasonable and necessary expenses for attending any of the activities described in this policy on behalf of the District.

### 314.3 TRAVEL REIMBURSEMENT

District employees and directors are eligible to receive reimbursements from the District for travel, meals, lodging and other reasonable and necessary expenses for attending any of the activities described in this policy on behalf of the District.

#### 314.3.1 RATES OF REIMBURSEMENT

Reimbursement rates for travel, meals and other reasonable and necessary travel expenses shall coincide with the rates set by the Internal Revenue Service in IRS Publication No. 463 or its successor publications.

1. If lodging is in connection with a conference, seminar, or other organized educational activity, such reimbursable lodging cost will not exceed the maximum group rate published by the conference or activity sponsored. If the published group rate is unavailable, directors and employees shall be reimbursed for comparable lodging at either the government rate offered by the lodging provider, or IRS rates, whichever are less.
2. If government or group rates are offered by the provider of transportation, those rates shall be used for reimbursement when available.
3. Reimbursement of any and all travel expenses for purposes other than those specified in this Section, or at a rate other than the applicable IRS, government, or maximum group rate must be approved by the Board of Directors in a public meeting prior to the expenses being incurred. Any such expenses that do not receive prior approval from the Board of Directors in a public meeting prior to the expense being incurred shall not be eligible for reimbursement.

#### 314.3.2 REPORTS TO THE BOARD OF DIRECTORS

All Board members who attend meetings, conferences, educational seminars, or events for which travel expenses are reimbursed by the District shall provide a brief report to the Board of Directors on the substance of such meetings, conferences, educational seminars and events at the next regular board meeting scheduled after the conclusion of the meeting, conference, seminar or event attended.

# Amador Fire Protection District

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### *Travel and Expense Reimbursement*

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#### 314.3.3 EXPENSE DOCUMENTS AS PUBLIC RECORD

All documents related to reimbursement by the District of travel and other expenses for Board members and employees are public record and subject to inspection and/or copying at the request of the public pursuant to the provisions of the California Public Records Act (Gov. Code § 6250 et seq.)

#### 314.3.4 TRANSPORTATION EXPENSES

The most economical mode and class of transportation reasonably consistent with scheduling needs must be used, using the most direct and time efficient route. In the event that a more expensive transportation form or route is used, the cost borne by the District will be limited to the cost of the most economical, direct, efficient and reasonable transportation form.

Automobile miles are reimbursable at current IRS rates presently in effect on the date of travel. These rates are designed to compensate the driver for gasoline, insurance, maintenance and other expenses associated with operating the vehicle. This amount does not include bridge and road tolls, which are also reimbursable.

#### 314.3.5 LODGING EXPENSES

Lodging expenses are only reimbursed when travel on District business reasonably requires an overnight stay. The lodging in connection with activities other than a conference, for which lodging costs should not exceed the group rate published by the conference sponsor, lodging costs will be reimbursed at the government rate offered by the lodging provider, or the IRS per diem rates for lodging, whichever is less.

#### 314.3.6 MEALS

Meal expenses and associated gratuity should be moderate, taking into account community standards and the prevailing restaurant cost of the area. The District will reimburse no more than the IRS per diem rates for meals and incidental expenses, which include adjustments to higher cost locations.

#### 314.3.7 TELEPHONE/FAX/CELLULAR PHONES

Board members and employees will be reimbursed for actual telephone and fax expenses incurred on District business. Telephone bills should identify which calls were made on District business. For cellular calls when the Board member or employee has a particular number of minutes included in his or her plan, the Board member or employee can identify the percentage of calls made on District business

#### 314.3.8 AIRPORT PARKING

Long-term parking should be used for travel exceeding twenty-four (24) hours, and parking reimbursement will be limited to long term parking rates if travel exceeds twenty-four (24) hours.

### **314.4 COMPLIANCE WITH LAWS**

District Board members and designated employees should be aware that receipt of reimbursement of some travel expenditures from the District may be subject to reporting to the Fair Political

## *Travel and Expense Reimbursement*

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Practices Commission under the Political Reform Act and other laws on FPPC Form 700. The Political Reform Act generally requires travel expense reimbursement on District business to be reported as either income or as a gift on the official's Form 700.

### **314.5 VIOLATION OF THIS POLICY**

Misuse of public resources or falsifying expense reports in violation of this policy may result in any or all of the following:

1. Loss of reimbursement privileges;
2. Restitution to the District;
3. The District reporting of the expenses as income to the Board member or employee to state and federal tax authorities;
4. Civil penalties for misuse of public resources at \$1,000 per day for the duration of the infraction plus three times the value of the unlawful use (Gov. Code § 8314);
5. Criminal prosecution for misuse of public resources, the penalties for which include incarceration and disqualification from holding office in California.

## Emergency Recall

### 315.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the right of the Amador Fire Protection District to recall off-duty employees in the event of a large-scale or protracted emergency, natural disaster or other unusual situation that depletes on-duty resources. The policy also establishes the procedures to be used to recall off-duty employees, in accordance with state and federal laws and collective bargaining agreements.

#### 315.1.1 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 Amador Fire Protection District and neighboring jurisdictions.

### 315.2 POLICY

It is the policy of the Amador 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.

### 315.3 PROCEDURES

The Fire Chief or any other Chief Officer or Battalion Chief may initiate an emergency recall by providing Camino ECC 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.

#### 315.3.1 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.

#### 315.3.2 CAMINO ECC RESPONSIBILITIES

The Fire Chief or the authorized designee should be responsible for developing and implementing an emergency recall procedure that complies with state and federal laws and collective bargaining

# Amador Fire Protection District

## Policy Manual

### *Emergency Recall*

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agreements. Dispatch or another designated resource should follow the established procedure when implementing an emergency recall.

#### **315.3.3 FIREFIGHTER RESPONSIBILITIES**

Firefighters should reply to an emergency recall notification within 10 minutes with their status and estimated time of arrival, and if applicable, report for duty with their personal protective equipment.

#### **315.3.4 EXCEPTIONS**

Firefighters who receive an emergency recall notification and are under the influence of any impairment, such as medications or alcohol, should advise the caller of the impairment and should not report for duty.

#### **315.4 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

## Voluntary and Mandatory Overtime

### 316.1 PURPOSE AND SCOPE

The purpose of this policy is to identify the equitable use and management of overtime created by staffing shortages, special events and or major disasters.

### 316.2 DEFINITIONS

**DASP** - District Automated Staffing Program

**Staffing Coordinator** - On duty District Administrative Officer or designee

**Emergency Staffing** - Anytime immediate coverage is needed, due to any type of previously unforeseen circumstances which may occur under 24 hours notice.

**Shift** - Any work assignment scheduled for 9,12,or 24 hours

**Rotation** - Normally 48 hours; an assigned shift, A, B, or C

**Voluntary Overtime** - Any amount of time outside of regularly assigned rotation during which personnel are performing District functions for compensation

**Catastrophic Event** - Any natural or man-made incident, including terrorism, which results in extraordinary levels of mass casualties, damage, or disruption severely affecting the population, infrastructure, environment, economy, national morale, and/or government functions.

**Hold Over** - If there is no relief for the off going member he/she may be required to stay on shift until someone is called in for a mandatory assignment.

**Immediate need call back** - Typically a phone call from a coordinator to employee requesting backfill for a sudden current vacancy, and will be considered a mandatory assignment.

### 316.3 POLICY

It is the policy of the Amador Fire to ensure that all stations are staffed to the appropriate staffing level determined by the district and to ensure all personnel have equal opportunity to receive overtime, to provide for efficient, cost effective use of overtime hours and to define overtime filling for all ranks and positions of Amador Fire.

### 316.4 PROCEDURE

The Staffing Coordinator shall be notified of all staffing changes affecting normal staffing patterns. The Staffing Coordinator shall facilitate the coverage of all overtime as soon as possible in accordance with this policy

1. Voluntary Overtime shall initially be offered to personnel from the lists that are off duty. When voluntary overtime is not filled by personnel from the list who are off duty, voluntary overtime shall be offered to qualified personnel of the next list.
  - (a) Firefighter overtime will initially be offered to the rank of firefighter then if not filled it will be offered to the Engineer/Captain list

# Amador Fire Protection District

## Policy Manual

### *Voluntary and Mandatory Overtime*

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- (b) Engineer/Captain overtime will be offered to the Engineer/Captains according to the list if not filled it will then be offered to the firefighters on the current Engineers list.
- 2. Voluntary assignments will be offered based on the individual's position on the overtime list
- 3. Overtime shall be offered to the highest person on the respective list. Offers shall continue sequentially on the list until the vacancy is filled
- 4. If the voluntary overtime need cannot be filled, the following conditions shall apply:
  - (a) Once the overtime goes through the respective lists and it is not filled then the person who is the highest on the respective lists shall receive mandatory assignment.
- 5. Acceptance of either a total of 24 hours overtime, 2 hours of a mandatory assignment, 2 hours of a hold over assignment, or immediate need callback (if requested) will move your name to the bottom of the respective lists. Attending meetings or required department training will not move you name on the respective lists.
- 6. All time off request (Vacation, etc.) shall be submitted via the DASP. The following will apply:
  - (a) For normal staffing, once a vacation request is approved the District may not cancel it. (Exception: catastrophic events)
    - i. MOU vacation will still be scheduled per policy. All MOU vacations that are scheduled will be sent out through the DASP. MOU vacation will be flown 30 days prior to the start of the approved vacation time and if not filled it can be flown again at a minimum of 14 days prior to the requested day as per the vacation policy. If the vacation is not filled voluntarily then it will result in a mandatory assignment filled per the procedures described below in Mandatory Staffing. The mandatory assignment may be assigned minimum 7 days prior to vacation time or any known vacancy.
    - ii. An employee that accepts an overtime assignment is responsible to work that overtime assignment. The District will not be responsible for reimbursement of hours to employee who accepted the overtime assignment. It is the responsibility of the employee canceling the vacation to make proper arrangements with the employee that accepted the overtime. Cancellations of vacation will be approved by coordinators with written (email) or verbal acknowledgment of both parties involved.
    - iii. If an employee who accepts overtime and determines they cannot fill the obligation to work the accepted overtime assignment, for any reason other than a verifiable illness or injury, and if no replacement is found for said employee, the employee shall remain responsible to work the overtime. Failure to show up for assigned overtime shall be grounds for disciplinary action.



# Amador Fire Protection District

## Policy Manual

### *Voluntary and Mandatory Overtime*

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#### **316.5 MANDATORY STAFFING**

1. Due to unforeseen circumstances otherwise not mentioned above the need for mandatory staffing less than 24 hours may occur.
2. The District shall make every effort to avoid mandatory assignments that exceed (24) twenty-four hours in length. The length of shift assignments that can be created due to a mandatory assignment may not exceed (96) ninety-six hours. The (96) ninety-six hour maximum shall include your regularly assigned rotation and voluntary overtime, shift trades are exempt from the 96 hours and shall not account against the 96 hours. If emergency staffing is in effect, personnel may work longer than 96 hours.
3. If an individual has a scheduled and approved vacation they are exempt from mandatory assignment. The exemption shall include all days off that are contiguous with scheduled and approved vacations. An employee who has a scheduled shift trade will be exempt from a mandatory assignment for their regular assigned shift. Shift trades will not add or continue protection from mandatory assignments.
  - (a) All new hires will be able to utilize shift trades and vacation time off after (6) months of employment
  - (b) Employees who take less than 24 hours off either the front half or back half of their shift will not be exempt for mandatory assignments.
  - (c) Sick leave used does not provide any protection from mandatory assignments, personnel who refuse to work a mandatory assignment will be required to provide a doctor's note excusing them of their absence.
4. In the unforeseen event of an employee not showing up for a scheduled shift, the employee that is going off duty may be held over for only as long as necessary to fill the shift pursuant to the next sentence. The district will send out mandatory position in the DASP and will be filled by the highest person on the respective list.
5. All mandatory assignments for vacancies that are known to the department at least 7 days before the vacancy (i.e. vacations, workers comp, and open shifts) must be assigned at a minimum 7 days prior to the vacant shift.
6. Personnel who deny working a mandatory shift may be scheduled to work at the next open day which would create an overtime assignment.
7. If personnel refuse to work a mandatory assignment and refuses to work a later day of the district choosing then that person may be subject to disciplinary action up to and including termination of employment.

#### **316.6 EMERGENCY STAFFING**

1. When unable to fill a vacancy by normal staffing procedures or when time is of the essence in filling vacancies (i.e. District coverage during major incidents), Emergency staffing will apply.
2. Emergency Staffing shall be processed as follows:
  - (a) A "Blast Message" shall be sent out from the DASP to all personnel that we are in Emergency Staffing and the following procedures apply.

# Amador Fire Protection District

## Policy Manual

### *Voluntary and Mandatory Overtime*

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- (b) A “Blast Message” shall be sent out via the DASP to all personnel that are on the appropriate list, or qualified personnel, describing the Overtime availability, date, duration, location and instructions to call the Scheduling Officer/Duty Chief, if available.
- (c) Personnel receiving the “Blast Message” will have (5) five minutes from receipt to call into the scheduling officer / Duty Chief advising of their availability.
- (d) Following completion of the “Blast Message”, the Staffing Coordinator will check the contact log to verify that all personnel have received the message. The personnel calling into accept the assignment will be compared to their respective overtime list and assigned to the highest person on the list.
  - i. In the case of an immediate need emergency, the staffing coordinator may assign personnel based upon ETA to assignment and / or qualifications.
- (e) If unable to fill the vacancy after having followed the procedures described above, the department reserves the right to require any personnel to report for duty in order to meet the needs of the district. Personnel who refuse to report to work may be subject to disciplinary action up to and including termination of employment pending review from the Fire Chief.
- (f) If unable to fill the vacancy through “Blast Message”, then a Mandatory need shall apply. The Mandatory may be assigned to personnel based upon respected rank needed. If unable to fill open shifts following the steps outlined in this policy the district reserves the right to staff any open positions with any available qualified personnel,

### **316.7 SPECIAL OPERATIONS**

1. The District reserves the right to staff apparatus based upon district needs for special operations and or special operational team openings such as swift water rescue, confined space rescue, Hazardous Materials Release, etc.

## Vacation Policy

### 317.1 PURPOSE AND SCOPE

To provide Amador Fire Protection District personnel the opportunity to request vacation during the upcoming calendar year through a seniority based bidding process and also outside of the bid process.

### 317.2 DEFINITIONS

**Anniversary Date** - The date of employee's first day of career employment with the District.

**Day** - As used in this policy, a "Day" refers to a 24 hour period from 08:00 on a specified calendar day to 08:00 the following calendar day.

**District's Automated Staffing Program (DASP)** - The software the District is currently utilizing for automated "Callbacks" and day to day scheduling needs.

**District Seniority** - Employee's ranking based on length of time with the District

**Rank Seniority** - Employee's ranking based on length of time in current rank.

**Shift Bid Process** - The process that the District uses to allow career personnel to bid for their upcoming assignment.

**Vacation Balance** - Number of accrued hours of vacation based on time with District and assigned shift (Shift vs. Non-Shift).

### 317.3 POLICY

All Amador Fire Protection District Personnel will adhere to the established procedures when requesting Vacation time off. All career personnel are responsible for reviewing and understanding this policy prior to participating in the bidding process and also prior to requesting vacation.

- (a) District personnel may sign up for vacation days during the annual MOU vacation bid process.
- (b) The District will not allow MOU vacation time to be taken during the following two holidays, Thanksgiving and Christmas Day. If an employee working the mentioned holiday can find a replacement the vacation / shift trade requested may be approved.
- (c) Personnel will bid based on seniority with the District.
- (d) During the bid process, personnel must sign up for a minimum of a 12 hour shift
- (e) Once the employee is notified of their successful bid, it is their responsibility to enter the requested vacation into the District's Automated Staffing Program no later than 14 days after approval.
- (f) The department shall begin filling vacancies created as a result of approval annual vacations bids no earlier than 30 days prior to the vacation day.
- (g) Personnel who fail to enter their approved vacation request in the District Automated Staffing Program will forfeit their requested and approved vacation days.

# Amador Fire Protection District

## Policy Manual

### *Vacation Policy*

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- (h) Personnel that currently do not have the projected needed vacation balance may still sign up as long as there will be time available for the period requested.
- (i) Personnel employed by the District for less than six (6) months cannot take vacation time prior to their six (6) month anniversary date. However, they may sign up during the bid process for any time after their six (6) month anniversary as long as they have the available vacation time.
- (j) Six (6) month time will start after completion of Amador Fire Protection District's academy.
- (k) After the bid process, personnel may sign up for vacation any time during the year. The vacation time requested must be in accordance with their specific assigned work schedule minimum vacation request.
  - (a) Twelve hours (12) for a twenty-four (24) hour shift employee
  - (b) Four hours (4) for a non-twenty-four (24) hour shift employee
- (l) District career are responsible for informing their respective Battalion Chief if there are any changes in their vacation plans, example canceling approved vacation time.
- (m) Once a vacation request is approved, entered into the District Automated Staffing program and has been accepted by another employee both employees will need to agree in writing to their Battalion Chief if the employee who requested the vacation chooses to cancel the approved vacation request.

#### **317.4 VACATION BID AND VACATION REQUEST PROCEDURE.**

1. Employees can sign up for as many days of vacation as needed. The employee must have the requested time in their vacation bank when they physically take the requested vacation.
2. Vacation that is not part of the annual bid will not be approved if it is not picked up by another employee. No mandatory will be created for a vacation request outside of the annual bid request.
3. The employee may decline to request leave during the Bid Process but must do so in writing.
4. The District expects any employee that does request vacation through the Bid Process to utilize the requested vacation unless some emergency of life changing event occurs.
5. Two openings per day will be available at the rank of Captain/Engineer and at the rank of firefighter. For purposes of this policy Captain/Engineer rank is combined.

## Catastrophic Leave

### 318.1 PURPOSE AND SCOPE

This Policy will assist employees who have exhausted paid leave banks due to a serious/ catastrophic or debilitating, illness, injury or condition affecting their own ability to work or requiring the employee's absence to provide care for an immediate family member. This policy establishes procedures for the maintenance of Catastrophic Leave and the processing of requests for donations.

### 318.2 DEFINITIONS

**Catastrophic Event** -A catastrophic illness or injury diagnosed by a licensed physician, requiring an extended period of treatment or recuperation or which has a significant risk to life expectancy. This policy may be used in conjunction with the Federal and State Family Leave laws.

**Immediate Family** - Parent, stepparent, foster parent, grandparent, brother, stepbrother, sister, stepsister, spouse, child, stepchild, foster child, grandchild, uncle, aunt nephew, niece, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law of an employee. Other relatives and significant persons may be included with the approval of the Fire Chief.

**Eligible Member** - Any regular full-time employee who has completed his/her probationary period and has liquidated all available paid leave for which he/she is otherwise eligible (i.e. vacation, sick leave) and has suffered a catastrophic event.

**Receiving Employee** - Regular fulltime employee who has passed probation and meets the requirements for having a catastrophic event

**Donating Employee** - A regular fulltime employee who has passed probation and has completed a voluntary request to transfer annual leave to fellow employees.

12- month period - Defined as a 12-month period measured from the date an employee first receives donated hours.

### 318.3 POLICY

It is the Policy of the Amador County Fire Protection District to facilitate the well being of their members when facing a catastrophic or debilitation event that taxes the members leave balances and their ability to sustain their employment.

### 318.4 PROCEDURE

The Catastrophic Leave Procedure is as follows:

#### 318.4.1 FOR RECEIVING EMPLOYEES

1. Employee must be a full time employee.
2. Employee must have exhausted all available leave balances

# Amador Fire Protection District

## Policy Manual

### *Catastrophic Leave*

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3. Employee must have a catastrophic event as defined above.
4. The Fire Chief or his designee may require submission of documents to support the determination of a catastrophic event prior to approval of the request.
5. Employee must be prevented from returning to work for at least 30 calendar days and be eligible for long-term disability benefits or family leave.
6. Employee cannot receive leave when his/her employment status would prevent continuation of active leave benefits.
7. Employee under probationary status will not accrue time served towards probationary time while on leave.
8. The medical prognosis for the condition includes reasonable expectation that proper care and rehabilitation will result in the return of the employee to full duties.
9. An eligible employee shall make a written request to the Fire Chief stating the nature of the catastrophic event which necessitates the need for the leave. Such request will also include a statement that may be released to all potential donors regarding the nature of the request.
10. No leave will be paid until the employee has liquidated all of their sick leave which accrued prior to the donations.
11. While on leave status, District benefits will continue per applicable law.
12. A receiving employee may not receive donated leave that allows a continuing leave of absence status if a decision would have otherwise been made concerning the employment status of the employee.

#### 318.4.2 FOR DONATING EMPLOYEES

1. Employee must be a full time employee and must retain a minimum balance of 48 hours of sick leave and 48 hours of vacation time after donating.
2. Employees must donate a minimum of twelve (12) hours.
3. District office staff shall send a notice to all potential donors of the statement that the Requestor has authorized to be disclosed regarding the catastrophic event.
4. A donating employee must complete the donation form and forward it to the District office for processing. Once approved, office staff will use the date and time approved to track the donation. Donated leave will be credited to the receiving employee from donating employees in chronological order by the date submitted for approval and used only as needed. If there are simultaneous requests to donate, the hours needed, will be evenly divided between donating parties.
5. Participation by regular employee's (both donating and receiving) shall be voluntary and only where there is a catastrophic event as defined above.
6. Donors shall be notified that only sick leave may be donated and that donations will go directly to the Requestor in the order of the date received and any unused donations will be returned to the donor(s).

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### *Catastrophic Leave*

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7. Donated leave shall be converted in the following manner: the donating employee's hours shall be converted to a dollar amount using base salary, then, re-converted to the receiving employees hours using base salary.
8. Once the leave is donated and posted to the receiving employee, the employee donating such leave shall irrevocably lose all rights and privileges to the leave hours donated.
9. Donated leave cannot be used for longer than twelve (12) months, when donated leave is exhausted, or a change in employment status occurs, whichever comes first.

## Shift Trades

### 319.1 SCOPE AND PURPOSE

This policy defines the process which will allow Amador Fire Protection District personnel to conduct shift trades in a consistent manner without effecting operations of the district.

### 319.2 POLICY

It is the Policy of the Amador Fire Protection District to allow for shift trades consistent with the District's needs, Fair Labor Standards Act and the collective bargaining agreement

### 319.3 PROCEDURE

1. All shift trades shall be entered in to Crewsense scheduling program.
2. All Trades with personnel will be of the same established list, which can include the acting lists.
3. After planning with the involved personnel, the individual requesting the shift trade shall enter the shift trade into Crewsense for Battalion Chief Approval.
4. Shift trade paybacks shall be entered in to Crewsense using the same procedure as the initial shift trade.

### 319.4 REQUIRED CONDITIONS

- (a) The District shall not, in any way, be held responsible for arrangements made between employees pursuant to this policy. Once the trade is approved by the Chiefs designee those individuals accepting the trades assume the responsibility of working those days. Personnel who use sick time during a scheduled shift trade will have the same hours deducted from their sick leave bank, sick leave will be deducted during the next rotation and or previous assigned rotation, as long as it is in the same FLSA time period. If the employee does not have any sick time available the missed hours may be taken from their vacation time allowance.
- (b) If an employee is assigned to an Out-of-District assignment (strike team, overhead, etc.) during the time they are scheduled to work a shift trade, the Out-of-District assignment shall be considered a District assigned shift and shall count as working the shift trade. Voluntary and mandatory overtime policies shall be utilized to fill the resulting vacancy.
- (c) Personnel assigned to an Out-of-District assignment are exempt from making any new shift trades until such employee has returned to the district and has worked their next assigned rotation.
- (d) The Fire Chief or his/her designee retains the right to review and/or refuse a shift trade if an employee's use of trades is in his or her view excessive and/or interfering with Department operations.
- (e) Shift trades shall be unlimited within the calendar year January 1st to December 31st.



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## Policy Manual

### *Shift Trades*

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- (f) All shift trades shall be consummated within the same calendar year.
- (g) All new hires will be able to utilize shift trades after six (6) months of employment, and or six (6) months after last day of academy.
- (h) An employee who has a scheduled shift trade (time off) will be exempt from a mandatory assignment for their regular assigned shift.
- (i) If one or more employees have schedule and approved shift trades and one of the employees is no longer with the District the scheduled and approved shift trades will be canceled and no longer approved.
- (j) If an employee is schedule to be off on their regular shift due to an approved shift trade and the employee who was supposed to work the shift trade is no longer with the District the employee who was scheduled to be off will be given the option to find a replacement trade and or use vacation time.
- (k) If employees have an agreed shift trade and one of the employees is no longer with the District and any part of the shift trade has not taken place then schedule shift trade is no longer valid.

## Discriminatory Harassment

### 320.1 PURPOSE AND SCOPE

The purpose of this policy is to prevent district members from being subjected to discriminatory harassment, including sexual harassment and retaliation (Government Code § 12940(k); 2 CCR 11023). Nothing in this policy is intended to create a legal or employment right or duty that is not created by law.

### 320.2 POLICY

The Amador Fire Protection District is an equal opportunity employer and is committed to creating and maintaining a work environment that is free of all forms of discriminatory harassment, including sexual harassment and retaliation. The District will not tolerate discrimination against a member in hiring, promotion, discharge, compensation, fringe benefits, and other privileges of employment. The District will take preventive and corrective action to address any behavior that violates this policy or the rights and privileges it is designed to protect.

The nondiscrimination policies of the District may be more comprehensive than state or federal law. Conduct that violates this policy may not violate state or federal law but still could subject a member to discipline.

### 320.3 DEFINITIONS

Definitions related to this policy include:

#### 320.3.1 DISCRIMINATION

The District prohibits all forms of discrimination, including any employment-related action by a member that adversely affects an applicant or member and is based on actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law.

Discriminatory harassment, including sexual harassment, is verbal or physical conduct that demeans or shows hostility or aversion toward an individual based upon that individual's protected class. It has the effect of interfering with an individual's work performance or creating a hostile or abusive work environment.

Conduct that may, under certain circumstances, constitute discriminatory harassment can include making derogatory comments; making crude and offensive statements or remarks; making slurs or off-color jokes; stereotyping; engaging in threatening acts; making indecent gestures, pictures, cartoons, posters, or material; making inappropriate physical contact; or using written material or district equipment and/or systems to transmit or receive offensive material, statements, or pictures. Such conduct is contrary to district policy and to a work environment that is free of discrimination.

## *Discriminatory Harassment*

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### 320.3.2 RETALIATION

Retaliation is treating a person differently or engaging in acts of reprisal or intimidation against the person because the person has engaged in protected activity, filed a charge of discrimination, participated in an investigation, or opposed a discriminatory practice. Retaliation will not be tolerated.

### 320.3.3 SEXUAL HARASSMENT

The District prohibits all forms of discrimination and discriminatory harassment, including sexual harassment. It is unlawful to harass an applicant or a member because of that person's sex.

Sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature when:

- (a) Submission to such conduct is made either explicitly or implicitly as a term or condition of employment, position, or compensation.
- (b) Submission to, or rejection of, such conduct is used as the basis for any employment decisions affecting the member.
- (c) Such conduct has the purpose or effect of substantially interfering with a member's work performance or creating an intimidating, hostile, or offensive work environment.

### 320.3.4 ADDITIONAL CONSIDERATIONS

Discrimination and discriminatory harassment do not include actions that are in accordance with established rules, principles, or standards, including:

- (a) Acts or omission of acts based solely upon bona fide occupational qualifications under the Equal Employment Opportunity Commission and the California Fair Employment and Housing Council guidelines.
- (b) Bona fide requests or demands by a supervisor that the member improve the member's work quality or output, that the member report to the job site on time, that the member comply with District or district rules or regulations, or any other appropriate work-related communication between supervisor and member.

## **320.4 RESPONSIBILITIES**

This policy applies to all district members who shall follow the intent of these guidelines in a manner that reflects district policy, professional standards, and the best interest of the Amador 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 the member's immediate supervisor may bypass the chain of command and make the report to a higher-ranking supervisor or manager. Complaints may also be filed with the Fire Chief, the Administrative Technician, or the Fire Board.

Any member who believes, in good faith, that the member has been discriminated against, harassed, or subjected to retaliation, or who has observed harassment, discrimination, or

## *Discriminatory Harassment*

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retaliation, is encouraged to promptly report such conduct in accordance with the procedures set forth in this policy.

Supervisors and managers receiving information regarding alleged violations of this policy shall determine if there is any basis for the allegation and shall proceed with a resolution as stated below.

### 320.4.1 QUESTIONS OR CLARIFICATION

Members with questions regarding what constitutes discrimination, sexual harassment, or retaliation are encouraged to contact a supervisor, a manager, the Fire Chief, the Administrative Technician, the Fire Board, or the California Department of Fair Employment and Housing (DFEH) for further information, direction, or clarification (Government Code § 12950).

### 320.4.2 SUPERVISOR RESPONSIBILITIES

The responsibilities of supervisors and managers shall include but are not limited to:

- (a) Continually monitoring the work environment and striving to ensure that it is free from all types of unlawful discrimination, including harassment or retaliation.
- (b) Taking prompt, appropriate action within their work units to avoid and minimize the incidence of any form of discrimination, harassment, or retaliation.
- (c) Ensuring that their subordinates understand their responsibilities under this policy.
- (d) Ensuring that members who make complaints or who oppose any unlawful employment practices are protected from retaliation and that such matters are kept confidential to the extent possible.
- (e) Making a timely determination regarding the substance of any allegation based upon all available facts.
- (f) Notifying the Fire Chief or the Administrative Technician in writing of the circumstances surrounding any reported allegations or observed acts of discrimination, harassment, or retaliation no later than the next business day.

### 320.4.3 SUPERVISOR'S ROLE

Supervisors and managers shall be aware of the following:

- (a) Behavior of supervisors and managers should represent the values of the District and professional standards.
- (b) False or mistaken accusations of discrimination, harassment, or retaliation can have negative effects on the careers of innocent members.

Nothing in this section shall be construed to prevent supervisors or managers from discharging supervisory or management responsibilities, such as determining duty assignments, evaluating or counseling members, or issuing discipline, in a manner that is consistent with established procedures.

## *Discriminatory Harassment*

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### **320.5 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 Amador Fire Protection District that all complaints of discrimination, retaliation, or harassment shall be fully documented, and promptly and thoroughly investigated.

#### **320.5.1 SUPERVISOR RESOLUTION**

Members who believe they are experiencing discrimination, harassment, or retaliation should be encouraged to inform the individual that the behavior is unwelcome, offensive, unprofessional, or inappropriate. However, if the member feels uncomfortable or threatened or has difficulty expressing the member's concern, or if this does not resolve the concern, assistance should be sought from a supervisor or manager who is a rank higher than the alleged transgressor.

#### **320.5.2 FORMAL INVESTIGATION**

If the complaint cannot be satisfactorily resolved through the supervisory resolution process, a formal investigation will be conducted.

The person assigned to investigate the complaint will have full authority to investigate all aspects of the complaint. Investigative authority includes access to records and the cooperation of any members involved. No influence will be used to suppress any complaint and no member will be subject to retaliation or reprisal for filing a complaint, encouraging others to file a complaint, or for offering testimony or evidence in an investigation.

Formal investigation of the complaint will be confidential to the extent possible and will include but is not limited to details of the specific incident, frequency and dates of occurrences, and names of any witnesses. Witnesses will be advised regarding the prohibition against retaliation, and that a disciplinary process, up to and including termination, may result if retaliation occurs.

Members who believe they have been discriminated against, harassed, or retaliated against because of their protected status are encouraged to follow the chain of command but may also file a complaint directly with the Fire Chief, the Administrative Technician, or the Fire Board.

#### **320.5.3 ALTERNATIVE COMPLAINT PROCESS**

No provision of this policy shall be construed to prevent any member from seeking legal redress outside the District. Members who believe that they have been harassed, discriminated against, or retaliated against are entitled to bring complaints of employment discrimination to federal, state, and/or local agencies responsible for investigating such allegations. Specific time limitations apply to the filing of such charges. Members are advised that proceeding with complaints under the provisions of this policy does not in any way affect those filing requirements.

### **320.6 DOCUMENTATION OF COMPLAINTS**

All complaints or allegations shall be thoroughly documented on the appropriate forms and in a manner designated by the Fire Chief. The outcome of all reports shall be:

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### *Discriminatory Harassment*

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- (a) Approved by the Fire Chief, the Fire Board, or the Administrative Technician, depending on the ranks of the involved parties.
- (b) Maintained in accordance with the established records retention schedule.

#### 320.6.1 NOTIFICATION OF DISPOSITION

The complainant and/or victim will be notified in writing of the disposition of the investigation and the actions taken to remedy or address the circumstances giving rise to the complaint.

### **320.7 TRAINING**

All new members shall be provided with a copy of this policy as part of their orientation. The policy shall be reviewed with each new member. The member shall certify by signing the prescribed form that the member has been advised of this policy, is aware of and understands its contents, and agrees to abide by its provisions during the member's term with the District.

All members shall receive annual training on the requirements of this policy and shall certify by signing the prescribed form that they have reviewed the policy, understand its contents, and agree that they will continue to abide by its provisions.

#### 320.7.1 STATE-REQUIRED TRAINING

The Training Chief should ensure that employees receive the required state training and education regarding sexual harassment, prevention of abusive conduct, and harassment based on gender identity, gender expression, and sexual orientation as follows (Government Code § 12950.1; 2 CCR 11024):

- (a) Supervisory employees shall receive two hours of classroom or other effective interactive training and education within six months of assuming a supervisory position.
- (b) All other employees shall receive one hour of classroom or other effective interactive training and education within six months of their employment or sooner for seasonal or temporary employees as described in Government Code § 12950.1.
- (c) All employees shall receive refresher training every two years thereafter.

If the required training is to be provided by the DFEH online training courses, the Training Chief should ensure that employees are provided the website address to the training course: [www.dfeh.ca.gov/shpt](http://www.dfeh.ca.gov/shpt) (Government Code § 12950; 2 CCR 11023).

#### 320.7.2 TRAINING RECORDS

The Training Chief shall be responsible for maintaining records of all discriminatory harassment training provided to members. Records shall be retained in accordance with established records retention schedules and for a minimum of two years (2 CCR 11024).

### **320.8 REQUIRED POSTERS**

The District shall display the required poster regarding discrimination, harassment, and transgender rights in a prominent and accessible location for members (Government Code § 12950).

## Conduct and Behavior

### 321.1 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.

### 321.2 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.

### 321.3 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.

### 321.4 INTERACTION WITH THE PUBLIC

In the performance of their duties, members should be courteous to the public and tactful. They should control their tempers, exercise reasonable patience and discretion, and should not engage in any argumentative discussions even when provoked.

In the performance of their duties, members should not use coarse, violent, profane, or insolent language or gestures, and should not express prejudice or discrimination (Government Code § 12940 et seq.).

### 321.5 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 or discrimination (Government Code § 12940 et seq.).

### 321.6 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.

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### *Conduct and Behavior*

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#### **321.7 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.

#### **321.8 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.

#### **321.9 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.

#### **321.10 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.

#### **321.11 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, or any other thing of value from any person, business, or organization that is doing business with, or seeking to do business with, the District or the District.

If it may reasonably be inferred that the person, business, or organization seeks to influence the actions of an official or seeks to affect the performance of an official while on-duty, the incident should be immediately reported to the next level supervisor. This rule does not take the place of any relevant requirements applicable to individuals under Government Code § 1090 et seq. or the State Political Reform Act, Government Code § 87100 et seq.

#### **321.12 OFFERS OF DONATIONS AND GIFTS OF THE HEART**

Members who are approached with monetary donations following major disasters shall direct the person or entity to the Administration Division for instruction on proper ways to donate.

At no time should a member accept any monetary donation from the public. If a citizen offers a gift of a non-monetary nature, such as food or product, the gift shall be placed in an area of the station or office to be shared by all members.

At no time shall a member consider a gift of the heart as a personal present.



## *Conduct and Behavior*

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### **321.13 ABUSE OF POSITION**

Members should not use their official positions, official identification cards, or badges to avoid the consequences of illegal acts or for other non-work related personal gain. Members shall not lend to another person their identification cards or badges or permit their identification cards or badges to be photographed or reproduced without the approval of the Fire Chief.

Members should not authorize the use of their name, photograph, or official title that identifies them as district members (e.g., in connection with testimonials or advertisements of any commodity or commercial enterprise) without the approval of the Fire Chief.

### **321.14 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.

### **321.15 DISCRIMINATION, OPPRESSION, OR FAVORITISM**

Unless required by law or policy, discriminating against, oppressing, or providing favoritism to any person because of actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, economic status, cultural group, veteran status, marital status, and any other classification or status protected by law, or intentionally denying or impeding another in the exercise or enjoyment of any right, privilege, power, or immunity, knowing the conduct is unlawful, is prohibited.

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## Personnel Complaints

### 322.1 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 applicable collective bargaining agreement or policy established by the District's Administration.

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).

### 322.2 POLICY

This district takes seriously all complaints regarding service provided by the District and the conduct of its members. The District will accept and address all complaints of member misconduct in accordance with this policy and applicable federal, state and local law, municipal and county rules and the requirements of any collective bargaining agreements.

It is also the policy of this district to ensure that the community can report misconduct without concern for reprisal or retaliation.

### 322.3 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.

#### 322.3.1 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

## *Personnel Complaints*

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referred to the designated district representative, depending on the seriousness and complexity of the investigation.

**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.

### **322.4 AVAILABILITY AND ACCEPTANCE OF COMPLAINTS**

#### 322.4.1 AVAILABILITY OF COMPLAINT FORMS

Personnel complaint forms will be available and clearly visible in public access locations within district facilities. Forms will also be available on the district website. Forms may also be available at other government offices and facilities. Personnel complaint forms in languages other than English may also be provided as determined necessary or practicable.

Every supervisor is responsible for monitoring public satisfaction or inquiries regarding the personnel complaint process and forwarding to the Battalion Chief any suggestions for improvement or changes.

#### 322.4.2 SOURCES OF COMPLAINTS

- (a) Members of the public may make complaints in any form, including in writing, by email, in person or by telephone.
- (b) Any 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.

#### 322.4.3 ACCEPTANCE OF COMPLAINTS

All complaints will be courteously accepted by any member and promptly given to the appropriate supervisor. Although written complaints are preferred, a complaint may also be filed verbally, either in person or by telephoning the 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.

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### **322.5 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 and send an audit report to the Fire Chief or the authorized designee.

### **322.6 DISCIPLINARY INVESTIGATIONS**

All allegations of misconduct will be investigated as follows:

#### **322.6.1 SUPERVISOR RESPONSIBILITIES**

In general, the primary responsibility for the investigation of a complaint rests with the member's immediate supervisor, unless the supervisor is the complainant, is the ultimate decision-maker regarding disciplinary action or has any personal involvement regarding the alleged misconduct. The Fire Chief or the authorized designee may direct that another supervisor investigate any complaint.

A supervisor who becomes aware of alleged misconduct shall take reasonable steps to prevent aggravation of the situation.

Supervisors shall be responsible for the following:

- (a) 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, Division Officer 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 Division Officer 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, Division Officer or Fire Chief.
- (d) A supervisor investigating any complaint should:
  1. Make reasonable efforts to obtain names, addresses and telephone numbers of additional witnesses.

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### *Personnel Complaints*

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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 Administration 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.
- (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.

#### 322.6.2 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.

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- (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.
- (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.

### 322.6.3 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.

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**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.

### 322.6.4 ADMINISTRATIVE LEAVE

When a complaint of misconduct is of a serious nature, or when circumstances dictate that allowing the accused to continue to work would adversely affect the mission of the District, the Fire Chief or the authorized designee may temporarily assign an accused employee to administrative leave. The Fire Chief or authorized designee shall notify the Administration in writing of the employee's administrative leave and the cause for the leave.

### 322.7 POST-INVESTIGATION PROCEDURES

Upon completion, the report should be forwarded to the Fire Chief through the chain of command of the involved member. Each level of command should review and include their comments in writing before forwarding the report. The Fire Chief may accept or modify the classification and recommendation for disciplinary action contained in the report.

#### 322.7.1 DIVISION OFFICER RESPONSIBILITIES

Upon receipt of any completed personnel investigation, the Division Officer of the involved member shall review the entire investigative file, the member's personnel file and any other relevant materials.

The Division Officer may make recommendations regarding the disposition of any allegations and the amount of discipline, if any, to be imposed.

Prior to forwarding recommendations to the Fire Chief, the Division Officer may return the entire investigation to the assigned investigator or supervisor for further investigation or action.

When forwarding any written recommendation to the Fire Chief, the Division Officer 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.

#### 322.7.2 RESPONSIBILITIES OF THE FIRE CHIEF

Upon receipt of any written recommendation for disciplinary action, the Fire Chief shall review the recommendation and all accompanying materials. The Fire Chief may modify any recommendation and/or may return the file to the Division Officer for further investigation or action.

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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.

### **322.8 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.



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### **322.9 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.

