

Russian River Fire Protection District Administrative manual

Revised September 2008



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ARTICLE 1 POLICY ADOPTING GOVERNMENT BY POLICY

The policy of the District Board recognizes that one of its major functions is to serve as the policy-making body of the Fire District, and to govern the activities and shape the future of the Fire District. At the same time, the Board preserves for the Fire Chief and the professional staff the responsibility of the day-to-day administration of the District in a manner consistent with the policies and rules of the Board of Directors.

It is therefore the intent of the Board of Directors of this Fire District to set forth a series of policies and Board rules to govern the conduct and deliberations of the business conducted by the Board and to serve as a guide for the professional staff in carrying out the daily functions of the Fire District.

ARTICLE 2 FIRE DISTRICT BOARD POLICIES

It is the intent of the Fire District Board to be governed by a set of policies. The policies and rules shall be adopted by the Board and made available as public documents.

The policies and rules of the District Board shall be drafted, adopted and amended with full consideration for the Board's desire to provide fire and life safety protection of the best obtainable quality for the residents of the District within the limitations of the District's ability to support it.

The Board of Directors, as the governing body representing the people of the District, determines all questions of policy to be employed in the operation of the Fire District.

In the event that a Board Policy is found to be in conflict with state or federal law or the rules of a higher authority, that portion of such policy is automatically null and void without Board action and shall be deleted from the accumulated body of policies and rules.

If disagreement over the application, extent, or interpretation of a policy arises, the resolution of the conflict will be based on the majority opinion of the Board. If such an interpretation is deemed to have future significance, an amendment to the applicable policy, as a Board rule, shall clearly specify the intent of the Board in interpreting the policy.

Board rules may also be based on pertinent statutes. In this context they are designed to explain, detail, or otherwise organize the application of a policy consistent with the statutes. Board rules may also be applied to remind the Board, staff, and public of the existence of applicable statutes.

Proposals regarding the adoption of District policy or changes, deletions, additions, or repeal may originate from any interested person.

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ARTICLE 3 POLICY ADOPTION, CHANGES, DELETIONS, ADDITIONS, REPEAL AND REVIEW

In its deliberations leading to the establishment or amendment of Board Policy or Rules, the Board's central concern will be for increased efficiency and effectiveness in carrying out its legally mandated tasks and general policies in the interest of the public good.

The District recognizes that all Board policies shall remain flexible and be subject to review and change. Such review shall take place at least biannually at a regularly scheduled Fire District Board meeting on a date or dates selected by the Board, and shall appear as an agenda item.

In order to provide consistency, stability and integrity to Board Policies, changes in policies, except in the case of emergency, shall be executed in a precise manner without undue haste.

Adoption, changes, additions to and deletions from or repeal of the established policies shall be accomplished by a majority vote of the Board of Directors. A two-step action, with steps separated by no less than 28 days, is required. Introduction, discussion and deliberation shall constitute the first step. A ratification vote shall be required at a second meeting. In the event that an emergency is deemed to exist, and said emergency is recorded in the official minutes and agreed to by a majority of the Board members, a policy can be changed, suspended, added to, or deleted from in the course of a single meeting.

An emergency shall be defined as an unforeseen circumstance requiring immediate action so as to prevent diminishment of the welfare of the District.

The assembled policies of the Fire District Board of Directors and District Policies will be known collectively as the **Administrative Manual**, and shall be the reference instrument for conducting the business of the Fire District Board and of the District.

ARTICLE 4 FIRE DISTRICT BOARD OF DIRECTORS

4.1 **Basis of Authority**

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

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

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4.2 Job Description Director

The members of the Board of Directors have ultimate responsibility to ensure the lawful and efficient operations of the District. They are the disciplinary body for the Fire Chief, and may act as the administrative board in all disciplinary hearings involving all employees. It is their responsibility to ratify all annual budgets and expenditures, and to participate in and/or ratify annual salaries, wages and benefits.

The majority of the members of the Board of Directors set the official policy of the District. Said policies are to be mindful of the legal and constitutional rights of all employees and are to be set with care and in accordance with law.

The Board is entitled to enter into all contracts on behalf of the District as are within the scope of its authority and in the line of duty, and Board members are not personally liable thereon unless it is clear by the terms of the contract that the Board members intended to bind themselves personally. However, any contracts which exceed the authority given to the Board may subject the Board members to personal liability for the amounts due there under.

Board members are expected to be familiar with the rules of the Brown Act regarding open meetings, required notice therefore, and the requirements for entering into closed session. Participation in retroactive feigned compliance with Brown Act (see Appendix I) meeting requirements could subject a Board member to criminal liability. All Board members should be aware of any issue of self-dealing and should abstain from voting on any questions in which the member is interested, or on those involving issues which could somehow effect their tenure or benefits.

Russian River Fire Protection District is defined in accordance with the provisions of California Statutes. The Fire District includes territories lying in Guerneville and Rio Nido and surrounding Sonoma County areas. The Fire District Board, by policy, shall carry out its responsibilities and the will of the people of the District, in keeping with state and federal constitutions, statutes, rules, interpretations of the courts, and all the powers and responsibilities they provide.

4.3 Collective Bargaining Agreement

It is the policy of the District Board to engage in discussions for the purpose of reaching agreements with recognized employee groups, as required in the Brown Act. The District Board reserves to itself or:

- (1) A designee
- (2) A contract negotiator

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- (3) The Fire Board Personnel Committee
- (4) The Fire Chief

The responsibility of negotiating with employee groups.

4.4 Code of Ethics

Govt Code § 53235. Ethics training

(a) If a local agency provides any type of compensation, salary, or stipend to a member of a legislative body, or provides reimbursement for actual and necessary expenses incurred by a member of a legislative body in the performance of official duties, then all local agency officials shall receive training in ethics pursuant to this article.