### **322.10 POST-DISCIPLINE APPEAL RIGHTS**

Non-probationary members have the right to appeal a suspension without pay, punitive transfer, demotion, reduction in pay or step and termination from employment. The member has the right to appeal using the procedures established in any operative collective bargaining agreement and/or personnel rules.

In the event of punitive action against a member covered by FBOR, the appeal process shall be in compliance with Government Code § 3254.5.

### **322.11 AT-WILL AND PROBATIONARY MEMBERS**

At-will and probationary members not subject to FBOR may be disciplined and/or released from employment without adherence to any of the procedures set out in this policy and without notice or any cause at any time during the probationary period. These members are not entitled to any rights under this policy.

Any probationary period may be extended at the discretion of the Fire Chief in cases where the member has been absent for more than a week or when additional time to review the member is considered by the Fire Chief to be appropriate.

## Personal Projects On-Duty

### 324.1 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.

### 324.2 POLICY

It is the policy of the Amador 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) At their discretion, the company officer or Battalion Chief may deny or revoke permission for a personal project while on-duty.
- (d) District equipment or resources shall not be used for personal projects.
- (e) Office supplies and office equipment (e.g., copiers, fax machines) shall not be used for personal projects.
- (f) All district policies must be followed while engaged in the personal project.

### 324.3 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 association to the District and/or the fire service.
- (c) Any project that has no personal, career-related or promotional value.
- (d) Any project that has the potential to cause injury or illness to anyone, or the potential to create risk or liability for the District.

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## On-Duty Voting in Statewide Elections

### 325.1 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.

### 325.2 POLICY

It is the policy of the Amador Fire Protection District to provide members a reasonable opportunity to vote in all statewide elections.

### 325.3 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.

### 325.4 POSTED NOTICE

The Operations Division Officer should ensure that the required notice informing employees of their voting rights under state law is conspicuously posted not less than 10 days before every statewide election (Election Code §14001).

The notice should be posted in all fire stations and at all fire district facilities. [Notices](#) from the California Secretary of State may be used for this purpose.

## Personnel Records

### 326.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the maintenance of, retention of and access to personnel files in accordance with established law.

#### 326.1.1 PERSONNEL RECORDS DEFINED

Personnel records shall include any record maintained under an individual member's name relating to:

- (a) Personal data, including marital status, family members, educational and employment history or similar information.
- (b) Medical history, including medical leave-of-absence forms, fitness-for-duty examinations, workers' compensation records, medical releases and all other records that reveal a member's past, current or future medical conditions.
- (c) Election of employee benefits.
- (d) Member advancement, appraisal or discipline.
- (e) Complaints or investigations of complaints concerning an event or transaction in which the member participated that pertain to the manner in which the member performed official duties.
- (f) Any information that if disclosed would constitute an unwarranted invasion of personal privacy.

#### 326.1.2 EMPLOYEE RECORD LOCATIONS

Personnel records will generally be maintained in one of the following files:

**District file** - Any file maintained in the office of the District or the Administration as a permanent record of a member's employment with the District.

**Division file** - Any file maintained internally by a member's supervisor in an assigned division for the purpose of collecting information to prepare performance evaluations.

**Supervisor log entries** - Any written comment, excluding actual performance evaluations, made by a supervisor, concerning the performance or conduct of a member of the District.

**Training file** - Any file containing the training records of a member.

**Investigations file** - Any file containing written comments regarding harassment or discrimination claims, misconduct claims, background investigations or reference check responses.

**Medical file** - Any separately maintained file that exclusively contains material relating to a member's medical history.

### 326.2 POLICY

It is the policy of the District to maintain the confidentiality of its members' personnel records.

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### **326.3 REQUESTS FOR DISCLOSURE**

All records kept by California public agencies are considered public unless they are covered by specific disclosure statutes (Government Code § 6250 et seq.).

Only written requests for the disclosure of any information contained in a member's personnel record will be considered. Since the format of such requests may be strictly governed by law, with specific responses required, all such requests shall be promptly brought to the attention of the Custodian of Records.

Upon receipt of a request for disclosure of personnel records, the member's supervisor shall be notified and shall be responsible for notifying the affected member as soon as practicable that such a request has been made.

The Custodian of Records shall ensure that an appropriate response to the request is made in a timely manner, in accordance with applicable law. In many cases, this will require assistance of the district's legal counsel.

All requests for the disclosure of personnel records that result in access to a member's file shall be logged in the corresponding file.

Nothing in this section is intended to preclude review of personnel files by the Fire Board, District Counsel or attorneys or representatives of the District in connection with official business.

### **326.4 RELEASE OF CONFIDENTIAL INFORMATION**

Except as provided by this policy or pursuant to lawful process, no information contained in any confidential personnel file shall be disclosed to any unauthorized person without the express prior consent of the involved member or the written authorization of the Fire Chief or the authorized designee.

Any person who maliciously and with the intent to obstruct justice or the due administration of the law, publishes, disseminates or otherwise discloses the residence address or telephone number of any member of this district will be subject to discipline and/or termination and the penalties of all applicable laws.

### **326.5 MEMBER ACCESS TO OWN FILE**

Any member may request access to his/her own personnel file during the normal business hours of the individual responsible for maintaining such files (Government Code § 3256.5; Labor Code § 1198.5).

Any adverse written comments, including those from supervisor log entries, shall be reviewed by the firefighter and signed before they are placed in the personnel file or any other file used for personnel purposes. If the member refuses to sign the document, it may be placed into the personnel record without signature if it contains a notation that the member refused to sign. If the member submits a response to the adverse comment within 30 days, the member's response must be attached to the adverse comment and included in the file (Government Code § 3255; Government Code § 3256).

# Amador Fire Protection District

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### *Personnel Records*

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Any member may seek the removal of any item from his/her personnel file after 12 months of the date the item was placed in his or her personnel file if there has been no reoccurrence of such incident and or no additional on going disciplinary action. The member 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

### 328.1 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.

#### 328.1.1 GRIEVANCE DEFINED

A grievance is any difference of opinion concerning terms or conditions of employment or the dispute involving the interpretation or application of any of the following documents:

- A collective bargaining agreement
- This Policy Manual
- Rules and regulations covering personnel practices or working conditions of members

A grievance includes any claim of waste, abuse of authority, gross mismanagement and any practice within the District which may pose a threat to health, safety or security.

Grievances may be brought by an individual member or by a group representative.

### 328.2 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.

### 328.3 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.

### **328.4 PROCEDURE**

Except as otherwise required under a collective bargaining agreement, grievances as defined above, should be resolved using the following procedure.

#### **328.4.1 COMMUNICATING GRIEVANCES**

Members are encouraged to communicate with command personnel regarding any workplace problem or issue they feel needs immediate attention. Generally, any concern about a workplace situation should be first raised with the member's immediate supervisor unless that supervisor is part of the member's concern. It is recognized, however, that there may be occasions where the use of the normal chain of command may not be appropriate.

Any member who feels threatened in any manner or is otherwise concerned about reporting to his/her immediate supervisor may report this information directly to the Fire Chief or Administration 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.

#### **328.4.2 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 Administration 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.

#### **328.4.3 RESOLVING GRIEVANCES**

- (a) Supervisors receiving grievances should attempt to resolve the issue through informal discussion with member.



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- (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.
- (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.

## **328.5 RESPONSIBILITIES**

### **328.5.1 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 Administration.

### **328.5.2 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

## *Grievance Procedure*

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has made the decision to file a grievance, supervisors shall not attempt to discourage the member, shall accept grievances and shall ensure that reasonable efforts are made to reach a prompt and fair resolution.

Supervisory personnel will:

- (a) Document all grievances received and all steps taken to resolve the issue.
- (b) Forward the documentation to the Administration Division Officer 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.

### **328.5.3 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

### **328.6 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.

### **328.7 GRIEVANCE RECORDS**

At the conclusion of the grievance process, all documents pertaining to the process shall be forwarded to the Administration Division Officer.

### **328.8 GRIEVANCE AUDITS**

The Administration Division Officer or the authorized designee should perform an annual audit of all grievances filed the previous calendar year to evaluate whether any policy, procedure or training changes may be appropriate. The Administration Division Officer shall record these findings in a confidential memorandum to the Fire Chief without including any identifying information from any individual grievance.

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## Physical Fitness

### 330.1 PURPOSE AND SCOPE

Physical Fitness policy is designed to encourage an optimal level of fitness, improve the level of service provided to the public, and reduce those accidents or injuries caused by poor conditioning. This policy explains the conditions, responsibilities, and parameters of the program. In addition this is intended to provide an on-duty physical fitness workout program for safety personnel that can be incorporated into the daily schedule and to promote the health and well-being of district personnel.

### 330.2 POLICY

Few professions require all-out physical exertion. The Fire Service is unique in its requirement for personnel to go from a sedentary posture to all-out exertion without time for the body to adjust. It is believed that this is one reason for the extremely high incidence of cardiovascular problems within the Fire Service. Personnel in good physical condition seem to have fewer problems with the adjustment than personnel who are not adequately conditioned.

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.

Amador Fire retains the right to prohibit any physical fitness activity which, in its sole discretion, presents greater risks than benefits.

### 330.3 PROCEDURE

The time, location and duration of company physical fitness activities are at the discretion of the on-duty company officer / on duty Battalion Chief and the company officer. In all cases, the location for physical fitness must be within the company's first-in response area, be consistent with this policy and not result in a response delay.

All Safety Personnel 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 Amador Fire 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 Policy Approved cardiovascular conditioning shall be vigorous walking, running, or other approved training within each individual target heart rate, to be performed continuously for a minimum of 30 - 60 minutes.

- 1 Each individual shall attain his/her maximum heart rate during physical fitness training.
2. Target Heart rate computation
  - a.  $220 - \text{your age}$  (this is a theoretical maximum heart rate if measured maximum heart rate is unavailable)

## *Physical Fitness*

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- b. Multiply maximum heart rate by .6 and .85
- c. Range between both products is an individual's target heart rate range.
- i. Example
  - ii. If 40 years old
  - iii.  $220 - 40 = 180$  beats per minute
  - iv.  $180 \times .6 = 108$  and  $180 \times .85 = 153$  beats per minute
  - v. Individual target heart range equals 108 to 153 beats per minute
- 3. Continuous means a consistent, steady uninterrupted pace
- 4. Walking is virtually an injury free form of aerobic exercise that will improve cardiovascular conditioning
- 5. Alternatives to vigorous walking or jogging may be a stationary bicycle, treadmill and specific cardiovascular training equipment. Each of these exercises are to be performed within an individual's target heart rate for a minimum of 30- 60 minutes.

Muscular strength / endurance conditioning may be exercises designed to promote improvement or maintenance of physical ability within major muscle groups sufficient to accomplish assigned emergency tasks.

Flexibility exercises are designed to increase range of motion and decrease the potential for injury.

Stretching is to be performed for a period of 5 to 15 minutes immediately after cardiovascular and / or muscular conditioning.

### Off site location

- 1. Apparatus shall be parked to maintain security by the Fire Department personnel and immediate response
- 2. Radio Volume shall be at a level that will not disturb nearby residents
- 3. It is recommended that personnel should stay within 120 yards of the apparatus while doing and off-site physical exercise. Considerations of response time to the apparatus, and of public perception, will be given the highest priority, and a lack of attention to these will revoke the privilege of this fitness option.

### Physical fitness Uniform

- 1. Department physical fitness attire will be department approved and will always be clean and presentable.
- 2. Turnout clothing shall be readily available during exercise.

## *Physical Fitness*

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### **330.4 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)
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Member participation in competitive or contact sports is not recommended while on-duty.

### **330.5 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.
- Develop and maintain sufficient fitness training knowledge, accounting for fitness level, age and previous injuries or limitations, to avoid fitness-related injuries.

# Amador Fire Protection District

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## *Physical Fitness*

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## Critical Incident Stress Debriefing

### 331.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a Critical Incident Stress Debriefing Program. The Amador 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.

#### 331.1.1 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.

### 331.2 POLICY

It is the policy of the Amador 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.

### 331.3 CISD PROGRAM

The District should establish a committee responsible for implementing and managing the CISD Program. The Fire Chief or the authorized designee is responsible for appointing members to the committee who are representative of all levels of district personnel. The district's safety and health officer serves as the committee chairperson.

Functions of the committee include, but are not limited to:

- Providing input and assistance to the development and implementation of the CISD Program.
- Recommending the type and content of critical incident-related programs, workshops or seminars.
- Distributing CISD-related information to members.
- Providing the administrative and technical support needed to implement CISD activities.
- Assisting in the recruitment and training of peer support personnel.

## *Critical Incident Stress Debriefing*

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- Coordinating and following-up on requests for CISD.

### 331.3.1 CALIFORNIA FIREFIGHTER PEER SUPPORT AND CRISIS REFERRAL SERVICES ACT

The Fire Chief may conform the CISD program to the requirements of California's Peer Support and Crisis Referral Program through a labor management agreement process (Government Code § 8669.10; Government Code § 8669.15; Government Code § 8669.17).

### 331.4 CISD COMPONENTS

The CISD Program should include pre-incident, on-scene and post-incident activities, including education, diffusion of emotional reactions and debriefing. The purpose of the program is to minimize the impact of stress on members following major incidents.

Ideally, CISD should incorporate the services of both peer support personnel and trained professionals, such as physicians, psychologists or counselors.

The program is intended to be consistent with the recommendations of the National Fire Protection Association (NFPA) and the Fire Service Joint Labor/Management Wellness and Fitness Initiative, developed by the International Association of Fire Fighters (IAFF) and the International Association of Fire Chiefs (IAFC).

#### 331.4.1 ACTIVATION

The following are examples of incidents that may initiate a CISD response:

- Major disaster or mass casualty incidents
- Serious injury, death or suicide of a firefighter, police officer or other emergency service provider
- Serious injury or death of a civilian resulting from emergency service operations
- Death of a child or similar incident involving a profound emotional response
- Any incident that attracts unusually heavy media attention
- Loss of life following an unusual or extremely prolonged expenditure of emotional and physical energy by emergency services personnel
- Any unusual incident that produces an extreme, immediate or delayed emotional response
- Cumulative trauma from multiple incidents.

Any time it has been determined that a critical incident has occurred and intervention may be needed, a CISD should be requested. The request may be made either directly to peer support personnel or through the CISD committee. Depending on the type and magnitude of the incident and services that may be needed, the CISD may be activated either during or after a critical incident.

All members are responsible for recognizing incidents that may need a CISD. Once an incident has been identified as a critical incident, a CISD should be initiated as soon as practicable.



## *Critical Incident Stress Debriefing*

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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.

### 331.4.2 CISD PROVIDERS

CISD providers should include mental health professionals and peer support members.

- (a) The duties and responsibilities of mental health professionals include the following:
  - 1. Supervise and advise on all clinical aspects of the program.
  - 2. Ensure the quality of CISD services.
  - 3. Offer clinical support and program guidance to the CISD committee and peer support personnel.
  - 4. Assist in the selection of new peer support personnel.
  - 5. Provide guidance to peer support personnel.
  - 6. Assist in training peer support personnel and with continuing education.
  - 7. Advise on the development of policy and written operational CISD protocols.
- (b) Mental health professionals involved in the CISD program should have the following qualifications:
  - 1. Be a licensed mental health professional.
  - 2. Be trained and experienced in a recognized CISD model.
  - 3. Demonstrate experience in counseling emergency services personnel.
- (c) The duties and responsibilities of peer support members include the following:
  - 1. Assist and support the CISD mental health professionals as necessary.
  - 2. Provide referrals to mental health professionals, where appropriate.
  - 3. Providing support and basic education to members and their families.
  - 4. Serving as a CISD provider with mental health professionals.
  - 5. Complete training and supervision necessary for the role.
- (d) Members involved in the CISD Program as peer support personnel should have the following qualities:
  - 1. Good negotiating skills
  - 2. Ability to communicate effectively
  - 3. The respect and trust of peers
  - 4. Ability to maintain confidentiality
  - 5. Ability to adhere to established limits and criteria

## *Critical Incident Stress Debriefing*

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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.

### **331.5 DEBRIEFING**

The form of CISD utilized should depend upon how early the intervention is activated and the nature of the incident. The use of one format does not preclude the use of others for the same critical incident.

Common formats for CISD include:

- (a) On-scene debriefing: Peer support personnel or mental health professionals respond to the scene as observers and advisers to watch for the development of acute reactions. They may offer encouragement and support, check on the well-being of personnel and allow for individual discussion of feelings and reactions.
- (b) Initial defusing: This usually takes place within a few hours of the incident and is generally facilitated by peer support personnel. It is an informal process encouraging open and free expression of feelings without a critique of the incident. The purpose is to stabilize involved members so they can go home or return to service.
- (c) Formal debriefing: Debriefing led by a CISD Program mental health professional and peer support personnel that usually takes place 24 to 48 hours after the conclusion of the incident. Members involved in the critical incident are given the opportunity for free expression of feelings. This expression should be met with acceptance, support and understanding.
- (d) Follow-up debriefing: If deemed necessary, it may be facilitated by the CISD mental health professional and peer support personnel several weeks or months after a critical incident. The main purpose is to resolve any issues or problems that were not initially resolved. The follow-up debriefing may include the entire group or a portion of those originally involved.

Regardless of the type of debriefing, CISD is not a critique of district operations at the incident. The CISD provides a setting in which members can discuss their feelings and reactions as a means to reduce the stress resulting from exposure to critical incidents. Performance issues should not be discussed during the debriefing.

No one has rank during a debriefing process. Everyone is equal.

## *Critical Incident Stress Debriefing*

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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.

### **331.6 ATTENDANCE**

Only those involved in the incident and CISD team members should be present. Members directly exposed to the traumatic aspects of an incident are strongly encouraged to participate in CISD.

Under special circumstances, the supervising officer may make attendance mandatory. Even if attendance is mandatory, members should not be obligated to speak or express their feelings during the CISD.

During debriefings, members involved should be out of service with radios, personal communications devices, or other distractions turned off.

### **331.7 ROTATION OF PERSONNEL**

Command officers should minimize members' exposure at critical incidents by rotating or removing initial responding personnel from the immediate scene and reassigning them to less stressful operations as soon as possible. Members directly involved in critical incidents should be considered a high priority for immediate reassignment or removal from the scene. Relief from duty may also be considered.

Trained peer support personnel may make a request to their command officer for relief or reassignment during a shift to participate in CISD activities. The peer support personnel should provide a number of on-scene services, including on-site evaluation, encouragement and consultation. They should also be considered an available resource for assignment to rehab, medical, or other areas as needed.

Circumstances of a critical incident may result in a recommendation that individuals or companies be taken out of service. The command officer is responsible for making the appropriate arrangements.

Under no circumstances is being taken out of service to be construed as critical or negative. Personnel taken out of service are to be viewed as deserving of the same consideration as an injured firefighter.

### **331.8 CONFIDENTIALITY**

The District considers all CISD interventions, regardless of type, as strictly confidential. Notes, other than those specifically identified in this policy, are prohibited. No audio or video recording may be made without the express consent of all participants.

The only exceptions to confidentiality should be when:

- (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.

## *Critical Incident Stress Debriefing*

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- (b) Participants divulge information that falls under any applicable state mandatory reporting duties.

### **331.8.1 CONFIDENTIAL COMMUNICATIONS OF PEER SUPPORT TEAM MEMBERS**

Communications between a member and qualified peer support team members are to be kept confidential to the extent authorized by Government Code § 8669.20.

### **331.9 RECORD-KEEPING**

Following a CISD intervention, the committee chairperson should prepare a summary report and forward it to the CISD Program committee for statistical record-keeping. The report should be limited to the following information:

- (a) Incident date and time
- (b) Brief description of incident facts
- (c) Intervention date and location
- (d) Names of CISD members conducting the intervention
- (e) Numbers of participants from each agency involved

Names of participants should not be recorded.

### **331.10 PEER SUPPORT AND CRISIS REFERRAL PROGRAM TRAINING**

Peer support team members must be qualifying employees who have completed approved peer support training as set forth in Government Code § 8669.30 (Government Code § 8669.15).

## Workplace Violence

### 332.1 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 that is or can be perceived as threatening, hostile, and/or violent.

### 332.2 POLICY

It is the policy of the Amador Fire Protection District to provide and maintain a safe work environment for its employees, volunteers, and members of the public.

In responding to any violent behavior in the workplace, the District is committed to providing protection to all involved parties, including protection from future physical and/or mental harm and the protection of the legal rights of victims, witnesses, and those instigating the harm.

### 332.3 REPORTING AND INVESTIGATING

#### 332.3.1 MEMBER RESPONSIBILITY

District members who experience, observe, or have knowledge of prohibited behaviors and actions in the workplace, have a responsibility to report the situation as soon as practicable to a supervisor, a manager, or a human resources representative and to the local police department, if a threat has been made or a crime has occurred.

Members should render aid to anyone who may be in need and be prepared to assist emergency responders, as requested, following any incident of violence in the workplace.

#### 332.3.2 COMPANY OFFICER RESPONSIBILITIES

Upon receipt of a report of potential or actual workplace violence, supervisors shall gather as much information as possible to assess and determine the severity and potential of the situation. If the report is found to be credible, the next immediate supervisor shall be notified as soon as practicable and appropriate action taken.

Local law enforcement personnel shall be notified immediately of all threatening or violent behavior.

#### 332.3.3 INVESTIGATION

The Fire Chief and or his / her designee will promptly, impartially, and with as much confidentiality as practicable coordinate the investigation of all reports of violent behavior.

Amador Fire Protection 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.

## *Workplace Violence*

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### **332.3.4 REPORTING NON-WORK-RELATED THREATENING OR VIOLENT BEHAVIOR**

Amador Fire Protection District members who are victims of domestic violence or other threatening behavior outside of the workplace or who believe they are potential victims of such behavior and fear it may enter the workplace, are encouraged to report the situation as soon as possible to their supervisors.

Company Officers receiving any such report shall contact the Fire Chief and or his / her designee as soon as practicable so that any appropriate safety measures or plans may be developed.

### **332.3 PROHIBITED BEHAVIOR**

No member shall engage in, encourage, or promote violent behavior toward any person while conducting department business or on Amador Fire Protection District property.

No member engaged in department business shall carry or possess weapons or explosives. Personnel who have on their possession any fire arms will be subject to disciplinary action up to and including termination of employment.

### **332.4 RETALIATION PROHIBITED**

Any form of retaliation against a member for making a report concerning violent behavior in the workplace is prohibited.

Any member who becomes aware of any retaliation or threatened retaliation shall immediately notify his/her supervisor.

### **332.5 RESTRAINING ORDERS**

Members who obtain a restraining order listing their workplace, person, or the Amador Fire Protection District as a protected area must provide a copy of the restraining order to the Fire Chief and his / her designee.

### **332.6 FOLLOW-UP ACTION**

Any employee reported to have exhibited violent or potentially violent behavior will be afforded all rights provided by law, the applicable memorandum of understanding, and/or the Firefighter Bill of Rights provisions before the department takes any disciplinary action.

Actions that may be taken when an employee has been found to have violated this policy include but are not limited to the following:

- Mandatory participation in counseling
- Placing the employee on paid administrative leave pending investigation into an alleged threat or act
- Corrective/disciplinary action up to and including termination
- Criminal arrest and prosecution

## *Workplace Violence*

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- 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.

### **332.7 LEGAL ACTION**

The Fire Chief and or his / her designee , in consultation with Amador Fire Protection District's legal counsel, will determine if the department will seek a temporary restraining order or injunction to reduce future or threatened violent behavior in the workplace (Code of Civil Procedure § 527.8).

### **332.8 CORRECTIVE ACTIONS**

At the completion of the investigation and a review of the incident, or in the case of a threat of violence, non-disciplinary corrective actions should be implemented or requested to ensure overall workplace safety. These actions may include but are not limited to:

- Placing the involved member on administrative leave pending further review and determination of permanent action. Administrative leave would be unpaid in the case of a volunteer.
- Reassigning the member to a different work location.
- Referring the member to conflict resolution training sessions.
- Referring the member to the Employee Assistance Program (EAP).
- Modifying workstation designs and office traffic flow patterns.
- Requiring the member to attend a fitness-for-duty evaluation.
- Developing specific workplace violence procedures for incident response, prevention, and corrective actions.

### **332.9 WORKPLACE VIOLENCE PREVENTION**

All Amador Fire Protection Districts members are responsible for assisting in the prevention of violence in the workplace.

The department will provide appropriate training to members regarding workplace violence.

In the event a violent incident occurs in the workplace, the Fire Chief and or his / her designee 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.

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## Lactation Breaks

### 333.1 PURPOSE AND SCOPE

The purpose of this policy is to provide reasonable accommodations to members desiring to express breast milk for a nursing child (29 USC § 207, Labor Code § 1034).

### 333.2 POLICY

It is the policy of the Amador 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; Labor Code § 1030).

### 333.3 LACTATION BREAK TIME

A rest period should be permitted each time the member has the need to express breast milk (29 USC § 207; Labor Code § 1030). In general, lactation breaks that cumulatively total 30 minutes or less during any four-hour work period or major portions of a four-hour work period would be considered reasonable. However, individual circumstances may require more or less time. Such breaks, if feasible, should be taken at the same time as the member's regularly scheduled rest or meal periods.

While a reasonable effort will be made to provide additional time beyond authorized breaks, any such time exceeding 15 minutes will be unpaid (Labor Code § 1030).

Members desiring to take a lactation break shall notify Camino ECC 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.

### 333.4 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; 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*

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### **333.5 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.

### **333.6 STATE REQUIREMENTS**

Employees have the right to request lactation accommodations. If a break time or location accommodation cannot be provided, the supervisor shall provide the member with a written response regarding the reasons for the determination (Labor Code § 1034).

Lactation rooms or other locations should comply with the prescribed feature and access requirements of Labor Code § 1031.

Employees who believe that their rights have been violated under this policy, or who believe that they have been the subject of discrimination or retaliation for exercising or attempting to exercise their rights under this policy, are encouraged to follow the chain of command in reporting a violation, but they may also file a complaint directly with the Labor Commissioner (Labor Code § 1033).

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## Smoking / Tobacco Products

### 334.1 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.

### 334.2 POLICY

It is the policy of the Amador 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), or buildings on the campuses of the University of California, California State University and California community colleges, whether that person is present for training, enforcement or any other purpose (Government Code § 7596 et seq.).

## Drug and Alcohol Free Workplace

### 335.1 PURPOSE AND SCOPE

The Amador 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 (41 USC § 8103).

#### 335.1.1 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.

### 335.2 POLICY

It is the policy of the Amador Fire Protection District to provide a drug free workplace for all members.

### 335.3 GENERAL GUIDELINES

Alcohol and drug use in the workplace or on district time can endanger the health and safety of district members and the public.

Members who have consumed an amount of an alcoholic beverage or taken any medication, or a combination thereof, that would tend to adversely affect their mental or physical abilities shall not report for duty. Affected members shall notify the Fire Chief or the appropriate supervisor as soon as they are aware that they will not be able to report to work. If a member is unable to make the notification, every effort should be made to have a representative contact the supervisor in a timely manner. If the member is adversely affected while on-duty, the member shall be immediately removed and released from work (see the Work Restrictions section in this policy).

#### 335.3.1 USE OF MEDICATIONS

Members should not use any medications that will impair their ability to safely and completely perform their duties. Members who are medically required or need to take any such medication shall report that need to their immediate supervisor prior to commencing any on-duty status.

#### 335.3.2 MEDICAL CANNABIS

Possession, use, or being under the influence of medical cannabis on-duty is prohibited and may lead to disciplinary action.

## *Drug and Alcohol Free Workplace*

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### **335.4 EMPLOYEE ASSISTANCE PROGRAM**

A voluntary employee assistance program may be available to assist those who wish to seek help for alcohol and drug problems (41 USC § 8103). Insurance coverage that provides treatment for drug and alcohol abuse also may be available. Employees should contact the Administration, their insurance providers, or the employee assistance program for additional information. It is the responsibility of each employee to seek assistance before alcohol or drug problems lead to performance problems.

### **335.5 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.

### **335.6 MEMBER RESPONSIBILITIES**

Members shall come to work in an appropriate mental and physical condition. Members are prohibited from purchasing, manufacturing, distributing, dispensing, possessing, or using controlled substances or alcohol on district premises or on district time (41 USC § 8103). The lawful possession or use of prescribed medications or over-the-counter remedies is excluded from this prohibition.

Members shall notify a supervisor immediately if they observe behavior or other evidence they believe demonstrates that a fellow member poses a risk to the health and safety of the member or others due to drug or alcohol use.

Members are required to notify their immediate supervisors of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction (41 USC § 8103).

### **335.7 WORK RESTRICTIONS**

If a member informs a supervisor that the member has consumed any alcohol, drug, or medication that could interfere with a safe and efficient job performance, the member may be required to obtain clearance from a physician before continuing to work.

If the supervisor reasonably believes, based on objective facts, that a member is impaired by the consumption of alcohol or other drugs, the supervisor shall prevent the member from continuing work and request that a Battalion Chief respond to the location of the impaired member. The

## *Drug and Alcohol Free Workplace*

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Battalion Chief shall ensure the member is transported to a safe location and that the continuity of district operations is maintained.

### **335.8 REQUESTING SCREENING TESTS**

A supervisor or Battalion Chief may request that an employee submit to a screening test under any of the following circumstances:

- (a) The supervisor or Battalion Chief reasonably believes, based upon objective facts, that the employee is under the influence of alcohol or drugs that are impairing the employee's ability to perform duties safely and efficiently.
- (b) During the performance of duties, the employee drives a motor vehicle and becomes involved in an incident that results in bodily injury to the employee or another person or substantial damage to property.

#### **335.8.1 BATTALION CHIEF RESPONSIBILITY**

The Battalion Chief shall ensure written records are prepared documenting the specific facts that led to the decision to request the test, and shall inform the employee in writing of the following:

- (a) The test will be given to detect either alcohol or drugs, or both.
- (b) The result of the test is not admissible in any criminal proceeding against the employee.
- (c) The employee may refuse the test, but refusal may result in dismissal or other disciplinary action.

#### **335.8.2 SCREENING TEST DISPOSITION**

Employees may be subject to disciplinary action if they:

- (a) Fail or refuse to submit to a screening test as requested.
- (b) After taking a screening test that indicates the presence of a controlled substance, fail to provide proof, within 72 hours after being requested, that they took the controlled substance as directed, pursuant to a current and lawful prescription issued in their name.
- (c) Violate any provisions of this policy.

### **335.9 COMPLIANCE WITH THE DRUG-FREE WORKPLACE ACT**

No later than 30 days following notice of any drug statute conviction for a violation occurring in the workplace involving a member, the 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).

### **335.10 CONFIDENTIALITY**

The District recognizes the confidentiality and privacy due to its members. Disclosure of any information relating to substance abuse treatment, except on a need-to-know basis, shall only be with the express written consent of the member involved or pursuant to lawful process.

# Amador Fire Protection District

## Policy Manual

### *Drug and Alcohol Free Workplace*

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The written results of any screening tests and all documents generated by the employee assistance program are considered confidential medical records and shall be maintained separately from the employee's other personnel files.

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## Personal Appearance Standards

### 336.1 PURPOSE AND SCOPE

In order to project uniformity and neutrality, members shall maintain their personal hygiene and appearance to ensure 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 issues that may be deemed improper for members of the District.

### 336.2 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.

#### 336.2.1 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 Administration.

#### 336.2.2 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.

#### 336.2.3 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.

#### 336.2.4 SIDEBURNS

Sideburns shall be trimmed and neat.

#### 336.2.5 BEARDS AND GOATEES

Beards, goatees, or any hair on the chin or near the bottom lip is prohibited.

#### 336.2.6 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*

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### **336.2.7 COSMETICS**

Members are permitted to wear cosmetics of conservative color and amount.

### **336.2.8 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 may not extend more than  $\frac{1}{4}$  inch beyond the end of the fingertip. Nail polish, if worn, must be transparent, or similar in color to the nail or nail bed.

### **336.2.9 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.

### **336.3 TATTOOS**

Tattoos are permitted if they are non-offensive. Tattoos, brands, or mutilations that are inappropriate, as determined at the sole discretion of the Fire Chief, must be covered. Inappropriate marks may include but are not limited to marks that exhibit or advocate discrimination; marks that promote or express gang, supremacist, or extremist group affiliation; and marks that depict or promote drug use, sexually explicit acts, or other obscene material.

### **336.4 BODY PIERCING OR ALTERATION**

Except for a single-stud pierced earring worn in the lobe of each ear, no body piercing shall be visible while any member is on-duty or representing the District in any official capacity.

Alteration to any area of the body visible in any authorized uniform or attire that is a deviation from normal anatomical features and which 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.

### **336.5 POLICY**

It is the policy of the Amador Fire Protection District that all members meet required personal hygiene and grooming standards while on-duty or conducting official business.



## *Personal Appearance Standards*

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### **336.6 RELIGIOUS ACCOMMODATION**

The religious beliefs and needs of district members should be reasonably accommodated. Requests for religious accommodation should generally be granted unless there is a compelling security or safety reason and denying the request is the least restrictive means available to ensure security or safety. The Fire Chief should be advised any time a request for religious accommodation is denied.

Those who request to wear headscarves, simple head coverings, certain hairstyles, or facial hair for religious reasons should generally be accommodated absent unusual circumstances.

## Uniform Regulations

### 337.1 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.

### 337.2 POLICY

It is the policy of the Amador 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).

### 337.3 UNIFORMS

Amador County FPD Uniform Specifications: [See attachment: Uniform Specifications.pdf](#)

#### 337.3.1 CLASS B UNIFORMS

1. The Class B uniform shall be worn at all times during normal business hours, except during physical fitness training or under one of the following situations:
2. Each individual will have a Class B shirt in close proximity during the shift.

#### 337.3.2 JOB SHIRTS/SWEATSHIRTS

1. The job shirt will have the same wearing guidelines as the District T-shirt. The job shirt will not be worn over the Class B uniform shirt.
2. Sweatshirts and mock turtleneck shirts will have the same wearing guidelines as the District T-shirt. The sleeves of the sweatshirt and the mock turtleneck shirt will not be visible under the Class B shirtsleeves

#### 337.3.3 T-SHIRTS

Official district on-duty t-shirts may be worn:

1. The District T-shirt may be worn without the Class B shirt on emergency calls, in the station, during daily in-house training sessions, outside when performing physical activities or when the outside temperature is 90 degrees or warmer. Answering the station door in the T-shirt is acceptable. When worn under the Class B shirt, the sleeves of the T-shirt shall not be visible below the bottom of the Class B shirtsleeves. T-shirts will be tucked in at all times.
2. The District T-shirt shall look neat and clean at all times and be free of any holes.
3. It is unacceptable to wear the District T-shirt in the following situations: Contact with the public in non-emergency situations, i.e. performing station tours, fire inspections, public education functions, non-physical training activities like pre-plans tours, while in

## *Uniform Regulations*

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business and retail establishments, but not limited to just these situations. The Class B shirt shall be worn while traveling to and returning from any training site and during indoor multi-company classroom training sessions.

### **337.3.4 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.

### **337.3.5 SLEEPWEAR**

All personnel shall be attired in clothing/sleepwear while lounging or sleeping in a dormitory/sleeping area of a department building. The “minimum required sleepwear” shall be worn by all personnel.

## **337.4 PHYSICAL FITNESS UNIFORMS**

The physical fitness uniform shall primarily be worn when engaged in physical fitness. It may also be worn in quarters but only as directed on weekdays or any time on holidays and weekends.

The fitness uniform shall be covered with an appropriate work uniform or combination of PPE and work uniform while in transit to and from a physical fitness location.

Nylon or other synthetic material shorts and other fitness uniform items should not be worn under PPE because those fabrics may melt.

## **337.5 UNIFORM MAINTENANCE**

1. Unauthorized wearing or use of any part of the uniform, including insignias and badges, off duty, is prohibited. Wearing of the uniform to and from work is permitted.
2. Uniforms, sleepwear, and the components thereof shall always be kept in a neat and clean condition, in good repair, and worn properly. The immediate supervisor of the wearer in question will determine if the garment is unacceptable and place it out of service.
3. At no time shall undergarments be allowed to show below the sleeves or cuffs of the uniform shirt, pants, or jackets. A navy blue “T” shirt will not be worn with a white uniform shirt.
4. All items of personal property not specifically authorized are not allowed if visible when worn.
5. All shirts are to be tucked in and buttoned.
6. No lodge pins, metals, badges, decorations or patches shall be worn unless authorized by the uniform regulations or approved by the Fire Chief.
7. All on-coming personnel will report for duty in a Class B Uniform. All personnel will be attired in a Class B uniform from time of arising in the morning until the end of normal business hours.

# Amador Fire Protection District

## Policy Manual

### *Uniform Regulations*

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8. Physical fitness apparel shall consist of district T- shirt and navy blue shorts.
9. All personnel shall wear the uniform of their rank unless attendance at special function or a specific job assignment requires the wearing of civilian clothes.
10. The “minimum required sleepwear” shall consist of a T-shirt for top, and navy blue shorts worn over, and to cover undergarment bottom.
11. The District approved baseball style cap may be worn any time outdoors, except in place of safety gear. The bill of the cap will be worn facing forward and centered on the face.
12. Boots shall be worn and maintained in a serviceable and professional manner.

## Identification Cards

### 339.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the guidelines for issuing and possessing Amador Fire Protection District identification cards. Any image or likeness of the identification card and the name of the Amador Fire Protection District are the property of the District and their use shall be restricted as specified in this policy.

### 339.2 POLICY

It is the policy of the Amador Fire Protection District that identification cards shall be issued to all district members. All members shall be in possession of their district-issued identification card at all times while on-duty or otherwise acting in an official or authorized capacity. The use and display of district identification cards shall be in compliance with this policy.

### 339.3 IDENTIFICATION CARD CONTENT

District-issued identification cards shall include the following information:

- The district name
- An image of the district badge
- The full name of the member
- The rank of the member
- The member's employee identification number
- The member's signature
- The date of appointment to the member's current rank or position
- The district's mailing address
- A statement indicating that the identification card is the property of the Amador Fire Protection District and that if found, the card must be returned to the District

### 339.4 RETIREE IDENTIFICATION CARD

Upon honorable retirement members may be issued a retiree identification card. The card shall clearly indicate that the holder is a "Retired" member of the District.

### 339.5 UNAUTHORIZED USE

District identification cards may not be displayed for any purpose other than official use.

Members may not use an image or likeness of the district identification card in any material (printed matter, products or other items) without prior written approval from the Fire Chief.

Members shall not loan district identification cards to others and shall not permit the identification card to be reproduced or duplicated.

## *Identification Cards*

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### **339.6 LOSS OF DISTRICT IDENTIFICATION CARD**

The loss of the district identification card must be immediately reported to the District. An identification card should be considered lost whenever it is not in the direct control of the member.

### **339.7 REPLACING IDENTIFICATION CARDS**

Identification cards should be replaced whenever they become damaged, faded or otherwise difficult to read, whenever a member changes rank or when the member's photograph becomes outdated or no longer presents an accurate depiction of the member.

## On-Duty Injuries

### 340.1 PURPOSE AND SCOPE

The purpose of this policy is to assist the Amador 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.

#### 340.1.1 DEFINITIONS

Definitions related to this policy include:

**Permanent and stationary** - The status of an injured member whose medical condition has reached maximum medical improvement.

**Permanent disability** - The status of an injured member who is permanently disabled.

**Temporary disability** - The status of an injured member who is unable to return to work because the member has not yet achieved a permanent and stationary status.

**Third-party administrator** - An entity responsible for adjusting workers' compensation claims on behalf of an employer.

**Work-related injury** - Any injury, disease, or mental health issue arising out of employment or occurring in the course of employment duties (Labor Code § 3208; Labor Code § 3208.3; Labor Code § 3212 et seq.); includes the contraction of a communicable disease (Labor Code § 5500.5).

### 340.2 POLICY

It is the policy of the Amador 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).

### 340.3 PROCEDURE

Work-related injuries or illnesses incurred by members may be covered by workers' compensation through the Amador 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.

# Amador Fire Protection District

## Policy Manual

### *On-Duty Injuries*

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#### 340.3.1 MEMBER RESPONSIBILITIES

A member who is injured on the job must immediately report his/her injury to a supervisor or the Administration. Any member who is involved in any accident while on-duty shall report such injury, illness, or accident as soon as practicable to his/her supervisor (8 CCR 14300.35).

An injured member or member who has suffered a work-related illness shall report as soon as practicable to his/her immediate supervisor the medical findings concerning the injury, the extent of any work restrictions and the anticipated duration, if known. In addition, such members are required to promptly submit all medical releases, whether partial or full releases, to a supervisor.

Members should contact the person designated by the 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).

#### 340.3.2 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 Worker's Compensation Claim Form. The supervisor should have the injured member complete the member's portion of the form. If the member is unable to complete the DWC-1, the form may either be sent to the member's home or completed by the supervisor. The supervisor should complete the employer's portion as well.

The supervisor shall ensure that an Employer's Report of Occupational Illness/Injury (Form 5020) is filed with the Department of Industrial Relations within five days of the notice of injury (8 CCR 14004).

Supervisors receiving a report of a near-miss incident should prepare a detailed description of the incident and any recommendations or efforts to mitigate any identified hazards. Supervisors should forward the report to the Administration Division.



## *On-Duty Injuries*

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### 340.3.3 ADMINISTRATION RESPONSIBILITY

The Administration 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 Administration, in consultation with the appropriate Division Officer will make a recommendation to the Fire Chief or the authorized designee whether the member should be returned to full-duty or modified-duty, and will communicate the decision to the member regarding his/her return to work.

### 340.3.4 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.

### 340.3.5 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.

## **340.4 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.

### 340.4.1 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*

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### **340.4.2 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.

### **340.5 MONTHLY WORKERS' COMPENSATION CLAIM REVIEW**

A representative from the Administration Division will ensure there is a monthly workers' compensation claim review with appropriate managers from the Administration, any third-party administrator, and the Operations Division Officer. At these monthly meetings, the following should be reviewed and discussed:

- Notable cases, such as those with customer relations, legal, time lost, medical, and other related claim issues
- Number of the previous month's new claims categorized by battalion and or section
- Number of permanent disability settlements approved the previous month
- Notable positive claim results
- Any actuarial studies, workers' compensation program audits, and injury trends
- Executive management direction on complex cases, such as those with organization-wide impact, future precedent, sub-rosa investigations and the direction of the workers' compensation and the safety and injury prevention programs.

### **340.6 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.

## *On-Duty Injuries*

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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)

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## Temporary Modified Duty Assignments

### 341.1 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.

### 341.2 POLICY

It is the policy of the Amador 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.

### 341.3 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 Administration as soon as practicable.
- (c) If a temporary modified-duty assignment is available, the employee may be required to schedule an appointment with the department's occupational medical provider for final medical clearance before reporting for duty.
- (d) Temporary modified-duty assignments shall not exceed six months without approval from the Fire Chief and or his / her designee. Extensions will be based on the employee's need for continued temporary modified duty and the department'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.
- (e) Temporary modified-duty assignments will be done during the normal business hours of Monday thru Friday 0800 -1700. The Fire Chief may grant exceptions to the time period in order to accommodate the employee.

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### *Temporary Modified Duty Assignments*

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- (f) Employees who are on Temporary modified-duty assignments may not be schedule nor work Temporary modified-duty assignments at what would be perceived a normal work schedule if the employee would not be on Temporary modified-duty assignment.
- (g) 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

### 342.1 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.

### 342.2 POLICY

It is the policy of the Amador 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.

### 342.3 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

### 343.1 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.

#### 343.1.1 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.

### 343.2 POLICY

It is the policy of the Amador 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.

### 343.3 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 Administration.

### 343.4 DISTRICT RESPONSIBILITIES

The District will evaluate the employee's request to return to work and the written medical verification, and will consult with the Administration 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*

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The Administration, in consultation with the district representative, should make a recommendation to the Fire Chief or the authorized designee regarding the status of the employee. The Administration should communicate with the employee about plans for the employee to return to work, after consulting with the Fire Chief or the authorized designee.



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## Line-of-Duty Deaths

### 344.1 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.

### 344.2 POLICY

It is the policy of the Amador 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.

### 344.3 RESPONSIBILITIES

#### 344.3.1 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.

#### 344.3.2 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.

## *Line-of-Duty Deaths*

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- (c) Request that the Administration Division assemble personal data, such as date of birth, file photo, marital status, dependents and names of next of kin, to facilitate the application for state and federal line-of-duty death benefits.
- (d) Assign a chief officer to act as the auditing officer to secure the personal effects of the deceased and deliver them to the Administration Division.
- (e) Assign a family 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) Provide briefing to labor representatives regarding the incident and the deceased member only as is necessary to initiate labor organization benefits and honors.
- (h) Preserve any equipment, turnouts and breathing apparatus used by the deceased firefighter for the investigation.
- (i) Preserve all tactical worksheets, video and/or audiotapes for the investigation.

### 344.3.3 PUBLIC INFORMATION OFFICER

- (a) Collect facts of the incident from the Battalion Chief or the authorized designee and keep in contact to maintain available current information and direction on what information should be released.
- (b) Withhold any release of personal information relating to the member's death pending notification of next of kin and until approval is given by the Battalion Chief.
- (c) Instruct the involved incident crews that they shall not release any statements to the media or anyone else and should direct any inquiries to the Public Information Officer.
- (d) Prepare a written press release.
- (e) Ensure that the release of any member medical information complies with the Health Insurance Portability and Accountability Act (HIPAA) and the Health Insurance Portability and Accountability Act HIPAA and Protected Health Information (PHI) Policy in this manual.

### 344.3.4 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:

## *Line-of-Duty Deaths*

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- (a) All personal effects at the station house shall be taken to the Administration division to be kept in a secure location.
- (b) The deceased member's vehicle will be secured at the work site and the keys forwarded to the Administration division and secured.
- (c) A designee from the Administration Division should conduct an inventory of all personal items received and make a written report.
- (d) The next of kin will be given priority consideration to receive the member's property. Care should be exercised in selecting a tactful time for the delivery of personal effects to the next of kin. Documentation is required indicating the date, time and location of the disposition of the property. The name and the relationship of the individual accepting the property will also be noted. The documentation will be forward to the Administration Division for placement in the deceased member's personnel file.

### **344.3.5 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.

### **344.4 FAMILY SUPPORT LIAISON**

The appointed family support liaison should conduct all duties in accordance with the Family Support Liaison Policy.

### **344.5 FUNERAL ARRANGEMENTS**

Funeral arrangements should be made in accordance with the Funerals Policy.

### **344.6 LINE-OF-DUTY DEATH INVESTIGATIONS**

For line-of-duty death investigation procedures, see the Line-of-Duty Death Investigations Policy.

## Family and Medical Leave

### 348.1 PURPOSE AND SCOPE

The purpose of this policy is to provide general guidance for managing unpaid leave for eligible employees for qualified medical and family reasons, including (29 USC § 2612; Government Code § 12945.1; Government Code § 12945.2):

- The birth, adoption, or foster care placement of a child.
- To care for an immediate family member with a serious health condition.
- When an employee is unable to work because of his/her own serious health condition.
- To care for a spouse, son, daughter, parent, or next of kin service member of the United States Armed Forces who has a serious injury or illness incurred in the line of duty. Under the California Family Rights Act (CFRA), this includes care for a domestic partner.
- Under CFRA, leave due to a qualifying exigency (as defined in Unemployment Insurance Code § 3302.2) related to the covered active duty or call to active duty of an employee's spouse, domestic partner, child, or parent in the Armed Forces of the United States.

This policy does not address all possible situations and circumstances that may arise when an employee requests leave for family or medical reasons. As these leave situations arise, supervisors should consult with the Administration 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.

#### 348.1.1 DEFINITIONS

Definitions related to this policy include:

**CFRA** - California Family Rights Act (Government Code § 12945.1; Government Code § 12945.2).

**Child** - A child under the age of 18 years of age, or 18 years of age or older who is incapable of self-care because of a mental or physical disability (29 USC § 2611; 29 CFR 825.102; 29 CFR 825.122). An employee's child is one for whom the employee has actual day-to-day responsibility for care and includes a biological, adopted, or foster child; stepchild; or a child for whom the employee is standing in loco parentis (in place of a parent). Under CFRA, a child includes a legal ward and child of a domestic partner (Government Code § 12945.2).

**FMLA** - The federal Family and Medical Leave Act (29 USC § 2601 et seq.).

**Qualified health care professional** - A physician, surgeon, doctor of osteopathy, podiatrist, dentist, psychologist, optometrist, nurse practitioner, nurse midwife, clinical social worker, or physician assistant duly licensed and authorized to practice medicine; chiropractors for some

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### *Family and Medical Leave*

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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** - The person with whom an employee has entered into a marriage as defined or recognized by the location in which the marriage was entered into (29 USC § 2611; 29 CFR 825.102; 29 CFR 825.122).

**Family Member** – (Under CFRA) - A child, parent, grandparent, grandchild, sibling, spouse, or domestic partner as defined in Family Code § 297.

**Family Member** – (Under FMLA) - A spouse, child, or parent as defined by 29 CFR 825.122.

#### **348.2 POLICY**

It is the policy of the Amador Fire Protection District to manage unpaid leave for eligible employees for qualified medical and family reasons in compliance with federal and state law and any applicable collective bargaining agreement.

#### **348.3 ELIGIBLE EMPLOYEES**

Employees are eligible for FMLA/CFRA after working for the Amador 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; 29 CFR 825.110; Government Code § 12945.2).

For leave under FMLA, employees may not be eligible for leave if there are less than 50 other employees within 75 miles of the employee's work site (29 USC § 2611; 29 CFR 825.110).

#### **348.4 TYPE AND DURATION OF LEAVE**

Generally, eligible employees are entitled under FMLA/CFRA to 12 work weeks of unpaid leave during a 12-month period (29 USC § 2612; 29 CFR 825.100). Up to 26 weeks of unpaid leave during a single 12-month period may be available to care for certain injured military service members. The 12-month period is measured backward from the date leave is taken and continuously with each additional leave day taken.

##### **348.4.1 SERIOUS HEALTH CONDITIONS**

Eligible employees may take up to 12 weeks of leave to care for a family member with a serious health condition or when the employee is unable to work because of his/her own serious health condition (29 USC § 2612(a)(1); 29 CFR 825.200; Government Code § 12945.2).

Under FMLA, if both spouses are employed by the Amador 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).

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- Continuing treatment by a qualified health care professional due to a serious health condition of more than three full consecutive calendar days (29 CFR 825.115(a)).
- Any period of incapacity due to pregnancy complications or prenatal care (29 CFR 825.115(b)).
- A chronic condition which requires treatment (29 CFR 825.115(c)).
- A permanent condition for which treatment may not be effective (such as Alzheimer's or the terminal stages of a disease) (29 CFR 825.115(d)).
- Any period of absence to receive multiple treatments, including any recovery period, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days without medical intervention or treatment (such as cancer chemotherapy or physical therapy for arthritis) (29 CFR 825.115(e)).

### 348.4.2 BIRTH OR PLACEMENT OF A CHILD

Eligible employees may take up to 12 weeks of leave for the birth, adoption, or foster care placement of a child of the employee (29 USC § 2612; 29 CFR 825.200; Government Code § 12945.2). The leave must be concluded within one year of the birth or placement of the child (29 CFR 825.120; 29 CFR 825.121).

Under FMLA, if both parents are employed by the Amador Fire Protection District, the combined number of work weeks of leave is limited to 12 work weeks during any 12-month period (29 USC § 2612(f); 29 CFR 825.120; 29 CFR 825.121).

### 348.4.3 MILITARY EXIGENCY LEAVE

Eligible employees may take service member leave of up to 12 weeks for qualifying exigencies occurring because a spouse, child, or parent is on covered active duty or has been notified of an impending order to active duty (29 USC § 2612(a)(1)(E); 29 CFR 825.200). This type of leave is available to a family member of a person in the National Guard, Reserves, or members of the regular Armed Forces deployed to a foreign country. Qualifying exigencies include (29 CFR 825.126):

- Addressing issues that arise from a short notice (seven or less days) deployment.
- Attending military events related to the active duty or call to duty.
- Attending family support or assistance programs.
- Making child care or educational arrangements or attending school activities arising from active duty or a call to active duty.
- Making financial and legal arrangements.
- Spending time with a military member who is on short-term rest-and-recuperation leave during a period of deployment.
- Attending post-deployment activities.

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- Addressing issues that arise from the death of a military member, such as making funeral arrangements.
- Caring for a military employee's parent who is incapable of self-care, such as providing care on an immediate need basis or arranging for alternative care.

### 348.4.4 MILITARY CAREGIVER LEAVE

Eligible employees may take up to 26 weeks of leave in a single 12-month period to care for a spouse, son, daughter, parent, or next of kin who has incurred an injury or illness in the line of duty while on active duty in the Armed Forces, provided that such injury or illness may render the family member medically unfit to perform work (29 USC § 2612; 29 CFR 825.200).

Military caregiver leave is also available to family members of covered veterans who were members of the Armed Forces, including the National Guard or Reserves, at any point in the five years preceding the date on which the covered veteran undergoes medical treatment, recuperation, or therapy (29 USC § 2612; 29 CFR 825.127).

During the single 12-month period, employees are entitled to no more than a combined total of 26 weeks of FMLA leave. In any case in which both spouses are employed by the Amador Fire Protection District, the combined number of work weeks of leave is limited to 26 during any 12-month period (29 USC § 2612(f); 29 CFR 825.127).

Service member FMLA leave runs concurrent with other leave entitlements provided under federal, state, and local law. Where FMLA leave qualifies as both military caregiver leave and care for a family member with a serious health condition, the leave will be designated as military caregiver leave first.

### 348.4.5 FAMILY MILITARY LEAVE

An employee who is a spouse or registered domestic partner of a member of the military who is deployed to designated combat zones is entitled to take up to 10 days unpaid leave (Military and Veterans Code § 395.10).

### 348.4.6 INTERMITTENT LEAVE

An employee may take leave for the employee's own serious health condition, for the serious health condition of the employee's spouse, child, or parent, or to care for a covered service member with a serious injury or illness, intermittently or on a reduced schedule if medically necessary, and if that medical need can best be accommodated by an intermittent schedule as defined in federal law (29 USC § 2612(b); 29 CFR 825.202; 29 CFR 825.124).

Leave due to a military exigency may be taken on an intermittent or reduced-leave schedule (29 CFR 825.202).

Intermittent leave for the birth, adoption, or foster care placement of a child is only available if granted at the discretion of the Fire Chief, unless the employee has a serious health condition in connection with the birth or if the newborn child has a serious health condition (29 CFR 825.120; 29 CFR 825.121).

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Intermittent leave for any employee shall be tracked and calculated.

### **348.4.7 PREGNANCY DISABILITY LEAVE**

FMLA is separate and distinct from disability leave for pregnant employees. Pregnant employees may be entitled to a disability leave as provided in the Pregnancy Disability Leave Policy in addition to any FMLA/CFRA leave.

### **348.4.8 LEAVE FOR VICTIMS OF CRIME OR ABUSE**

Eligible employees may take leave if the employee is the victim of a crime, abuse, or sexual assault and needs leave for any of the purposes specified in Labor Code § 230.1. Reasonable advance notice of leave is required except in cases where notice is not feasible. Information relating to this leave shall be kept confidential to the extent permitted by law (Labor Code § 230.1).

The District shall provide written notice of the rights specified in this section to newly hired employees and upon request (Labor Code § 230.1).

### **348.5 EMPLOYEE BENEFITS WHILE ON LEAVE**

While on leave, employees will continue to be covered by any group health insurance to the same extent that coverage is provided while the employee is on the job (29 USC § 2614(c); 29 CFR 825.209). However, employees will not continue to be covered under non-health benefit plans.

Employees are responsible for any health plan employee contributions while on leave (29 CFR 825.210). Employee contribution rates are subject to any change in rates that occurs while the employee is on leave. If an employee fails to return to work after his/her leave entitlement has been exhausted or expires, the 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).

- (a) Employees may not earn additional time off while on unpaid leave.
- (b) Employees who are off duty for 30 or more days, depending on when the leave started may be ineligible to receive monthly planned overtime pay and monthly holiday pay.

### **348.6 SUBSTITUTION OF PAID ACCRUED LEAVES**

Subject to applicable collective bargaining agreements and civil service rules, employees are required to exhaust all applicable paid leave before taking unpaid leave. Paid accrued leave includes vacation leave, sick leave, personal leave, and compensatory time earned in lieu of overtime, pursuant to the Fair Labor Standards Act, during FMLA and/or CFRA leave. Employees may not use paid accrued leave to extend FMLA/CFRA leave beyond 12 work weeks per year.



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### **348.6.1 USE OF SICK LEAVE**

Employees are required to first exhaust paid sick leave concurrently with FMLA/CFRA leave if the leave is for the employee's own serious health condition.

Employees may choose to use paid sick leave concurrently with leave under this policy (Labor Code § 233):

- To care for a family member (as defined by Labor Code § 245.5) with a serious health condition.

### **348.7 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.

### **348.8 PROCEDURES**

The following procedures will apply for all employees requesting leave under FMLA/CFRA:

- (a) When a leave is requested for a medical or other FMLA/CFRA-related treatment appointment, the employee must make a reasonable effort to schedule the appointment at a time that minimizes disruption to the district's operations (29 USC § 2612; 29 CFR 825.302).
- (b) An employee who wishes to take FMLA/CFRA must provide his/her supervisor with 30 days' advance notice when the leave is foreseeable or as soon as practicable if the need for leave is not foreseeable (29 USC § 2612; 29 CFR 825.302; 29 CFR 825.303).
- (c) At the time of the request, the employee must complete a FMLA/CFRA request form.

Requests for medical leave shall be accompanied by a qualified health care professional statement, including the date on which the serious health condition began and the estimated date of return to work (29 USC § 2613; 29 CFR 825.302).

Once the leave is requested or designated by the District, the supervisor should forward the request and any medical certifications to the Administration and ensure the employee is provided the necessary forms and FMLA/CFRA information within five days (29 CFR 825.300).

Employees are required to provide medical certification of a qualified health care professional or military documentation, if requested (29 CFR 825.305; 29 CFR 825.308; 29 CFR 825.309; 29 CFR 825.310).

Employees shall be required to periodically report on their status and intent to return to work (29 USC § 2614; 29 CFR 825.311). This may assist in avoiding a delay in reinstatement when the employee is ready to return to work.

Employees returning from a medical leave from the employee's own serious health condition will be required to present medical verification from a qualified health care professional of the

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employee's ability to return to work and a list of any restrictions that need to be accommodated (29 USC § 2614; 29 CFR 825.100; 29 CFR 825.312).

### **348.9 REINSTATEMENT FOLLOWING LEAVE**

Generally, employees returning from FMLA/CFRA within the qualified period will be restored to their original job or to an equivalent job with equivalent pay and benefits (but not seniority), unless the employee would not otherwise have been employed at the time reinstatement is requested (e.g., in the case of a layoff) (29 USC § 2614; 29 CFR 825.214; 29 CFR 825.216).

If the same position is no longer available, such as in a layoff, the employee will be entitled to a position that is comparable in pay, job content, and promotional opportunities and geographic location, if such a comparable position exists.

If upon return from leave an employee is unable to perform the essential functions of the job because of a physical or mental disability, the supervisor should work with the Administration 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 Administration, will determine whether non-FMLA/CFRA leave should apply.

### **348.10 RESPONSIBILITY**

Supervisors should work with the Administration or legal counsel regarding questions relating to leave or reinstatement from leave under this policy. The Administration should advise the supervisor and inform members of their rights and responsibilities.

### **348.11 RECORDS**

The District will maintain leave-related records as required by 29 CFR 825.500 for at least three years and in compliance with the district's established records retention schedule.

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.

### **348.12 NOTICE TO EMPLOYEES**

The Administrative Technician should ensure that a notice explaining the FMLA's provisions and procedures is prominently posted in conspicuous places in the District where it can be readily seen by all employees and applicants for employment. Electronic posting is sufficient as long as the other posting requirements have been met as provided by 29 CFR 825.300 (29 CFR 825.300).

## Military Leave

### 349.1 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 Administration or legal counsel to obtain specific guidance regarding military leave rights.

### 349.2 POLICY

The Amador 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.

### 349.3 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)).

#### 349.3.1 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)).

#### 349.3.2 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).

### 349.4 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 Amador Fire Protection District will determine eligibility for military leave and notify the employee in writing of the determination.

### **349.5 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).

### **349.6 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.

### **349.7 COMPENSATION**

During approved military leave, employees are entitled to compensation as follows:

- (a) An employee whose combined Amador 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 Amador 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 Amador Fire Protection District with one or more years of Amador 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

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regular salary and compensation as an employee for 30 days, regardless of the length of prior employment with the Amador Fire Protection District (Military and Veterans Code § 395.04).

#### **349.7.1 HEALTH CARE BENEFITS**

Employees on approved military leave may elect to purchase continuing health care coverage for a period of time that is the lesser of:

- (a) The 24-month period beginning on the first day of the employee's absence for military leave.
- (b) The period beginning on the first day of the employee's absence for military leave and ending on the date that he/she fails to return from service or apply for reemployment.

If the duration of an employee's approved military service is less than 31 days, the employee may purchase continuing health care coverage under the district's health plan for no more than the regular employee share. If the approved military service is 31 days or more, the District will charge the employee for no more than 102 percent of the full premium of the health care plan (38 USC § 4317).

#### **349.8 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)).

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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.

### **349.9 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.

#### **349.9.1 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).

#### **349.9.2 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).

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- (b) Receiving credit for time spent on approved military leave for purposes of calculating eligibility for leave under the Family and Medical Leave Act and the California Family Rights Act (20 CFR 1002.210).
- (c) Returning to the level in the salary range that the employee would have attained had he/she not left on approved military leave (20 CFR 1002.236).
- (d) Receiving the same contribution to retirement benefits upon reemployment that the District would have contributed had he/she not taken leave (20 CFR 1002.261).
- (e) Being treated as not having a break in service for purposes of participation, vesting and accrual of pension benefits (38 USC § 4316; 38 USC § 4318(a)).
- (f) Reenrolling in district health benefits without any waiting period.
- (g) Restoring benefits that were elected by the employee and his/her dependents at the time military service began, as well as to any other benefits that began during the leave for which the employee would reasonably have become eligible.

#### 349.9.3 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 Amador Fire Protection District, except as provided in 38 USC § 4312(c).
- (c) Has been issued a discharge under honorable conditions.
- (d) Reports to the Amador 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).

#### 349.9.4 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)):

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- (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 Administration or legal counsel before determining whether any of these conditions exist.

#### **349.10 RETENTION**

An employee who is reinstated after returning from approved military leave may not be discharged, except for cause (38 USC § 4316(c) and 20 CFR 1002.247):

- (a) For 180 days after the date of reemployment if the most recent period of military service was more than 30 days and less than 181 days.
- (b) For one year after the date of reemployment if the most recent period of military service was more than 180 days.

#### **349.11 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

### 350.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the Amador 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)).

#### 350.1.1 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.

### 350.2 POLICY

The Amador 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.

### 350.3 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).

### 350.4 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)).

### **350.5 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.

### **350.6 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.

### **350.7 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 Administration before the leave begins. The request

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shall be 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 Administration 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).

### **350.8 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 Administration or legal counsel to engage in an interactive process with the member to identify a potential reasonable accommodation.

### **350.9 RESPONSIBILITY**

Supervisors should work with the Administration to review requests for leave and any request to return to duty under temporary modified duty limitations. The Administration 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.

### **350.10 RECORDS**

The District will maintain leave-related records for at least four 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

### 351.1 PURPOSE AND SCOPE

The purpose of this policy is to establish procedures to ensure that all Amador Fire Protection District members who drive as a part of their duties have and maintain required driving licenses.

### 351.2 POLICY

In order to promote driver safety, it is the policy of the Amador Fire Protection District that any member who is assigned duties that require him/her to drive district vehicles or equipment, or drive a privately owned vehicle while conducting district business, has and maintains driving privileges and licenses consistent with their duties.

### 351.3 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); Vehicle Code § 12500(d)).

The Administration Division Officer will ensure that the both the form and a Government Employer Pull Notice Form (INF 1103) to enroll the member in the DMV Employer Pull Notice (EPN) Program are submitted to the DMV.

Enrollment in the EPN program will result in the DMV generating a driver license report for the District for each member annually and any time one of the following occurs:

- Conviction
- Failure to appear
- Collision
- Driver license suspension or revocation
- Any other action taken against the driving privilege
- Expiration of medical certification for a commercial driver license

Any member who is assigned duties that require him/her to operate firefighting equipment, including a tiller operator, is also required to obtain and maintain a 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).

#### 351.3.1 REVIEW OF RECORDS

The Fire Chief shall appoint an officer to monitor the driving records of all members who are assigned duties that require driving while conducting district business, to confirm each driver has a valid driver license and to monitor driving records for potential problem behavior.

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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.

#### 351.3.2 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.

#### 351.3.3 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.

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## Nepotism and Conflicting Relationships

### 352.1 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.

#### 352.1.1 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.

### 352.2 POLICY

The Amador 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.

## *Nepotism and Conflicting Relationships*

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### **352.3 RESTRICTED DUTIES AND ASSIGNMENTS**

The District will not prohibit all personal or business relationships between employees. However, in order to avoid nepotism or other inappropriate conflicts, the following reasonable restrictions shall apply:

- (a) Employees are prohibited from directly supervising, occupying a position in the line of supervision or being directly supervised by any other employee who is a relative or with whom they are involved in a personal or business relationship.
  - 1. If circumstances require that such a supervisor/subordinate relationship exist temporarily, the supervisor shall make every reasonable effort to defer matters pertaining to the involved employee to an uninvolved supervisor.
  - 2. When personnel and circumstances permit, the District will attempt to make every reasonable effort to avoid placing such employees in supervisor/subordinate situations. The District, however, reserves the right to transfer or reassign any employee to another position within the same classification in order to avoid conflicts with any provision of this policy.
- (b) Employees are prohibited from participating in, contributing to or recommending promotions, assignments, performance evaluations, transfers or other personnel decisions affecting an employee who is a relative or with whom they are involved in a personal or business relationship.
- (c) Whenever possible, trainers should not be assigned to train relatives. Trainers are prohibited from entering into or maintaining personal or business relationships with any member they are assigned to train until such time as the training has been successfully completed and, if an employee, off probation.
- (d) To avoid actual or perceived conflicts of interest, members of this district should refrain from developing or maintaining personal or financial relationships with victims, witnesses or other individuals during the course of or as a direct result of any official contact.
- (e) Except as required in the performance of official duties or, in the case of immediate relatives, employees shall not develop or maintain personal or financial relationships with any individual they know or reasonably should know is under criminal investigation, is a convicted felon, parolee, fugitive or registered sex or arson offender or who engages in serious violations of state or federal laws.

#### **352.3.1 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



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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.

#### 352.3.2 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

## 353.1 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.

### 353.1.1 APPLICABILITY

This policy applies to all forms of communication including, but not limited to, film, video, print media, public or private speech, use of all Internet services, including the World Wide Web, email, file transfer, remote computer access, news services, social networking, social media, instant messaging, blogs, forums, video and other file-sharing sites.

## 353.2 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 Amador 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.

## 353.3 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 Amador 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.

### **353.4 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 Amador 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 Amador Fire Protection District and tends to compromise or damage the mission, function, reputation or professionalism of the Amador Fire Protection District or its members. Examples may include:
  1. Statements that indicate disregard for the law of the state or U.S. Constitution.
  2. Expression that demonstrates support for criminal activity.
  3. Participating in sexually explicit photographs or videos for compensation or distribution.
- (c) Speech or expression that could reasonably be foreseen as having a negative impact on the credibility of the member as a witness. For example, posting statements or expressions to a website that glorify or endorse dishonesty, unlawful discrimination or illegal behavior.
- (d) Speech or expression of any form that could reasonably be foreseen as having a negative impact on the safety of the members of the District.
- (e) Speech or expression that is contrary to the canons of the Firefighters' Code of Ethics as adopted by the Amador 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 Amador 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:

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1. When brief personal communication may be warranted by the circumstances (e.g., inform family of extended hours).
2. During authorized breaks; however, such usage should be limited as much as practicable to areas out of sight and sound of the public and shall not be disruptive to the work environment.

Members must take reasonable and prompt action to remove any content, including content posted by others, that is in violation of this policy from any web page or website maintained by the member (e.g., social or personal website).

#### 353.4.1 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 Amador Fire Protection District or identify themselves in any way that could be reasonably perceived as representing the Amador 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 Amador 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).

#### 353.4.2 POLITICAL ACTIVITY

The following rights are retained by firefighters by statute and are extended to all other members by the Amador 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.

## *Member Speech, Expression and Social Networking*

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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.

### **353.5 PRIVACY EXPECTATION**

Members forfeit any expectation of privacy with regard to emails, texts, or anything published, shared, transmitted, or maintained through file-sharing software or any Internet site that is accessed, transmitted, received, or reviewed on any district technology system (see the Information Technology Use Policy for additional guidance).

The District shall not require a member to disclose a personal username or password for accessing personal social media, or open a personal social website; however, the District may request access when it is reasonably believed to be relevant to the investigation of allegations of work-related misconduct (Labor Code § 980).

### **353.6 CONSIDERATIONS**

In determining whether to grant authorization of any speech or conduct that is prohibited under this policy, the factors that the Fire Chief or the authorized designee should consider include:

- (a) Whether the speech or conduct would negatively affect the efficiency of delivering public services.
- (b) Whether the speech or conduct would be contrary to the good order of the District or the efficiency or morale of its members.
- (c) Whether the speech or conduct would reflect unfavorably upon the District.
- (d) Whether the speech or conduct would negatively affect the member's appearance of impartiality in the performance of his/her duties.
- (e) Whether similar speech or conduct has been previously authorized.
- (f) Whether the speech or conduct may be protected and outweighs any interest of the District.

### **353.7 TRAINING**

Subject to available resources, the District should provide training regarding the limitations on speech, expression and the use of social networking to firefighters and supervisors.

## Anti-Retaliation

### 354.1 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.

### 354.2 POLICY

The Amador 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.

### 354.3 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*

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### **354.4 COMPLAINTS OF RETALIATION**

Any member who feels he/she has been retaliated against in violation of this policy should promptly report the matter to any supervisor, a command staff member, the Fire Chief or the District Administrative Technician.

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.

### **354.5 SUPERVISOR RESPONSIBILITIES**

Supervisors are expected to remain familiar with this policy and ensure that members under their command are aware of its provisions.

The responsibilities of supervisors include, but are not limited to:

- (a) Ensuring complaints of retaliation are investigated as provided in the Personnel Complaints Policy.
- (b) Receiving all complaints in a fair and impartial manner.
- (c) Documenting the complaint and any steps taken to resolve the problem.
- (d) Acknowledging receipt of the complaint, notifying the Fire Chief via the chain of command and explaining to the member how the complaint will be handled.
- (e) Taking appropriate and reasonable steps to mitigate any further violations of this policy.
- (f) Monitoring the work environment to ensure that any member making a complaint is not subjected to further retaliation.
- (g) Periodically following up with the complainant to ensure that retaliation is not continuing.
- (h) Not interfering with or denying the right of a member to make any complaint.
- (i) Taking reasonable steps to accommodate requests for assignment or schedule changes made by a member who may be the target of retaliation if it would likely mitigate the potential for further violations of this policy.

# Amador Fire Protection District

## Policy Manual

### *Anti-Retaliation*

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#### **354.6 COMMAND STAFF RESPONSIBILITIES**

The Fire Chief should communicate to all supervisors the prohibition against retaliation.

Command staff shall treat all complaints as serious matters and shall ensure that prompt actions take place, including, but not limited to:

- (a) Communicating to all members the prohibition against retaliation.
- (b) Reviewing complaint investigations in a timely manner.
- (c) Taking steps toward remediation of any inappropriate conduct or condition and instituting measures to eliminate or minimize the likelihood of recurrence.
- (d) Communicating the outcome to the complainant in a timely manner.

#### **354.7 WHISTLE-BLOWING**

California law protects members who (Labor Code § 1102.5; Government Code § 53296 et seq.):

- (a) Report a violation of a state or federal statute or regulation to a government or law enforcement agency, including the member's supervisor or any other member with the authority to investigate the reported violation.
- (b) Provide information or testify before a public body if the member has reasonable cause to believe a violation of law occurred.
- (c) Refuse to participate in an activity that would result in a violation of a state or federal statute or regulation.
- (d) File a complaint with a local agency about gross mismanagement or a significant waste of funds, an abuse of authority or a substantial and specific danger to public health or safety. Members shall exhaust all available administrative remedies prior to filing a formal complaint.
- (e) Are family members of persons who have engaged in any protected acts described above.

Members are encouraged to report any legal violations through the chain of command (Labor Code § 1102.5).

Members who believe they have been the subject of retaliation for engaging in such protected behaviors should promptly report it to a supervisor. Supervisors should refer the complaint to the Fire Chief or authorized designee through the appropriate supervisory chain of command for investigation pursuant to the Personnel Complaints Policy.

##### **354.7.1 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).

#### **354.8 RECORDS RETENTION AND RELEASE**

The Custodian of Records shall ensure that documentation of investigations is maintained in accordance with the established records retention schedules.



## *Anti-Retaliation*

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### **354.9 TRAINING**

This policy should be reviewed with each new member.

All members should receive periodic refresher training on the requirements of this policy.

## **Chapter 4 - General Operations**

## Notification of the Fire Chief

### 401.1 PURPOSE AND SCOPE

To define the instances in which the Amador County Fire Protection District Fire Chief will be notified of specific occurrences. This is applicable to all Fire District personnel, specifically those responsible for crew or company supervision.

### 401.2 POLICY

It is the policy of the Amador County Fire protection District that The Fire Chief Shall be notified of specific incidents and occurrences.

### 401.3 PROCEDURE

The Fire Chief or Fire Chief's designee shall be notified immediately in any of the following incidents:

1. Firefighter injury involving hospitalization
2. Civilian death (fire, traffic accident, etc.)
3. Fire department vehicle involved in an accident
4. County of Amador EOC activation
5. Complaints by citizens that may result in the filing of a complaint with the FireChief, or a member of the District Board
6. Incidents or events having potentially unfavorable media coverage
7. OES Requests for mutual aid or response of resources beyond our normal response boundaries
8. Other incidents involving unusual or controversial issues
9. Large Fire or Incident in District.

## Emergency Response

### 402.1 PURPOSE AND SCOPE

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

#### 402.1.1 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.

### 402.2 POLICY

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

### 402.3 EMERGENCY CALLS

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

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

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

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

### 402.4 MULTIPLE EMERGENCY VEHICLE RESPONSES

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

## *Emergency Response*

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### **402.5 INITIATING AN EMERGENCY RESPONSE**

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

### **402.6 RESPONSIBILITIES OF RESPONDING PERSONNEL**

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

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

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

### **402.7 FAILURE OF EMERGENCY EQUIPMENT**

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

## Fire Ground Accountability

### 403.1 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.

#### 403.1.1 DEFINITIONS

Definitions related to this policy include:

**Name Tag** -Tag used by personnel to attach to Apparatus Passport. Tag indicates name and color indicates rank.

**Apparatus Passport** - used to attach an individual name tag which indicates apparatus identifier. Two passports are issued to each apparatus; one green (Primary), one yellow (Secondary).

**Passport Placement** - Passports are to be attached to driver's door; yellow passport accessible to personnel for major incidents.

**Shoulder Tag** - Velcro tag indicating an apparatus identifier to be attached to the structure coat of personnel assigned to that specific apparatus.

**Orange Velcro Tag** -Personnel who are on training status shall display an orange Velcro tag in the same manner as the Engine ID shoulder tag.

**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.

### 403.2 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.

### 403.3 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 on the passport posted on the Drivers side door 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.

# Amador Fire Protection District

## Policy Manual

### *Fire Ground Accountability*

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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.

#### **403.4 PROCEDURE**

All Amador Fire Protection District members shall follow the procedure

##### **403.4.1 APPARATUS PASSPORT-LOCATION AND IDENTIFICATION**

1. The primary (Green) apparatus passport for each apparatus shall be located on the inside of the driver's door of each apparatus and attached by the Velcro system.
2. The secondary apparatus passport (Yellow) shall be displayed in the same manner and next to the primary passport.
3. Apparatus passports shall be easily accessible without entering the apparatus.
4. All personnel will store two name tags issued by the District on the right side rear portion of their structure helmet, under the brim, using the Velcro system.
5. Name tags will be placed on the apparatus passports and arranged from top to bottom in order of rank. An upside down name tag will indicate the apparatus driver. Name tag color shall indicate rank:
  - (a) White – Chief Officer
  - (b) Red - Captain
  - (c) Black - Engineer
  - (d) Yellow – Firefighter
6. Temporary name tags will be available for responding personnel who do not have a permanent name tag.
7. Only name tags and apparatus passports issued by the District will be approved for use.

##### **403.4.2 SHOULDER TAGS-LOCATION AND IDENTIFICATION**

1. A Velcro shoulder tag indicating the assigned apparatus identifier number shall be attached to both shoulders of the turnout jacket of personnel assigned to that apparatus.
2. Personnel who are on training/rookie status shall wear an orange Velcro should tag in the same manner as the apparatus identifier number.

## *Fire Ground Accountability*

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### 403.4.3 SHIFT AND RESPONSE USAGE

1. At the start of shift or when staffing an apparatus, all personnel shall place one name tag on each of the engines they are assigned to. The primary apparatus passport (Green) shall be located on the driver's door, easily assessable, without entering the apparatus.
2. The secondary (Yellow) passport shall be located next to the primary passport attached and displayed in the same manner.
3. Personnel assigned to an apparatus shall also place an apparatus shoulder tag or orange panel on both sides of their turnout jacket that indicates the apparatus they are assigned to and/or their training status.
4. The highest ranking or senior individual assigned to the apparatus shall ensure all personnel assigned to the apparatus place their name tags on the apparatus passports and attach their shoulder tags to both sides of the turnout jacket.
5. Upon arrival at the scene of an incident or when operations permit, the primary (Green) apparatus passport shall be delivered to the IC, Accountability Officer, or designee. The secondary (Yellow) apparatus passport may also be used during the same incident at the discretion of the IC, Accountability Officer, or designee.
6. Personnel who respond and meet the company at the incident (i.e.POV) shall immediately report to the IC, Accountability Officer, or designee for an assignment. Personnel shall provide name tag(s) for accountability and a shoulder tag for identification and tracking.

### 403.5 REPORTING

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

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

#### 403.5.1 PERSONNEL ACCOUNTABILITY REPORTS (PAR)

A PAR should be conducted within the first 10 minutes of an incident and every 10 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.

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



## Rapid Intervention/Two-In Two-Out

### 404.1 PURPOSE AND SCOPE

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

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

#### 404.1.1 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.

**1/2 Out** - A group of at least two members located outside the IDLH atmosphere to initially monitor and provide emergency rescue for responders until a larger, more formalized rapid intervention group (RIG) is created. One of the two members may be assigned to an additional role, as long as the individual is able to perform assistance or rescue activities without jeopardizing the safety or health of any firefighter at the incident.

### 404.2 POLICY

It is the policy of the Amador 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 in case of a known rescue.

See Amador FPD Ric Procedure: [See attachment: Rapid\\_Intervention\\_Crew\\_\\_RIC\\_.pdf](#)

### 404.3 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.
- (b) At least two additional firefighters should be located outside the IDLH environment.

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

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### **404.4 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.

### **404.5 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 2in/2out outside the IDLH environment.
- (b) Members assigned to /2out 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.

### **404.6 EMERGENCY DEPLOYMENT OF 2 IN 2 OUT**

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 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.

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## Roadway Response Policy

### 408.1 PURPOSE AND SCOPE

To provide the actions necessary to protect both Amador Fire Protection District (AFPD) firefighters and accident victims during roadway, highway, and freeway responses.

### 408.2 DEFINITIONS

**Advance Warning** - Notification procedures that advise approaching motorists to transition from normal driving status to that required by the temporary emergency traffic control measures ahead of them

**Block** - Positioning fire apparatus at an angle to the lanes of traffic creating a physical barrier between approaching and departing traffic and the work zone

**Buffer Zone** - The distance or space between personnel and vehicles in the protected work zone and nearby moving traffic

**Approaching** - The direction that traffic is moving as it travels toward the incident scene

**Departing** - The direction that traffic is moving as it travels away from the incident scene

**Flagger** - Fire department member assigned to monitor approaching traffic. The flagger is analogous to posting a “lookout” while using LCES on a wildland incident. Flaggers will also use “Stop/Slow” paddle type warning signs and shall, if needed, use an applicable tactical radio channel to maintain communication between personnel.

**Work Zone** - The physical area of an incident that is shielded by the blocking roadway within which emergency personnel perform their fire, EMS and rescue tasks at a vehicle-related incident

**Safety Vest** - Personnel shall wear department supplied ANSI approved reflective safety vest in accordance with AFPD “Safety Apparel” policy.