(b) Each local agency official shall receive at least two hours of training in general ethics principles and ethics laws relevant to his or her public service every two years.

The Board of Directors of the Russian River Fire Protection District is committed to providing excellence in legislative leadership that result in the highest quality of services to its constituents. In order to assist in the government of the behavior between and among members of the Board of Directors, the following rules shall be observed:

- The dignity, style, values and opinions of each Director shall be respected.
- Responsiveness and attentive listening in communication is encouraged.
- The needs of the District's constituents should be the priority of the Board of Directors.

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

Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions. Once the Board of Directors takes action, Directors should commit to supporting said action and not to create barriers to the implementation of said action.

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

Directors should practice the following procedures:

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

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- In handling complaints from residents and property owners of the District, said complaints should be referred directly to the Fire Chief.
- In handling items related to safety, concerns for safety or hazards should be reported to the following:
 - (1) Fire Chief
 - (2) Fire Prevention Officer

Chain of Command is dependent upon Executive Staff availability.

- Emergency situations should be dealt with immediately by seeking appropriate assistance.
- In seeking clarification for policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finance, and programming, said concerns should be referred directly to the Fire Chief.
- When approached by District personnel concerning specific District policy, Directors should direct inquiries to the appropriate staff personnel if known. The Fire Chief should also be made aware of personnel concerns. The chain of command should be followed.
- The work of the District is a **team effort**. All individuals should work together in the collaborative process, assisting each other in conducting the affairs of the District.
- When responding to constituent requests and concerns, Directors should be courteous, responding to individuals in a positive manner and routing their questions through appropriate channels and to responsible management personnel.
- Directors should function as a part of the whole. Issues should be brought to the attention of the Board as a whole, rather than to individual members selectively.
- Directors shall be expected to serve on standing and ad hoc committees as established. These committee assignments are fact-finding committees established for the purpose of making recommendations to the full Board on modifications to current policies and related Fire District business.

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4.5 Attendance at Meetings

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

Pursuant to California State Law, a vacancy shall occur if any member ceases to discharge the duty of his/her office for the period of three (3) consecutive months except as authorized by the Board of Directors or any of the following:

1. The death of the incumbent.
2. An adjudication pursuant to a “quo warranto” proceeding declaring the incumbent physically or mentally incapacitated due to disease, illness, or accident that the incumbent would not be able to perform the duties of his or her office.
3. His or her resignation.
4. His or her removal from office.
5. Place of residence moves from the District.
6. A conviction of a felony or any offense involving a violation of his or her official duties.
7. Refusal or neglect to file his or her required oath or bond within the time prescribed.
8. The decision of a competent tribunal declaring void his or her election or appointment.
9. His or her commitment to a hospital or sanitarium by a court of competent jurisdiction as a drug addict, dipsomaniac, inebriate, or stimulant addict; but in that event the office shall not be deemed vacant until the order of commitment has become final.

ARTICLE 5 MEMBERSHIP OF THE FIRE DISTRICT BOARD

The Board of Directors of the Russian River Fire Protection District shall consist of five (5) members serving four-year, staggered terms. A resident of the District who is a registered voter over 18 years of age shall be eligible to serve as a Board member. The

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election of the Board members shall be conducted as provided by California Law.

5.1 Board Orientation

District Board Policy dictates that the Board President and the Fire Chief be responsible for the appropriate orientation and training of new Board members in the Brown Act (see Appendix I.)

The Board President, designated board member or Fire Chief shall schedule a work session for new Board members to acquaint them with the facilities, equipment, and personnel and to provide copies of an overview of:

1. Fire Board and District Policies (Administrative Manual)
2. Standard Operating Procedures and Statements of Policy
3. District territory and boundaries
4. Labor and other major contracts
5. Fair Political Practices Commission (see Appendix II)

5.2 Training, Education and Conferences

Members of the Board of Directors are encouraged to attend educational conferences and professional meetings when the purpose of such activities is to improve District operation.

It is the policy of the District to encourage Board member development and excellence of performance by reimbursing expenses incurred for tuition, travel, lodging and meals as a result of training, educational courses, participation with professional organizations, and attendance at local, state and national conferences associated with the interests of the District. When possible, notification should be provided to the Board of Directors for meetings, travel and conferences outside of the District. In the absence of time, approval may be deferred to the Board President.

The Board Secretary is responsible for making arrangements for Directors for conference and registration expenses, and for per diem (at Fire District mandated per diem allowance). Per Diem when appropriate, shall include reimbursement of expenses for meals, lodging, and travel. All expenses for which reimbursement is requested by

Directors, or which are billed to the District by Directors, shall be submitted to the Board Secretary, together with validated receipts.

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Expenses to the District for Board of Directors' training, education and conferences should be kept to a minimum by utilizing recommendations for transportation and housing accommodations put forth by district policy and adopted budget amounts.

A. Utilizing hotel(s) recommended by the event sponsor in order to obtain discounted rates, Directors traveling together whenever feasible and economically beneficial, and requesting reservations sufficiently in advance, when possible, to obtain discounted air fares and hotel rates.

B. A Director shall not attend a conference or training event for which there is an expense to the District if it occurs after they have announced their pending resignation, or if it occurs after an election in which it has been determined that they will not retain their seat on the Board.

Upon returning from seminars, workshops, conferences, etc., where expenses are reimbursed by the District, Directors will either prepare a written report for distribution to the Board, or make a verbal report during the next regular meeting of the Board. Said report shall detail what was learned at the session(s) that will be of benefit to the District. Materials from the session(s) may be delivered to the District office to be included in the District library for the future use of other Directors and staff.