### 408.3 POLICY

All Amador FPD personnel shall follow the following procedures when:

1. Highways
2. Roadways with posted speeds of 25 M.P.H. or higher
3. On/off ramps with acceleration/deceleration lanes
4. Winding roads or streets with curves and/or elevation changes likely to obscure driver visibility
5. Areas of high traffic flow
6. Any time additional protection is deemed necessary

# Amador Fire Protection District

## Policy Manual

### *Roadway Response Policy*

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#### **408.4 PROCEDURE**

1. Never trust approaching traffic.
2. Avoid turning your back to oncoming traffic.
3. Direct scene illumination lights down towards incident, not directed at oncoming traffic.
4. Establish an initial block with the first arriving emergency vehicle or fire apparatus.
  - (a) The position of blocking apparatus shall take into consideration all factors that limit sight distance of the approaching traffic including weather, lighting, and road conditions including curves, bridges, over and under passes.
  - (b) Apparatus approaching a scene should determine the size of the work zone based on number and location of vehicles, debris field, patient triage and treatment area, extrication area, personnel and tool staging area, and ambulance loading zone.
  - (c) With the exception of the flagger, operating personnel, equipment, and patients should be kept within the work zone created by the blocking apparatus at all times.
  - (d) Ambulance(s) should be positioned within the blocking apparatus in the work zone, with their rear patient loading door area angled away from the nearest lanes of moving traffic.
5. Establish advance warning and adequate transition area traffic control measures for traffic approaching the incident to reduce travel speeds of approaching motorists. Refer to Appendix for examples of proper apparatus and cone placement.
  - (a) Use traffic cones and/ or cones illuminated by flares where appropriate for sustained incident traffic control and direction.
  - (b) Consider positioning a staff vehicle, equipped with directional lighting, off of the roadway as advanced warning for approaching traffic.
  - (c) Assign a fire department member as a flagger.
6. Personnel should always look before opening doors and stepping out of apparatus or emergency vehicles into any moving traffic areas. When walking around fire apparatus or emergency vehicle, be alert to your proximity to moving traffic. If possible, firefighters should exit apparatus on the non-traffic side.
7. Personnel shall place cones and flares and retrieve cones while facing oncoming traffic.
8. Working with Other Agencies
  - (a) Care must be exercised to prevent obstructing any more of the roadway than is necessary to protect the accident scene.
  - (b) Once active emergency operations are concluded and it is safe to do so, reposition apparatus to free up adjacent lanes. It is important to work with law enforcement and Caltrans personnel in order to keep traffic flowing.
  - (c) Coordination with Law Enforcement

# Amador Fire Protection District

## Policy Manual

### *Roadway Response Policy*

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- i. CHP is the IC on all emergency related incidents on all freeways, state highways located outside the city limits, and county roadways and is ultimately responsible to coordinate the operations thereof. The CHP commonly refers to the "IC" as the "OIC" or Officer in Charge.
  - ii. Local law enforcement, including PD, or S/O has jurisdiction over all state highways, roadways, and streets within incorporated city limits and the Rancheria.
  - iii. Responding fire units should establish a liaison with law enforcement as soon as possible to jointly coordinate a safe work zone and to determine how to most efficiently resolve the incident.
  - iv. In the absence of law enforcement at the scene, fire personnel should attempt to protect evidence at the accident scene and perform necessary traffic control to prevent further collisions.
  - v. Fire personnel will work with law enforcement to complete necessary fire and rescue functions.
- (d) Caltrans and Amador County Road Department
- i. Caltrans and Amador County Road department can provide resources for an extended incident on freeways and state highways including: cones, signs, arrow boards and additional safety equipment. Keep in mind that Caltrans response can be extended, so an early call for them should be made if you are involved in an extended incident

#### **408.5 RESPONSE DIAGRAMS**

See attachment: [Roadway Response Diagrams.pdf](#)

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# Atmospheric Monitoring for Carbon Monoxide

## 410.1 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.

### 410.1.1 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.

## 410.2 POLICY

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

## 410.3 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.

## 410.4 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. Use extreme caution when utilizing Gas Power ventilation fans.

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.

## *Atmospheric Monitoring for Carbon Monoxide*

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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).

### **410.5 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.

### **410.6 DOCUMENTATION**

Each time an atmospheric monitoring instrument is spanned or calibrated, the testing will be entered on a log. The log should be submitted to a Battalion 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.

## Out of County Responses

### 411.1 PURPOSE AND SCOPE

This policy is designed to provide for the timely staffing of apparatus and/or personnel for OES and/or mutual aid requests received under the California Master Mutual Aid System, the California Fire Assistance Agreement, or a request for assistance from a local fire agency. All District personnel will be utilized to staff apparatus.

### 411.2 DEFINITIONS

**Automatic Aid** - A prearranged agreement providing for an automatic response between two or more fire agencies.

**Mutual Aid** - An agreement providing for reciprocal assistance by emergency services under a prearranged plan

**Single Resource** - Any single resource

**Immediate Need** - The response of an apparatus within 30 minutes of dispatch

**Planned Need** - The planned response of apparatus normally for the next planned operational period or with 60 minutes of the dispatch.

**Initial Attack** - Immediate response of closest appropriate resource.

**In County Cover Assignment** - In county cover assignment includes staffing of stations supported by OES due to extreme weather, power outages, etc. Additionally in county assignments can be equipment for hire from another fire agency such as Cal-Fire.

### 411.3 POLICY

While the ultimate authority to fill a request for an Out of County mutual aid response lies with the Fire Chief, this policy is intended to:

1. Reduce the call processing and response time associated with "Initial Attack" "Immediate Need" and "Planned need" Mutual Aid requests.
2. Delegate authority to the Duty Chief when requests are outside the parameters of the policy.
3. Based on operational needs of the District, and at the Fire Chief or his designee's discretion, exceptions to guidelines may occur.

### 411.4 PROCEDURE

1. A request for mutual aid assistance will be received via OES Operational Area Coordinator. Requests for Automatic Aid will be received via dispatch.
2. The appropriate apparatus will be assigned based upon the request need, operational needs and apparatus availability.



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### *Out of County Responses*

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3. During fire season, every Monday morning at 0800 the Battalion Chief (or strike team availability coordinator, coordinator will be responsible to inform BC's) will send out a reminder to update the status for out of County response through DASP. Positions on the list will be based on time of notification to the BC/coordinator.
4. Personnel available to staff an apparatus for a mutual aid request must notify their respective Battalion Chief with a realistic time frame of availability including an estimated time to staff and respond the assigned apparatus.
5. Out of County Strike Team assignments are limited to a maximum of eight (8) paid personnel with current staffing levels at 30 positions.
6. For every vacancy Amador Fire Protection District is down it will subtract from the available paid personnel for out of county strike team assignments. Example, Amador Fire Protection District is down two positions, 6 paid personnel will be available for out of county assignments. Once all available positions for out of county assignment are being used, additional assignments may not be granted. Individuals who fail to follow this policy and leave for an out of county assignment on their own will be subject to disciplinary action up to and including termination of employment.
7. Overhead or other single resource assignments are limited to one (2) paid personnel at the rank of Captain or below at any given time, Positions can be two trainee, two qualified, one qualified and one trainee.. .
8. Personnel should be prepared for a minimum of a 14 day deployment.
9. Engine staffing shall consist of a Captain, Engineer and Firefighter.
  1. **Type 1 Engine: Minimum of 3 qualified Personnel of the rank of Captain or Qualified Engine Boss, Engineer or Acting Engineer, Firefighter**
  2. **Type 3 Engine: Minimum 3 qualified Personnel of the rank of Captain or Qualified Engine Boss, Engineer or Acting Engineer, and Firefighter**
  3. **Type 6 Engine: Minimum 2 qualified Personnel of the rank of Captain or Qualified Engine Boss, Engineer or Acting Engineer , and or Firefighter**
  4. **Water Tender: Minimum 1 qualified Engine Boss**
10. The Captain / Engine boss of the apparatus will contact the on duty Battalion Chief on a daily basis, preferably in the morning following briefings, to advise on crew and apparatus status, current assignment, location, anticipated operational needs, crew rotation, relief, etc.
11. All personnel will conduct themselves in a safe and professional manner while on assignment. Personnel shall wear Class B uniforms in accordance with the Districts policy Manual.
12. The Fire Chief reserves the right to cancel, change and or modify this policy to meet the needs of Amador Fire Protection District.
13. Crew swaps will be coordinated by the strike team coordinator.

# Strike Team Assignment Return to Work Guidelines

## 412.1 PURPOSE AND SCOPE

This Policy will provide guidance as to whether Amador Fire Protection District employees returning from a strike team assignment shall immediately return to work or be relieved

## 412.2 DEFINITIONS

**Return Time** - Arrival time at Amador Fire Station following travel from a strike team assignment. Return time includes the time on the F42 as to OES states as return time. OES time includes cleaning and restocking of apparatus and placing apparatus back in service.

**Strike Team Assignment** - An in-county or out-of-county strike team, overhead, or Cal-Fire station coverage assignment.

## 412.3 POLICY

It is the Policy of the Amador Fire protection District to have all personnel ready to respond to emergencies. This policy determines how members are returned to normal work duties following a strike team assignment.

## 412.4 PROCEDURE

1. The following guidelines are applicable to all personnel returning from a strike team or station coverage assignment lasting 10 or more days :
  - (a) Personnel returning on the day of a scheduled work shift (regular shifts, trades, and planned overtime) are permitted Four hours leave prior to returning to work to attend to personal business. The Four hours will be paid leave by Amador Fire Protection District.
  - (b) Personnel returning on the day of a scheduled work shift (regular shifts, trades, and planned overtime) and have not been deployed for 10 or more days (9 days or less), are permitted Four hours of leave prior to returning to work. Personnel will have option to have leave unpaid or they can use their vacation time to cover the four hour absence.
  - (c) Personnel may utilize vacation time to cover the remainder of their shift if there is agreement with the individual who is currently working in their position.
2. Procedures outlined above may be applicable to similar special assignments as approved by the Fire Chief.
3. When employees return from a strike team assignment and or in county assistance by hire they will have the option to move their name to the bottom of the Overtime list. The Employee will be responsible to notify the on duty Battalion Chief of their request to have their name moved to the bottom of the list upon return to the District.

## Staging

### 413.1 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.

### 413.2 POLICY

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

### 413.3 RESOURCE STAGING

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

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

#### 413.3.1 REGULAR STAGING

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

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

## Staging

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is utilized, the staging area should be configured to create the least possible disruption to scheduled school activities, including traffic flow in and around the school and the orderly movement of vehicles carrying students. When school property is used for staging purposes, the local media should be notified. The notification should emphasize that the school property is being used to support an incident occurring away from the school and that the school is not involved in the emergency.

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

### 413.4 STAGE-AWAY OPTION

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

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

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- Unknown assaults
- Bomb incidents

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

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

In the event that the first-in unit arrives at an incident scene and encounters unanticipated violence or violent subjects, the officer or senior member of that crew should immediately notify Camino ECC 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.

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## Elevator Entrapments

### 415.1 PURPOSE AND SCOPE

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

### 415.2 POLICY

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

### 415.3 RESPONSIBILITIES

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

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

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

### 415.4 PROCEDURE

On-scene personnel should consider the following:

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

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

- Moving the elevator car

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

### **415.5 TRAINING**

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

# Swiftwater Rescue and Flood Search and Rescue Responses

## 417.1 PURPOSE AND SCOPE

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

## 417.2 POLICY

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

## 417.3 PROCEDURE

Upon notification of a potential water rescue incident, district members and Camino ECC 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



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

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of erosion or changing conditions that could threaten apparatus or personnel at the incident.

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# Confined Space Rescue Response

## 418.1 PURPOSE AND SCOPE

This policy provides guidance on various confined space entries.

### 418.1.1 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.

## 418.2 POLICY

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

## 418.3 PROCEDURES

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

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

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

### 418.3.1 PRECAUTIONS

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

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

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

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### **418.4 TACTICAL GUIDELINES**

#### **418.4.1 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.

#### **418.4.2 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.

#### **418.4.3 INCIDENT COMMANDER RESPONSIBILITIES**

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

## *Confined Space Rescue Response*

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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.

### 418.4.4 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).

### 418.4.5 VICTIM TRANSFER

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

## **418.5 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

### 419.1 PURPOSE AND SCOPE

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

### 419.2 POLICY

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

### 419.3 INCIDENTS INVOLVING STATE OR FEDERAL RESPONSIBILITY AREA

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

Whenever a wildland fire event occurs in the jurisdiction of the Amador 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 Camino ECC to notify the appropriate jurisdiction.

# Carbon Monoxide Detector Activations

## 421.1 PURPOSE AND SCOPE

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

## 421.2 POLICY

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

## 421.3 RESPONSIBILITIES

### 421.3.1 CAMINO ECC 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.

### 421.3.2 ARRIVING UNITS

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

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

### 421.3.3 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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### *Carbon Monoxide Detector Activations*

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

## Multi Gas Detector

### 422.1 PURPOSE AND SCOPE

This policy establishes guidelines for the safe and efficient use and maintenance schedule of the Multi Gas Detector during Fresh Air Setup and Bump testing of the MSA Altair 4 and 5 Multi Gas Detector and to establish a schedule for calibrating MSA Altair 4 and 5 Multi Gas Detectors to insure proper operating conditions and functions.

### 422.2 POLICY

All Multi Gas Detectors (MGD) will be run through a Fresh Air Setup (FAS) prior to any incident where they will be put into service. Bump testing will be required to be performed weekly with results being logged into the shared MSA log on Google Drive during every weekly PMI inspection. On arrival at scene the personnel will proceed a distance away from the apparatus, to a fresh air environment, and perform a FAS. If a detector fails the FAS or Bump Test, a Sensor Refresh and Span Calibration must be completed. If detector fails Span Calibration Test it will be taken out of service. All Multi Gas Detectors will be run through a Calibration test with results being logged into the shared MSA log on Google Drive every SIX months. Refer below (322.3-322.4-322.5) to step by step procedures to follow when initiating any of the 3 items listed above.

### 422.3 PROCEDURE - FRESH AIR SETUP

1. Move the MGD to a fresh air environment away from apparatus
2. Turn the MGD on by pressing the power button
3. The MGD will ask if you want to perform a FAS. Press the center power button to bring the FAS
4. If you miss the auto prompt for the FAS press and hold the up arrow for 3 seconds, until screen shows ZERO CAL
5. Press the down arrow and the unit will perform a FAS test.

Note: If the device fails the FAS Test, take it out of service and notify the on duty Battalion Chief.

### 422.4 PROCEDURE - BUMP TESTING

1. Turn the power ON.
2. MGD will go through startup cycle.
3. From the normal measure screen press the down arrow button to display "BUMP TEST"
4. Attach the calibration cap to the device
  - a) Insert tab on calibration cap into top slot on instrument
  - b) Press calibration cap as shown until it seats onto instrument
  - c) Press both side tabs down onto the instrument until they snap in.



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- d) Ensure that calibration cap is properly stored.
5. Attach the MGD calibration gas to the calibration cap.
6. Press the ON/OFF button to start the bump test then open the valve on the regulator. The hour glass will flash and the sensors will respond to the gas.

NOTE: After the Bump Test completes, the device momentarily displays "BUMP PASS" or "BUMP ERROR" along with the label of any sensor that failed before returning to Measure Mode. If the device fails the Bump Test, perform a calibration test, if the device fails the Bump Test notify the on duty Battalion Chief.

7. Turn off gas and remove calibration cap.
8. Use the down arrow to scroll to max values
9. Select the up arrow to reset max values.
10. Press ON/OFF button to reset.
11. Use the down arrow to scroll to min values
12. Use the up arrow to select to reset min values
13. Press ON/OFF button to reset.
14. Use the down arrow to scroll to go to the home screen
15. Document Bump Test on form provided.

NOTE: You should see a check mark displayed in the Measure mode for 24 hours after successful Bump Test.

### **422.5 PROCEDURE - CALIBRATION TEST**

Calibration Test are to be performed monthly.

1. Press the down arrow button for 3 seconds (Altair 4 Gas Detectors press the up arrow for 3 seconds)
2. Press the ON/OFF button to confirm the ZERO screen
3. Attach calibration cap to the device
4. Open Valve on regulator
5. Press ON/OFF button to calibrate
6. After test is complete SPAN PASS should display
7. If instrument fails calibration it will be taken out of service
8. Document calibration test on form provided.

## Safely Surrendered Baby Law

### 423.1 PURPOSE AND SCOPE

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

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

#### 423.1.1 DEFINITIONS

Definitions related to this policy include:

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

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

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

### 423.2 POLICY

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

### 423.3 PROCEDURE

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

The Administration Division Officer shall ensure that district facilities designated as safe-surrender sites display the California state-approved Infant Safe logo.

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

(a) Site preparation:

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

# Amador Fire Protection District

## Policy Manual

### *Safely Surrendered Baby Law*

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

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## Policy Manual

### *Safely Surrendered Baby Law*

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

# Amador Fire Protection District

## Policy Manual

### *Safely Surrendered Baby Law*

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

## Abandoned Infants

### 424.1 PURPOSE AND SCOPE

This policy provides guidance to Amador 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.

#### 424.1.1 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).

### 424.2 POLICY

It is the policy of the Amador 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.

### 424.3 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.

### 424.4 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*

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### **424.5 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.

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## Hazardous Materials Response

### 425.1 PURPOSE AND SCOPE

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

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

### 425.2 POLICY

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

### 425.3 INCIDENT ACTION PLAN

The primary goal of the IAP will be to protect the safety of the public and responders. The initial IAP should focus on identifying a safe approach for other arriving units, determining the type of hazard and the scope of the incident, isolating the area and denying entry to the public, determining incident-specific personal protective equipment (PPE), and initiating notifications. The initial IAP may be a written document or may be notes kept and controlled by the Incident Commander (IC). The initial IAP should include the following minimum information:

- (a) Incident name, agency or unified command, and command post location.
- (b) Information for responding units on the best route of travel, staging locations, and minimum isolation distances to maintain the safety of responding members.
- (c) The information available on the products involved or an indication that the products are not yet known.
- (d) The incident control objectives and goals.
- (e) An incident site safety plan and designation of an Incident Safety Officer.
- (f) A communications plan including radio frequencies and contact telephone numbers. When a HAZMAT incident response will be prolonged and will extend beyond an initial operational period, a written IAP should be developed. The written IAP should utilize standard NIMS/ICS forms that may include but are not limited to:
  - ICS-201 Incident Briefing.
  - ICS-202 Incident Objectives.
  - ICS-203 Organization Assignment List.
  - ICS-204 Assignment List.
  - ICS-205 Incident Radio Communications Plan.
  - ICS-206 Medical Plan.



## *Hazardous Materials Response*

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- ICS-207 Incident Organization Chart.
- ICS-208 Safety Message/Plan.

### **425.4 RESPONSIBILITIES**

All HAZMAT responses should be managed using the National Incident Management System (NIMS) and the Incident Command System (ICS) in accordance with California regulations for emergency response and applicable federal laws.

#### **425.4.1 INITIAL ACTIONS**

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

The first arriving unit approaching the incident should use caution, approach from upwind and upgrade of the incident, establish Incident Command (ICS), and begin a size-up of the situation. The purpose of the size-up by the first-in company is to determine the nature and severity of the HAZMAT incident and formulate an initial Incident Action Plan (IAP). While it may be necessary to take immediate action to make a rescue or evacuate an area, any action should be taken with an awareness of the risk to 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 (NIOSH) Pocket Guide to Chemical Hazards, Safety Data Sheets (SDS), HAZMAT business plans, manifests, or bills of lading, National Fire Protection Association (NFPA) placards, U.S. DOT placards, and United Nations substance identification numbers. Other sources of information may be available, such as the Chemical Transportation Emergency Center (CHEMTREC®), facility personnel, district specialists, or manufacturers of the materials involved.

The hazards presented by a HAZMAT incident may change significantly as the materials interact with other materials, the surrounding environment, and the actions taken by responders. Responders should consider site topography, surroundings, other potential hazards, and prevailing weather conditions. The initial perimeter established for the incident may need to be expanded to establish the appropriate control zones for the response (e.g., exclusion zone, contamination reduction zone, support zone).

### **425.5 RESOURCE CONSIDERATIONS**

Most HAZMAT incidents will require the Incident Commander IC to request additional resources in order to implement the IAP and safely mitigate the hazard.

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## Policy Manual

### *Hazardous Materials Response*

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The response to a HAZMAT incident may require numerous specialized resources to achieve incident stabilization and return to normal operations. The IC should consider involving:

- (a) Specialized HAZMAT teams at the technician and/or specialist levels for assistance with mitigating the release of material. Teams may be operated by local or regional fire agencies, military, or private industry.
- (b) Specialized operators or contractors to address post-response mitigation, removal, cleanup, and required disposal of material.
- (c) Local law enforcement for assistance with scene security and evacuation, if necessary.
- (d) Activation of local or regional California HAZMAT emergency response teams for assistance.
- (e) United States Coast Guard assistance for spills affecting waterways.
- (f) Public works and road departments for diking, diversion, or other activities.

Resources shall be coordinated using NIMS/ICS as the response is reinforced. It is important that duties assigned to personnel are suitable for their level of training under federal regulations and California law (Government Code § 8607). It is also important to consider the limitations of available (PPE) and the limitations of chemical detection or monitoring equipment on hand when preparing to commit personnel to a potentially hazardous area.

#### **425.6 NOTIFICATIONS**

Managing the response to a HAZMAT incident may involve required notifications to various local, regional, state, or federal agencies. ICs should consider notifying the following agencies when applicable or required:

- (a) The public, media, and other affected entities, such as schools and businesses
- (b) Adjoining jurisdictions that may be impacted by incident activities
- (c) Local and regional elected officials and emergency management personnel
- (d) California Governor's Office of Emergency Services
- (e) California Office of the State Fire Marshal
- (f) California State Department of Public Health
- (g) California Environmental Protection Agency
- (h) California State Department of Transportation
- (i) California Highway Patrol
- (j) United States Environmental Protection Agency National Response Center

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## News Media Relations

### 426.1 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.

### 426.2 POLICY

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

### 426.3 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 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.

### 426.4 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

## *News Media Relations*

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

### **426.5 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.

### **426.6 MEDIA INQUIRIES**

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

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

### **426.7 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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### *News Media Relations*

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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.

#### **426.8 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.

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

#### **426.10 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).

## Child Abuse Reporting

### 427.1 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).

#### 427.1.1 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).

### 427.2 POLICY

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

### 427.3 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

## *Child Abuse Reporting*

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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 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)).

### **427.4 MANDATED REPORTER STATEMENT**

Each mandated reporter of this district shall be provided with a copy of Penal Code § 11165.7, Penal Code § 11166 and Penal Code § 11167, and shall sign a statement acknowledging that he/she received the copies, is a mandated reporter and will comply with the mandatory reporting provisions (Penal Code § 11166.5). The District will retain the original signed statement consistent with the district's established records retention schedules.

### **427.5 CONFIDENTIALITY**

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

## Performance of Duties

### 430.1 PURPOSE AND SCOPE

This policy establishes daily performance expectations.

### 430.2 POLICY

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

### 430.3 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.

### 430.4 EMERGENCY RESPONSE

All members, upon receipt of any emergency alarm, shall immediately cease all activities and without delay report to their assigned apparatus, respond immediately to the fire or other emergency dispatched, and exert reasonable effort to perform to the best of their ability, given the totality of circumstances.

### 430.5 COMPETENT PERFORMANCE

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

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

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

### 430.6 SAFETY

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



## *Performance of Duties*

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### **430.7 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).

### **430.8 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.

Completion of incident response reports are the responsibility of the Company Officer on the apparatus that arrived on scene first and in some cases is the only apparatus responding.

All incidents Amador Fire Protection District responds to requires an incident report that must be completed prior to the individual responsible for completing the report goes off shift.

All incident reports will be entered into the Districts Record Management System.

If the Company Officer responsible for entering the incident is unable to enter the report prior to leaving their shift they must contact the on duty BC for either

- (a) Approval to stay after their assigned shift to complete the report
- (b) Approval to complete the report on their next scheduled shift

Approval of the above may or may not occur and will be the discretion of the on duty Battalion Chief.

All incident reports will be reviewed and locked by the on duty Battalion Chief at the end of their next shift following the date when the incident occurred.

### **430.9 FIRE DEPARTMENT IDENTIFICATION**

Members shall carry their badges and identification cards on their persons while on-duty and in accordance with the Badges Policy, except when impractical or dangerous to their safety.

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

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### *Performance of Duties*

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#### **430.10 LOSS OF EQUIPMENT**

Members shall report to their supervisor the loss or recovery of any district badge, identification card, manual, key or equipment. In the case of an equipment loss, a police report should be filed in the jurisdiction where the loss occurred.

## Adult Abuse

### 431.1 PURPOSE AND SCOPE

This policy provides members of the Amador Fire Protection District with guidance regarding when notification is to be made to law enforcement and/or the local ombudsman and licensing agencies of suspected abuse of certain adults.

### 431.2 POLICY

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

### 431.3 MANDATORY NOTIFICATION

Firefighters, paramedics, Emergency Medical Technicians, and other district members certified under Division 2.5 of the Health and Safety Code are designated as mandated reporters (Welfare and Institutions Code § 15630(a)).

Members of the Amador Fire Protection District shall notify law enforcement or Adult Protective Services (APS) when the member (Welfare and Institutions Code § 15630):

- (a) Has observed or has knowledge of an incident that reasonably appears to be adult abuse.
- (b) Is told by an elder or dependent adult of abuse.
- (c) Reasonably suspects abuse.

For purposes of defining adult abuse, a dependent adult is an individual, regardless of whether the individual lives independently, between 18 and 64 years of age, who has physical or mental limitations that restrict his/her ability to carry out normal activities or to protect his/her rights, including but not limited to persons who have physical or developmental disabilities or whose physical or mental abilities have diminished because of age. This also includes those admitted as inpatients to a 24-hour health facility, as defined in state law (Welfare and Institutions Code § 15610.07; Welfare and Institutions Code § 15610.23).

For purposes of notification, abuse is physical abuse, abandonment, abduction, isolation, financial abuse, or neglect. Physical abuse includes any assault or sex crime (Welfare and Institutions Code § 15610.63). Financial abuse includes taking personal or real property by undue influence or intent to defraud (Welfare and Institutions Code § 15610.30).

#### 431.3.1 NOTIFICATION PROCEDURE

Notification should occur by telephone or through a confidential internet reporting tool as soon as practicable. If notification is by telephone, a written report or internet report shall be sent within two working days as provided in Welfare and Institutions Code § 15630(b).

Notification should include (Welfare and Institutions Code § 15630(e)):

- Name of the person making the report.

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### *Adult Abuse*

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- Victim's name and age.
- Current location of the victim.
- Names and addresses of family members or any other adult responsible for the elder's or vulnerable adult's care.
- Nature and extent of the condition of the elder or dependent adult.
- Date of the incident.
- Any other information requested, including information that led to the suspicion of elder or dependent adult abuse.

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

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

If the abuse is physical abuse and occurred in a long-term care facility (not a state mental health hospital or a state developmental center), notification shall be made to law enforcement immediately and written reports shall be made to the local ombudsman, the corresponding licensing agency, and law enforcement as required (Welfare and Institutions Code § 15630(b)(1)).

#### **431.3.3 STATE MENTAL HOSPITAL OR DEVELOPMENTAL CENTER NOTIFICATION**

If the abuse occurred in a state mental hospital or a state developmental center, notification shall be made immediately to law enforcement.

If the abuse occurred in a state mental hospital or a state developmental center and resulted in any of the following incidents, notification shall also be made to the designated investigators of the Department of State Hospitals or the Department of Developmental Services (Welfare and Institutions Code § 15630(b)(1)(E)):

- (a) Death
- (b) Sexual assault as defined by Welfare and Institutions Code § 15610.63
- (c) An assault with a deadly weapon by a nonresident
- (d) An assault with force likely to produce great bodily injury (as described by Penal Code § 245)
- (e) An injury to the genitals when the cause of the injury is undetermined
- (f) A broken bone when the cause of the break is undetermined

#### **431.4 RELEASE OF REPORTS**

Information related to incidents of adult abuse or suspected abuse shall be confidential and may only be disclosed pursuant to state law and the Release of Records Policy (Welfare and Institutions Code § 15633).

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

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## National Fire Incident Reporting System (NFIRS)

### 434.1 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).

### 434.2 POLICY

The Amador 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 Amador Fire Protection District to participate in the NFIRS.

### 434.3 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 Administration Division Officer should designate a 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.

## Ride-Along Program

### 435.1 PURPOSE AND SCOPE

The Ride-Along Program provides an opportunity for citizens to experience fire service functions first hand. This policy provides the requirements, approval process and hours of operation for the Ride-Along Program.

### 435.2 POLICY

It is the policy of the Amador Fire Protection District to provide an opportunity for citizens to experience fire service functions when specific criteria are met.

### 435.3 PROCEDURE TO REQUEST A RIDE-ALONG

Generally, ride-along requests will be reviewed and scheduled by the Fire Chief or the authorized designee.

The Fire Chief or the authorized designee will schedule a date, based on availability, generally at least one week after the date of application. If approved, a copy will be forwarded to the respective fire captain as soon as possible for his/her scheduling considerations.

If the ride-along is denied, a representative of the District will contact the applicant and advise him/her of the denial.

Once approved, civilian ride-alongs will be allowed to ride no more than once every six months. An exception may be made for the following: students, Explorers, chaplains, Reserves, applicants, and others with approval of the Fire Chief or the authorized designee.

An effort will be made to ensure that no more than one citizen will participate in a ride-along during any given time period. Normally, no more than one ride-along will be allowed in the fire apparatus at a given time.

#### 435.3.1 PROGRAM REQUIREMENTS

Prior to participating in a ride-along, every participant who may come into contact with private health-related information will be required to complete HIPAA training and sign a non-disclosure agreement to keep all confidential information learned during the ride-along confidential.

Participants must be at least 18 years old. Prior to participating in a ride-along, every person must acknowledge the risks and sign a written waiver of claims and release of liability.

The participant must be in good health and must not be suffering from any illness or injury, including cold, flu or respiratory infection on the day of the ride along.

#### 435.3.2 ELIGIBILITY

The Amador Fire Protection District ride-along program is offered to residents, students. Every attempt will be made to accommodate interested persons; however, any applicant may be disqualified without cause.

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The following factors may be considered in disqualifying an applicant and are not limited to:

- Being under 18 years of age.
- Prior criminal history.
- Pending criminal action.
- Pending lawsuit against the District.
- Denial by any supervisor.
- Poor health or other condition that cannot be reasonably accommodated.

### **435.3.3 AVAILABILITY**

The ride-along program is available on most days of the week, with certain exceptions. The ride-along times are 0800-1700 established by the Fire Chief and or authorized designee. Exceptions to this schedule may be made as approved by the Fire Chief and or authorized designee.

### **435.3.4 SUITABLE ATTIRE**

Any person approved to ride along is required to be suitably dressed. Contact Amador Fire Protection District for appropriate attire prior to performing ride-a-log. The Fire Chief and or authorized designee may refuse a ride-along to anyone not properly dressed.

### **435.4 FIREFIGHTER RIDE-ALONGS**

Off-duty members of this district or any other fire service agency will not be permitted to ride-along with on-duty firefighters without the express consent of the Fire Chief and or authorized designee. In the event that such a ride-along is permitted, the off-duty member shall not be considered on-duty and shall not represent him/herself as a firefighter or participate in any fire service activity except as emergency circumstances may require.

### **435.5 FIRE CAPTAIN RESPONSIBILITIES**

The fire captain shall advise the on-duty Battalion Chief that a ride-along is present in the fire apparatus before going into service. Fire captains shall consider the safety of the ride-along at all times. Fire Captains should use discretion when encountering a potentially dangerous situation, and if feasible, require the participant to remain in the fire apparatus.

### **435.6 CONTROL OF RIDE-ALONG**

The fire captain shall maintain control over the ride-along at all times and instruct him/her in the conditions that necessarily limit their participation. These instructions should include:

- (a) The ride-along will follow the lawful directions of any district member.
- (b) The ride-along will not become involved in any investigation, discussions with victims or handling any fire equipment.

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## Policy Manual

### *Ride-Along Program*

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- (c) Either the ride-along or the fire captain may terminate the ride at any time. Reasonable effort will be made to return the observer to his/her home or to the fire station if the ride is terminated.
- (d) Fire captains will not allow ride-alongs to be present in any residence or situation that would jeopardize their safety or cause undue stress or embarrassment to a victim or any other citizen.
- (e) Under no circumstance shall a civilian ride-along be permitted to enter a private residence with the fire crew without the express consent of the resident or other authorized person.



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## Grocery Shopping On-Duty

### 436.1 PURPOSE AND SCOPE

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

### 436.2 POLICY

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

### 436.3 PROCEDURE

Company grocery shopping may be permitted under the following circumstances:

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

## Chapter 5 - Fire Prevention

## Fire Inspections

### 500.1 PURPOSE AND SCOPE

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

### 500.2 POLICY

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

### 500.3 PROCEDURES

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

#### 500.3.1 JAILS

The Fire Chief shall indicate in writing to the OSFM by June 30 of the applicable year for inspection that jail and detention facility inspections will be conducted by the Amador Fire Protection District (Health and Safety Code § 13146.1).

Jail or detention facility inspections shall be made at least once every two years for compliance with the regulations adopted by the OSFM and the minimum standards pertaining to fire and life safety as adopted by the Board of State and Community Corrections (Health and Safety Code §13146.1).

Reports of all jail or detention facility inspections shall be submitted to the facility manager of the jail or detention facility, the local governing body, the OSFM, and the Board of State and Community Corrections within 30 days of the inspection (Health and Safety Code § 13146.1).

#### 500.3.2 APARTMENTS, HOTELS, AND MOTELS

All structures subject to Health and Safety Code § 17921(b), except dwellings, shall be inspected annually for compliance with building standards and other regulations of the State Fire Marshal (Health and Safety Code § 13146.2).

A fee for the inspection in an amount, as determined by the Amador Fire Protection Districts Board of Directors, sufficient to pay the costs of the inspection may be charged to the owner of the structure.

The Fire Chief should ensure that the required annual report is made to the Amador Fire Protection Districts Board of Directors regarding compliance with Health and Safety Code § 13146.2 (Health and Safety Code § 13146.4).

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### *Fire Inspections*

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#### 500.3.3 SCHOOLS

The Amador Fire Protection District shall inspect every building used as a public or private school in the district's jurisdiction not less than once each year (Health and Safety Code § 13146.3).

The Fire Chief should ensure that the required annual report is made to the District regarding compliance with Health and Safety Code § 13146.3 (Health and Safety Code § 13146.4).

#### 500.3.4 HIGH-RISE BUILDINGS

The Amador Fire Protection District should annually inspect all high-rise structures in its jurisdiction for compliance with building standards and other regulations of the OSFM. The results of the inspection shall be submitted to the OSFM in a form and manner approved by the OSFM no later than 30 days after the date of the inspection (Health and Safety Code § 13217). The definition of a high-rise structure is located in the High-Rise Incident Management Policy.

A fee for the inspection in an amount, as determined by the District, sufficient to pay the costs of the inspection may be charged to the owner of the high-rise structure.

The Fire Chief shall notify the OSFM each year by June 30 if high-rise structure inspections will not be conducted by the Amador Fire Protection District (Health and Safety Code § 13217).

#### 500.3.5 COMMUNITY CARE FACILITIES

Upon request from a prospective licensee of a community care facility as defined in Health and Safety Code § 1502 et seq., the Amador 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 Amador 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).

#### 500.3.6 STATE INSTITUTIONS, STATE-OWNED OR STATE-OCCUPIED BUILDINGS

The Amador Fire Protection District will inspect state facilities in its jurisdiction with written authorization from the OSFM (Health and Safety Code § 13108). The inspections shall be for the purpose of enforcing:

- Regulations relating to fire and Life Safety adopted by the OSFM pursuant to Health and Safety Code § 13108.
- Regulations other than building standards for the installation and maintenance of equipment and furnishings that present unusual fire hazards.

# Amador Fire Protection District

## Policy Manual

### *Fire Inspections*

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- Building standards relating to fire and Life Safety published in the California Building Standards Code.
- Regulations and standards as otherwise agreed to in writing with the OSFM.

#### **500.4 OCCUPANCIES REGULATED BY THE AMADOR FIRE PROTECTION DISTRICT**

The District may enforce any ordinance related to fire and Life Safety adopted pursuant to Health and Safety Code § 13143.3.

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

#### **500.5 HAZARDOUS OCCUPANCIES**

Facilities that handle, store, or use hazardous materials should be inspected for compliance with applicable provisions of the California Fire Code as well as the accuracy of any required Hazardous Materials Business Plan (Health and Safety Code § 25503). Facilities that are required to submit a Hazardous Materials Business Plan should be inspected no less frequently than once every three years (Health and Safety Code § 25511).

#### **500.6 CERTIFIED VAPOR RECOVERY SYSTEM INSPECTIONS**

Vapor recovery systems installed within the jurisdiction of the District should be inspected to determine whether they meet the OSFM standards and are properly installed, operated, and maintained. The determination that the system does not meet standards must have the concurrence of the OSFM (Health and Safety Code § 41956).

#### **500.7 RIGHT OF ENTRY**

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

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

#### **500.8 INSPECTION FEES**

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

##### **500.8.1 RE-INSPECTION FEES**

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

# Amador Fire Protection District

## Policy Manual

### *Fire Inspections*

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visit is required, a fee as adopted by the Amador Fire Protection Districts Board of Directors will be assessed.

## Fire Investigations

### 502.1 PURPOSE AND SCOPE

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

### 502.2 POLICY

It is the policy of the Amador Fire Protection District to promptly investigate the cause, origin, and circumstances of fires and explosions occurring in this jurisdiction that involve the loss of life or injury to a person, or the destruction of or damage to property.

### 502.3 RESPONSIBILITIES

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

### 502.4 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 Chief is responsible for reviewing and approving the investigative reports.

### 502.5 PRELIMINARY INVESTIGATION

The first-in Company Officer should conduct a preliminary investigation of each fire or explosion to identify the origin, cause, and circumstances. The Company Officer will notify the IC of the results of the preliminary investigation.

If the origin of a fire or explosion appears to be suspicious, the IC should take immediate charge of all physical evidence relating to the fire or explosion, coordinate with investigators, and contact local law enforcement.

The IC is responsible for determining when fire investigators, is appropriate to investigate an incident. Upon contacting the fire investigator, it will be up to the IC to determine if the scene shall be secured and staffed until his/her arrival.

## *Fire Investigations*

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### **502.6 QUALIFICATIONS**

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

All investigators of the Amador Fire Protection District will be designated as peace officers in accordance with Penal Code 830.37. A separate policy will be implemented regarding the minimum qualifications.

### **502.7 EQUIPMENT**

The fire investigator's vehicle should be stocked with the following equipment to help investigate fire cause, origin, and circumstance:

- Digital camera
- Spare batteries
- Voice recording device and spare media
- Fire investigator toolbox
- Shovels, rake, broom, and sifter
- Disposable latex evidence collection gloves
- Evidence collection markers and labels for canisters

#### **502.7.1 USE OF PROTECTIVE GEAR**

Fire investigators are responsible for using personal protective equipment (PPE) and respiratory protection appropriate for the conditions present at an investigation scene.

When entering any fire scene during the fire, before or during overhaul, or when there is a chance of reignition, fire investigators shall wear full structural PPE and self-contained breathing apparatus (SCBA).

See the Respiratory Protection Program Policy and the Personal Protective Equipment Policy for additional guidance.

#### **502.7.2 LOGBOOK**

Each investigator should maintain a logbook of field training, continued professional training hours, and investigative experience. The purpose of this log is to assist in establishing the member as an expert witness in court appearances. All field notes shall be removed and discarded appropriately from the final report.

### **502.8 FIRE INVESTIGATORS**

Fire investigators assigned to an incident are responsible for pursuing the investigation through its completion and providing complete written documentation in accordance with scientific methods outlined in NFPA 921, 2021 Edition



# Amador Fire Protection District

## Policy Manual

### *Fire Investigations*

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In cases where a fire investigator reasonable believes that arson or an unlawful act may be involved in a fire, the investigator shall consult with the Amador County Sheriff's office, if appropriate, as well as in forming the Fire Chief.

In cases where a fire investigator reasonably believes that arson or an unlawful act may be involved in a fire, the investigator should consult with the Fire Marshal and request the assistance of an investigator with arrest authority, if appropriate.

## Scene Preservation

### 503.1 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.

#### 503.1.1 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.

### 503.2 POLICY

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

### 503.3 SCENE IDENTIFICATION

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

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

## Scene Preservation

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

### **503.4 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.

#### **503.4.1 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.

#### **503.4.2 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.

### **503.5 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

## *Scene Preservation*

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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 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.

### **503.6 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.

## Fire Watch Services

### 511.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a fire watch procedure in the event that automatic fire protection and/or detection services are inoperable or in the event of an excessive number of accidental activations.

#### 511.1.1 DEFINITIONS

Definitions related to this policy include:

**Accidental** - The activation of any alarm that results in a response by the District and that is caused by the negligence or intentional misuse of the system by a business owner or employees, staff or agents of the business; by mechanical failure, malfunction, improper installation, improper design, insufficient or inappropriate maintenance, improper placement or component over-sensitivity; any response in which district personnel are unable to gain access to the premises for any reason or are unable to determine the apparent cause of the alarm system failure; any other activation that is not caused by heat, smoke or fire, exclusive of an uncontrollable false alarm, as defined below.

**Excessive** - More than three accidental activations resulting in a response by the District at the same premises in 12 calendar months.

**Fire guard** - A person who is properly trained and whose sole duty is to patrol the premises and watch for fire. This person should be equipped with an approved means of contacting the district in the event of a fire. Several fire guards might comprise a single fire watch.

**Fire watch** - A system of trained, on-site fire guards who notify the Amador Fire Protection District and the occupants of a building if a fire occurs. Fire watch may be conducted by district personnel.

**High life-risk occupancy** - Hospitals, care facilities, schools, high-rise buildings and R-1 residential zones.

**Non-controllable false alarm** - An alarm is considered a non-controllable false alarm if the alarm system is activated due to malicious causes beyond the control of the owner.