5.3 Directors' Compensation and Reimbursement

The Fire District shall compensate each Director \$100.00 per month for one or more meetings attended on behalf of the District that month.

The Board shall reimburse District Board members for reasonable expenses actually incurred while on Fire District business. Such reimbursement shall extend only to the bona fide expenses of District Board members, and shall not include recompense for a spouse or companion's costs. Each Board member shall present a statement, supported by appropriate documentation, before reimbursement is made.

5.4 Board Vacancies

Filling vacancies in the office of Director shall be in accordance with California Law (see Appendix III.). This refers to filling Director vacancies between regularly scheduled elections.

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5.5 Board Elections

When a District election is to be held for the purpose of electing members to the District Board, the election officer shall cause to be published in accordance with California Law the following information:

1. The date of the election;
2. The Board positions to be voted upon;
3. The latest date candidates may file for office.

The County Clerk, serving as elections officer, has total responsibility for the conduct and administration of District elections.

ARTICLE 6 OFFICERS OF THE FIRE DISTRICT BOARD

6.1 President / Vice President Elections

The Fire Board shall seat a President, a Vice-President, and a Board Secretary at its first regularly scheduled meeting in December, or at such times as the existing officer(s) may resign from their office or vacate membership on the Board. All officers shall be elected for a one (1) year term. Officers elected to fill an unexpired term shall serve until the end of their predecessor's term.

6.2 Motions Board President

The Board President shall preside at all meetings. The President will be prohibited from making or seconding motions but may vote on all matters before the Board, except where only a quorum of Directors are present at the meeting. When only three members of the Board are in attendance at a meeting, the President may make and second motions. The President will sign all official documents of the District and when unavailable to do so, the Vice President shall have the authority. In addition, the President will have the authority to create committees to carry out the business of the District.

- Contracts
- Agreements
- Memorandums of Understanding (MOU)
- Board minutes
- Accounts Payable Claim Batch
- Consent Agendas

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6.3 Vice President

The Vice-President shall perform all the duties of the Board President when acting in that capacity.

6.4 Board Clerk

The Administrative Assistant shall function as Clerk of the Board if so ordered and elected.

6.5 Annual Organizational Meeting

The Board of Directors shall hold an annual organizational meeting at its first regular meeting in December. At this meeting the Board will elect a President and Vice President and Clerk. The procedure is as follows:

Nominations may be made from the Board. When a nomination is made, no second is required.

No one can nominate more than one person for a given office until every member who desires has an opportunity to nominate a person. The President will call for the nominations by saying, "Nominations are now in order for the office of Board President", etc. Member should say, "I nominate Director?" President should say, "Director? is nominated. Are there any further nominations for the office of President" etc. (Pause) "If not, nominations are closed". For office for which no candidate has a majority, the President announces "No Election". Voting Procedure is a Voice Vote. Election to office takes place immediately.

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

ARTICLE 7 POWERS AND DUTIES OF THE FIRE DISTRICT BOARD

It is the policy of the Fire District Board to exercise those powers granted to it by California Law and to carry out those duties assigned to it as may best meet the fire and life-safety needs of the District.

7.1 Policies & Procedures

Important activities of the Fire Board are the formulation of policies and rules regarding District programs and services. In carrying out its legislative and policy-making responsibility, the Board shall delegate the administrative and executive functions to the Fire Chief.

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7.2 Board Member Duties

The basic manner in which members fulfill their office must be at a regular, special, committee, or workshop meeting, and may be a matter of public record. The method of participation is discussion, deliberation, debate and voting. All members including the President are expected to participate fully in deliberation and voting.

7.3 Board Decisions

It is understood that Board Members will not always agree. It is the policy of the Board that members respect the authority of the majority. If a member cannot support a decision made by the majority that member's actions should remain neutral and not work against the decision of the majority.

7.4 Board as Representative of District

Board Members, individually and collectively, act as representatives of the citizens of the Fire District in maintaining and promoting fire and life-safety needs of the District.

7.5 Board Actions

Board Members' decisions and actions shall best serve the needs of District citizens in light of available resources and information available to the Board at the time such decisions or actions are made.

7.6 Board Conferences

The Fire District Board encourages members to participate in organizations such as the Fire Districts Association of California, and others with similar benefit to the District. Membership fees shall be borne by the Fire District as will reasonable expenses incurred in attending meetings, seminars, and training sessions.

7.7 Code of Conduct

The Fire District Board Members shall observe the following code of conduct, designed to guide their actions in carrying out their responsibilities. A Fire District Board Member should strive to:

1. Understand that his/her basic function is "policy" and not "administration"
2. Refuse to make commitments on any matter, which should come before the Board as a whole;
3. Refuse to participate in secret meetings or other irregular meetings which are

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not official and which all members do not have the opportunity to attend;

4. Recognize that he/she has no legal status to act for the Board outside of official meetings;
5. Respect the rights of Fire District patrons to be heard at official meetings within established parameters and guidelines for public testimony;
6. Make decisions only after available facts bearing on a question have been presented and discussed;
7. Accept the principle of "majority rule" in Board decisions;
8. Recognize that the Fire Chief should have full administrative authority for properly discharging duties within the limits of established Board policies;
9. Recognize that the Fire Chief or designee is the technical advisor to the Board;
10. Present personal criticisms, complaints or problems regarding Fire District operations directly to the Fire Chief and discuss them at a regular meeting only after failure of an administrative solution;
11. Declare conflicts of interest into the public record;
12. Conduct all Fire District business in an ethical manner;
13. Refuse to use his/her position on the Fire Board in any way, whatsoever, for personal gain;
14. Give staff and contemporaries the respect and consideration due skilled professional personnel

ARTICLE 8 ADVISORY COMMITTEES

It is the policy of the Fire District Board to establish advisory committees when it is found to be in the best interest of the District to do so.

8.1 Committees

The Board President or designee shall outline the duties and responsibilities at the time of appointment. A Board member(s) shall serve on all standing or ad hoc committees. Ad hoc committees shall be considered dissolved upon submission of a final report unless

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their standing is continued by a vote of the majority of Board members.

8.2 Citizen Committees

Constructive use may be made of citizen advisory committees as a way of involving the public in the decision making process.

8.3 Committee Advisory Role

Committees may provide information and serve in an advisory role concerning Fire District matters assigned to them. The Fire District Board is responsible for setting priorities and making policy.

8.4 Legal Issues, Committees

It shall be the responsibility of the Fire Chief to advise the various committees as to the requirements of the Brown Act. Legal matters, code modifications, additions, deletions, and Fire District Law changes shall be monitored and relayed to the Fire Board.

8.5 Posting Notices

The Fire Chief or Clerk of the Board shall be responsible for posting notices of all committee meetings and notifying the press and public as required by the Brown Act (required when three Board members are present), or when a committee with Board representation is making a specific recommendation for action to the Board of Directors.

ARTICLE 9 DELEGATION OF BOARD AUTHORITY

9.1 Delegation of Responsibility

The Fire District Board has primary responsibility for the approval of District plans and procedures and for the appraisal of the ways in which these decisions are implemented and results obtained. The Board recognizes its authority to delegate specific responsibilities to the Fire Chief for the implementation of the programs and services of the District.

9.2 Fire Chief, Position Description

The Board shall approve a position description for the Fire Chief per District Policy. The Board shall negotiate and enter into a contract with the Fire Chief which specifies the terms and conditions of employment.

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9.3 Board President

The Board President shall have the responsibility for:

1. Preparing the agenda with the Fire Chief and/or the Board Clerk for each meeting, attending all Board meetings, unless excused, and participating in deliberations of the Board as required.
2. Bringing to the attention of the Board matters requiring its consideration.

9.4 Fire Chief Functions

The Fire District Board delegates to the Fire Chief the function of specifying the required actions and designing the detailed arrangements under which the Fire District will be operated. Such administrative policies and procedures will detail the operations of the Fire District. See also Fire Chief position description.

9.5 Fire Chief-Power to Act

When action must be taken within the Fire District where the Board has provided no guidelines for administrative action, the Fire Chief shall have the power to act, but the decisions shall be subject to review by the Board at its next regular meeting. It shall be the duty of the Fire Chief to promptly report such action and of the possible need for policy or rule.

SECTION III Board Meetings

ARTICLE 10 METHODS OF OPERATION OF FIRE DISTRICT BOARD MEETINGS

It is the policy of the Fire District Board that all meetings be conducted in accordance with California and federal statutes and rules, the decisions of the courts, and with proper regard to "due process" procedures. In so doing, the Board will seek information from staff and other sources as appropriate, before decisions are made on policy and procedural matters.

10.1 Meeting Location

Regular meetings of the Fire District Board shall be held at the Administration Office of the Russian River Fire Protection District, 14100 Armstrong Woods Rd. Guerneville, CA on the Wednesday following the second Tuesday of each month at 7:00 p.m., unless by

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specific action of the Board in choosing a different meeting place or time is taken.

The President and the Fire Chief shall insure that appropriate information is available for the audience at meetings of the Board of Directors, and that physical facilities for said meetings are functional and appropriate.

10.2 Regular Meetings

All meetings of the Fire District Board are to be posted 72 hours in advance and are open to the public. Notice of all meetings and a copy of the proposed agenda shall be sent to all persons making request in writing, and will be made available to the news media prior to the date of the meeting in accordance with the Brown Act. A nominal fee may be charged for copies of public records in accordance with rules established by the Board of Directors.

At least seventy-two (72) hours prior to the time of all regular meetings, an agenda, which includes but is not limited to all matters on which there may be discussion and/or action by the Board, shall be posted conspicuously for public review within the Russian River Fire Protection District Administration Office, fire station and other locations as appropriate.

It shall be the policy of the Fire District Board to recognize itself as a policy-making body that deliberates at **regularly scheduled meetings** and each Board member shall make a diligent effort to be present and participate fully.

It is the intent of the Fire District Board to encourage attendance and participation at Board meetings by all interested persons and residents of the District.

If a Regular Board meeting night falls on a Holiday, the Regular Board meeting will be held the day after the Holiday.

10.3 Special Meetings

All special meetings are to have at least a 24hour advance notice except in the case of an emergency. Board meeting notices are to be posted at the Russian River Fire Protection District Administration Office, fire station, other locations as appropriate and notification made to the news media.

Special or emergency meetings of the Board may be called by the Board President or by petition from a majority of the Board members to the Board President or the Vice President, or by request of the Fire Chief.

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10.4 Closed Sessions

Closed sessions will be in accordance to the Brown Act. Any action arising out of closed session will be posted in accordance to the Brown Act.

10.5 Quorum

A majority of the members of the Board shall constitute a quorum. The affirmative vote of at least three (3) members present at any meeting having a quorum shall be considered sufficient for action, except for actions required otherwise by law or these policies. If only three (3) members are present, constituting a quorum, a unanimous vote is required to approve a motion.

10.6 Agendas

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

- A. The request must be in writing and be submitted to the Fire Chief (or other responsible managing employee) together with supporting documents and information, if any, by 12:00 p.m. on the Wednesday prior to the board meeting.
- B. The Fire Chief upon consultation with the Board President will determine whether the public request is or is not a "matter directly related to District business."
- C. If the required staff work is available or able to be completed prior to Item A.