### 511.2 POLICY

It is the policy of the Amador Fire Protection District that any time automatic fire protection or detection systems are inoperable, or in the event of an excessive number of accidental activations, the owner or the authorized designee of a property shall be required to immediately notify the District.

The Fire Marshal or the authorized designee shall make a determination whether the location has a high life-risk occupancy, and if so, immediately implement a fire watch. If the location does not have not a high life-risk occupancy, the Fire Marshal or the authorized designee shall evaluate each set of unique circumstances and make a determination whether the property owner shall implement a fire watch.

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## Policy Manual

### *Fire Watch Services*

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This policy includes all buildings, whether new or existing, where an automatic fire protection and/or detection system is installed but not operable, including buildings undergoing alteration, repair and demolition.

#### **511.3 RESPONSIBILITIES**

- (a) The owner or the authorized designee shall immediately notify the Amador Fire Protection District any time an automatic fire protection or detection system is not in operation or in the event of an excessive number of accidental activations.
- (b) Any repair or corrective action should be immediately initiated by the owner or the authorized designee. After repair or corrective action is completed and the system is back in service, the Amador Fire Protection District and occupants should again be notified by the owner or the authorized designee.
- (c) A fire watch should be provided when the system cannot be repaired in a timely manner (more than 24 hours) and/or the lack of protection creates a building or life safety hazard as determined by the Fire Marshal or the authorized designee. Exception: A fire watch shall be established immediately when fire protection, detection, and alarm systems are not in operation in high, life-risk occupancies, such as hospitals, care facilities, schools, high-rise buildings and R-1 residential zones.
- (d) Building occupants must be notified within 24 hours of a fire watch being established.
- (e) The minimum level of fire watch service shall be one fire guard per floor in multi-story buildings and one fire guard for each fire protection system zone in a single story building. Additional fire guards may depend on the hazard and building design. The fire watch service will continue until the automatic fire protection or detection system is placed back in service. Fire guards shall be provided with at least one approved means of notifying the District and their only duty shall be to perform constant patrols of the premises to watch for fires.

## Chapter 6 - Training

## Training Policy

### 600.1 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.

### 600.2 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, National Wildfire Coordinating Group (NWCG) or other accredited entities.

### 600.3 OBJECTIVES

The objectives of the training program are to:

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

### 600.4 TRAINING NEEDS ASSESSMENT

The Training Chief will conduct an annual training needs assessment by December of the current year. 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.

### 600.5 TRAINING PLAN

A training plan will be developed and maintained by the Training Chief. It is the responsibility of the Training Chief 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 Emergency Reporting Records Management System and in accordance with established records retention schedules.

The District will develop a training plan for the year based off of the Training needs Assessment. This will consist of assigned daily hands of training topics as well as monthly online training assignments for all personnel. An annual training calendar for the weekly volunteer drills will also be completed which will include assigned training topics. Whenever possible, assigned training is to be manipulative in nature with classroom sessions to support training as needed.



## *Training Policy*

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### **600.6 TRAINING DOCUMENTATION**

It is the responsibility of the on duty Company officer of the station and or shift to document training in the District Record Management System.

Amador Fire Protection District utilizes the California Firefighter Joint Apprenticeship Committee (CFFJAC) system of coding training documentation. Instructions for coding training are found in the most current version of the CFFJAC Training Reporting Instructions Handbook.

Training that is to be documented includes training that is completed while on shift as well as training or courses that personnel attend that is outside of work hours. While training documentatino may be entered by any member of the district, it is the responsibility of the Engineer or Captain on duty to ensure that training is documented.

Training completed through the District's web-based learning management system is automatically documented and does not require additional documentiaton.

### **600.7 TRAINING HOURS AND ATTENDANCE**

On Duty personnel which includes volunteers on shift and paid personnel are to complete a minimum of two hours of documented training every 24- hour shift they are on duty. Engineers and or Captains who are the company officer on duty will be responsible to make sure this policy is being followed and will be responsible to make sure they are training their personnel to the standards set forth by the District Training Battalion Chief.

Volunteer personnel who do not volunteer shifts are required to attend a minimum of 50 percent of the weekly volunteer drills.

- (a) Example, volunteer drill is every Monday, there are 4 Mondays in the month, they must attend 2 to meet the minimum requirement.
- (b) Paid Personnel work on average 10 shifts a month, Paid personnel are required to have 2 hours per shift or 20 hours a month.

Personnel who don't meet the minimum requirement for training hours shall receive notice of not meeting minimum requirements and or deficient training hours.

Personnel who do not bring training hours up to the minimum requirement may receive disciplinary action up to and including termination of employment and or volunteer status.

## Training Records

### 601.1 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.

### 601.2 POLICY

It is the policy of the Amador Fire Protection District to maintain comprehensive records of all training provided by the District, and all training received by district members. The Training Chief 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.

### 601.3 MASTER TRAINING CALENDAR

The Battalion Chief responsible 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 training opportunities in the master training calendar should include, but are not limited to:

- (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 and hearing protection.
- (b) All federal or state mandated training drills, manipulative drills, skills or equipment testing, including annual audiograms and 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 Amador Fire Protection District.
- (d) Specific training and certification for "all-hazards" positions, based on the Incident Command System (ICS), the National Incident Management System (NIMS) or Standardized Emergency Management System (SEMS) courses.
- (e) All NIMS, ICS, SEMS and NIMS-compliant incident management system courses.
- (f) All Emergency Medical Services (EMS) pre-hospital care, continuing education courses or programs provided by Amador Fire Protection District.

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### *Training Records*

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- (g) Any training opportunity scheduled through Amador Fire Protection District and intended to be provided division-wide to each of the Divisions.
- (h) Any training opportunity utilizing instruction from outside Amador Fire Protection District.
- (i) Any interagency cooperative training program or activity.
- (j) Any regularly scheduled skills or job performance training and testing evolutions.

Copies of each year's master training calendar will be maintained and retained in the department files based on district-established records retention schedules.

#### **601.4 DIVISION TRAINING RECORDS**

The Battalion Chief responsible for training shall be responsible for maintaining records of all training provided. All training will be entered into the District Record Management System (Emergency Reporting) and will include the following. On duty company officers responsible for their shift will be responsible for entering training into the Districts record management system (Emergency Reporting).

- (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, course duration, 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.

#### **601.5 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.

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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 or in accordance with the district's established records retention schedule.

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 Chief. Members may not add any documents or entries to their training file without the approval of the Training Chief 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 Office of Emergency Services certifications (OES) and State of California pre-hospital care provider continuing education coursework, licensing and certification records (paramedic and Emergency Medical Technician).

#### **601.6 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 Amador 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 Amador Fire Protection District training file.

#### **601.7 RELEASE OF FORMER MEMBER TRAINING RECORDS**

Upon written request, the individual training file of any former Amador 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

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## *Training Records*

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statement authorizing the Amador Fire Protection District to release copies to the named third party.

## Fire Equipment Driver/Operator Training

### 602.1 PURPOSE AND SCOPE

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

#### 602.1.1 DEFINITIONS

Definitions related to this policy include (Vehicle Code § 12804.11):

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

### 602.2 POLICY

It is the policy of the Amador 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).

### 602.3 PROCEDURES

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

- (a) Provide the California Department of Motor Vehicles (DMV) with proof of current employment as a firefighter by providing a letter from the Fire Chief or the authorized designee.
- (b) Provide the DMV with proof of successful completion of either the Fire Apparatus Driver/Operator 1A course taught by an instructor registered with the Office of the State Fire Marshal or fire department driver training that meets all of the requirements in Vehicle Code § 12804.11. This proof should be in the form of a letter from the Fire Chief or the authorized designee.
- (c) Members are required to complete this training no longer than 12 months after start of first day with department.
- (d) Pass the written firefighter examination that has been developed by the DMV with the cooperation of the Office of the State Fire Marshal.
- (e) Submit a report of medical examination on a form approved by the DMV.

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

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## Policy Manual

### *Fire Equipment Driver/Operator Training*

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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).

#### **602.4 TRAINING CHIEF RESPONSIBILITIES**

It shall be the responsibility of the Training Chief 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 Chief 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.

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## Automated External Defibrillator Training

### 603.1 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.).

#### 603.1.1 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).

### 603.2 POLICY

It is the policy of the Amador 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.

### 603.3 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 100017.

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.

### 603.4 TRAINING RECORDS

The Training Chief 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.



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### *Automated External Defibrillator Training*

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- (d) The names, certificate numbers and qualifications of the persons conducting the training.

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

## Bloodborne Pathogen Training

### 604.1 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)).

### 604.2 POLICY

It is the policy of the Amador 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)).

### 604.3 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*

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### **604.4 TRAINING REQUIREMENTS**

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

### **604.5 TRAINING RECORDS**

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

## CPR Training

### 605.1 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).

### 605.2 POLICY

It is the policy of the Amador Fire Protection District that all firefighters, except those whose duties are primarily clerical or administrative, shall be trained to administer first aid and CPR upon hire. Recurrent CPR training shall occur at least once every two years (Health and Safety Code § 1797.182).

### 605.3 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 county Emergency Medical Services (EMS) authority. The EMS authority may designate a public agency or private non-profit agency to provide training that meets the standards. Examples of such agencies include, but are not limited to, the American Red Cross and the American Heart Association (Health and Safety Code § 1797.182).

### 605.4 TRAINING RECORDS

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

## Hazard Communication Program Training

### 607.1 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).

#### 607.1.1 DEFINITIONS

Definitions related to this policy include:

**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. Such effects include acute toxicity, skin corrosion or irritation, serious eye damage or eye irritation, respiratory or skin sensitization, germ cell mutagenicity, carcinogenicity, reproductive toxicity, specific target organ toxicity, aspiration toxicity or simple asphyxiant (8 CCR 5192).

### 607.2 POLICY

It is the policy of the Amador 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).

### 607.3 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 Safety Data Sheets (SDS), 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 SDS, 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 SDS 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.

### **607.4 TRAINING RECORDS**

The Training Chief shall be responsible for maintaining records of all hazard communications program 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 Chief should maintain the training records in accordance with established records retention schedules.

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# Hearing Conservation and Noise Control Training

## 609.1 PURPOSE AND SCOPE

The purpose of this policy is to establish and maintain Hearing Conservation and Noise Control Training for members exposed to noise above levels predetermined by state code (8 CCR 5097).

## 609.2 POLICY

It is the policy of the Amador Fire Protection District to promote member health and safety by establishing Hearing Conservation and Noise Control Training and requiring member participation. The Hearing Conservation Program shall include parameters for permissible noise exposure limits, monitoring guidelines, audiometric testing procedures, hearing protection equipment and training, and documentation of the district's efforts (8 CCR 5097).

## 609.3 PROCEDURES

The following procedures shall comprise the Hearing Conservation and Noise Control Training for the Amador Fire Protection District (8 CCR 5097). The Training Chief shall be responsible for ensuring that the appropriate members are enrolled in the training. Fire captains shall be responsible for ensuring that members attend scheduled testing and training.

### 609.3.1 NOISE EXPOSURE LIMITS

The Amador Fire Protection District shall ensure that each member is provided with protection against the effects of noise exposure any time the sound levels exceed those shown in 8 CCR 5096(b) Permissible Noise Exposure [Table N-1](#) when measured on the A-scale of a standard sound level meter at slow response. Feasible engineering or administrative controls shall be utilized for known sound levels exceeding those of the table (8 CCR 5096).

### 609.3.2 HEARING PROTECTORS

If control measures fail to reduce sound levels to an acceptable level for the amount of exposure, the District shall provide personal protective equipment to all members subject to the noise exposure and require that it be used. Employees shall have the opportunity to select hearing protectors from a variety provided by the District (8 CCR 5098).

The District shall ensure proper initial fit and correct use of hearing protectors and shall provide training in the use and care of the equipment.

### 609.3.3 HEARING PROTECTOR ATTENUATION

The Amador Fire Protection District shall evaluate hearing protector attenuation for the specific noise environments in which the protector will be used. Evaluation methods shall be consistent with those described in 8 CCR 5098 [Appendix E](#). The District will provide more effective hearing protectors where necessary (8 CCR 5098(b)).

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### *Hearing Conservation and Noise Control Training*

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#### 609.3.4 MONITORING

The Amador Fire Protection District shall monitor noise levels in the workplace by either area monitoring or personal monitoring that is representative of a member's exposure, to enable the proper selection of hearing protectors (8 CCR 5097(b)).

#### 609.3.5 AUDIOMETRIC TESTING PROGRAM

The Amador Fire Protection District shall provide audiometric testing and evaluation to all members who are exposed to noise levels in excess of those permissible pursuant to 8 CCR 5096(b) Permissible Noise Exposure Table N-1. The District shall provide baseline audiometric testing (preceded by at least 14 hours without exposure to workplace noise) within six months of the first noise exposure, and annually thereafter (8 CCR 5097(c)).

Each member's annual audiogram shall be compared to that member's baseline audiogram to determine if the audiogram is valid and if a standard threshold shift has occurred (8 CCR 5097(d)).

All audiometric testing shall be conducted by licensed or certified medical professionals in compliance with state testing requirements (8 CCR 5097(c)(3) and 8 CCR 5097(e)).

#### **609.4 TRAINING RECORDS**

The Training Chief shall be responsible for maintaining records of all Hearing Conservation Program 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 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) Copies of baseline and annual audiometric testing and evaluation documents

The Training Chief shall maintain the training records in accordance with established records retention schedules.



# Heat Illness Prevention Training

## 610.1 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).

Reference to Policy 907

### 610.1.1 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.

## 610.2 POLICY

It is the policy of the Amador 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 Program 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(h)).

## 610.3 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); 8 CCR 3395(h)):

- (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 and electrolyte replacement fluid, 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 concept and importance of acclimatization.
- (e) The different types of heat illness, the common signs and symptoms of heat illness and the possibility that heat illness may progress quickly from mild to serious or life-threatening.

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- (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 first aid or Emergency Medical Services (EMS) will be provided if necessary.
- (h) The district's procedures for contacting EMS and, if necessary, for transporting members to a place where they can be reached by an EMS 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.
- (j) The member's right to follow the district's procedures without retaliation.

### **610.4 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(h)(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 (8 CCR 3395(g)).

### **610.5 TRAINING RECORDS**

The Training Chief shall be responsible for maintaining records of all heat illness prevention 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 all members who received the training.
- (d) The names, certificate numbers and qualifications of persons conducting the training.

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

# Health Insurance Portability and Accountability Act (HIPAA) Training

## 611.1 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).

### 611.1.1 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).

## 611.2 POLICY

It is the policy of the Amador 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)).

## 611.3 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*

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The Training Chief 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.

#### **611.4 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)).

# National Incident Management System (NIMS) Training

## 612.1 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).

## 612.2 POLICY

It is the policy of the Amador 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 Amador 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.

## 612.3 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).

## *National Incident Management System (NIMS) Training*

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### **612.4 TRAINING RECORDS**

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

# Repetitive Motion Injuries and Ergonomics Training

## 613.1 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)).

## 613.2 POLICY

It is the policy of the Amador 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)).

## 613.3 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, loading).

## *Repetitive Motion Injuries and Ergonomics Training*

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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.

### **613.4 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.

At a minimum, the District should provide refresher training on an annual basis.

### **613.5 TRAINING RECORDS**

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

### **613.6 MANDATORY REPORTING**

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



# Respiratory Protection Training

## 614.1 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)).

Reference to Policy 908

## 614.2 POLICY

It is the policy of the Amador Fire Protection District to protect the health of members by providing respiratory protection training (8 CCR 5144 (k)).

## 614.3 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.

# Amador Fire Protection District

## Policy Manual

### *Respiratory Protection Training*

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- (b) The training shall be conducted in a manner that is easily understood by the member.
- (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

#### **614.4 TRAINING RECORDS**

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

#### **614.5 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:

##### **614.5.1 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

## *Respiratory Protection Training*

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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:

- 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.

## Wildland Fire Shelter Deployment Training

### 615.1 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.

### 615.2 POLICY

It is the policy of the Amador 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.

### 615.3 PROCEDURE

The Training Chief 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.

## *Wildland Fire Shelter Deployment Training*

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5. Practical exercise deploying the fire shelter in a strong wind (utilizing natural or machine-created wind).
6. Practical exercise lying inside the shelter for a prolonged time.

Fire shelter deployment training should not be conducted in a live fire situation.

### **615.4 TRAINING RECORDS**

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

## **Chapter 7 - Emergency Medical Services**

## Pre-Hospital Care Reports

### 700.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the requirements for documentation of patient responses, and the related document distribution, storage, and disclosure (Health and Safety Code § 1797.200; Health and Safety Code § 1797.227; 22 CCR 100170; 22 CCR 100171).

#### 700.1.1 DEFINITIONS

Definitions related to this policy include:

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

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

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

### 700.2 POLICY

It is the policy of the Amador Fire Protection District to follow the patient documentation and distribution guidelines developed by the local, regional, or state EMS authority.

### 700.3 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 Pre-Hospital Care Report (PCR) must be completed and entered into the Districts Record Management System. The Company Officer responsible for completing the report must have the report completed prior to going off shift. If the Company Officer is unable to complete the PCR prior to going off shift, the Company Officer must get approval from the Battalion Chief on duty, to:

- (a) Remain on shift to complete the PCR
- (b) Complete the PCR on their next scheduled shift.

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### *Pre-Hospital Care Reports*

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- (c) Approval may or may not be granted and it is up to the discretion of the on duty Battalion Chief

A Pre-Hospital Care Report (PCR) does not need to be filled out when Amador Fire Protection Districts personnel are not first at scene and are only considered assisting other agencies.

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.

An EMS evaluation, performed minimally by an EMT, may or may not be required for non-medical requests for assistance, such as "service calls" or "back-to-bed" requests. A PCR shall be completed for any person meeting the patient criteria.

For continuous quality improvement, the local or regional EMS authority, district EMS supervisors, and the designated hospital receiving center shall review their copies of the PCR and discuss any areas of concern.

#### **700.4 DISTRIBUTION OF PCR COPIES**

- (a) If a patient is transported to a designated hospital receiving center, copies should be distributed as follows:
  - 1. Copy retained by the District
  - 2. Copy sent to the base hospital or alternative base station ?
  - 3. Copysent to the local EMS authority
  - 4. PCR Entered into Emergency Reporting
  - 5. Once the PCR is entered into Emergency Reporting in its entirety the paper PCR may be disposed of in accordance with all laws pertaining to HIPPA
- (b) If a patient is not transported or refuses care and leaves AMA, copies should be distributed as follows:
  - 1. Copy retained by the District
  - 2. Other copies sent per local EMS authority policy
  - 3. PRS entered into Emergency Reporting
- (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 sent to the assigned base hospital or alternative base station?
  - 3. Copy left with the body for the coroner's office



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## Policy Manual

### *Pre-Hospital Care Reports*

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4. Copy sent to the local EMS authority?
5. Other copies sent per local EMS authority policy

#### **700.4.1 FORM OF COPIES**

Copies should be sent to the local EMS authority in the form required by Health and Safety Code § 1797.227 or any written agreement with the EMS authority entered into before January 2016.

#### **700.5 PCR STORAGE**

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

#### **700.6 ADDITIONAL REPORTING REQUIREMENT**

In addition to a PCR, if the patient contact involves an injury inflicted by a firearm or is a result of assaultive or abusive conduct (as defined by Penal Code § 11160(d)), a report shall be made (Penal Code § 11160):

- (a) By telephone, immediately or as soon as practicable, to local law enforcement if not at scene.
- (b) If requested a written report to local law enforcement within two working days, on the appropriate form as provided in Penal Code § 11160.

## Patient Refusal of Pre-Hospital Care

### 702.1 PURPOSE AND SCOPE

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

#### 702.1.1 DEFINITIONS

Definitions related to this policy include:

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

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

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

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

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

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

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

## *Patient Refusal of Pre-Hospital Care*

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

### **702.2 POLICY**

It is the policy of the Amador 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.

### **702.3 PROCEDURE**

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

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

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## Policy Manual

### *Patient Refusal of Pre-Hospital Care*

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

## *Patient Refusal of Pre-Hospital Care*

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### **702.4 DOCUMENTATION**

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

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

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

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

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

A PCR for a patient refusing care shall be reviewed by the EMS supervisor to ensure compliance with this policy. The patient release form and copy of the PCR should also be sent to the base hospital for review.

# Advance Health Care Directives

## 703.1 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.

### 703.1.1 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).

## *Advance Health Care Directives*

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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).

### **703.2 POLICY**

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

### **703.3 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.

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### *Advance Health Care Directives*

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



## **Chapter 8 - Equipment and Technology**

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## Use of District-Owned and Personal Property

### 800.1 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.

### 800.2 POLICY

It is the policy of the Amador Fire Protection District to issue equipment to members for the purpose of performing their assigned duties. Members shall be responsible for the safekeeping, serviceable condition, proper care, use and request for replacement of all district property issued or entrusted to their care. A member's intentional or negligent abuse or misuse of district property may lead to discipline, including, but not limited to, the cost of repair or replacement of the property, and up to and including termination.

### 800.3 PROCEDURE

The following procedures shall be in effect regarding district property issued to members:

- (a) Members shall promptly report via the chain of command any loss, damage or unserviceable condition of district-issued property or equipment assigned for member use.
- (b) The use of damaged or unserviceable district property should be discontinued as soon as practicable and a supervisor notified so that the item may be replaced.
- (c) No member should attempt to repair damaged or unserviceable district property without supervisory approval.
- (d) Use of district property should be limited to official purposes in the capacity for which it was designed. Except when otherwise directed and/or required by circumstances, district property shall only be used by the member to whom it was assigned.
- (e) District property shall not be discarded, sold, traded, donated, destroyed or otherwise disposed of without supervisory approval.

#### 800.3.1 SURRENDERING DISTRICT PROPERTY UPON SEPARATION

Members who separate from the District shall return all district property, regardless of its condition. The following guidelines shall apply:

- (a) All district property, including keys, identification cards, electronic devices and system access cards, shall be returned to the District no later than the member's departure date or as directed by the Fire Chief or the authorized designee.
- (b) Badge surrender shall be consistent with the Badge Policy.

## *Use of District-Owned and Personal Property*

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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.

### **800.4 FILING CLAIMS FOR PERSONAL PROPERTY**

Members are responsible for exercising reasonable care and caution to avoid damage to or loss of personal property while on-duty. However, consistent with collective bargaining agreements and District and district rules, personal property that is lost or damaged during the proper performance of a member's job duties may be replaced or the cost reimbursed by the District when such loss or damage is not the result of intentional or negligent abuse or misuse by the member.

Any claim for the replacement or cost reimbursement for damage to or loss of a member's personal property must be submitted 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 Division Officer, who will determine the appropriate reimbursement value of the property and will forward the claim for payment to the proper entity.

#### **800.4.1 COVERED PERSONAL PROPERTY**

Property that is necessary in the performance of the member's job duties or has been specifically stipulated by a collective bargaining agreement 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.

#### **800.4.2 EXCLUDED PERSONAL PROPERTY ITEMS**

Members are discouraged from wearing expensive jewelry or watches or bringing personal property items to the workplace that may be damaged, lost or stolen. Personal property that is not eligible for replacement or reimbursement includes:

- (a) Any personal property that is lost or damaged directly or indirectly due to negligence of the member.
- (b) Personal computers, 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.

# Amador Fire Protection District

## Policy Manual

### *Use of District-Owned and Personal Property*

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- (d) Any jewelry, with the exception of watches, which shall not exceed a \$100 reimbursement.

#### 800.4.3 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).

#### 800.4.4 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.

#### 800.4.5 DAMAGE BY PERSON OF ANOTHER AGENCY

If members of another jurisdiction cause damage to real or personal property belonging to the District, it shall be the responsibility of the member present or the member responsible for the property to make a verbal report to his/her immediate supervisor as soon as practicable. The member shall submit a written report before going off-duty or as otherwise directed by the supervisor.

All reports should be completed immediately after the incident or as soon as practicable if extenuating circumstances delay the member's ability to complete the report.

All reports, including the supervisor's written report, shall promptly be forwarded to the appropriate Division Officer.

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## Personal Communication Devices

### 801.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the use of mobile telephones and communication devices, whether issued by the District or personally owned, while on-duty or when used for authorized work-related purposes.

This policy generically refers to all such devices as Personal Communication Devices (PCDs) but is intended to include all mobile telephones, personal digital assistants (PDAs) and similar wireless two-way communications and/or portable Internet access devices. PCD use includes, but is not limited to, placing and receiving calls, text messaging, blogging and microblogging, emailing, using video or camera features, playing games and accessing sites or services on the Internet.

### 801.2 POLICY

The Amador Fire Protection District allows members to utilize district-issued PCDs and to possess personally owned PCDs in the workplace, subject to certain limitations. Any PCD used while on-duty, or used off-duty in any manner reasonably related to the business of the District, will be subject to monitoring and inspection consistent with the standards set forth in this policy.

The inappropriate use of a PCD while on-duty may impair member safety. Additionally, members are advised and cautioned that the use of a personally owned PCD either on-duty or off-duty for business-related purposes may subject the member and the member's PCD records to civil or criminal discovery or disclosure under applicable public records laws.

Members who have questions regarding the application of this policy or the guidelines contained herein are encouraged to seek clarification from supervisory staff.

### 801.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to emails, texts or anything published, shared, transmitted or maintained through file-sharing software or any Internet site that is accessed, transmitted, received or reviewed on any PCD issued by the District and shall have no expectation of privacy in their location should the device be equipped with location detection capabilities.

The District reserves the right to access, audit and disclose, for whatever reason, any message, including attachments, and any information accessed, transmitted, received or reviewed over any technology that is issued or maintained by the District, including any district-issued PCD or personally owned PCD that has been used to conduct district-related business. This includes records of all keystrokes or Web-browsing history made on the PCD. The fact that access to a database, service or website requires a username or password will not create an expectation of privacy if it is accessed through district PCDs or networks.

## *Personal Communication Devices*

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### **801.4 DISTRICT-ISSUED PCD**

Depending on a member's assignment and the needs of the position, the District may, at its discretion, issue a PCD. District-issued PCDs are provided as a convenience to facilitate on-duty performance only, unless otherwise authorized by the Fire Chief or the authorized designee. Such devices and the associated telephone number, if any, shall remain the sole property of the District and shall be subject to inspection or monitoring (including all related records and content) at any time without notice and without cause.

Unless a member is expressly authorized by the Fire Chief or the authorized designee for off-duty use of the PCD, the PCD will either be secured in the workplace at the completion of duty or will be turned off when leaving the workplace.

### **801.5 PERSONALLY OWNED PCD**

Members may carry a personally owned PCD while on-duty, subject to the following conditions and limitations:

- (a) Carrying a personally owned PCD is a privilege, not a right.
- (b) The District accepts no responsibility for loss of or damage to a personally owned PCD.
- (c) The PCD and any associated services shall be purchased, used and maintained solely at the member's expense.
- (d) The device should not be used for work-related purposes except in exigent circumstances (e.g., unavailability of radio communications). Members will have a reduced expectation of privacy when using a personally owned PCD in the workplace and have no expectation of privacy with regard to any district business-related communication.
- (e) The device shall not be utilized to record or disclose any district business-related information, including photographs, video or the recording or transmittal of any information or material obtained or made accessible as a result of employment or appointment with the District, without the express authorization of the Fire Chief or the authorized designee.
- (f) Use of a personally owned PCD constitutes consent for the District to access the PCD to inspect and copy data to meet the needs of the District, which may include litigation, public records retention and release obligations and internal investigations. If the PCD is carried on-duty, members will provide the District with the telephone number of the device.

Except with prior express authorization from their supervisors, members are not obligated or required to carry, access, monitor or respond to electronic communications using a personally owned PCD while off-duty. If a member is in an authorized status that allows for appropriate compensation consistent with policy or existing collective bargaining agreements, or if the member has prior express authorization from his/her supervisor, the member may engage in district business-related communications. Should members engage in such approved off-duty communications or work, members entitled to compensation shall promptly document the time worked and communicate the information to their supervisors to ensure appropriate

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### *Personal Communication Devices*

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compensation. Members who independently document off-duty district-related business activities in any manner shall promptly provide the District with a copy of such records to ensure accurate record keeping.

#### **801.6 USE OF PCD**

The following protocols shall apply to all PCDs that are carried while on-duty or used to conduct district business:

- (a) A PCD shall not be carried in a manner that allows it to be visible while in uniform, unless it is in an approved carrier.
- (b) All PCDs in the workplace shall be set to silent or vibrate mode.
- (c) A PCD may not be used to conduct personal business while on-duty except for brief personal communications (e.g., inform family of extended hours). Members shall endeavor to limit their use of PCDs to authorized break times, unless an emergency exists.
- (d) Members may use a PCD to communicate with other personnel in situations where the use of radio communications is either impracticable or not feasible. PCDs should not be used as a substitute for, as a way to avoid or in lieu of regular radio communications.
- (e) Members are prohibited from taking pictures, audio or video recordings or making copies of any such picture or recording media unless it is directly related to official district business. Disclosure of any such information to any third party through any means, without the express authorization of the Fire Chief or the authorized designee, may result in discipline.
- (f) Members will not access social networking sites for any purpose that is not official district business.
- (g) Using PCDs to harass, threaten, coerce or otherwise engage in inappropriate conduct with any third party is prohibited. Any member having knowledge of such conduct shall promptly notify a supervisor.

#### **801.7 SUPERVISOR RESPONSIBILITIES**

The responsibilities of supervisors include, but are not limited to:

- (a) Ensuring that members under their command are provided appropriate training on the use of PCDs consistent with this policy.
- (b) Monitoring, to the extent practicable, PCD use in the workplace and taking prompt corrective action if a member is observed or reported to be improperly using a PCD.
  - 1. An investigation into improper conduct should be promptly initiated when circumstances warrant.
  - 2. Before conducting any administrative search of a member's personally owned device, supervisors should consult with the Fire Chief or the authorized designee.

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### *Personal Communication Devices*

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#### **801.8 OFFICIAL USE**

Members are reminded that PCDs are not secure devices and conversations may be intercepted or overheard. Caution should be exercised while utilizing PCDs to ensure that sensitive information is not inadvertently transmitted. As soon as reasonably possible, members shall conduct sensitive or private communications on a land-based or other district communications network.

#### **801.9 USE WHILE DRIVING**

The use of a PCD while driving can adversely affect safety, cause unnecessary distractions and present a negative image to the public. Firefighters operating emergency vehicles should restrict the use of these devices to matters of an urgent nature and should, where practicable, stop the vehicle at an appropriate location to use the PCD.

Except in an emergency, members who are operating vehicles that are not equipped with lights and siren shall not use a PCD while driving unless the device is specifically designed and configured to allow hands-free use (Vehicle Code § 23123(a)). Such use should be restricted to business-related calls or calls of an urgent nature. 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.



# Vehicle/Apparatus Inspections And Maintenance

## 802.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the inspection and maintenance responsibilities of members with regard to 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.

### 802.1.1 DEFINITIONS

Definitions related to this policy include:

**Apparatus** - All self-propelled firefighting vehicle capable of carrying at least one person.

**Commercial vehicle** - A vehicle or combination of vehicles that requires a class A or class B license (Vehicle Code § 15210(b)(1)).

**In-reserve** - Any vehicle or apparatus that, while not currently staffed, is ready for service or deployment as needed, regardless of whether it is fully equipped with tools and equipment.

**In-service** - Any vehicle or apparatus that is either staffed or cross-staffed by members of the Operations Division or that is pre-positioned to be readily available to on-duty 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.

## 802.2 POLICY

It is the policy of the Amador Fire Protection District that all primary response apparatus be inspected daily. All reserve apparatus will be inspected on a monthly scheduled. Vehicles and apparatus that are out-of-service for maintenance or repair need not be inspected until they are returned to service or released to in-reserve status.

## 802.3 PROCEDURE

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.

### 802.3.1 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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## Policy Manual

### *Vehicle/Apparatus Inspections And Maintenance*

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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. A work order will be filled out in Emergency Reporting and sent to appropriate personnel.

Members will complete the inspection form for the appropriate apparatus in Emergency Reporting which will be maintained for at least two years.

Post inspections need to be performed after responses for apparatus not assigned to a daily inspection.

#### **802.3.2 STAFF VEHICLE DAILY INSPECTIONS**

Members who are assigned staff vehicles shall be responsible for the inspection and weekly maintenance of their assigned vehicle. Weekly 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. On Duty Battalion Chiefs will be responsible for performing maintenance checks at the start of their shift.

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 entered into Emergency Reporting.

#### **802.4 CLEANLINESS**

All apparatus and staff vehicles shall be maintained in a condition presenting a professional appearance, weather conditions permitting.

Members shall obtain clearance from the 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. Any confidential material should be placed in a designated receptacle provided for the shredding of this matter. Apparatus will be washed if weather permitting, windows cleaned, inside cleaned and swept clean, and apparatus will be placed in a state of readiness for oncoming crews, which includes fuel level at or above 3/4 full.

## Use of District Vehicles

### 803.1 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.

#### 803.1.1 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.

### 803.2 POLICY

It is the policy of the Amador 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.

### 803.3 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

# Amador Fire Protection District

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### *Use of District Vehicles*

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appropriate action on any fire-related matter that may come to their attention via the radio or through personal observation.

- District members are prohibited from driving district vehicles any time their driving ability may be impaired by prescription or non-prescription drugs or alcoholic beverages.
- 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.

#### 803.3.1 ASSIGNED VEHICLE AGREEMENT

Members who are assigned a take-home vehicle shall be required to sign an assigned vehicle agreement stating the vehicle has been assigned for a member's use within the job assignment and may be used to transport the member to and from his/her residence for work-related purposes. The agreement will also specify where the vehicle shall be parked when the member is not on-duty.

The agreement will require the member to be responsible for the vehicle's care and maintenance. The District will provide necessary care/maintenance supplies.

The agreement shall state that the member agrees to comply with this policy.

#### 803.3.2 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.

#### 803.3.3 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.
- (c) Investigators with peace officer powers shall secure any firearm in the lockbox in the trunk or inside the residence when the vehicle is not attended.

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### *Use of District Vehicles*

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#### 803.3.4 ACCESSORIES AND/OR MODIFICATIONS

No modifications, additions or deletions of any equipment or accessories shall be made to district vehicles without written permission from the designated vehicle manager.

#### 803.3.5 TOLL ROAD USAGE

Members responding to an emergency or incident on the toll roads, while on-duty, are exempt from paying the toll. All members passing through a toll plaza or booth during a response to an emergency shall draft a memo to the Fire Chief within two working days explaining the circumstances.

Commuting, or returning to the station after an emergency does not qualify for this exemption and members operating district-owned vehicles are responsible for the toll charge. All members operating a take-home vehicle off-duty on a toll road shall pay all appropriate toll charges.

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## Information Technology Use

### 804.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the proper use of district information technology resources, including computers, electronic devices, hardware, software and systems.

#### 804.1.1 DEFINITIONS

Definitions related to this policy include:

**Computer system** - All computers (on-site and portable), hardware, software, and resources owned, leased, rented or licensed by the Amador Fire Protection District that are provided for official use by members. This shall include all access to, and use of, Internet Service Providers (ISP) or other service providers provided by or through the District or district funding.

**Hardware** - Includes, but is not limited to, computers, computer terminals, network equipment, electronic devices, telephones including cellular and satellite, pagers, modems or any other tangible computer device generally understood to comprise hardware.

**Software** - Includes, but is not limited to, all computer programs, systems and applications, including shareware. This does not include files created by the individual user.

**Temporary file, permanent file or file** - Any electronic document, information or data residing or located, in whole or in part, on the system, including, but not limited to, spreadsheets, calendar entries, appointments, tasks, notes, letters, reports or messages, photographs or videos.

### 804.2 POLICY

Amador Fire Protection District members shall use information technology resources, including computers, software and systems, that are issued or maintained by the District in a professional manner and in accordance with this policy. This policy shall apply to all members and employees of Amador Fire Protection District when using District equipment, systems, or accessing the internet through other means during work hours or on District property. This includes accessing the internet via the wireless network during work hours while on District premises using personal laptops, cellular telephones and personal air cards, etc. Pictures and or videos taken by an electronic device either district owned or owned by personnel which includes volunteer and paid of any Amador Fire Protection Districts incident and posted on social media sites is expressly owned by Amador Fire Protection District and must have written authorization to do so prior to posting. This also includes pictures, videos that are sent by non members to members of the department.

### 804.3 PRIVACY EXPECTATION

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

The District reserves the right to access, audit, and disclose, for whatever reason, any message, including attachments, and any information accessed, transmitted, received, or reviewed over

## *Information Technology Use*

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any technology that is issued or maintained by the District, including the district email system, computer network, or any information placed into storage on any district system or device. This includes records of all keystrokes or Web-browsing history made at any district computer or over any district network. The fact that access to a database, service, or website requires a username or password will not create an expectation of privacy if it is accessed through district computers, electronic devices, or networks.

The District shall not require a member to disclose a personal username or password for accessing personal social media or open a personal social website; however, the District may request access when it is reasonably believed to be relevant to the investigation of allegations of work-related misconduct (Labor Code § 980).

### **804.3 RESTRICTED USE**

Members shall not access computers, devices, software or systems for which they have not received prior authorization or the required training. Members shall immediately report unauthorized access or use of computers, devices, software or systems by another member to their supervisor or Fire Chief.

Members shall not use another person's access passwords, logon information and other individual security data, protocols and procedures unless directed to do so by a supervisor.

#### **804.3.1 SOFTWARE**

Members shall not copy or duplicate any copyrighted or licensed software except for a single copy for backup purposes, in accordance with the software company's copyright and license agreement.

To reduce the risk of a computer virus or malicious software infection, members shall not install any unlicensed or unauthorized software on any district computer. Members shall not install personal copies of any software on any district computer. Any files or software that a member finds necessary to install on district computers or networks shall be installed only with the approval of district information systems technology (IT) staff and only after being properly scanned for malicious attachments.

No member shall knowingly make, acquire or use unauthorized copies of computer software that is not licensed to the District while on district premises, computer systems or electronic devices. Such unauthorized use of software exposes the District and involved members to severe civil and criminal penalties.

Introduction of software by members should only occur as a part of the automated maintenance or update process of district- or District-approved or installed programs by the original manufacturer, producer or developer of the software. Any other introduction of software requires prior authorization from IT staff.

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#### 804.3.2 HARDWARE

Access to technology resources provided by or through the District shall be strictly limited to district-related activities. Data stored on or available through district computer systems shall only be accessed by authorized members who are engaged in an approved district-related project or program or who otherwise have a legitimate district-related purpose to access such data. Any exceptions to this policy must be approved by a supervisor.

#### 804.3.3 INTERNET USE

Internet access provided by or through the District shall be strictly limited to district-related activities. Internet sites containing information that is not appropriate or applicable to district use and which shall not be intentionally accessed include, but are not limited to, adult forums, pornography, gambling, chat rooms, and similar or related Internet sites. Certain exceptions may be permitted with the express approval of a supervisor as a function of a member's assignment.

Downloaded information from the Internet shall be limited to messages, mail and data files.

#### 804.3.4 OFF-DUTY USE

Members shall only use technological resources related to their job while on-duty or in conjunction with specific on-call assignments unless specifically authorized by a supervisor. This includes the use of telephones, cell phones, texting, email or any other "off-the-clock" work-related activities.

### **804.3 PROTECTION OF SYSTEMS AND FILES**

All members have a duty to protect the computer system and related systems and devices from physical and environmental damage and are responsible for the correct use, operation, care and maintenance of the computer system.

Members shall ensure district computers and access terminals are not viewable by persons who are not authorized users. Computers and terminals should be secured, users logged off and password protections enabled whenever the user is not present. Access passwords, logon information and other individual security data, protocols and procedures are confidential information and are not to be shared. Password length, format, structure and content shall meet the prescribed standards required by the computer system or as directed by a supervisor and shall be changed at intervals as directed by IT staff or a supervisor.

It is prohibited for a member to allow an unauthorized user to access the computer system at any time or for any reason. Members shall promptly report any unauthorized access to the computer system or suspected intrusion from outside sources (including the Internet) to a supervisor.

### **804.3 INSPECTION OR REVIEW**

A supervisor or the authorized designee has the express authority to inspect or review the computer system, all temporary or permanent files, related electronic systems or devices, and any contents thereof, whether such inspection or review is in the ordinary course of his/her supervisory duties or based on cause.



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Reasons for inspection or review may include, but are not limited to, computer system malfunctions, problems or general computer system failure, a lawsuit against the District involving one of its members or a member's duties, an alleged or suspected violation of any district policy, a request for disclosure of data, or a need to perform or provide a service.

The IT staff may extract, download or otherwise obtain any and all temporary or permanent files residing or located in or on the district computer system when requested by a supervisor or during the course of regular duties that require such information.

## Knox-Box® Access

### 806.1 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 Amador Fire Protection District jurisdiction where it has been determined that a Knox-keyed device is needed or has been provided for accessibility for emergency responders (Fire Code § 506).

#### 806.1.1 DEFINITIONS

Definitions related to this policy include:

**Key tag** - Attached to each key in a Knox-Box to identify its function.

**Knox-Box** - A locked box used for securely storing the keys to a gate, building or rooms within a building.

**Knox cabinet** - A locked data cabinet used for storing information pertinent to the operation of a building, such as hazmat data and plant shut-down procedures. Keys to the facility can also be located within the cabinet.

**Knox Company** - The manufacturer/vendor of the Knox-Box, cabinets, key switches, padlocks and related accessories. This is the only company whose products can be accessed by the Amador Fire Protection District.

**Knox master key** - A key carried on all fire apparatus which enables district members to access any Knox-keyed device within the jurisdiction.

**Knox tones** - Electronic tones sent by a dispatcher over the radio to release the Knox master key from the fire apparatus.

### 806.2 POLICY

It is the policy of the Amador Fire Protection District to be registered with the Knox Company to participate in its rapid entry system, providing safe and secure non-destructive emergency access to commercial and residential properties. Participation minimizes potential budget impacts caused by forcible entry during an emergency and allows a building to be re-secured quickly and easily by members.

The Fire Chief or the authorized designee shall appoint a Knox program coordinator, who shall be responsible for ensuring that all aspects of the program are administered in accordance with state fire code, local ordinance and Knox Company requirements.

### 806.3 KNOX KEY ACCOUNTABILITY

No individual member shall be issued a Knox master key. Appropriate fire apparatus shall be equipped with locking units that are accessed by an individual pin code or by tones issued via two-way radio by the dispatcher. Once the Knox master key is released, it should be used to

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access the Knox-keyed device at the location of the emergency and be immediately returned to the secured unit.

Each secured unit shall have an audit trail showing all access. Each incident requiring a dispatcher to send tones shall have that activity noted in the incident record.

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.

### **806.4 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.

### **806.5 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
- Elevator control
- Mechanical room
- Fire alarm panel
- Electrical room
- Roof access

## *Knox-Box® Access*

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- Other secured areas deemed appropriate by the owner and/or the District

### **806.6 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 Amador Fire Protection District to request a lock-up of the box. Fire prevention staff will assist the property owner in arranging for a lock-up. All keys should be tagged and ready for placement in the Knox-Box upon the arrival of the prevention staff.

### **806.7 TESTING KEY SWITCHES**

After a key switch has been installed, the property owner must contact the District. The first-in engine company 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 engine company to have the necessary repairs made.

### **806.8 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

### **806.9 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 an engine company. This should consist of checking the operation of the box and the keys.

# Photography And Electronic Imaging

## 809.1 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.

## 809.2 POLICY

It is the policy of the Amador 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 Amador Fire Protection District shall respect the privacy rights established in the state and federal constitutions.

## 809.3 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).

## 809.4 AUTHORIZED USE OF PHOTOGRAPHY AND ELECTRONIC IMAGING

### 809.4.1 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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### *Photography And Electronic Imaging*

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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 Officer.

#### 809.4.2 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.

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### *Photography And Electronic Imaging*

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- (h) Documentation of the cause, location, extent, severity and nature of traumatic injuries of patients at the scene. These images may be transferred to the receiving physician, nurse or other authorized representative who assumes medical care for the patient.
- (i) Documentation of all aspects of any incident involving hazardous materials.
- (j) Documentation of severe weather events, including any damage, injuries or fatalities caused by such events.
- (k) Documentation of any other event, situation or activity as deemed appropriate and necessary by the Incident Commander of any event.

#### **809.5 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.

## Chapter 10 - Safety



## Illness and Injury Prevention Program

### 1000.1 PURPOSE AND SCOPE

The purpose of this policy is to establish an ongoing and effective plan to reduce the incidence of injury and illness for members of the Amador Fire Protection District, in accordance with the requirements of Labor Code § 6401.7 and 8 CCR 3203.

Although this policy provides the essential guidelines for a plan that reduces injury and illness, it may be supplemented by district procedures outside the Policy Manual.

This policy does not supersede, but supplements any related Districtwide safety efforts.

### 1000.2 POLICY

The Amador Fire Protection District will adopt an Illness and Injury Prevention Program (IIPP) in order to increase the safety of its members.

### 1000.3 ILLNESS AND INJURY PREVENTION PROGRAM PLAN

The Health and Safety Officer (HSO) is responsible for developing an IIPP that shall include:

- (a) Workplace safety and health training programs.
- (b) Safety inspections.
- (c) Informing members of IIPP guidelines.
- (d) Recognizing members who perform safe work practices.
- (e) Member evaluation processes, including member safety performance.
- (f) A system ensuring that all safety and health policies and procedures are clearly communicated and understood by all members.
- (g) A communication system facilitating the continuous flow of safety and health information between supervisors and members. This system shall include:
  1. New member orientation, including a discussion of safety and health policies and procedures.
  2. Regularly scheduled safety meetings.
  3. Regular member review of the IIPP.
  4. Providing access to the illness and injury prevention plan to members or their representatives as set forth in 8 CCR 3203.
- (h) Establishing Division Safety Coordinators and defining their responsibilities.
- (i) Posting or distributing safety information.
- (j) A system for members to anonymously inform management about workplace hazards.
- (k) A system for reviewing whether safety mandates are being met that relate to:
  1. Communicable diseases.

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### *Illness and Injury Prevention Program*

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2. Respiratory protection (8 CCR 5144).
  3. Bloodborne pathogens (8 CCR 5193).
  4. Aerosol transmissible diseases (8 CCR 5199).
  5. Heat illness (8 CCR 3395).
  6. Personal protective equipment.
  7. Emergency Action Plan (8 CCR 3220).
  8. Fire Prevention Plan (8 CCR 3221).
  9. Workplace Violence Prevention Plan (8 CCR 3342).
  10. Hazards associated with wildfire smoke (8 CCR 5141.1)
- (l) Availability of forms that address:
1. Identification, documentation, and correction of hazards, any unsafe condition or work practice, and actions taken to correct them.
  2. Investigations and corrective actions taken regarding individual incidents or accidents.
  3. Training records of each member, including the member's name or other identifier, training dates, type of training, and training providers.
- (m) Establishing a safety and health committee, which will:
1. Meet regularly.
  2. Prepare a written record of safety and health committee meetings.
  3. Review the results of periodic scheduled inspections.
  4. Review investigations of accidents and exposures.
  5. Make suggestions to command staff for the prevention of future incidents.
  6. Review investigations of alleged hazardous conditions.
  7. Submit recommendations to assist in the evaluation of member safety suggestions.
  8. Assess the effectiveness of efforts made by the District to meet standards.

The HSO must conduct and document a review of the IIPP at least annually.

#### **1000.4 DIVISION SAFETY COORDINATORS**

Division Safety Coordinator responsibilities include but are not limited to:

- (a) Ensuring member compliance with injury and illness prevention guidelines and answering questions from members about this policy.
- (b) Training, counseling, instructing, or making informal verbal admonishments any time safety performance is deficient. Supervisors may also initiate discipline when it is reasonable and appropriate under the Conduct and Behavior Policy.

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## Policy Manual

### *Illness and Injury Prevention Program*

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- (c) Establishing and maintaining communication with members on health and safety issues. This is essential for an injury-free, productive workplace.
- (d) Completing required forms and reports relating to injury and illness prevention; such forms and reports shall be submitted to the Administration Division Officer.
- (e) Notifying the HSO when:
  - 1. New substances, processes, procedures, or equipment that present potential new hazards are introduced into the work environment.
  - 2. New, previously unidentified hazards are recognized.
  - 3. Occupational injuries and illnesses occur.
  - 4. New and/or permanent or intermittent members are hired or reassigned to processes, operations, or tasks for which a hazard evaluation has not been previously conducted.
  - 5. Workplace conditions warrant an inspection.

#### **1000.5 HAZARDS**

All members should report and/or take reasonable steps to correct unsafe or unhealthy work conditions, practices, or procedures in a timely manner. Members should make their reports to a supervisor (as a general rule, their own supervisors).

Supervisors should make reasonable efforts to correct unsafe or unhealthy work conditions in a timely manner, based on the severity of the hazard. These hazards should be corrected when observed or discovered when it is reasonable to do so. When a hazard exists that cannot be immediately abated without endangering members or property, supervisors should protect or remove all exposed members from the area or item, except those necessary to correct the existing condition.

Members who are necessary to correct the hazardous condition shall be provided with the necessary protection.

All significant actions taken and dates they are completed shall be documented on the appropriate form. This form should be forwarded to the Administration Division Officer via the chain of command.

The Administration Division Officer will take appropriate action to ensure the IIPP plan addresses potential hazards upon such notification.

#### **1000.6 INSPECTIONS**

Safety inspections are crucial to a safe work environment. These inspections identify and evaluate workplace hazards and permit mitigation of those hazards. A hazard assessment checklist should be used for documentation and to ensure a thorough assessment of the work environment.

The Division Safety Coordinators shall ensure that the appropriate documentation is completed for each inspection.

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## *Illness and Injury Prevention Program*

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### **1000.7 RECORDS**

Records relating to injury and illness prevention will be maintained in accordance with the established records retention schedule.

## Cal/OSHA Inspections

### 1001.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines and responsibilities for Amador 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 Amador Fire Protection District as part of a consultation service by Cal/OSHA.

### 1001.2 POLICY

It is the policy of the Amador 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.

### 1001.3 PROCEDURE

Cal/OSHA inspections may be unannounced (Labor Code § 6321). Typically inspections occur when there has been a serious accident, serious injury, occupational fatality, when a member has charged that a serious safety violation exists or at a worksite where an imminent danger has been identified.

Upon entering the 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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### *Cal/OSHA Inspections*

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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

### 1002.1 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)).

#### 1002.1.1 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)).

### 1002.2 PROCEDURE

Cal/OSHA requires the following information, if available, be submitted with the notification (8 CCR 342(c)):

- Time and date of the accident, injury, illness or death
- Reporting 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 Administration directly when the illness or injury involves a member of this district. After normal business hours, the appropriate Battalion Chief shall contact Camino ECC to have the Administration notified. In either case, the Administration is responsible for reporting the required

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## Policy Manual

### *Cal/OSHA Notification of Injury, Illness or Death*

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information to Cal/OSHA at the 24 hours a day seven days a week contact number maintained by Camino ECC.

For incident-related responses not involving members of the Amador Fire Protection District and requiring telephonic notification to Cal/OSHA, the company officer shall be responsible for the notification.



# Communicable Diseases

## 1003.1 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.

## 1003.2 POLICY

The Amador 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.

## 1003.3 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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### *Communicable Diseases*

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- Provide any district member exposed to a communicable disease with a post-exposure follow-up in compliance with state standards.

The ECP shall be in writing, shall comply with all legal requirements, and shall (8 CCR 5193 et seq.):

- (a) Determine and note positions with the potential for exposure and whether the positions require respiratory protection.
- (b) Establish a schedule and method for implementing the plan.
- (c) Establish source control measures and the method of informing members of the source control measures.
- (d) Establish procedures for evaluation of the circumstances of exposure incidents and for appropriate follow-up.
- (e) Address the distribution and use of PPE related to communicable diseases.
- (f) Establish an effective procedure to track the frequency of use and the types and brands of sharps involved in exposure incidents; this should be documented on a sharps injury log.
- (g) Establish a process for vaccinating members.
- (h) Establish an effective procedure and method to identify currently available engineering controls and selecting such controls, where appropriate, for the procedures performed by district members in their respective work areas.
- (i) Establish a training program to educate district members on the ECP.
- (j) Be accessible to district members (8 CCR 3204(e)).
- (k) Be reviewed annually by the ECO, to include the input of members from various work areas.
- (l) Be reviewed for new or modified tasks and procedures affecting occupational exposures.
- (m) Reflect changes in technology that eliminate or reduce exposure.
- (n) Consider and/or implement any appropriate, commercially available needle-less systems and needle devices and sharps with engineered sharps injury protection.
- (o) Include new or revised member positions with occupational exposures.
- (p) Be available to the National Institute for Occupational Safety and Health (NIOSH) or the respective designee upon a request.

#### 1003.3.1 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.

#### 1003.3.2 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 Chief to maintain an up-to-date list of district members requiring training.
- (l) Coordinating with the Training Chief in developing and implementing a training program, maintaining class rosters and quizzes, and periodically reviewing and updating the training program.

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- (m) Reviewing and updating the ECP annually, on or before January 1 of each year.
- (n) Establishing procedures to ensure that members request exposure notification from health facilities when transporting a person who may have a communicable disease, and that the member is notified of any exposure as required by Health and Safety Code § 1797.188.
- (o) Informing members of the provisions of Health and Safety Code § 1797.188 (exposure to communicable diseases and notification).
- (p) Acting as the designated officer liaison with health care facilities regarding communicable disease or condition exposure notification. The designated officer should coordinate with other district members to fulfill the role when not available. The designated officer shall ensure that the name, title, and telephone number of the designated officer is posted on the District website (Health and Safety Code § 1797.188).

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

#### 1003.3.3 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)).

#### 1003.3.4 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.

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3. After using the restroom.
  4. After sneezing or coughing into the hands and/or handling contaminated facial tissue.
  5. After each patient contact.
  6. After removing any PPE.
  7. After handling potentially infectious materials.
  8. After cleaning and/or decontaminating equipment.
- (c) If hand washing with soap and water is not possible, germicidal hand wipes or a waterless hand cleanser shall be used.
- (d) Exercise equipment shall be wiped down with germicidal cleaner between users.
- (e) Members shall not share utensils, towels, bedding, or personal care items (e.g., razors, toothbrushes, nail clippers).
- (f) Members shall cover the mouth and nose with a tissue when coughing or sneezing. If tissue is not readily available, members should avoid coughing or sneezing into their hands and cover their mouth and nose with their arm.
- (g) All eating, drinking, smoking, applying of cosmetics or lip balm, and handling of contact lenses is prohibited in areas where there is an expectation of communicable disease exposure.
- (h) Food and drink shall not be stored in areas where there is an expectation of communicable disease exposure.
- (i) Perishable food that requires cold storage shall be kept at a temperature of 3 degrees Celsius or 38 degrees Fahrenheit or lower.
- (j) Perishable food that requires freezer storage shall be kept at a temperature of -18 degrees Celsius or 0 degrees Fahrenheit or lower.
- (k) All food that is removed from original manufacturer packaging shall be kept in a tightly sealed food container or shall be wrapped with plastic food wrap.

#### 1003.3.5 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, or 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.

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- (d) Disposable gloves shall not be washed or decontaminated for reuse.
- (e) Approved medical aid eye protection and masks or full-face shields are mandatory whenever splashes, spray, or droplets of bodily fluid may be generated, and eye, nose, or mouth contamination can be reasonably anticipated. Procedures that put the member at risk for splash or spray exposure include but are not limited to inserting airways, suctioning, childbirth procedures, and the treatment of a patient who is bleeding, vomiting, or spitting.
- (f) 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) When in public but not assigned to a medical aid call (e.g., grocery shopping, inspections), one member of the company should carry a mask with a one-way valve, gloves, goggles, and an N95 mask.
- (n) A fluid resistant gown or turnout shall be worn when bodily fluid splashes and sprays to clothing are possible.
- (o) The following chart should be used as a guide for the situation and PPE required:

<b>Task/ Situation</b>	<b>Gloves</b>	<b>Grown/ Turnouts</b>	<b>Eyewear and Mask</b>
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Any light contact with blood or other bodily fluids. This includes IVs, drawing blood, or applying dressings to wounds.	X		
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

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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

#### 1003.3.6 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.

#### 1003.3.7 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 other items (e.g., pens, books, personal items in general) while wearing the disposable gloves in a potentially contaminated environment.

When possible, open the back or side windows of an ambulance and turn on ventilation systems when transporting a patient with a potential aerosol transmissible pathogen. The window between the patient care compartment and the driver compartment must remain closed.

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.

#### 1003.3.8 SHARPS AND ITEMS THAT CUT OR PUNCTURE

Members should take care when handling needles or sharps at all times, using the following guidelines:



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- (a) A needle-free or self-sheathing device or a sharp with engineered sharps protection will be utilized to start intravenous (IV) medications or obtain blood samples 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, structural, or wildland gloves, and using mechanical means, such as tongs or a brush and dustpan.

#### 1003.3.9 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

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5. The body part involved in the exposure
  6. Whether the sharp had engineered sharp-injury protection, whether the 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.

#### **1003.4 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.

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).

##### **1003.4.1 USE OF WASTE CONTAINERS**

Members shall dispose of biohazards on-scene in the appropriate containers on the apparatus or at the attending clinic or hospital, with hospital approval, or in an appropriately marked biohazard waste container at the station immediately upon arrival.

The biohazard waste container located at the station shall be collapsible, leakproof, red in color or appropriately labeled with a biohazard warning, and routinely emptied.

##### **1003.4.2 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.

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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.

#### 1003.4.3 DISPOSABLE PROTECTIVE EQUIPMENT

Contaminated disposable supplies (e.g., gloves, dressings, CPR masks) shall be transported with the patient in the ambulance. The waste material shall then be disposed of in a biohazard waste container at the hospital. Disposable gloves are to be worn while placing the waste into the biohazard waste container, placing the gloves in with the waste.

#### 1003.4.4 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 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.

#### 1003.4.5 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)

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should be brushed and scrubbed very carefully using a minimal amount of a type of germicide that is approved by the Environmental Protection Agency (EPA).

While cleaning equipment, pay close attention to handles, controls, portable radios, and corners (tight spots). Equipment cleaning shall not be done in the kitchen, bathroom, or other areas not designated as the cleaning/decontamination area.

Contaminated equipment should be cleaned using an EPA-approved germicide or a 1:100 solution of chlorine bleach (one-quarter cup of bleach per one gallon of water) while wearing disposable gloves and goggles. Large particles of contaminants, such as vomit, feces, and blood clots, should first be removed (using a disposable towel or other means to prevent direct contact) and properly disposed.

#### 1003.4.6 DECONTAMINATION OF CLOTHING

Contaminated clothing such as uniforms and undergarments shall be removed as soon as feasible and rinsed in cold water to prevent the setting of bloodstains. Contaminated clothing and gear shall not be taken into the station living quarters or taken home for cleaning.

If the clothing may be washed in soap and hot water, do so as soon as possible. If the clothing must be dry cleaned, place it into a biohazard waste bag and give it to the ECO. The ECO will secure a dry cleaner that is capable of cleaning contaminated clothing and inform them of the potential contamination. This dry cleaning will be done at the district's expense.

Contaminated leather boots shall be brushed and scrubbed with detergent and hot water. If the contaminant has soaked through the boot, the boot shall be discarded.

#### 1003.4.7 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 allowed to air dry. A spray bottle of the approved EPA germicide solution must be carried on all apparatus to facilitate expedient cleanup. 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, which are to be placed in sharps

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containers. Disposal at the hospital must be in the areas and containers designed for biohazard waste.

### 1003.4.8 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.

### **1003.5 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).

#### 1003.5.1 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 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.

#### 1003.5.2 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

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- (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., cleanup, 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 ensure testing is sought pursuant to this policy.

#### 1003.5.3 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:

- 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.

#### 1003.5.4 COUNSELING

The District shall provide the exposed member, and his/her family if necessary, the opportunity for counseling and consultation.

#### 1003.5.5 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

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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.

### **1003.6 SOURCE TESTING**

Testing for communicable diseases of a person who was the source of an exposure should be sought when it is desired by the exposed member or when it is otherwise appropriate. There are several methods to obtain such testing. It is the responsibility of the ECO to ensure that the proper testing and reporting occur. These methods are:

- (a) Obtaining voluntary consent from any person who may be the source of an exposure to cover testing for any communicable disease.
- (b) Filing a report with the county health officer when a member is exposed to the bodily fluids of an arrestee. The county health officer may pursue testing for HIV or hepatitis B or hepatitis C (Penal Code § 7510 et seq.).
- (c) Seeking consent for testing or applying for a court order for HIV, hepatitis B, and hepatitis C testing (Health and Safety Code § 121060 et seq.).
- (d) Seeking a court order when the person who may be the source of an exposure will not consent to testing and the exposure does not fall under the statutory schemes for testing. This covers testing for any communicable disease as deemed appropriate by a health care professional and documented in the request for the court order.
- (e) Under certain circumstances, a court may issue a search warrant for the purpose of HIV testing an adult or juvenile when a member of the Amador 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.

#### **1003.6.1 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.

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- (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 District Counsel and consider requesting that a court order be sought for appropriate testing.

#### **1003.6.2 EXPOSURE FROM AN ARRESTEE**

Upon notification of an exposure by a person who was arrested, the ECO should take the following steps:

- (a) Comply with the statutory scheme of Health and Safety Code § 121060. This includes seeking consent from the person who was the source of the exposure and seeking a court order if consent is not given.
- (b) Take reasonable steps to immediately contact the county health officer and provide preliminary information regarding the circumstances of the exposure and the status of the involved individuals to determine whether the county health officer will order testing (Penal Code § 7510).
- (c) In all cases, comply with the reporting and testing scheme of Penal Code § 7510 et seq. This includes completing a State Department of Health Services Form CDPH 8479 and submitting it to the county health officer with a copy of the Exposure Control Report by the end of the member's shift. If submission by the end of the shift is not practicable, it must occur as soon as possible but no later than two days after the incident. The exposed member's name should not appear on this form.
- (d) Remain in contact with the county health officer to determine whether testing of the arrestee will occur and whether the testing satisfies the medical needs of the member.
- (e) The results of the tests should be made available to the source and the exposed member.

Since there is potential for overlap between the two statutory schemes, the ECO is responsible for coordinating the testing with the county health officer to prevent unnecessary or duplicate testing.

In the rare event that the exposed member is not covered by either statutory scheme, the ECO should seek consent or a court order in the same manner as for a non-arrestee.

#### **1003.7 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).

#### **1003.8 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



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(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

### 1004.1 PURPOSE AND SCOPE

The purpose of this policy is to describe the guidelines to protect members who may be exposed to hazards presented by passing traffic, construction vehicles and disaster recovery equipment and to comply with applicable safety regulations (Federal Manual on Uniform Traffic Control Devices, 23 CFR 655.601 and 8 CCR 1598).

### 1004.2 POLICY

It is the policy of the Amador 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.

### 1004.3 PROCEDURE

Although the high-visibility safety vests that are currently available are fire resistant, they do not meet the same fire resistant standards set by the National Fire Protection Association (NFPA). Therefore, members who are directly engaged in fire suppression activities on or near roadways should not wear the vest over their PPE. Once the situation is under control, personnel can then don a vest for the remainder of the incident.

Should the need arise, other district personnel on-scene could easily remove (tear-away) the vest in reaction to unusual circumstances, to render assistance with direct firefighting.

#### 1004.3.1 ASSIGNMENT OF HIGH-VISIBILITY SAFETY VESTS

High-visibility vests shall be assigned to members or apparatus as follows:

- (a) Four vests will be assigned to each engine, truck, reserve patrol and squad.
- (b) Three vests will be assigned to each paramedic van unit (one additional for a paramedic trainee).
- (c) Two vests will be assigned to each Battalion Chief, battalion utility, reserve water tender and helicopter support vehicle.
- (d) One vest will be assigned to the Fire Chief, Battalion Chief, Assistant Chiefs, Division Officers, safety officers, investigators and the Public Information Officer.

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- (e) One vest will be assigned to each support vehicle used by district members who may be required to work on or near roadways.

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.

#### 1004.3.2 STORAGE AND CARE

High-visibility safety vests are part of the standard issue PPE and should be stowed so they are readily available for immediate use. Should cleaning be necessary for routine soiling, follow the manufacturer's care instructions or the Selection, Care and Maintenance of Firefighting PPE Policy.

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## Apparatus / Vehicle Backing

### 1006.1 PURPOSE AND SCOPE

The purpose of this policy is to help members avoid the dangers inherent to vehicle backing operations and reduce the high incidence of firefighter injuries and fatalities.

#### 1006.1.1 DEFINITIONS

Definitions related to this policy include:

**Apparatus** - Any 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 Amador Fire Protection District and used for department business.

### 1006.2 POLICY

It is the policy of the Amador 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.

### 1006.3 OFFICER AND DRIVER RESPONSIBILITIES

Firefighter safety is extremely important. Backing operations are the most common cause of fire service vehicle collisions. Training and awareness of the potential dangers of backing operations is anticipated to reduce the incidence of firefighter injuries and fatalities.

Before backing-up an apparatus or vehicle, all potential backing-up impediments should be reviewed to ensure that obstructions are clear to avoid a collision.

The officer is responsible for deploying spotters when backing-up or as necessary to allow the safe movement of an apparatus.

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.

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If more than one spotter is being used, the driver will need to maintain contact with both spotters. This means shifting attention from one spotter to another frequently so as to safely move the apparatus, while maintaining the safety of the spotters. This will require the apparatus to be moving at a slower than normal rate.

If at any time the driver feels that the situation is not safe, he/she should stop the vehicle or apparatus until the situation is corrected. This may mean getting out and physically walking around the apparatus or down the road in the direction the apparatus is headed.

### **1006.4 SPOTTER RESPONSIBILITIES**

Spotters are generally used when backing-up large vehicles or fire apparatus.

Voice communication between the spotter and driver is good, but the driver may not hear the spotter over the noise of the vehicle or apparatus and other background noise. The use of portable radios to communicate between the spotter and driver may prove beneficial in certain circumstances. The spotters, the driver and the officer should maintain radio contact as well as eye contact.

In congested or tight areas, one spotter may be needed at the rear and one at the front of the vehicle being moved either forward or backward. Spotters should also be used when going forward in tight areas.

Spotter responsibilities include, but are not limited to, the following:

- (a) Be constantly aware of the surroundings while performing this function.
- (b) Look and listen for other vehicles and people that may enter the path of the vehicle or apparatus that is backing up.
- (c) Stop any oncoming hazard or stop the vehicle or apparatus being backed-up.
- (d) Be aware of objects in the path of the vehicle or apparatus and direct the driver safely around them.
- (e) Be attentive to ground level obstructions as well as overhead hazards (e.g., tree branches, wires, signs, canopies, ladders).
- (f) Maintain visual contact with the driver at all times.
- (g) Be in the line-of-sight of the mirrors of the vehicle or apparatus being backed-up at all times.
- (h) Illuminate him/herself at night with a rear spotlight or flashlight, to remain visible to the driver.
- (i) Use hand signals to direct the driver. Hand signals should be somewhat exaggerated for clear understanding by the driver.
- (j) Stand on the ground; never on the apparatus.

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- (k) Practice skills as time permits.

# Heat Illness Prevention Program

## 1007.1 PURPOSE AND SCOPE

The purpose of this policy is to promote member health and safety by establishing a heat illness prevention program requiring member participation and implementing an effective training program (see Heat Illness Prevention Training Policy).

This policy is in no way intended to diminish initial fire attack aggressiveness. The intent is to establish a procedure to lessen the risk of illness or injury due to exposure to high-heat working conditions and to establish fireground rehabilitation guidelines to ensure the physical and mental condition of members does not deteriorate to the point that it negatively affects emergency operations (8 CCR 3395).

### 1007.1.1 DEFINITIONS

Definitions related to this policy include:

**Fireground rehabilitation** - A system for on-scene management of firefighter heat stress, dehydration, and fatigue. The primary goals of rehabilitation are rehydration, rest, and cooling; assessment of remaining work capacity; and recognition and treatment of heat strain injuries.

**Heat exhaustion** - A condition caused by the loss of large amounts of fluid by sweating. A worker suffering from heat exhaustion still sweats but experiences extreme weakness or fatigue, giddiness, nausea, or headache. In more serious cases, the victim may vomit or lose consciousness. Skin may be clammy or moist, pale, or flushed. Body temperature is normal to slightly elevated. Mild heat exhaustion will respond to copious water and a cool environment. Those with severe cases may require extended care for several days.

**Heat stress** - The aggregate of environmental and physical work factors that constitute the total heat load imposed on the body. Heat load is derived from two major sources:

- Internally generated metabolic heat, which is a by-product of chemical processes that occur within the cells, tissue, and organs of firefighters exerting themselves in turnout clothing
- Externally imposed environmental heat, which influences the rate at which body heat can be exchanged with the environment and consequently the ease with which the body can regulate and maintain a normal temperature

**Heat strain** - The series of physiological responses to heat stress. These responses reflect the degree of heat stress. When the strain is excessive for the individual, a heat disorder (heat exhaustion or heat stroke) will follow.

**Heat stroke** - A condition where the body's temperature regulatory system fails, sweating becomes inadequate, and the body's only effective means of removing excess heat is compromised. Early recognition and treatment of heat stroke is the only means of preventing permanent brain damage or death. Signs and symptoms of heat stroke may include mental

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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.

#### **1007.2 POLICY**

It is the policy of the Amador 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).

#### **1007.3 PROCEDURE**

This procedure shall apply to all emergency operations and training exercises where personnel are exposed to heavy physical exertion and/or extreme heat conditions.

A rehabilitation group will be established by the Incident Commander (IC) when conditions dictate that rest and rehabilitation are needed at an emergency scene. Rehabilitation considerations should include but are not limited to the following:

- **Length of the operation** - The two-bottle rule should generally be observed. After the use of two self-contained breathing apparatus (SCBA) air bottles, or 30 to 60 minutes of strenuous activity, a firefighter should be evaluated in the rehabilitation area. Rehabilitation should generally be considered for second-alarm fires or greater. Prolonged motor vehicle incidents and heavy rescues in hot weather are other examples.
- **Amount of exertion** - Company officers should maintain an awareness of the exertion/exhaustion level of crews. The degree of exertion can vary greatly in each incident. Individuals who are under-hydrated or are on the first day back after any gastrointestinal illness are particularly susceptible to early onset of heat illness.
- **Adverse climatic conditions** - Temperatures in excess of 90 degrees have historically produced early onset of heat exhaustion and/or collapse. Rehabilitation efforts should generally be established when ambient air temperature is over 85 degrees and there is a potential for extended operations. High humidity also plays a role and should be considered.
- **Communication** - It may be difficult for the IC to assess the exertion or exhaustion level of the firefighters. If a firefighter needs rest, he/she is responsible for communicating his/her needs to a supervisor. If one individual is experiencing heat exhaustion, supervisors should be aware that there may be additional firefighters in need of rehabilitation.

It is the responsibility of the IC to make an early determination of situations that may require a rehabilitation group and institute the appropriate rehabilitation efforts accordingly.



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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 IC and request assignment of the company to the rehabilitation group.

It is the responsibility of all personnel operating at an incident to report to their immediate supervisors if they are feeling the strain of overexertion. There is a point at which even the most physically fit individual becomes a liability rather than an asset due to intense physical exertion in turnout clothing. Taking 10 to 20 minutes in rehabilitation to cool down and rehydrate can prevent illness and injury.

### **1007.4 ACCESS TO SHADE**

ICs should attempt to locate rehabilitation in shaded areas when the temperature exceeds 80 degrees for members operating on emergency scenes or participating in training exercises. Shaded rehabilitation areas should be located in a safe zone near where the members are working and allow for members to sit without being crowded. Even when the temperature does not exceed 80 degrees, rehabilitation should be located in a shady area during warm-weather operations and should be readily accessible upon request of a member (8 CCR 3395).

Members should be allowed and encouraged to take a preventive cool-down rest and report to rehabilitation to protect themselves from overheating. A member who takes a preventive cool-down rest should be monitored by Emergency Medical Services (EMS) personnel assigned to rehabilitation and should be asked if he/she is experiencing symptoms of heat illness; should be encouraged to remain in the shade or cooling area; and should not be ordered back to work until any signs or symptoms of heat illness have abated (at least 5 minutes) (8 CCR 3395).

If a member exhibits signs or reports symptoms of heat illness during a preventive cool-down rest period, EMS personnel assigned to rehabilitation should provide appropriate first aid or emergency response (8 CCR 3395).

If rehabilitation has not been established, the member should be moved to a shaded area or area where alternative cooling measures and hydration can be safely administered, along with appropriate first aid or additional emergency medical response.

Safe alternative cooling measures, such as misting machines, should be considered when providing shade is not feasible or is unsafe (8 CCR 3395).

### **1007.5 EMERGENCY RESPONSE PROCEDURES**

Emergency response procedures related to heat illness should include (8 CCR 3395):

- (a) Ensuring that effective communication by voice, observation, or radio is maintained so that members at the emergency scene or training evolution can contact a supervisor and have access to EMS when necessary.
- (b) Responding to signs and symptoms of possible heat illness, including but not limited to first aid measures and how EMS will be provided.

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- (c) Contacting additional EMS and, if necessary, transporting members to a place where they can be reached by an emergency medical provider.

### **1007.6 ACCLIMATIZATION**

Members should be monitored during a heat wave. Consideration should be given to changing temperatures and how that may affect members over time (8 CCR 3395).

### **1007.7 HEAT ILLNESS PREVENTION PROCEDURES**

The Fire Chief or the authorized designee should develop a heat illness prevention plan to supplement this policy as needed. The plan should be made available at each station. The plan should contain supplemental information regarding (8 CCR 3395):

- (a) Procedures for the provision of water and access to shade.
- (b) Emergency response procedures.
- (c) Acclimatization methods.

# Respiratory Protection Program

## 1008.1 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.

### 1008.1.1 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.

## 1008.2 POLICY

It is the policy of the Amador 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).

### **1008.3 RESPIRATORY PROTECTION PROGRAM ADMINISTRATOR**

The Fire Chief will designate a program administrator with sufficient training or experience to oversee the objectives of this policy and ensure that the District meets any legal mandates related to respiratory protection (8 CCR 5144(c)).

The administrator shall:

- (a) Maintain, implement and administer a written respiratory protection program.
- (b) Ensure the written respiratory protection program and related procedures are followed and appropriate.
- (c) Ensure the procedures and written respiratory protection program address relevant mandates (8 CCR 5144).
- (d) Ensure selected respirators continue to effectively protect members.
- (e) Have supervisors periodically monitor member respirator use to make sure members are using them properly.
- (f) Regularly ask members who are required to use respirators for their input on program effectiveness and whether they have problems with the following (8 CCR 5144(l)).
  - 1. Respirator fit during use
  - 2. Any effects of respirator use on work performance
  - 3. Respirators being appropriate for the hazards encountered
  - 4. Proper use under current work site conditions
  - 5. Proper maintenance
- (g) Ensure the District covers the costs associated with respirators, medical evaluations, fit testing, training, maintenance, travel costs and wages, as applicable.
- (h) Provide direction for respirator selection.
- (i) Require medical evaluations for members who use respiratory protection as set forth in 8 CCR 5144 et seq.

### **1008.4 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)).

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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.

#### 1008.4.1 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.

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### 1008.4.2 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.
- (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.

### 1008.4.3 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.

### 1008.4.4 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

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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.

### 1008.4.5 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 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)).

### 1008.4.6 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)).

## **1008.5 EQUIPMENT ACQUISITION AND SPECIFICATIONS**

### 1008.5.1 SCBA REQUIREMENTS

Amador 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 Amador 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)).

### 1008.5.2 COMPRESSED BREATHING AIR

Compressed breathing air used in SCBA should meet at least the requirements for Grade D breathing air as described in the American National Standards Institute (ANSI) Compressed Gas Association Commodity Specification for Air (G-7.1-1989) (8 CCR 5144(i)).

Compressed breathing air must contain:

- (a) An oxygen content of 19.5 percent to 23.5 percent.
- (b) A hydrocarbon (condensed) content of 5 milligrams per cubic meter of air or less.
- (c) A carbon monoxide (CO) content of 10 parts per million (ppm) or less.
- (d) A carbon dioxide content of 1,000 ppm or less.
- (e) A lack of noticeable odor.

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#### **1008.6 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.
- (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.

#### **1008.6.1 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.

#### **1008.6.2 FIT TESTING RECORDS**

The Training Chief 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)):



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- (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.

### **1008.7 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 Chief 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)).

### **1008.8 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.

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- (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

### 1008.8.1 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.

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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.

### 1008.8.2 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)).

### 1008.8.3 FLOW TESTING

The District shall conduct annual flow testing on all SCBA. A flow test, also known as a performance test, ensures that the SCBA is performing to the manufacturer's specifications. Unlike basic inspections and functional testing, flow testing requires specialized equipment. The District shall use NFPA standards or the SCBA manufacturer's requirements for flow testing, whichever is more stringent.

Exposing SCBA to extreme temperatures, water or chemicals can degrade SCBA performance. If an SCBA is exposed to any type of corrosive material that could lead to a component failure, it should be sent to a certified SCBA technician for testing. If a member suspects that an SCBA has been compromised or damaged, a flow test should be conducted to ensure that it is in good working order.

All annual flow testing must be performed by a certified SCBA technician.

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### **1008.9 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.

### **1008.10 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(I)):

- (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.

### **1008.11 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.

## Vehicle Safety Belts

### 1010.1 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).

### 1010.2 POLICY

It is the policy of the Amador 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).

### 1010.3 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

### 1011.1 PURPOSE AND SCOPE

The purpose of this policy is to establish safety procedures for the Amador Fire Protection District members to follow, with the intent of reducing or eliminating injuries or illnesses to both members and the public.

### 1011.2 POLICY

It is the policy of the Amador Fire Protection District that all members should be involved in daily activities that are designed to reduce or eliminate injuries or illnesses, both in the field and in the fire station. This policy addresses safety activities in the fire station. All members are expected to follow the procedures outlined in the policy, for the safety of themselves, other members and any visitors to the fire station. Safety practices specific to incident type or task are addressed in other policies.

### 1011.3 PROCEDURE

For the safety of all occupants, the on-duty captain at each fire station is responsible for ensuring the following procedures are applied to activities conducted in the fire station:

- (a) Personal protective equipment (PPE)
  - 1. Use adequate eye and face protection when there is a risk of eye injuries, such as punctures, abrasions, contusions or burns as a result of contact with flying particles, hazardous substances or projections. This includes, but is not limited to, working with grinders, drills, saws, welding equipment, mowers, edgers and while working under vehicles.
  - 2. Use hand protection when the work involves exposure to materials that are likely to cause cuts, burns or exposure to chemicals, e.g., working with trimmers, pruners and other tools or other operations.
  - 3. Wear hearing protection in compliance with the Hearing Conservation and Noise Control Training 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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### *Fire Station Safety*

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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.
- (c) Cooking
1. Use caution while cutting food with a kitchen knife. Be sure the item is secure on a flat surface before attempting to cut it.
  2. Use potholders to avoid burns when removing hot items from the oven and/or stovetop.
  3. Do not let pot handles extend over the counter.
- (d) Safe lifting
1. Store heavy or awkward objects at approximately waist level to prevent unnecessary lifting.
  2. Use team lifting for heavy or awkward objects that need to be lifted above the waist level. Do not attempt to lift or carry more than you can easily handle. Injuries frequently occur from lifting items, such as out-of-county bags, drug boxes, map boxes, etc.
  3. Practice safe-lifting techniques: Use the legs to lift; keep the back straight and do not twist while lifting; keep the body as close as possible to the object being lifted.
- (e) Walking surfaces and exits
1. Ensure all primary exit routes are obvious, marked with an "Exit" sign and free of obstructions.
  2. Remove any objects that block hallways and/or passageways.
  3. Clean up or repair potential slip or trip hazards immediately on apparatus bay floors, kitchen floors, bathroom floors, hallways, outdoor walkways, etc.
  4. Ensure stairways are in good condition with standard railings provided for every flight having four or more risers.
  5. Ensure handrails are of sufficient strength and proper design for all stairways and floor openings.
  6. Ensure all areas of the building are adequately illuminated.

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7. Ensure beds are located to cause minimum interference during dressing.
- (f) Apparatus floor
1. Mark ladders, pike poles and other items projecting from the apparatus clearly with brightly colored flags, stripes or other identification.
  2. Use caution and handrails when exiting apparatus.
  3. Maintain apparatus doors in a safe, operable condition.
  4. Maintain adequate clearance for vehicles under apparatus doors.
- (g) Equipment machinery and tools
1. Observe safety precautions when operating all equipment, machinery and tools.
  2. Avoid using defective equipment, such as ladders with broken rungs or power equipment, without proper safety protection. Repair or replace before use.
  3. Mount all equipment and machinery securely to the surface on which it sits.
  4. Ensure grinders and grinding wheels are adequately guarded. Guarding must include work rests, tool rests, eye shields and spindle/nut/flange coverage.
  5. Work rests and tool rests on grinders shall be within 1/8 inch and 1/4 inch respectively to the grinding wheel.
  6. Ensure all power tools are adequately grounded.
  7. Store maintenance hand tools safely when not being used. They shall be maintained and periodically inspected to ensure they are in a safe and operable condition.
  8. Portable ladders shall be adequate for their purpose, in good condition and have secure footing.
  9. Fixed ladders shall be equipped with side rails, cages or special climbing devices.
- (h) Electrical wiring, fixtures and controls
1. Maintain 36 inches of clear access around all electrical control panels.
  2. Label electrical switches and circuit breakers with their purpose.
  3. Ensure all electrical outlets have cover plates that are secured to the wall outlets.
  4. Ensure all extension cords are properly grounded and approved.
  5. Avoid using flexible cords and cables as a substitute for fixed wiring.
  6. Avoid hanging electrical cords on pipes, nail hooks and so forth.
  7. Check all electrical cords for fraying or exposed plug wiring.