The Fire Chief, in cooperation with the Board President and Board Clerk, shall prepare an agenda for each regular and special meeting of the Board of Directors. Any Director may call the Fire Chief and request any item to be placed on the agenda **no later** than 12:00 p.m. on the Wednesday prior to the Board Meeting.

An agenda meeting shall be held with the Board President and the Fire Chief the week prior to the agenda packet delivery date. (Normally one week prior to the Wednesday meeting, when possible.)

10.7 Consent Agenda

Items of a routine nature and non-controversial nature shall be placed on the consent agenda. All items may be approved by one blanket motion upon unanimous consent. Any

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Board Member may request that any item be withdrawn from the consent agenda for separate consideration. However, any Board Member may abstain from voting on any consent agenda item without requesting its removal from the consent agenda, and the Board Secretary shall be instructed to record such abstentions in the minutes.

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

10.8 Public Comments

The Board may also permit audience comments relative to a specific motion prior to the final vote of the Board. The degree of audience participation will depend upon time available and the significance of the matter under discussion. The President may set a time limit for individual comments on a given issue.

The Fire District Board shall provide in the agenda of its regular meeting a specific time to hear the comments, concerns, and suggestions from its citizens or from visitors with interests in the District.

In order to accomplish the tasks of the Board in an orderly and expeditious manner, the Board will attempt to limit repetitious testimony and discussion whenever possible and to limit discussion to a reasonable amount of time.

Any person may address the Board on any subject pertaining to District business not listed on the agenda during the Public Comments portion of the meeting. Each person desiring to speak shall be limited to three (3) minutes unless extended by the President. Any public comments on items listed on the agenda should be addressed at the time the agenda item is up.

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

The agenda for a special meeting shall be posted at least twenty-four (24) hours before the meeting in the same location and when possible on the Fire District's website.

10.9 Board Meeting Conduct

The President in a manner consistent with the policies of the District shall conduct meetings of the Board. All Board meetings shall commence at the time stated on the agenda.

The conduct of meetings shall, to the fullest possible extent, enable Directors to:

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- A. Consider problems to be solved, weigh evidence related thereto, and make wise decisions intended to solve the problems; and, receive, consider and take any needed action with respect to reports of accomplishment of District operations.
- B. Provisions for permitting any individual or group to address the Board concerning any item on the agenda of a special meeting, or to address the Board at regular meeting on any subject that lies within the jurisdiction of the Board of Directors, shall be as followed:
 - 1. No oral presentation shall include charges or complaints against any District employee, regardless of whether or not the employee is identified in the presentation by name or by another reference, which tends to identify. All charges or complaints against employees shall be resolved at the lowest possible administrative level, and that the method for resolution of complaints be logical and systematic.
 - 2. Willful disruption of any of the meetings of the Board of Directors shall not be permitted. If the President finds that there is in fact willful disruption of any meeting of the Board, the President may order the room cleared to subsequently conduct the Board's business. In such an event, only matters appearing on the agenda may be considered in such a session. After clearing the room, the President may permit those persons who, in his/her opinion, were not responsible for the willful disruption to re-enter the meeting room. Duly accredited representatives of the news media, who the President finds not to have participated in the disruption, shall be admitted to stay for the remainder of the meeting.
 - 3. Law Enforcement shall be summoned for security reasons should tensions arise that could potentially bring harm to the public, Board members or staff.

10.10 Adjourned Meetings

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

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ARTICLE 11 MEETING MINUTES, PUBLIC RECORDS

11.1 Minutes

The minutes of the meetings of the Fire District Board shall be maintained in the Administration Office of the District and shall provide for information as required by law and Board policies.

11.2 Filing of Minutes

The Board Clerk or staff designee shall record all proceedings of the Fire District Board meetings and file these in chronological order in a book or acceptable device provided for that purpose.

11.3 Official Minutes of Board

The official minutes of Board meetings, including supporting documents, shall be open to inspection by the public at the Administrative Office during regular business hours.

11.4 Access to Minutes

The Fire District recognizes the right of any member of the public to inspect nonexempt public records, limited only by rules of reasonableness, and in accordance with guidelines established by California State Law. When access to District records is granted examination will be made in the presence of the record custodian regularly responsible for maintenance of the files or by a staff member designated by the Fire Chief.

11.5 Public Records Law

In accordance with the Public Records Law, certain records, such as personnel records are not included in the category of records to which the right of access is to be granted by the Fire District.

The Clerk of the Board of Directors shall keep minutes of all regular and special meetings and standing committees of the Board.

Copies of said minutes shall be made for distribution to Directors with the agenda for the next regular Board meeting.

The official records of the meetings are the approved typed minutes.

Motions, resolutions or ordinances shall be recorded as having passed or failed and individual votes will be recorded unless the action was unanimous.

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All resolutions and ordinances adopted by the Board shall be numbered consecutively starting new at the beginning of each fiscal year (07/08-1; 08/09-1).

The minutes of Board meetings shall be maintained as hereinafter outlined:

1. Date, place and type of each meeting;
2. Directors present and absent by name;
3. Call to order;
4. Arrival of tardy Directors by name;
5. Pre-adjournment departure of Directors by name, or if absence takes place when any agenda items are acted upon; adjournment of the meeting; record of written notice of special meetings; and, record of items to be considered at special meetings.