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8. Ensure all electrical tools do not have damaged power cords or plugs, worn switches, defective ground circuits or other faults that could render them unsafe for use.
- (i) Fire extinguishers and fire prevention
1. Ensure fire extinguishers are of the proper type for the expected hazards.
  2. Maintain portable fire extinguishers in a fully operable condition.
  3. Ensure fire extinguishers have a durable tag securely attached to show the maintenance or recharge date.
  4. Test the fire alarm system at least annually.
  5. Ensure a qualified person services the sprinkler system at least annually.
  6. Check smoke detectors periodically to ensure they are working properly.
  7. Maintain at least 18 inches of clearance below all sprinkler heads.
- (j) Hazardous materials and exposure prevention
1. Label all hazardous materials containers with the name of the hazardous material, applicable hazard warning and the name and address of the manufacturer, importer or responsible party.
  2. Evaluate compatibility of hazardous materials before they are stored. Incompatible hazardous materials shall be separated by distance, partitions, dikes, berms or secondary containment.
  3. Store hazardous materials separately from food, food preparation and eating areas.
  4. Use safety containers with self-closing lids for the storage of flammable liquids and soiled oily rags.
  5. Store cylinders of compressed gas in an upright position, away from combustible materials.
  6. Avoid wearing or storing turnout gear in the living quarters or buildings.
  7. Clean living quarters thoroughly on a regular basis, including vacuuming or frequently washing blankets, drapes and upholstered furniture.
  8. Wash clothing regularly, taking care not to spread contamination by taking clothing home.
  9. Use vehicle exhaust collection systems effectively by following all guidelines and manufacturer's recommendations.
  10. Perform regular vehicle inspection and maintenance to minimize diesel particulate and gas emissions.

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- (k) Communicable diseases - If a member has been exposed to a hazardous material or a communicable disease, follow the reporting procedure in the Communicable Diseases Policy.
- (l) On-duty physical fitness activities - For safety guidelines during physical fitness, see the Firefighter Wellness and Fitness Policy.
- (m) Visitor safety - For visitor safety guidelines, see the Public Education Policy.

## Ground Ladder Testing

### 1012.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that the ground ladders are periodically inspected and certified to be in compliance with the National Fire Protection Association (NFPA) standards. This is a safety measure designed to reduce or eliminate the risk of injury to district members when using ground ladders.

### 1012.2 POLICY

It is the policy of the Amador Fire Protection District to perform testing and certification of all ground ladders for the safety of district members and to comply with NFPA standards.

### 1012.3 PROCEDURE

All district-owned ground ladders should be tested and certified annually. The actual testing interval may exceed 12 months if that time is reasonably needed for scheduling and completion of the testing process. In addition to annual testing, all ground ladders should be tested under the following circumstances:

- (a) New ground ladders should be tested prior to being placed into service. If the manufacturer of any new ladder provides written documentation certifying that the ladder has been tested and is in full compliance NFPA standards, the ladder may be placed in service with no further initial testing.
- (b) Any time a ladder is suspected of being unsafe
- (c) Any time a ladder has been subjected to overloading, as defined by the NFPA standards
- (d) Any time a ladder has been subjected to impact loading or unusual conditions
- (e) Whenever a ladder has been exposed to or is suspected of having been exposed to direct flame
- (f) Whenever the heat sensor label affixed to a ladder has changed to indicate heat exposure
- (g) After any repairs have been completed, unless the only repair was replacing the halyard.

### 1012.4 TESTING RECORDS

The safety officer shall be responsible for maintaining comprehensive records of all ladder testing and certification for the service life of each ladder.

## Optional Personal Protective Equipment

### 1013.1 SCOPE AND PURPOSE

This policy is designed to identify optional Personal Protective Equipment (PPE) that is approved to be utilized by Amador FPD safety personnel in place of PPE issued by the District.

### 1013.2 POLICY

District personnel may purchase, at their own expense, optional Personal Protective Equipment (PPE) to be utilized in place of District issued PPE.

1. Optional PPE that may be purchased and utilized by District personnel is limited to; Traditional structure helmet, structure boots, structure gloves, wildland gloves, wildland web-gear and wildland single layer PPE.
2. Optional PPE shall meet or exceed standards issued by the District **and** shall meet or exceed NFPA or OSHA standards.
3. Optional PPE shall be inspected and the Waiver Form completed prior to use.
4. Personnel are responsible for the use and care of the optional PPE. The PPE must be in a serviceable condition. Serviceability of an item will be determined by a Chief Officer.
5. Utilization of the optional PPE may be revoked by the Fire Chief.

### 1013.3 STRUCTURE HELMETS

1. District personnel may purchase, at their own expense, a composite or leather Traditional Style structure fire helmet that meets OSHA and/or NFP A standards. Traditional Style helmets are limited to Cairns, Bullard, Morning Pride and Phenix manufacturers only.
2. All Traditional Style structural firefighting helmets shall use neon yellow/green colored, retro reflective markings as per NFPA and shall be located as per the manufacturer's specifications.
3. The Traditional Style structure fire helmet shall be factory black for Firefighters and Engineers, factory red for Captains and factory white for Chief Officers as per manufacturer specifications.
4. Eye protection: goggles must meet ANSI 287.1 and NFPA 1971-2000 standards, and safety glasses that meet ANSI Z87.1 and OSHA standards
5. Two accountability name tags issued by the District will be stored on the right side rear portion of the helmet, under the brim, using the Velcro system.
6. Personalized decals that reflect pride and personal ownership can be displayed on the underside of the brim. These decals shall be in good taste. The Fire Chief or his designee has the ability to have a decal removed if it is found to be offensive or not in good taste.
7. A Small American Flag can be displayed on the back of the helmet, above the brim.

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### *Optional Personal Protective Equipment*

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8. Traditional Style Fire helmets are not approved for wildland firefighting.
9. Eye protection must meet the above standard and must be present on District personnel. The Bourke style flip down eye protection is not approved by NFPA or OSHA for eye protection. They may remain on the helmet as installed by the manufacturer as long as they do not hinder the use of approved safety eye ware.
10. Traditional Style structure helmet, front leather shield requirements:
11. FIREFIGHTER: Black leather with background red in color and white lettering with a traditional silver firefighters scramble medallion pin.
12. ENGINEER: Black leather with background red in color and white lettering with a single silver bugle medallion pin.
13. CAPTAIN: Black leather with background red in color and white lettering with silver parallel bugles medallion pin.
14. CHIEF OFFICER: White leather with background red in color and gold lettering with a gold cross bugles medallion pin corresponding with the chief officer rank.
15. Front helmet shields will be made from leather material. Lettering may be laser etched, sewn in place, or hand tooled. All shields must look professional in nature.
16. The emblem/bracket that is located on the top portion of the Traditional Style helmet shield will be the brass eagle type.
17. From the top of the shield to the bottom, all Traditional Style helmet shields shall state:

**AMADOR (TOP)**

**EMBLEM (MIDDLE)**

**RANK (BOTTOM)**

**LAST NAME (OPTIONAL)**

#### **1013.4 PROCEDURES**

- (a) District personnel who elect to purchase and utilize optional PPE shall complete the Waiver form indicating the equipment, manufacture, model, and description of the equipment.
- (b) A completed the Wavier form is required prior to the optional PPE placed into service.

See attachment: [Optional PPE Waiver Form.pdf](#)

#### **1013.5 RESPONSIBILITY**

1. District personnel who elect to utilize the optional PPE are solely responsible to maintain the item in a serviceable condition at their expense. Any question as to the serviceability of the item will be decided by the Fire Chief or Designee.
2. District personnel are responsible to notify their supervisor of any unserviceable or out of service condition of the PPE and the need of a District issued item.

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3. Any damage that occurs to the item will be the responsibility of the owner. The District will in no way be responsible for replacement or repairs necessary to bring the optional equipment to meet or exceed safety standards.

## Personal Protective Equipment

### 1014.1 PURPOSE AND SCOPE

The purpose of this policy is to reasonably protect Amador 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).

### 1014.2 POLICY

It is the policy of the Amador 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 Amador 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.

### 1014.3 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 Officer 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 Chief 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.

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- PPE shall be of such design, fit and durability as to provide adequate protection against the hazards for which they are designed.
- PPE shall be reasonably comfortable and shall not unduly encumber member movements that are necessary to perform work.

#### 1014.3.1 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).

#### 1014.3.2 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).

#### 1014.3.3 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).

#### 1014.3.4 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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### 1014.3.5 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).

### **1014.4 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.

#### 1014.4.1 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

#### 1014.4.2 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.

### 1014.4.3 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.

#### 1014.4.4 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.

#### 1014.4.5 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.

#### 1014.4.6 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.

#### 1014.4.7 PPE TRAINING

The Training Chief 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.

#### 1014.4.8 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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#### 1014.4.9 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."

#### 1014.4.10 SPECIAL INCIDENT PROCEDURE

If any member of the Amador 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.

## Covid-19 Prevention Plan

### 1017.1 PURPOSE AND SCOPE

This policy applies to all employees with the following exceptions:

- (a) Work locations with one employee who does not have contact with other persons
- (b) Employees working from home
- (c) Employees with occupational exposure as defined by Cal/OSHA Title 8 Section 5199, when covered by that section
- (d) Employee's teleworking from a location of the employee's choice that is not under the control of Amador Fire Protection District.

Amador Fire Protection District will check for the most current information from the California Department of Public Health (CDPH) including guidance documents, Health Orders, and Executive Orders from the Governor's Office and county and local health departments, and follow the most current information. Some provisions of Cal/OSHA's COVID-19 emergency regulation may be suspended, or more stringent requirements may need to be implemented based on updated guidance and orders from the CDPH and the Governor's Office through the issuance of updated or new Executive Orders and county or local health department regulations.

### 1017.2 POLICY

All Amador County Fire Department Personnel shall follow this Covid-19 Prevention Policy

Amador County FD Covid -19 Prevention Plan: [See attachment: AFD Adopted C IIP 10.29.21.pdf](#)

### 1017.3 AUTHORITY AND RESPONSIBILITY

The Fire Chief has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all department heads, managers, and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

All employees are responsible for using safe work practices; following all directives, policies, and procedures; and assisting in maintaining a safe work environment.

## Chapter 11 - Facility



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## Facility Security

### 1100.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the physical security of fire stations and other district facilities. The safety and security of district members is the primary purpose of this policy. District members should be mindful of their responsibility to protect themselves from any potential physical threats and to protect the security of district facilities.

### 1100.2 POLICY

It is the policy of the Amador Fire Protection District to provide physical security measures for all facilities under district control.

### 1100.3 PROCEDURE

Members are responsible for ensuring that all district facilities remain secured from unauthorized access at all times. Any unauthorized access, security breach or suspicious activity involving the district facility should be reported, through the chain of command, to the appropriate level. Any criminal activity should be immediately reported to law enforcement and then through the chain of command.

District members should apply the following guidelines whenever practicable.

#### 1100.3.1 ADMINISTRATION, FIRE PREVENTION AND OTHER PUBLIC ACCESS AREAS

Public access facilities should only be accessible to the public during published business hours and only when sufficient staffing is available to monitor the movement of visitors and restrict access to areas containing confidential or sensitive materials or information. Any facility allowing access to the public should have a designated reception area and some method of limiting public access to controlled areas.

A visitor control process should be implemented at each facility that allows public access. The control process should include a visitor's log. Each visitor should record his/her name and purpose of the visit. Completed visitor logs should be retained for the period prescribed in the district's records retention schedule. All visitors entering controlled areas of any facility that allows public access should be issued a visitor's badge. The badge should be prominently displayed on the outermost layer of the visitor's clothing throughout the visitor's stay in the facility. Visitors should be accompanied at all times while inside the controlled areas of the facility and monitored throughout the visit.

Members of the public should be prohibited from using photographic, electronic imaging or recording equipment while inside the controlled areas of the facility, unless such use is necessary for the business purpose of the visit and then only with the approval of the facility's manager or a chief officer.

## *Facility Security*

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No public access to the facility should be permitted outside of the published business hours. The facility should be secured against unauthorized entry when closed or when sufficient district personnel are not available to monitor visitor access.

### 1100.3.2 FIRE STATIONS

Fire stations are considered secure facilities with limited public access. Public access to a fire station shall only be permitted into the designated public access area, which should be kept free of confidential records, reports or other protected materials.

A member of the District should accompany any visitor entering the controlled areas of the fire station. All visitors should be monitored throughout their stay in the fire station. The public should not be allowed access to the member sleeping quarters of the station or to any area where members have private lockers or storage for personal belongings. Visitors should not be allowed to take photographs, electronic images or other recordings while inside a fire station, unless it is essential to the purpose of the visit.

All fire station exterior doors should be equipped with self-closing and self-locking doors. All exterior doors should be kept closed and locked at all times, including apparatus bay doors, unless a member is present to prevent unauthorized access. All points of access to the fire station should be closed and locked any time no members are present. All exterior storage rooms, lockers or other facilities should remain locked at all times unless directly observed by a member. Secure parking areas (fenced/gated) should be kept secured at all times unless directly observed by a member.

### 1100.3.3 BREACH OF SECURITY

All members are responsible for assisting in maintaining the security of district facilities. Members should adhere to the following guidelines regarding any breach in security at any district facility:

Any breach in security should be reported as soon as practicable, through the chain of command, to the Chief Officer or Division Manager responsible for the facility. If the breach of security is criminal in nature, the appropriate law enforcement agency should be notified and the incident reported as soon as practicable.

Any criminal activity that occurs and posed or poses a threat to district members should immediately be reported, through the chain of command, to the Fire Chief. If warranted by conditions or circumstances, all on-duty members should be notified of the incident and any recommended precautions as soon as practicable. Other members of the District should be notified of the incident as soon as practicable, given the totality of the circumstances.

### 1100.3.4 SUSPICIOUS ACTIVITY

District members should be vigilant about any suspicious activity occurring in or around district facilities and should report any such activity, through the chain of command, to the Chief Officer or Division Manager responsible for the facility. In some circumstances it may be necessary to immediately contact law enforcement to investigate a suspicious activity or circumstance. Suspicious activity may include, but is not limited to:

# Amador Fire Protection District

## Policy Manual

### *Facility Security*

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- Anyone loitering in the vicinity of the facility for an extended period of time.
- Unknown individuals photographing or taking images of the facility, of members of the District assigned to the facility or of district vehicles or apparatus.
- Unknown individuals who appear to be monitoring the activities taking place at the facility.
- Anyone attempting to gain access or requesting access to district facilities without proper authorization.
- Any abandoned packages or other items left on district grounds or adjacent to district facilities.
- Any unknown or abandoned vehicles left on district grounds or adjacent to the district facility.

## Flag Display

### 1104.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to members of the Amador Fire Protection District regarding the proper display of the flags of both the United States and the State of California.

### 1104.2 POLICY

It is the policy of the Amador Fire Protection District to display flags at district facilities in compliance with California and federal laws.

### 1104.3 DISPLAYING THE FLAG OF THE UNITED STATES

Federal law providing for the use and the display of the U.S. flag is contained in Title 4 Chapter 1 of the United States Code, commonly referred to as "The Flag Code." Members of this district will display the flag of the United States in accordance with the provisions of 4 USC § 1 through 4 USC § 10.

#### 1104.3.1 DISPLAY OF THE U.S. FLAG IN DAILY OPERATIONS

District members should consult the Flag Code for guidance whenever the flag of the United States is to be displayed in any manner. This is to ensure that the display is presented in accordance with the Flag Code and as follows:

- (a) The United States flag should be conspicuously posted on all district facilities during hours of operation (Government Code § 431).
- (b) It is the universal custom to display the flag only from sunrise to sunset on buildings and on a stationary flagstaff in the open. However, the flag may be displayed 24 hours a day if it is properly illuminated during the hours of darkness (4 USC § 6).
- (c) The flag should not be displayed on days when the weather is inclement, except when an all-weather flag is displayed (4 USC § 6).
- (d) The U.S. flag may only be flown at half-staff by Presidential or Gubernatorial decree, and on Memorial Day until noon (4 USC § 7).

Whenever the U.S. flag is displayed in conjunction with other flags or symbols it should occupy the "Place of Honor" (4 USC § 7).

### 1104.4 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 Amador Fire Protection District will display it in accordance with these provisions (Government Code § 430 et seq.).

# Amador Fire Protection District

## Policy Manual

### *Flag Display*

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#### 1104.4.1 DISPLAY OF THE CALIFORNIA FLAG IN DAILY OPERATIONS

District members should consult the Adjutant General's rules for guidance whenever the California flag is to be displayed in any manner, to ensure that the display is presented appropriately. Displays of the California flag should be as provided by the Adjutant General's rules and as follows:

- (a) The California flag should be conspicuously posted on all district facilities during hours of operation (Government Code § 431).
- (b) Generally, the California flag should be displayed only from sunrise to sunset on buildings and on a stationary flagstaff in the open. However, the flag may be displayed 24 hours a day if it is properly illuminated during the hours of darkness.
- (c) The California flag should not be displayed on days when the weather is inclement, except when an all-weather flag is displayed.
- (d) The California flag shall be flown at half-staff whenever the flag of the United States is flown at half-staff, and may only be flown at half-staff at other times by order of the Governor of California.
- (e) Whenever the California flag is displayed in conjunction with the United States flag, the United States flag shall occupy the position of first honor (Government Code § 436). When the California flag is displayed in conjunction with other flags or symbols, it should occupy the position of honor.

For flag display protocol subsequent to a line-of-duty death, see the Line-of-Duty Deaths Policy.

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## Standardization of Station Files

### 1106.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines regarding the files, forms and other written instruments that should be maintained and available at all fire stations.

### 1106.2 POLICY

It is the policy of the Amador Fire Protection District that all files, forms and other written or electronic records maintained at the fire stations shall be retained within District policy and state and federal laws, and that appropriate safeguards are implemented for protected or confidential information.

### 1106.3 CREATING THE STANDARD FILES PROCEDURE

The scope of the forms and written instruments that should be maintained at all fire stations is quite extensive. It will vary considerably from agency to agency and from county to county.

Agencies should create a policy addressing the files, forms and written instruments that should be kept at each fire station. Agencies will also need to address how many types of files are stored at the stations. Some of the guidelines in this policy will be based on local practice, some on requirements for forms that are relevant to outside entities and some based on codes and other mandates. Agencies should work with legal counsel when developing this policy to ensure consistency with other policies and laws and that the appropriate safeguards are in place.

Agencies should consider addressing the following topics when creating this policy:

- (a) The person responsible for maintaining the station files
- (b) Specific forms, documents and other written instruments that should be kept in the station files
- (c) Specific forms, documents and other written instruments that should not be kept in station files, such as employee medical information
- (d) Security for the station files
- (e) Secure files versus open access files
- (f) Confidential employee records, documents, evaluations
- (g) Information protected by the Health Insurance Portability and Accountability Act (HIPAA)
- (h) Storage of confidential business or occupancy information
- (i) County-required forms
- (j) Emergency Medical Service (EMS) forms, blank forms, completed forms
- (k) The district's records retention requirements

# Amador Fire Protection District

## Policy Manual

### *Standardization of Station Files*

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- (l) The timetable for periodic purging of station files and the person responsible

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## Fire Station Living

### 1107.1 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.

### 1107.2 POLICY

It is the policy of the Amador Fire Protection District that routine care, maintenance and cleaning shall be conducted daily at each station by members on all shifts.

### 1107.3 PROCEDURE

Each company shall be assigned responsibility for a specific area of the station and should cooperate with other companies to ensure all duties are completed during the course of a shift.

All fire stations and equipment shall be inspected semi-annually by a Battalion Chief. The focus of the inspections shall be the proper maintenance and overall cleanliness of the station and equipment.

All members should keep desks, cars, beds and lockers in a neat and clean condition. Supervisors are responsible for monitoring member housekeeping and hygiene, and immediately addressing any issue that disrupts the good working order of the station or detracts from a professional image.

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. Sporadic tasks shall be divided between shifts so there is a shared responsibility for the overall condition of the station and the equipment.

Safety considerations regarding cleaning and maintenance may include, but are not limited to, the following:

- Cleaning and repairing the source of water leaks quickly to avoid mold growth.
- Avoiding the use of compressed air to blow dust and debris from clothing while the clothing is being worn.



# Amador Fire Protection District

## Policy Manual

### *Fire Station Living*

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- 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.
- Providing and clearly labeling first-aid supplies.
- Posting signs in all restrooms reminding employees/visitors to wash their hands.

All members shall follow established policies and procedures regarding:

- Beginning and end of shift preparation, readiness, equipment inventory and testing.
- Meal plans for the shift.
- Shift change station cleanup.
- Sleeping quarter assignments.
- Permissible and restricted activities and hours.
- Use of technology and electronics on-duty.

Any disputes shall be resolved by a supervisor.

## Attachments

**Rapid\_Intervention\_Crew\_\_RIC\_.pdf**

## Rapid Intervention Crew (RIC)

### 303.1 PURPOSE AND SCOPE

Best Practice MODIFIED

This document provides on-scene procedures for Rapid Intervention Crew units operating on incidents requiring a RIC

Corresponding Policies:

Emergency Response  
Fireground Accountability  
Incident Management  
Rapid Intervention/Two-in Two-out

### 303.2 FIRST FIVE MINUTES

Best Practice MODIFIED

The first arriving unit on scene unit should contact Camino ECC and provide the following information:

- Unit on-scene
- Initial scene size-up
- Unit assuming incident command (IC)
- Request for an initial RIC assignment together with any additional RICs required

#When practicable, the Incident Commander (IC) should assign a RIC group supervisor.

#As soon as practicable, the RIC group supervisor should perform a 360 assessment to identify exit and entrance obstacles for removal by the RIC team and areas to establish a means of escape including:

- Burglar bars and window guards.
- Visibly secured roll-up and steel doors.
- Locations for placement of ladders on all sides of the structure.
- Below-grade access points.

### 303.3 PROCEDURES

Best Practice MODIFIED

The RIC should be established for the express purpose of providing an immediate need rescue capability for all fire personnel operating on a specific incident, and or IDLH atmosphere.

The Term "MAYDAY" has been designated as the radio broadcast for alerting all personnel operating at an emergency incident of a distressed Firefighter. Criteria for invoking a "MAYDAY"

# Amador Fire Protection District

## Fire Procedure Manual

### *Rapid Intervention Crew (RIC)*

---

may include, but is not limited to personnel within a structure fire who may be trapped, injured, disoriented or lost within the structure and or believed to be missing within the structure.

Nothing in this procedure prevents the immediate deployment of personnel to affect a rescue during any stage of an incident.

#### 303.3.1 RESOURCE DEPLOYMENT

**Best Practice** **MODIFIED**

##### (a) Apparatus

1. Apparatus carrying RIC personnel should stage at a location that allows later-arriving units access to the scene, while allowing assigned personnel adequate access to tools and equipment for RIC operations.

##### (b) Personnel

1. RIC personnel should be in full structural firefighting personal protective equipment (PPE) with a self-contained breathing apparatus (SCBA). Each RIC member should have a portable radio. At least one member of the team should have a thermal imaging camera (TIC).
2. Except for the operations listed below and whenever practicable, the RIC should not be assigned to any duties that divert attention or resources away from their primary mission of responder rescue.
3. The RIC should consist of these positions and assignments:
  - RIC Group Supervisor
  - RIC Team Leader
  - Navigation and air supply
  - Search and Rescue
  - Package and Removal

#### 303.3.2 OPERATIONS

**Best Practice** **MODIFIED**

##### (a) Rapid Intervention Crew

1. Upon arrival, the RIC should pull or assemble the RIC cache and report to the IC or RIC group supervisor for assignment. The RIC cache should include, but is not limited to:
  - (a) TIC
  - (b) Handlights
  - (c) Extra SCBA or RIC pack for rescue
  - (d) Extra full air bottles for RIC personnel
  - (e) Rope and webbing

# Amador Fire Protection District

## Fire Procedure Manual

### *Rapid Intervention Crew (RIC)*

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- (f) Saws
  - (g) Hand tools for prying, forcing and access
  - (h) Cribbing
2. When practicable, the RIC should take steps to remove barriers to structure access identified in the 360 assessment or discovered during fireground activity to enable quicker entry and exit. The RIC should communicate its intentions to the IC or RIC group supervisor before taking any action. This includes, but is not limited to:
    - (a) Removing burglar bars and window guards
    - (b) Unlocking/forcing and controlling locked doors
    - (c) Deploying ground ladders to provide additional points of entry and exit
    - (d) Setting up or calling for additional scene lighting
    - (e) Use of a Thermal Imaging Camera (TIC) both exterior and interior
  3. The RIC should monitor fireground communications and the location and assignments of crews working on the fireground. The RIC should also observe fire and flowpaths.
  4. RIC activation:
    - (a) Upon notification of lost, trapped or injured personnel, the RIC should be activated. The RIC assignment should be limited to locating, assessing and removing personnel who has become lost, trapped and/or injured.
    - (b) The RIC team leader should confirm activation with the IC or RIC group supervisor and based upon information provided by the IC or RIC group supervisor should:
      - Proceed with the RIC cache to the last known or suspected working area of the crew or personnel needing rescue.
      - Confirm radio channels in use and ensure RIC members are on the correct channels
      - Engage in rescue operations.
      - Continually monitor any radio communications from the victim.
      - Communicate rescue activities and progress to the IC or RIC group supervisor.
    - (c) Once a RIC team has made contact with personnel who are trapped they should complete a PAC assessment and communicate a CAN report to Command or RIC group supervisor
      1. PAC Assessment
        - (a) P - Person, is this the person you're looking for
        - (b) PASS Device - Silence it

# Amador Fire Protection District

## Fire Procedure Manual

### *Rapid Intervention Crew (RIC)*

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- (c) Portable Radio - Turn the downed firefighter portable radio off to reduce radio interference
  - (d) A - Check the downed firefighter air supply
  - (e) Assessment - Checking for entrapment or entanglement
  - (f) Actions - What are you doing with the down firefighter
    - (a) Air Options
    - (b) Packaging type
    - (c) Location of exit points
  - (g) C - Communicate a CAN report based on the information gathered from the PAC assessment
2. CAN Report
- (a) C - Conditions, What you've got
  - (b) A- Actions, what you're doing
  - (c) N. Needs, What resources you need (crews, equipment, etc)
- (d) Once the down firefighter (s) have been removed from the IDLH atmosphere, and a PAR has been completed, command shall transmit an "ALL CLEAR ON THE RIC, RESUME RADIO TRAFFIC" on all assigned radio channels.

### **303.4 UNIVERSAL PRACTICES**

**Best Practice** **MODIFIED**

1. Tools and equipment assembled for the RIC should not be used by other fireground personnel.
2. If the RIC does not have a pre-assembled and designated equipment cache, the RIC should assemble tools and equipment from their own unit. Any additional tools or equipment required should be from apparatus not directly engaged in fireground operations to avoid stripping primary units of equipment needed for fireground operations.
3. When an on-scene RIC is activated for rescue, a second RIC should be assigned to the incident, if one is not on-scene.
4. When an on-scene RIC is activated, the IC should consider calling Camino ECC and requesting a next alarm assignment to provide additional resources and personnel.

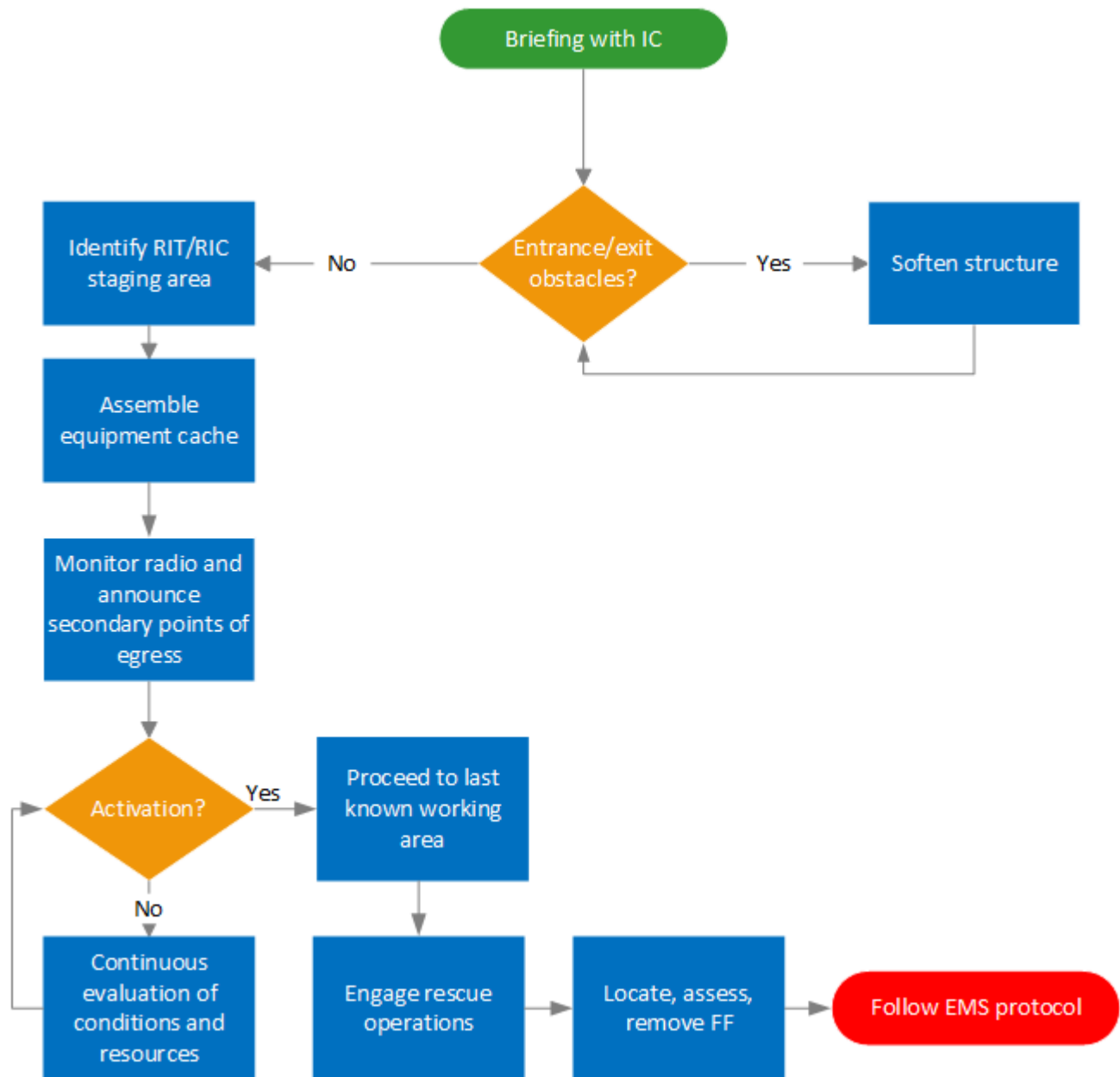
### **303.5 PROCEDURE DECISION TREE**

**Best Practice**

# Amador Fire Protection District

## Fire Procedure Manual

### Rapid Intervention Crew (RIC)





## **Exhibit C Health\_Plan\_Policy.pdf**

**EXHIBIT C**

**HEALTH INSURANCE  
(2019 & 2020 Per MOU)**

All full-time employees are eligible to participate in a comprehensive medical, dental, and vision insurance plans offered by the District through a program provided by the Fire Districts Association of California, Employees Benefit Authority (FDAC/EBA).

**Medical**

The District will contribute to the cost of the employee's coverage in an eligible medical insurance plan offered by FDAC/EBA and selected by the employee. The District's monthly contribution is capped and shall not exceed the amounts set forth below:

Employee Only -	\$739.56
Employee + one dependent	\$1392.12
Employee + family	\$1809.74

**Dental**

The District will contribute to the cost of an employee's coverage in Delta Dental provided through FDAC/EBA. The District's monthly contribution rate is capped at and shall not exceed the amounts set forth below:

Employee Only -	\$42.93
Employee + one dependent	\$85.12
Employee + family	\$153.81

**Vision**

The District will pay the cost of an employee's coverage in VSP Signature Enhanced Plan B provided by FDAC/EBA. The District's monthly contribution rate for this plan is set forth below:

Employee Only -	\$6.41
Employee + one dependent	\$12.85
Employee + family	\$20.68

**Life Insurance**

The District will provide life insurance for each employee in amount of \$10,000 through a plan offered by FDAC/EBA

**Monthly cash to employee in-lieu of coverage:**

Decline medical plan	\$630.94	(employee must provide proof of other medical coverage)
Decline dental plan	\$41.27	
Decline vision plan	\$6.35	

The District reserves the right to amend, suspend or change health insurance contracts at any time for any reason, but will inform employees prior to doing so.

## Optional PPE Waiver Form.pdf

Amador Fire Protection District  
Optional Personal Protective Equipment

**WAIVER / PERMISSION TO PURCHASE AND WEAR NON-DISTRICT ISSUED  
EQUIPMENT**

If a District employee purchases and wears Personal Protective Equipment (PPE) not issued by the District, the following shall apply:

**You, the District employee, must understand and agree to the following conditions and acknowledge by signing this form:**

- The approval for wearing the optional PPE may be revoked by the Fire Chief.
- If approval is revoked, you will immediately contact your respective Battalion Chief for District issued PPE.
- If for any reason, your PPE becomes unserviceable, inform your respective Battalion Chief for District issued PPE.
- Purchased PPE shall meet or exceed standards issued by the District **and** meet or exceed NFPA or OSHA standards.
- The following equipment is approved for use by employee;
- Check all that applies:

Traditional Helmet NFPA / OSHA Standard

Make \_\_\_\_\_ Model \_\_\_\_\_ Description \_\_\_\_\_

Structure Boots NFPA/OSHA Standard

Make \_\_\_\_\_ Model \_\_\_\_\_ Description \_\_\_\_\_

Wild-land web-gear NFPA/OSHA Standard

Make \_\_\_\_\_ Model \_\_\_\_\_ Description \_\_\_\_\_

Structure Gloves NFPA/OSHA Standard

Make \_\_\_\_\_ Model \_\_\_\_\_ Description \_\_\_\_\_

Wild-land Gloves NFPA/OSHA Standard

Make \_\_\_\_\_ Model \_\_\_\_\_ Description \_\_\_\_\_

Wild-land single layer PPE NFPA/OSHA Standard

Make \_\_ Crew Boss\_\_ Model \_Dual Compliant Elite Tecasafe or Nomex Midnight Navy Blue Pant.

By signing this form, I \_\_\_\_\_ (print name) have read, understand and agree to all the above terms and take full responsibility for my non- District issued PPE and any damage it may occur on or off duty.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved By

\_\_\_\_\_  
Date

**Exhibit A PAY RATE -2022 Worksheet.pdf**

## Roadway Response Diagrams.pdf

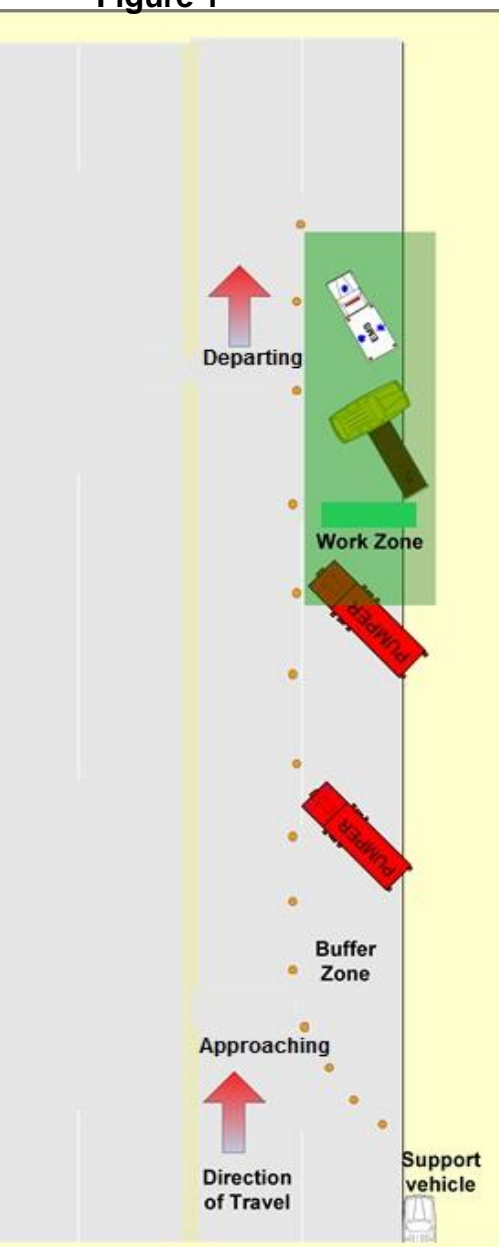
# AMADOR FIRE PROTECTION DISTRICT



## 6.0 Diagrams indicating proper apparatus and traffic cone placement

Diagrams indicating proper apparatus and traffic cone placement. Figure 1 showing typical multi-unit highway response configuration. Low speed roadway/single engine response will fill first arriving engine location of Figure 1, and as depicted in Figure 2.

**Figure 1**



### Terminology Usage

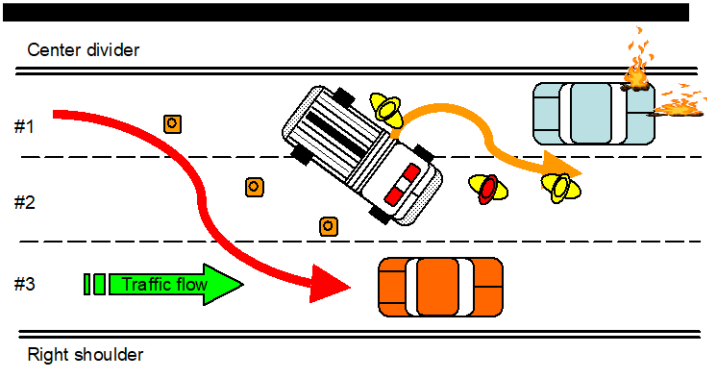
Ambulance positions within shadow/ work zone

First arriving engine establishes initial block

Spot second responding apparatus approaching scene approximately 150-200'. Park prior to blind curves leading into the accident site if applicable

Support (command) vehicle aids with Advance Warning. If safe to do so, positions on shoulder ¼ mile upstream, using directional light strip to direct traffic

Figure 2



**Fig. 2 – Eng. has “blocked right” and taken one additional lane. Engineer and pump panel are protected from approaching traffic.**

### Traffic Cone Deployment Guideline

<u>Traffic Speed</u>	<u>Distance upstream for cone deployment</u>
25 M.P.H.	70 feet
35 M.P.H.	115 feet
45 M.P.H.	165 feet
55 M.P.H.	225 feet
65 M.P.H.	300 feet

### 7.0 References

Emergency Vehicle Safety Initiative, FA-272/August (2004). United States Fire Administration.  
<http://www.usfa.dhs.gov/downloads/pdf/publications/fa-272.pdf>

NFPA 1500 (2007 ed.) Section 8.7 – Traffic Incidents

University of Extrication. "Safe Parking" SOP: safe positioning while operating in or near moving traffic" (August 8, 2009).



Approved By:

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David Bellerive, Fire Chief

Amador Fire Protection District

Drafted 1/25/2017: Ken Woods, Deputy Chief

Distribution List: Policy Manual

## **Uniform Specifications.pdf**

## AMADOR FIRE PROTECTION DISTRICT UNIFORM SPECIFICATIONS

Uniform regulations shall be established by the Chief with approval of the Board of Directors and are subject to change to be consistent with changing times and conditions.

The department uniforms shall consist of a Class "B, and a Class "C"" uniform.

### Class B:

#### Shirts;

Chief Officers/Administration;

Long Sleeve - White / Lion Apparel #1271 (or equivalent) or Workrite Nomex Midnight Navy

Short Sleeve - White/ Lion Apparel #1571 (or equivalent) or Workrite Nomex Midnight Navy

All others; Workrite Nomex Midnight Navy

short sleeve shirt = 700NMX45MN

long sleeve shirt = 705NMX45MN

All shirts shall have District issued patches sewn on left and right sleeves (centered one inch from shoulder seam)

All Class B shirts shall be worn as an ensemble with the matching approved pant when wearing Class B uniforms.

#### Lapel Pins; (centered on shirt lapels)

Chief Officers - Gold crossed bugles (appropriate to rank) Blackington 3/4" cut-out style:

Chief - five crossed bugles, #J55

Deputy Chief - four crossed bugles, #J54

Division Chief - three crossed bugles, #J53

Battalion Chief -two crossed bugles, #J52

Captain – Silver, parallel bugles, Blackington 3/4" cut out style, #J51

Engineer - Silver, one bugle, Blackington 3/4" cut out style, #J50

Firefighter – Silver, scramble, Blackington 3/4" round style, #A2484

#### Nametag;

First initial & last name (no nicknames)

Chief Officers – Gold name plate w/black lettering

All Others - Silver name plate w/black lettering

Nametag shall be worn centered over right pocket. Bottom of tag is not to be more than 1/4" above edge of shirt pocket.

The District badge shall be placed over center of left breast pocket.

Trousers:

Administrative Officers: Slacks, Black or Navy Blue or Workrite Nomex Midnight Navy pants

All others: Workrite Nomex Midnight Navy regular cut pants = 400NMX75MN  
Workright Nomex Midnight Navy full cut pants = 402NMX75MN

**Optional:**

**CrewBoss Dual Compliant (NFPA 1975 and 1977) Elite Pant-Tacasafe or Nomex Midnight Navy Pant.**

Jackets:

Lion Station Jacket with Liner #3432-20, Midnight Blue – A badge tab is required and a badge is to be worn on the jacket anytime the jacket is worn. Name tag and collar insignia that indicates current rank are not mandatory.

Optional foul weather jacket - 5.11 Tactical 5-in-1 Jacket #48017

District issued patches to be sewn on left and right sleeves (centered 1 inch from the shoulder seam).

**Class C :**

T-Shirts: (Long and Short Sleeve) Only District issue approved shirt with District logo

Job Shirt:

5.11 Tactical Series #72321 with canvas detail, color: Fire Navy 720 - The job shirt shall have the employee's first initial followed by a period, a space, and last name embroidered on the right breast in ½" block, white lettering. The employee's rank shall be centered above their name embroidered in the same manner. The left breast shall have ½" russ time, white lettering containing the word "AMADOR" & ¾" russ time, red lettering containing the word "FIRE" located directly below "AMADOR." There will be no lettering on the back of the job shirt and no patches on the sleeves. Job shirts are not mandatory.

Sweatshirts and Mock turtleneck shirts; the neck of the mock turtleneck shirt may have "AFPD" embroidered on it. The "AFPD" will be placed off center on the left side of the neck. Sweatshirts and mock turtleneck shirts are not mandatory.

Cap: Only the District issued approved baseball style cap is allowed. The District issued "Flex-Fit" Dark Navy cap will have "AMADOR FIRE DISTRICT" embroidered on the front in the same design as the embroidery on the "Job Shirt". Personnel may have their last name embroidered on the back of the cap in ½" block, white lettering.

Station Boots: Black safety station boot meeting CAL-OSHA/ASTM standard or approved wildland boot.

Socks: Socks must be black or dark navy blue. Exception: Socks that are concealed by boots may be white in color.

Belt: Black Leather, 1 1/2" in width, basket weave with accompanying buckle or District approved optional buckle.

Optional Buckle: Personnel may purchase the District approved optional belt buckle at their expense. The 2" x 2" buckle is imprinted with "AMADOR" in the arch across the top and "FIRE" imprinted below. Depending on rank, the optional buckle will be "Platilo" silver or "Carlton" gold.

**AFPD Adopted C IIP 10.29.21.pdf**



# **Amador Fire Protection District**



## **COVID-19 Prevention Program**

**October 2021**



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## Appendices

- A. Identification of COVID-19 Hazards
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## Additional Considerations

1. Multiple COVID-19 Infections and COVID-19 Outbreaks
2. Major COVID-19 Outbreaks
3. COVID-19 Prevention in Employer-Provided Housing
4. COVID-19 Prevention in Employer-Provided Transportation to and from Work

This COVID-19 Prevention Program (CPP) is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace.

**Date:**

October 20, 2021

**Scope**

This policy applies to all employees with the following exceptions:

- a. Work locations with one employee who does not have contact with other persons
- b. Employees working from home
- c. Employees with occupational exposure as defined by Cal/OSHA Title 8 Section 5199, when covered by that section
- d. Employee's teleworking from a location of the employee's choice that is not under the control of Amador Fire Protection District.

Amador Fire Protection District will check for the most current information from the California Department of Public Health (CDPH) including guidance documents, Health Orders, and Executive Orders from the Governor's Office and county and local health departments and follow the most current information. Some provisions of Cal/OSHA's COVID-19 emergency regulation may be suspended, or more stringent requirements may need to be implemented based on updated guidance and orders from the CDPH and the Governor's Office through the issuance of updated or new Executive Orders and county or local health department regulations.

**Authority and Responsibility**

The Fire Chief has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all department heads, managers, and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

All employees are responsible for using safe work practices; following all directives, policies, and procedures; and assisting in maintaining a safe work environment.

**Identification and Evaluation of COVID-19 Hazards**

We will implement the following in our workplace:

- Conduct workplace-specific evaluations using the Appendix A: Identification of COVID-19 Hazards form
- Evaluate employees' potential workplace exposures to all persons at or who may enter our workplace

- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls
- Conduct periodic inspections using the Appendix B: COVID-19 Inspections form as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures

### **Employee Participation**

Employees and their authorized employee representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by attending safety committee meetings and/or completing training material on Target Solutions, reporting hazards anonymously as outlined in the IIPP, assisting in hazard assessments and hazard identification.

### **Employee Screening**

Screening will be conducted indoors at the workplace; the assigned fire station by directly screening individually and/or their co-worker at the start of their shift or having them self-screen according to California Department of Public Health guidelines. Ensure face coverings are used during screening by both screeners and employees who are not fully vaccinated, and if temperatures are measured, non-contact thermometers are used. *(Appendix C: Self-Screening form. The form assumes the employee will self-screen without providing a printed copy of the form each day. If a printed copy is preferred, the form can be modified to include employee information.)*

### **Ventilation and Filtration Efficiency**

For indoor locations, we will evaluate how to maximize ventilation with outdoor air to the highest level of filtration efficiency compatible with the existing ventilation system and whether the use of portable or mounted high efficiency particulate air (HEPA) filtration units, or other air cleaning systems, would reduce the risk of COVID-19 transmission.

We will review applicable orders and guidance from the State of California and the local health department related to COVID-19 hazards and prevention. These orders and guidance are both information of general application, including Interim Guidance for Ventilation, Filtration, and Air Quality in Indoor Environments by the California Department of Public Health (CDPH) and information specific to our industry, location, and operations.

### **Correction of COVID-19 Hazards**

Unsafe or unhealthy work conditions, practices, or procedures will be documented on the Appendix B: COVID-19 Inspections form and corrected in a timely manner based on the severity of the hazards, as follows:

- The severity of the hazard will be assessed, and correction timeframes assigned

accordingly.

- Individuals are identified as being responsible for timely correction.
- Follow-up measures are taken to ensure timely correction.

## **Control of COVID-19 Hazards**

### **Face Coverings**

Amador County web link: <https://www.amadorgov.org/services/covid-19>

Face coverings or masks are required for all individuals in the following indoor settings, regardless of vaccination status:

- On public transit (examples: airplanes, ships, ferries, trains, subways, buses, taxis, and ride-shares) and in transportation hubs (examples: airport, marina, train station, seaport, or other port station, or any other area that provides transportation)
- Indoors in K-12 schools, childcare
- Emergency shelters and cooling centers

Face coverings or masks are required for all individuals in the following indoor settings, regardless of vaccination status (and surgical masks are recommended):

- Healthcare settings
- State and local correctional facilities and detention centers
- Homeless shelters
- Long-term care settings and adult and senior care facilities

Additionally, face coverings/masks are required for unvaccinated individuals in indoor public settings and businesses (examples: retail, restaurants, theater, family entertainment centers, state and local government offices serving the public).

For all employees who are not fully vaccinated, we will provide face coverings and ensure they are worn when indoors or in vehicles and where required by orders from the CDPH. As required by the CDPH Health Order of July 26, 2021, all facilities identified in the Health Order must strictly adhere to current CDPH masking guidance. To the extent they are already applicable, these facilities must also continue to adhere to Cal/OSHA's standards for aerosol transmissible diseases (ATD), which require respirator use in areas where suspected and confirmed COVID-19 cases may be present and the Emergency Temporary Standard (ETS) that requires all unvaccinated workers be provided a respirator upon request.

### **Acute Health Care and Long-Term Care Settings**

In addition to respirators required under Title 8 of the California Code of Regulations, facilities must provide respirators to all unvaccinated and incompletely vaccinated workers who work in indoor work settings where (1) care is provided to patients or residents, or (2) to which patients or residents have access for any purpose. Workers are strongly encouraged to wear respirators in all such settings. The facility must provide the respirators at no cost, and workers must be instructed on how to properly wear the respirator and how to perform a seal

check according to the manufacturer's instructions.

### **High-Risk Congregate Settings and Other Health Care Settings**

Where Title 8 does not require the use of respirators, facilities shall provide all unvaccinated or incompletely vaccinated workers with **FDA-cleared surgical masks**. Workers are required to wear FDA-cleared surgical masks in indoor settings anywhere they are working with another person.

We will ensure required face coverings are clean and undamaged, and they are worn over the nose and mouth. Face coverings are supplied and distributed by the District as needed. Again, they will be provided, replaced, and cleaned, as needed. Please report to your on-duty Battalion Chief and/or the District Office to reorder.

Masks are provided to all unvaccinated employees, and they may ask their department head or manager if additional masks are needed. All unvaccinated employees must wear a face covering when indoors or in vehicles. Supervisors will ensure unvaccinated employees wear face covering when conditions may require face coverings.

When employees are required to wear face coverings under section 3205 or sections 3205.1 through 3205.4, the following exceptions apply:

- a. When an employee is alone in a room or vehicle.
- b. While eating or drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent feasible.
- c. Employees wearing respirators required by the employer and used in compliance with CCR Title 8 section 5144.
- d. Employees who cannot wear face coverings due to a medical or mental health condition or disability or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.
- e. Specific tasks that cannot feasibly be performed with a face covering. This exception is limited to the time period in which such tasks are actually being performed.

Any employee not wearing a face covering, pursuant to the exceptions listed in items (d) and (e) above, and not wearing a non-restrictive alternative when allowed by Section 3205 (c)(6)(E) shall be at least six feet apart from all other persons unless the unmasked employee is either fully vaccinated or may be tested at least weekly for COVID-19 during employee paid time and at no cost to the employee.

When face coverings are not required by this section, section 3205, or sections 3205.1 through 3205.4, we will provide face coverings to employees upon request, regardless of vaccination status.

## **Vaccinations**

We will document vaccinations in the following manner:

- Employees will present proof of COVID vaccination to Human Resources, and Human Resources will maintain a record of the employees who presented proof but not the vaccine record itself.

Employees who choose not to reveal their vaccination status will be treated as if unvaccinated in accordance with Cal/OSHA requirements.

*Appendix H: COVID Vaccination Self- Attestation Statement \*not applicable*

## **Engineering Controls**

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by:

We have evaluated whether it is possible to increase filtration efficiency to the highest level compatible with the worksites' and facilities' existing ventilation systems. We have taken into consideration circumstances where the amount of outside air needs to be minimized due to other hazards, such as heat or wildfire smoke. All systems will be properly maintained and adjusted as required by the manufacturer's instructions.

## **Cleaning and Disinfecting**

The following cleaning and disinfection measures for frequently touched surfaces have been implemented:

- Frequent cleaning of high touch surfaces, shared suppression equipment including apparatus', kitchens touch screens and counters, doorknobs, copy machines, station computer, telephone and/or iPad, etc.
- Cleaning and disinfecting of conference rooms, offices, restrooms, and other common areas before, after and often in between as needed.
- Conference and/or training rooms are also disinfected after each use by personnel.
- Each station and/or workspace is provided with EPA-approved disinfecting cleaning supplies and wipes designed for use against COVID-19. Supplies are readily available to all employees.
- Employees have been instructed to clean their workspace each day, especially high contact areas such as keyboards, mouse, phones, headsets, door handles, light switches, and desktops.
- Employees have been instructed to follow the manufacturer's instructions for all cleaning and disinfection products (e.g., safety requirements, personal protective equipment, concentration, contact time).
- Disposable gloves and other personal protective equipment are provided to employees who handle items touched by the public.
- Hand sanitizer stations are in place, and employees are encouraged to wash their hands frequently with soap and water for 20 seconds.

Should we have a COVID-19 case during the high-risk exposure period, and disinfection of the area, material, or equipment is indoors and will be used by another employee within 24 hours of the COVID-19 case, employees will not be allowed in the area where a COVID-19 confirmed or suspected employee/person worked until the area has been deep cleaned and disinfected.

Deep cleaning will consist of the following procedures:

- Waiting for 24 hours, if possible, before cleaning and sanitizing to minimize the potential for exposure to respiratory droplets.
- Opening outside doors and windows to increase air circulation in the area.
- Using a disinfectant that is approved for use against SARS-CoV-2, the coronavirus that causes COVID-19.
- Disinfecting all touch points, not just the frequently touched surfaces.
- Making sure the custodial staff are properly trained and wear appropriate personal protective equipment.
- Removing any visible soil with a detergent-based cleaner before applying a disinfectant and following instructions on the product label for effective disinfecting. Some disinfectants are also cleaners and, therefore, can be used for both steps.
- Ensuring surfaces remain visibly wet for the contact time specified on the product label.

To minimize cross contamination, additional considerations when disinfecting surfaces may include:

- Disinfecting surfaces from clean areas to dirty areas. For example, restrooms being one of the highly contaminated areas should be cleaned last.
- Disinfecting surfaces from high areas to low areas, so any dirt or dust that may contain germs dislodged from above are removed when you clean the lower surfaces.
- Disinfecting last after other activities (including emptying trash, removing visible soil, and vacuuming) are complete, so any potentially contaminated dirt or dust does not re-contaminate already disinfected surfaces.

## **Hand Sanitizing**

In order to implement effective hand sanitizing procedures, we:

- Encouraging and allowing time for employee handwashing
- Providing employees with an effective hand sanitizer and prohibiting hand sanitizers that contain methanol (i.e., methyl alcohol)
- Encouraging employees to wash their hands for at least 20 seconds each time

## **Personal Protective Equipment (PPE) Used to Control Employees' Exposure to COVID-19**

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.

Upon request, we will provide respirators for voluntary use, in compliance with subsection 5144 (c)(2) to all employees who are not fully vaccinated and who are working indoors or in vehicles with more than one person. We will encourage their use and ensure employees are provided with

a respirator of the correct size.

We provide and ensure use of eye protection and respiratory protection in accordance with section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

Additional measures will be utilized as required by state and local health departments.

We will make COVID-19 testing available, during employee paid time, at no cost to employees with COVID-19 symptoms who are not fully vaccinated.

## **Investigating and Responding to COVID-19 Cases**

This will be accomplished by using the Appendix D: Investigating COVID-19 Cases form.

Unvaccinated employees who had potential COVID-19 exposure\* in our workplace will be:

- Informed of their possible exposure to COVID-19 in the workplace while maintaining confidentiality
- Offered COVID-19 testing through their health provider or if not covered by insurance offered testing through another provider at no cost during their working hours
- Provided information on benefits as outlined in the Training and Instruction section
- General area where the infected employee(s) worked may not be habitable until cleaning is completed.
- Advised of the deep cleaning of the entire area where the infected employee(s) worked and may have been

\*COVID exposure definition (Appendix G): Employee who was within six feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from two days before illness onset (or, for asymptomatic patients, two days prior to test specimen collection)

## **System for Communicating**

Our goal is to ensure we have effective two-way communication with our employees in a form they can readily understand, and it includes the following information:

- Requiring employees to report COVID-19 symptoms and possible hazards to the on-duty Battalion Chief, Fire Chief and or the District Office.
- Instructing employees not to report to work when sick.
- Informing employees, they can report symptoms and hazards without fear of reprisal.
- Providing reasonable accommodations for employees with medical or other conditions that put them at increased risk of severe COVID-19 illness when possible.
- Where testing is not required, advising employees to contact their personal physician, or the county health department for information on where they can access COVID-19 testing.



In the event the entity is required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test.

- COVID-19 testing is not required for the following employees:
  - a. Employees who are fully vaccinated before the close contact and do not have symptoms
  - b. COVID-19 cases who have returned to work pursuant to subsection 3205(c)(11)(A) or (B) and have remained free of COVID-19 symptoms for 90 days after the initial onset of COVID-19 symptoms, or for COVID-19 cases who never developed symptoms for 90 days after their first positive test.
- Providing information about COVID-19 hazards to employees (and other employers and individuals in contact with our workplace) who may be exposed on what is being done to control those hazards and our COVID-19 policies and procedures.
- In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test.

## **Training and Instruction**

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards, and how to participate in the identification and evaluation of COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws. This includes any benefits available under legally mandated sick and vaccination leave, if applicable, workers' compensation law, local governmental requirements, our leave policies, and leave guaranteed by contract, and Section 3205.
- The fact that:
  - COVID-19 is an infectious disease that can be spread through the air.
  - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
  - An infectious person may have no symptoms.
- Our policy for providing respirators, and the right of employees who are not fully vaccinated to request a respirator for voluntary use as stated in this program, without fear of retaliation and at no cost to employees. Whenever respirators are provided for voluntary use under this section or section 3205.1 through 3205.4, training will be provided on how to properly wear the respirator, and how to perform a seal check according to the manufacturer's instructions each time a respirator is worn, and the fact that facial hair interferes with the seal.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing, face coverings, increased ventilation indoors, and respiratory protection decrease the spread of COVID-19 but are most effective when used in combination.

- The importance of frequent handwashing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or handwashing facility and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment. COVID-19 is an airborne disease. N95s and more protective respirators protect the users from airborne disease while face coverings are intended to primarily protect people around the user.
- COVID-19 symptoms and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- Information on our COVID-19 policy, how to access COVID-19 testing and vaccination; and the fact that vaccination is effective at preventing COVID-19, protecting against both transmission and serious illness or death.
- The conditions under which face coverings must be worn at the workplace and that face coverings are additionally recommended outdoors for people who are not fully vaccinated if six feet of distance cannot be maintained. Employees can request face coverings from the employer at no cost to the employee and can wear them at work, regardless of vaccination status, without fear of retaliation.

Appendix F: COVID-19 Training Roster will be used to document this training.

### **Exclusion of COVID-19 Cases**

Where we have a COVID-19 case in our workplace and employees who had a close contact, we will limit transmission by:

- Ensuring COVID-19 cases are excluded from the workplace until our return-to-work requirements are met, with the following exceptions:
  - Employees who were fully vaccinated before the close contact and who do not develop COVID-19 symptoms; and
  - COVID-19 cases who returned to work pursuant to the aforementioned requirements and have remained free of COVID-19 symptoms for 90 days after the initial onset of COVID-19 symptoms or for COVID-19 cases who never developed COVID-19 symptoms for 90 days after the first positive test.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related. This will be accomplished by:
  - Allowing them to work remotely when they can fulfill their duties from home
- Providing employees at the time of exclusion with information on available benefits.

### **Reporting, Record Keeping, and Access**

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department and/or our Medical Director whenever required by law, and provide any related information requested by the local health department to the best of capability and knowledge.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, to authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the Appendix D: Investigating COVID-19 Cases form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

### **Return-to-Work Criteria**

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
  - At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
  - COVID-19 symptoms have improved.
  - At least 10 days have passed since COVID-19 symptoms first appeared.
- COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.

Once a COVID-19 case has met the return-to-work requirements outlined above as applicable, a negative COVID-19 test will not be required for an employee to return to work.

- Persons who have a close contact may return to work as follows:
  - Persons who had a close contact but never developed any COVID-19 symptoms may return to work when 10 days have passed since the last contact.
  - Persons who had a close contact and developed any COVID-19 symptom cannot return to work until the requirements listed above have been met, unless all of the following are true:
    - a. The person tested negative for COVID-19 using a polymerase chain reaction (PCR) COVID-19 test with specimen taken after the onset of symptoms; and
    - b. At least 10 days have passed since the last known close contact; and
    - c. The person has been symptom-free for at least 24 hours, without using fever-reducing medications.
- During critical staffing shortages when there are not enough staff to provide safe patient care, essential critical infrastructure workers in the following categories may return after Day 7 from the date of last exposure if they have received a negative PCR COVID-19 test result from a specimen collected after Day 5.
  - Health care workers who did not develop COVID-19 symptoms;
  - Emergency response workers who did not develop COVID-19 symptoms; and

If an order to isolate, quarantine, or exclude an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period shall be in accordance with the return to work period(s) listed in the return-to-work criteria in this program.

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Print Name and Title of Position

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Signature

---

Date

## **Appendices**

**Appendix A: Identification of COVID-19 Hazards**

All persons regardless of symptoms or negative COVID-19 test results will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

**Person conducting the evaluation:** Enter Name(s)

**Date:** Enter Date

**Name(s) of employee and authorized employee representative that participated:** Enter Name(s)

Interaction, area, activity, work task, process, equipment, and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation

**Appendix B: COVID-19 Inspections**

Review the information available at [www.dir.ca.gov/dosh/coronavirus/](http://www.dir.ca.gov/dosh/coronavirus/) for additional guidance on what to regularly inspect for, including issues that may be more pertinent to your particular type of workplace. You will need to modify this form accordingly.

**Date:** Enter date

**Name of person conducting the inspection:** Enter names

**Work location evaluated:** Enter information

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Engineering</b>			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
Add any additional controls your workplace is using			
<b>Administrative</b>			
Respiratory protection			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
Add any additional controls your workplace is using			
<b>PPE (not shared, available and being worn)</b>			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Add any additional controls your workplace is using			

## Appendix C: Employee Self-Screening Checklist

Today's Date: \_\_\_\_\_

For your safety and the safety of our staff and the community, all employees are required to complete a COVID-19 self-screening just prior to the start of each workday.

Review the following symptoms and potential COVID-19 exposures:

1. Have you experienced any of the following symptoms in the past 48 hours?					
Fever or chills	Y N	Cough	Y N	Shortness of breath	Y N
Difficulty breathing	Y N	Fatigue	Y N	Muscle or body ache	Y N
Headache	Y N	New loss of taste/smell	Y N	Sore throat	Y N
Congestion/runny nose	Y N	Nausea or vomiting	Y N	Diarrhea	Y N

2. Are you isolating or quarantining because you tested positive for COVID-19 or are worried you may be sick with COVID-19?	Y	N
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3. Are you fully vaccinated OR have you recovered from a documented COVID-19 infection in the last 3 months?	Y	N	PREFER NOT TO ANSWER
To be considered fully vaccinated, you must be 2 or more weeks following receipt of the second dose in a 2-dose series or 2 or more weeks following receipt of one dose of a single-dose vaccine.			
<b>IMPORTANT: IF YOU ANSWERED "YES" TO QUESTION 3 AND "NO" TO QUESTIONS 1 AND 2, PLEASE SKIP TO THE CERTIFICATION STEP BELOW. <u>YOUR ACCESS TO THIS FACILITY IS APPROVED.</u></b>			

4. Have you been in close contact in the last 14 days with:	Y	N
<ul style="list-style-type: none"> <li>• Anyone who is known to have laboratory-confirmed COVID-19?</li> <li style="text-align: center;"><i>OR</i></li> <li>• Anyone who has any symptoms consistent with COVID-19?</li> </ul>		
Close physical contact is defined as being within 6 feet of an infected/symptomatic person for a cumulative total of 15 minutes or more over a 24-hour period starting 48 hours before illness onset (or for asymptomatic individuals, 48 hours prior to test specimen collection).		

5. Are you currently waiting on the results of a COVID-19 test?	Y	N
<b>IMPORTANT: ANSWER "NO" IF YOU ARE WAITING ON THE RESULTS OF A PRE-TRAVEL OR POST-TRAVEL COVID-19 TEST</b>		



Today's Date: \_\_\_\_\_

I certify that my responses are true and correct.	<input type="checkbox"/>	
<b>If you ARE NOT fully vaccinated or prefer not to disclose your vaccination status, did you answer NO to ALL QUESTIONS?</b>	<b>Access to this facility is APPROVED.</b>	
<b>If you ARE NOT fully vaccinated or prefer not to disclose your vaccination status did you answer YES to ANY Question?</b>	<b>Access to this facility is NOT APPROVED. Please contact the on duty Battalion Chief for further screening and assessment.</b>	

*Note: This form was developed based on the CDC screening checklist.*

## Appendix D: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

**Date:** Enter date

**Name of person conducting the investigation:** Enter name(s)

COVID-19 Case Investigation Information			
Employee (or non-employee*) name:		Occupation (if non-employee, why they were in the workplace):	
Location where employee worked (or non-employee was present in the workplace):		Date investigation was initiated:	
Was COVID-19 test offered?		Name(s) of staff involved in the investigation:	
Date and time the COVID-19 case was last present in the workplace:		Date of the positive or negative test and/or diagnosis:	
Date the case first had one or more COVID-19 symptoms:		Information received regarding COVID-19 test results and onset of symptoms (attach documentation):	
Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period and who may have been exposed (attach additional information):			

<b>Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:</b>			
All employees who may have had a close contact with a COVID-19 case and their authorized representatives.	Date:		
	Names of employees that were notified:		
Independent contractors and other employers present at the workplace during the high-risk exposure period.	Date:		
	Names of individuals that were notified:		
What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?		What could be done to reduce exposure to COVID-19?	
Was local health department notified?		Date:	

\*Should an employer be made aware of a non-employee infection source COVID-19 status.



**Appendix F: COVID-19 Training Roster**

**Date:** Enter date

**Person that conducted the training:** Enter name(s)

Employee Name	Signature

## Appendix G: Definitions

Close Contact	<p>Being within six feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the “high-risk exposure period” defined by this section. This definition applies regardless of the use of face coverings.</p> <p>Exception: Employees have not had a close contact if they wore a respirator required by employer and used in compliance with section 5144, whenever they were within six feet of the COVID-19 case during the high-risk period.</p>
COVID-19	Coronavirus disease, an infectious disease caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2)
COVID-19 Case	<p>A person who:</p> <ul style="list-style-type: none"> <li>(1) Has a positive “COVID-19 test” as defined in Section 3205</li> <li>(2) Has a positive COVID-19 diagnosis from a licensed health care provider; or</li> <li>(3) Is subject to COVID-19-related order to isolate issued by a local or state health official; or</li> <li>(4) Has died due to COVID-19, in determination of a local health department or per inclusion in the COVID-19 statistics of a county.</li> </ul>
COVID-19 Hazard	Exposure to potentially infectious material that may contain SARS-CoV-2, the virus that causes COVID-19. Potentially infectious materials include airborne droplets, small particle aerosols, and airborne droplet nuclei, which most commonly result from a person or persons exhaling, talking or vocalizing, coughing or sneezing, or from procedures performed on a person that may aerosolize saliva or respiratory tract fluids. This also includes objects or surfaces that may be contaminated with SARS-CoV-2.
COVID-19 Symptoms	Fever of 100.4 degrees Fahrenheit or higher, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea, unless a licensed health care professional determines the person’s symptoms were caused by a known condition other than COVID-19.
COVID-19 Test	<p>A viral test for SARS-CoV-2 that is:</p> <ul style="list-style-type: none"> <li>(1) Approved by the United States Food and Drug Administration (FDA) or has an Emergency Use Authorization from the FDA to diagnose current infection with the SARS-CoV-2 virus; and</li> <li>(2) Administered in accordance with the FDA approval or FDA Emergency Use Authorization as applicable.</li> </ul>

Exposed Group	<p>All employees at a work location, working area, or a common area at work, where an employee was present at any time during the high-risk exposure period. A common area at work includes bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas. The following exceptions apply;</p> <p>A) For the purposed of determining the exposed group, a place where persons momentarily pass through while everyone is wearing face coverings, without congregating, is not a work location, working area, or a common area at work.</p> <p>B) If the COVID-19 case was part of a distinct group of employees who are not present at the workplace at the same time as other employees, for instance a work crew or shift that does not overlap with another work crew or shift, only employees within that distinct group are part of the exposed group.</p> <p>C) If the COVID-19 case visited a work location, working area, or a common area at work for less than 15 minutes during the high-risk exposure period, and all persons were wearing face coverings at the time the COVID-19 case was present, other people at the work location, working area, or common area are not part of the exposed group.</p> <p>NOTE: An exposed group may include the employees of more than one employer. See Labor Code sections 6303 and 64304.1.</p>
Face Covering	<p>A surgical mask, a medical procedure mask, a respirator worn voluntarily, or a tightly woven fabric or non-woven material of at least two layers. A face covering has no visible holes or openings and must cover the nose and mouth. A face covering does not include a scarf, ski mask, balaclava, bandana, turtleneck, collar, or single layer of fabric.</p>
Fully Vaccinated	<p>The employer has documented that the person received, at least 14 days prior, either the second dose in a two-dose COVID-19 vaccine series or a single dose COVID-19 vaccine. Vaccines must be FDA approved; or have an emergency use authorization from the FDA; or, for persons fully vaccinated outside the United States, be listed for emergency use by the World Health Organization (WHO).</p>
High-Risk Exposure Period	<p>The following time period:</p> <ul style="list-style-type: none"> <li>(1) For COVID-19 cases who develop COVID-19 symptoms: from 2 days before they first develop symptoms until all of the following are true; it has been 10 days since symptoms first appeared, 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved</li> <li>(2) For COVID-19 cases who never develop COVID-19 symptoms: from 2 days before until 10 days after the specimen for their first positive test for COVID-19 was collected.</li> </ul>
Respirator	<p>A respiratory protection device approved by the National Institute for Occupational Safety and Health (NIOSH) to protect the wearer from particulate matters, such as an N95 filtering facepiece respirator.</p>

Worksite	For the limited purposes of COVID-19 prevention regulations only, it is a building, store, facility, agricultural field, or other location where a COVID-19 case was present during the high-risk exposure period. It does not apply to buildings, floors, or other locations of the employer that a COVID-19 case did not enter.
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## **Additional Considerations**

### **Additional Consideration #1**

#### **Multiple COVID-19 Infections and COVID-19 Outbreaks**

*Reference section 3205.1 for details.*

This section of the CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

#### **COVID-19 testing**

- We will make COVID-19 testing available at no cost to all employees within the exposed group except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period, or employees who were fully vaccinated before section 3205.1 became applicable and who do not have COVID-19 symptoms; and for COVID-19 cases who did not develop symptoms after returning to work pursuant to subsections 3205(c)(11)(A) or (B), no testing is required for 90 days after the initial onset of COVID-19 symptoms or, for COVID-19 cases who never developed symptoms, 90 days after the first positive test. COVID-19 testing will be provided at no cost to employees during employees' working hours.
- COVID-19 testing consists of the following:
  - Testing shall be made available to all employees in the exposed group and then again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine period required by, or orders issued by, the local health department.
  - After the first two COVID-19 tests, we will continue to make COVID-19 testing available once a week at no cost to all employees in the exposed group who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until this section no longer applies, pursuant to more protective stringent state or local health department mandates or guidance. Any employees in the exposed group who are not wearing respirators required by the this policy and used in compliance with section 5144 shall be separated from other persons by at least six feet, except where it can be demonstrated that six feet of separation is not feasible, and except for momentary exposure while persons are in movement. When it is not feasible to maintain a distance of at least six feet, individuals shall be as far apart as feasible.

All employees in the exposed group shall wear face coverings when indoors or when outdoors and less than six feet from another person, unless one of the exceptions in subsection 3205 (c)(6) (D) applies.

Notice shall be given to employees in the exposed group of their right to request a respirator for voluntary use under subsection 3205(c)(7)(D)2., if they are not fully vaccinated.

An evaluation of the worksite will be completed to determine whether to implement physical distancing of at least six feet between persons or, where six feet of physical distancing is

not feasible, the use of cleanable solid partitions of sufficient size to reduce COVID-19 transmission.

### **COVID-19 investigation, review and hazard correction**

In addition to our *CPP Identification and Evaluation of COVID-19 Hazards and Correction of COVID-19 Hazards*, we will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.

The investigation and review will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
  - Our leave policies and practices and whether employees are discouraged from remaining home when sick.
  - Our COVID-19 testing policies.
  - Insufficient outdoor air.
  - Insufficient air filtration.
  - Lack of physical distancing.
- Updating the review:
  - Every thirty days that the outbreak continues.
  - In response to new information or to new or previously unrecognized COVID-19 hazards.
  - When otherwise necessary.
- Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. We will consider:
  - Moving indoor tasks outdoors or having them performed remotely.
  - Increasing outdoor air supply when work is done indoors.
  - Improving air filtration.
  - Increasing physical distancing as much as possible.
  - Respiratory protection.

In buildings or structures with mechanical ventilation, we will filter recirculated air with minimum efficiency reporting value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, we will use filters with the highest compatible filtering efficiency. We will also evaluate whether portable mounted high efficiency particulate air (HEPA) filtration units or other air cleaning systems would reduce the risk of transmission and, if so, will implement their use to the degree feasible.

## **Additional Consideration #2 Major COVID-19 Outbreaks**

This section of the CPP will stay in effect until there are fewer than three COVID-19 cases detected in the exposed group for a 14-day period.

### **COVID-19 testing**

We will continue to comply with the best of our capability with Section 3205.1 and Additional Consideration #1, except that COVID-19 testing described in section 3205.1(b) shall be made available to all employees in the exposed group, regardless of vaccination status twice a week, or more frequently if recommended by the local health department. COVID-19 testing will be provided at no cost to employees during employees' working hours.

We will provide a respirator for voluntary use in compliance with subsection 5144 (c)(2) to employees in the exposed groups and will determine the need for a respiratory protection program or changes to an existing respiratory protection program under section 5144 to address COVID-19 hazards.

Any employees in the exposed group who are not wearing respirators required by this policy and used in compliance with section 5144 shall be separated from other persons by at least six feet, except where it can be demonstrated that six feet of separation is not feasible, and except momentary exposure while persons are in movement. Methods of physical distancing include: telework or other remote work arrangements; reducing the number of persons in an area at one time, including visitors; visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel; staggered arrival, departure, work, and break times; and adjusted work processes or procedures, such as reducing production speed, to allow greater distance between employees. When it is not feasible to maintain a distance of at least six feet, individuals shall be as far apart as feasible.

### **Additional Consideration #3 COVID-19 Prevention in Employer-Provided Housing**

Reference section 3205.3 for details. Employer-provided housing is any place or area of land, any portion of any housing accommodation, or property upon which a housing accommodation is located, consisting of: living quarters, dwelling, boardinghouse, tent, bunkhouse, maintenance-of-way car, mobile home, manufactured home, recreational vehicle, travel trailer, or other housing accommodations. Employer-provided housing includes a “labor camp” as that term is used in Title 8 of the California Code of Regulations or other regulations or codes. The employer-provided housing may be maintained in one or more buildings or one or more sites, including hotels and motels, and the premises upon which they are situated, or the area set aside and provided for parking of mobile homes or camping. Employer-provided housing is housing that is arranged for or provided by an employer, other person, or entity to workers, and in some cases to workers and persons in their households, in connection with the worker’s employment, whether or not rent or fees are paid or collected.

- This section does not apply to housing provided for the purpose of emergency response, including firefighting, rescue, and evacuation, and support activities directly aiding response such as utilities, communications, and medical operations, if:
  - The employer is a government entity; or
  - The housing is provided temporarily by a private employer and is necessary to conduct the emergency response operations.
- The requirements below for physical distancing and controls, face coverings, cleaning and disinfecting, screening, and isolation of COVID-19 cases and persons with COVID-19 exposure do not apply to occupants, such as family members, who maintained a household together prior to residing in employer-provided housing, but only when no other persons outside the household are present.
- This section does not apply to employees with occupational exposure as defined by section 5199, when covered by that section.
- This section does not apply to employer provided housing used exclusively to house COVID-19 cases or where a housing unit houses one employee.
- This section does not apply to housing in which all employees are fully vaccinated.

#### **Assignment of housing units**

We will ensure shared housing unit assignments are prioritized in the following order:

- Residents who usually maintain a household together outside of work, such as family members, will be housed in the same housing unit without other persons.
- Residents who work in the same crew or work together at the same worksite will be housed in the same housing unit without other persons.
- Employees who do not usually maintain a common household, work crew, or worksite will be housed in the same housing unit only when no other housing alternatives are possible.

## **Ventilation**

In housing units, employers shall maximize the quantity and supply of outdoor air and increase filtration efficiency to the highest level compatible with the existing ventilation system. If there is not a Minimum Efficiency Reporting Value (MERV) 13 or higher filter in use, portable or mounted high efficiency particulate air (HEPA) filtration units shall be used, to the extent feasible, in all sleeping areas in which there are two or more residents who are not fully vaccinated.

## **Face coverings**

We will provide face coverings to all residents and provide information to residents on when they should be used in accordance with state or local health officer orders or guidance.

## **Cleaning and disinfection**

We will ensure:

- Housing units, kitchens, bathrooms, and common areas are effectively cleaned at least once a day to prevent the spread of COVID-19. Cleaning and disinfecting shall be done in a manner that protects the privacy of residents.
- Residents will be instructed not to share unwashed dishes, drinking glasses, cups, eating utensils, and similar items.
- Housing units, kitchens, bathrooms, and indoor common areas shall be cleaned and disinfected after a COVID-19 case was present during the high-risk exposure period, if another resident will be there within 24 hours of the COVID-19 case.

## **Isolation of COVID-19 cases and close contacts**

We will:

- Effectively quarantine residents who have had a close contact from all other residents. Effective quarantine will include providing residents who had a close contact with a private bathroom and sleeping area.
- The following residents are exempt from this requirement:
  - Fully vaccinated residents who do not have COVID-19 symptoms; and
  - COVID-19 cases who have met the requirements of subsection 3205(c)(10)(A) or (B) and have remained free of COVID-19 symptoms for 90 days after the initial onset of COVID-19 symptoms or, for COVID-19 cases who never developed COVID-19 symptoms, for 90 days after the first positive test.
- Keep confidential any personal identifying information regarding COVID-19 cases and persons with COVID-19 symptoms, in accordance with our CPP *Investigating and Responding to COVID-19 Cases*.
- End isolation in accordance with our CPP *Exclusion of COVID-19 Cases and Return to Work Criteria*, and any applicable local or state health officer orders.

#### **Additional Consideration #4 COVID-19 Prevention in Employer-Provided Transportation**

This section will need to be added to your CPP if there is employer-provided motor vehicle transportation, which is any transportation of an employee, during the course and scope of employment, including transportation to and from different workplaces, jobsites, delivery sites, buildings, stores, facilities, and agricultural fields, provided, arranged for, or secured by an employer, regardless of the travel distance or duration involved. Reference section 3205.4 for details.

This section does not apply:

- If the driver and all passengers are from the same household outside of work, such as family members, or if the driver is alone in the vehicle.
- To employer-provided transportation when necessary for emergency response, including firefighting, rescue, and evacuation, and support activities directly aiding response such as utilities, communications and medical operations.
- This section does not apply to employees with occupational exposure as defined by section 5199, when covered by this section.
- This section does not apply to vehicles in which all employees are fully vaccinated.
- This section does not apply to public transportation.

#### **Assignment of transportation**

To the extent feasible, we will reduce exposure to COVID-19 hazards by assigning employees sharing vehicles to distinct groups and ensuring that each group remains separate from other such groups during transportation, during work activities, and in employer-provided housing. We will prioritize shared transportation assignments in the following order:

- Employees residing in the same housing unit will be transported in the same vehicle.
- Employees working in the same crew or workplace will be transported in the same vehicle.
- Employees who do not share the same household, work crew, or workplace will be transported in the same vehicle only when no other transportation alternatives are feasible.

#### **Face coverings and respirators**

We will ensure that the:

- Face covering requirements of subsection 3205 (c)(6) if applicable, are followed for employees waiting for transportation.
- All employees who are not fully vaccinated are provided with a face covering, which must be worn unless an exception under subsection 3205 (c)(6)(d) applies.
- Upon request, we shall provide respirators for voluntary use in compliance with subsection 5144 (c)(2) to all employees in the vehicle who are not fully vaccinated.

#### **Screening**

We will develop, implement, and maintain effective procedures for screening and excluding drivers and riders with COVID-19 symptoms prior to boarding shared transportation.

## **Cleaning and disinfecting**

We will ensure that:

- All high-contact surfaces used by drivers, such as the steering wheel, armrests, seatbelt buckles, door handles, and shifter, shall be cleaned to prevent the spread of COVID-19 between different drivers and are disinfected after use by a COVID-19 case during a high-risk exposure period, if the surface will be used by another employee within 24 hours of the COVID-19 case. All high-contact surfaces used by drivers, such as the steering wheel, armrests, seatbelt buckles, door handles, and shifter, shall be disinfected to prevent the spread of COVID-19 between drivers and are disinfected after use by another COVID-19 case during the high-risk exposure period, if the surface will be used by another employee within 24 hours of the COVID-19 case.
- We provide sanitizing materials, training on how to use them properly, and ensure they are kept in adequate supply.

## **Ventilation**

We will ensure that vehicle windows are kept open, and the ventilation system set to maximize outdoor air and not set to recirculate air. Windows do not have to be kept open if one or more of the following conditions exist:

- The vehicle has functioning air conditioning in use and excessive outdoor heat would create a hazard to employees.
- The vehicle has functioning heating in use and excessive outdoor cold would create a hazard to employees. Protection is needed from weather conditions, such as rain or snow.
- The vehicle has a cabin air filter in use and the U.S. EPA Air Quality Index for any pollutant is greater than 100.

## **Hand hygiene**

We will provide hand sanitizer in each vehicle and ensure that all drivers and riders sanitize their hands before entering and exiting the vehicle. Hand sanitizers with methyl alcohol are prohibited.

This section shall take precedence when in conflict with 3205.

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