Board Actions:

1. Approval or amended approval of the minutes of preceding meetings;
2. Complete information as to each subject of the Board's deliberation;
3. Complete information as to each subject including the roll call record of the vote on a motion if not unanimous;
4. All Board resolutions and ordinances in complete context, numbered serially for each fiscal year;
5. A record of all contracts entered into;
6. All employments and resignations or terminations of employment within the District;
7. A record of all bid procedures, including calls for bids authorized, bids received and other action taken;
8. A record by number of all warrants approved for payment;
9. Adoption of the annual budget;
10. Financial reports, including collections received and deposited and sales of District property, shall be presented to the Board every month;
11. A record of all important correspondence;
12. A record of the Fire Chiefs report to the Board;
13. Approval of all policies and Board-adopted regulations

ARTICLE 12 RULES OF ORDER DURING MEETINGS

The Board President is responsible for the maintenance of order and decorum at all times. No person is allowed to speak who has not first been recognized by the Board President and all questions and remarks shall be addressed to the President.

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12.1 Points of Order

The Board President shall determine all Points or Order subject to the right of any member to appeal to the entire Board. If any appeal is taken, the question shall be, "Shall the decision of the Board President be sustained?" in which event a majority vote shall govern and conclusively determine such question of order.

12.2 Decorum and Order - Board Members

Any Board Member desiring to speak shall address the President and, upon recognition by the President, shall confine himself/herself to the question under debate.

- A. A Board Member desiring to question the staff may address his/her question to the Fire Chief or any member of the staff. Answers given by staff should be considered opinions only with final answer determined by Board or Fire Chief.
- B. Board Member, once recognized, shall not be interrupted while speaking unless called to order by the President, unless a Point of Order is raised by another Board Member, or unless the speaker chooses to yield to questions from another Board Member.
- C. Any Board Member called to order while he is speaking shall cease speaking immediately until the question of order is determined. If ruled to be in order, he shall be permitted to proceed. If ruled to be not in order, he shall remain silent or shall alter his remarks so as to comply with rules of the Board.
- D. Directors shall at all times conduct themselves with courtesy to each other to staff and to members of the audience present at Board meetings and public sessions.

12.3 Decorum and Order – Employees

Members of the administrative staff and employees of the District shall observe the same rules of procedure and decorum applicable to Board Members.

12.4 Conflict of Interest

SECTION 1. Purpose.

Pursuant to the provisions of Government Code Section 87300, et seq., the Board of Directors the Russian River Fire Protection District hereby adopts the following Conflict of Interest Code. Nothing contained herein is intended to modify or abridge the provisions of the Political Reform Act of 1974 (Govt. Code~81000). The provisions of this Code are additional to Government Code 87100 and other laws pertaining to conflicts of interest. Except as otherwise indicated, the definitions of said Act and

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regulations adopted pursuant thereto are incorporated herein and this Code shall be interpreted in a manner consistent therewith.

SECTION 2. Designated Positions.

The positions listed on Exhibit "A" are designated positions. Officers and employees and their spouses holding those positions are designated employees and are deemed to make, or participate in the making of, decisions which may foreseeable have a material effect on a financial interest.

SECTION 3. Disclosure Statements.

Each designated employee shall file an annual statement disclosing that employee's interests in investments, real property, and income, designated as reportable on Exhibit "B."

SECTION 4. Place and Time of Filing.

(a) All designated employees required submit a statement of financial interests shall file the original with the Secretary of the District.

(b) The Secretary of the District shall make and retain a copy and forward the original to the County Clerk.

(c) A designated employee required to submit a statement of financial interest shall submit an initial statement within 30 days after the effective date of this Code.

(d) Merit system employees appointed, promoted, or transferred to designated positions shall file initial statements within 30 days after a date of employment.

(e) All other employees appointed, promoted or transferred to designated positions shall file initial statements not less than 10 days before assuming office, unless an earlier assumption of office is required by emergency circumstances, in which case the statement shall be filed within 30 working days thereafter.

(f) Annual statements shall be filed during the month of February by all designated employees. Such statements shall cover the period of the preceding calendar year.

(g) A designated employee required to file a statement of financial interest with any other agency, which is within the same territorial jurisdiction, may comply with the provisions of this Code by filing a duplicate copy of the statement filed with the other agency, in lieu of an entirely separate document.

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SECTION 5. Contents of Disclosure Statements.

Disclosure statements shall be made on forms supplied by the Secretary of this District, and shall contain the following information:

(a) Contents of Investment and Real Property Reports:

When an investment, or an interest in real property, is required to be reported, the statement shall contain:

(1) A statement of the nature of the investment or interest;

(2) The name of the business entity in which each investment is held, and a general description of the business activity in which the business entity is engaged;

(3) The address or other precise location of the real property;

(4) A statement whether the fair market value of the investment, or interest in real property equals or exceeds ten thousand dollars (\$10,000), and whether it exceeds one-hundred thousand dollars (\$100,000). This information need not be provided with respect to an interest in real property which used principally as the residence of the filer.

(b) Contents of Personal Income Reports:

When personal income is required to be reported, the statement shall contain:

(1) The name and address of each source of income aggregating two hundred and fifty Dollars (\$250) or more in value or fifty dollars (\$50) or more in value if the income was a gift, and a general description of the business activity, if any, of each source.

(2) A statement whether the aggregate value of income from each source, or in the case of a loan, the highest amount owed to each source, was at least two hundred fifty dollars (\$250) but did not exceed one thousand dollars (\$1,000), whether it was in excess of one thousand dollars (\$1,000) but was not greater than ten thousand dollars (\$10,000), or whether it was greater than ten thousand dollars (\$10,000);

(3) In the case of a gift, the amount and the date on which the gift was received.

(c) Contents of Business Entity Income Reports:

When income of a business entity, including income of a sole proprietorship, is required to be reported, the statement shall contain:

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(1) The name, address and a general description of the business activity of the business entity;

(2) The name of every person from whom the business entity received payments if the filer's pro rata share of gross receipts from such person was equal to or greater than ten-thousand dollars (\$10,000) during a calendar year.

(d) Contents of Management Position Reports:

When management positions are required to be reported, designated employees shall list the name of each business entity not specified above in which they are a director, officer, partner, trustee, employee or in which they hold any position of management.

(e) Initial Statement:

The initial statement filed by an employee appointed to a designated position shall disclose any reportable investments and interests in real property.

(f) Acquisition or Disposal During Reporting Period:

In the case of a statement filed under Section 4(f), if the investment or interest in real property, was partially or wholly acquired or disposed of during the period covered by the statement, the date of acquisition or disposal.

SECTION 6. Disqualification. The following shall govern disqualification:

(a) Decisions Requiring Disqualification:

Designated employees must disqualify themselves from making or participating in the making of any decision which will reasonably foreseeable have a material financial effect, distinguishable from its effect on the public generally, on any reportable interest of that employee or any other financial interest as defined in Government Code Section 87103, except sources of gifts of less than two hundred and fifty dollars (\$250) in value. No designated employee shall be prevented from or making or participating in the making of any decision to the extent his or her participation is legally required for the decision to be made.

(b) Manner of Disqualification:

A designated employee required to disqualify himself or herself shall notify his or her immediate superior in writing so that the matter may be reassigned.

(c) Disqualification by Member of Board of Directors:

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In the case of a designated employee who is a member of the Board of Directors, notice shall be given at the meeting during which consideration of the decision takes place and shall be made part of the official records of the meeting.

EXHIBIT "A"

DESIGNATED POSITION	DISCLOSURE CATEGORY
Members of the Board of Directors	1
Clerk of the Board/District	1
Administrator	1
Fire Chief	1
Fiscal Officer or Director	1
Deputy or Assistant Chief	2
Fire Marshal or Prevention Officer	2
Legal Counsel	1

Any Employee holding more than one designated position shall report in the most restrictive category of the positions that employee holds.

No employee who performs purely ministerial, clerical or service functions shall be a designated employee.

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EXHIBIT “B”

DISCLOSURE CATEGORIES

CATEGORY “1”

Designated employees in this group must report:

A. Interests in real property which are located wholly or in part:

1. within the boundaries of this district,
2. within two (2) miles of the boundaries of the district, or
3. within two (2) miles of any land owned by the district, including any leasehold, beneficial or ownership interest or option to acquire such interest in real property, if the fair market value of the interest is greater than two thousand five hundred dollars (\$2,500) and excluding property used primarily as the residence of the designated employee or his/her spouse and property used for personal recreational purposes by the designated employee or his/her spouse.

B. Investments.

C. Income.

D. His or her status as a director, officer, partner, trustee, employee or holder of a position of management in a business entity.

CATEGORY “2”

Designated employees in this category must report the same matters as employees in Category “1”, except that interests in real property need not be reported.

For purposes of this exhibit, the terms

1. interest in real property,
2. investments,
3. income and

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4. gift, shall have the meaning set forth in Government Code Sections 82028, 82030, 82033 and 82034; provided, however, that the terms “business entities” and “sources of income” shall be limited to the following areas of business activity:

Insurances

Safety and Uniform Clothing

Cleaning Products

Automotive Service Agencies

Paper Products

Office Equipment, Supplies and Printing

Banks

Medical and Rescue Supplies

Oil Companies

Travel Agencies and Airlines

Fire Engines, Ambulances, light trucks and automobiles

Fire Equipment, tools, devices and maintenance and service thereof

Radio and Communications Equipment

Utility Companies

Cardiac Care Equipment

Drugs

Water Supply and Distribution Devices

Real Estate and Building Construction

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12.5 Limitation of Debate

The Board by a majority vote may determine limitations of debates and rotation of speakers.

12.6 Dissents, Protests, and Comments

Any member shall have the right to express dissent from or protest to or comment upon any action of the Board and have the reason entered in the minutes. If such dissent, protest or comment is desired to be entered in the minutes, this should be made clear by language such as, "I would like the minutes to show that I am opposed to this action for the following reason...".

12.7 Rulings of President Final Unless Overruled

In presiding over meetings, the Board President, Vice President or temporary President shall decide all questions or interpretation of these rules, points of order or other questions of procedure requiring rulings. Any such decision or ruling shall be final unless overridden or suspended by a majority vote of the Board Members present and voting, and shall be binding and legally effective for purposes of the matter under consideration.

12.8 Actions Not Invalidated

Failure to strictly comply with these Rules of Procedure shall not invalidate any action taken by the District Board.

12.9 Actions

The Board may act only by ordinance, resolution or motion. For example: Board actions setting rules for long-term application are taken by ordinance, whereas more routine business and administrative matters (usually more temporary in nature) are accomplished by "resolutions."

The "motion" (assuming it was one which passed) is a Board action which is recorded simply by an item entry in the minutes of the meeting at which it was accomplished, and no separate document is made to memorialize it (unless a minute order is requested).

12.10 Processing of Motions

When a motion is made and seconded, it shall be stated by the Board President before debate. A motion so stated shall not be withdrawn by the mover without the consent of the person seconding it.

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12.11 Motions Out of Order

The Board President may at any time, by majority consent of the Board, permit a member to introduce an ordinance, resolution, or motion out of the regular agenda order.

12.12 Division of Question

If the question contains two or more divisional propositions, the Board President may, and upon request of a member shall, divide the same.

12.13 Precedence of Motions

When a motion is before the Board, no motion shall be entertained except the following, which shall have precedence in the following order:

- a. Adjourn
- b. Fix hour of adjournment
- c. Table
- d. Limit or terminate discussion
- e. Substitute
- f. Reconsider
- g. Amend
- h. Postpone

12.14 Motion to Limit or Terminate Discussion – Not debatable

Such a motion shall be used to limit or close debate on, or further amendment to, the main motion and shall not be debatable. If the motion fails, debate shall be reopened; if the motion passes, a vote shall be taken on the main motion.

12.15 Motion to Amend – Debatable

A motion to amend shall be debatable only as to the amendment. A motion to amend an amendment shall be in order, but a motion to amend an amendment to an amendment shall not be in order. An amendment modifying the intention of a motion shall be in order, but an amendment relating to a different matter shall not be in order. A substitute motion on the same subject shall be acceptable, and voted on before a vote on the amendment. Amendments shall be voted first, then the main motion as amended.

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12.16 Motion to Continue – Debatable

Motions to continue to a definite time shall be amendable and debatable as to propriety of postponement and time set.

12.17 Reconsideration – Debatable

Any Board Member who voted with the majority may move a reconsideration of any action at the same or next meeting. After a motion for reconsideration has once been acted upon, no other motion for reconsideration thereof shall be made without unanimous consent to the Board.

12.18 Voting Procedure

In acting upon every motion, the vote shall be taken by voice or roll call or any other method by which the vote of each Board Member present can be clearly ascertained. The vote on each motion shall then be entered in full upon the record. The Secretary shall call the names of all members seated when a roll call vote is ordered or required. Members shall respond 'aye' or 'no' or 'abstain.' Any Board Member not audibly and clearly responding 'no' or 'abstain' or otherwise registering an objection shall have his vote recorded as 'aye.'

12.19 Tie Votes

Tie votes shall be considered a no vote or denial.

ARTICLE13 PROCEDURES FOR ADOPTING A RESOLUTION

Resolutions are to be prepared in advance. The procedure shall be:

- A. Motion
- B. Second
- C. Discussion
- D. Vote
- E. Result declared

When a resolution has not been prepared in advance, the general counsel or staff shall prepare a resolution for presentation at the next meeting.

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ARTICLE 14 PROCEDURES FOR ADOPTING AN ORDINANCE

All ordinances shall be placed on the agenda for regular meetings by title and brief description of content. (An exception is an urgency ordinance, which may be adopted at a special meeting.)

- A. Discussion
- B. First Reading/Introduce the Ordinance
 - 1. Motion to waive reading of entire ordinance and read by title and number only. Must be carried unanimously.
 - 2. Reading by title by the Board Secretary
 - 3. Motion to introduce:
 - (a) Moved by:
 - (b) Seconded:
 - (c) Carried by:
- C. Adoption Second Reading in general, must occur at least five (5) days after first reading. Second Reading/Adopt the Ordinance.
 - 1. Motion to waive reading of entire ordinance. (see above)
 - 2. Motion to adopt Ordinance No. ____ to be read by title and number only.
 - (a) Moved by:
 - (b) Seconded:
 - (c) Carried by:
 - 3. Secretary to read by title and number only.
 - 4. State: Following the thirty-day (30) waiting period, Ordinance No. ____ will be effective.
- D. Publication
 - 1. The ordinance must be published within fifteen (15) calendar days of adoption. The ordinance is published once in full in the local newspaper. The ordinance must show the names of the Board Members and their votes.
 - 2. For summary publication: Publish before and after adoption. The summary of the proposed ordinance must be published five days (5) before the meeting where it will be considered. The summary is published again within fifteen days (15) after adoption.

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ARTICLE 15 FIRE DISTRICT LEGAL COUNSEL

It shall be the responsibility of the District Board to select legal counsel to represent the legal needs of the District. The Board shall recognize its responsibility to seek the advice of legal counsel whenever it is unclear regarding legal questions or whenever an action being considered by the Board may result in placing the District in legal jeopardy.

Legal counsel for the Fire District shall be in attendance for Regular Fire Board Meetings when legal advice, contract consultation and/or Closed Session interactions deem it necessary by the Board President or the Fire Chief.

In keeping with District Policy and fiscal responsibility, all legal counsel contact shall have prior approval by the Board President and/or Fire Chief for matters requiring a legal interpretation.

ARTICLE 16 POSITION DESCRIPTIONS

Fire Chief

Distinguishing characteristics:

Responsible to the Board of Directors of the Fire Protection District for the overall management, administration and operation of and for ensuring the effective and efficient delivery of services consistent with the Mission and Values of the District.

Duties and authorities

A. Accomplished and autonomously as routine activities:

- Routine planning such as goals/objectives, task analysis, priorities and standard setting.
- Plan, direct and coordinate annual work plan; assign/delegate projects and programs.
- Monitor and evaluate quantity and quality of work and results.
- Identify and solve problems with involvement of other personnel, such as Captains or Special Assignment Coordinators.
- Initiate and manage changes needed in the management / operation of the District.
- Strive to continuously improve (change) the quality of the District's service.
- Future planning/visioning.
- Establish internal policies, procedures, and recommend rules and regulations.
- Create and manage control tools such as schedules, milestone calendars, forecasts, project plans, etc.
- Supervise staff – full/part-time, volunteers and interns.
- Implement full range of personnel functions, such as to:

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- Recruit.
- Hire.
- Orient.
- Train.
- Discipline (penalties and rewards).
- Performance appraisal.
- Personnel actions, such as handling grievances.
- Personnel record keeping.
- Personnel hearings.
- Personnel development; coaching and mentoring.
- Promotion/demotion.
- Administer a full range of fiscal functions, such as:
- Approve/deny requests, i.e. insurance, compensation, benefits, payroll, warrant requests, special requests, etc.
- Keep in budget restraints (staying within budget).
- Projection of future internal fiscal needs.
 - Research and identify current and potential/expected laws affecting budget.
 - Track and preserve District's assets, human and material.
 - Keep Board of Directors informed.
 - Involve Board in fiscal planning, management, and evaluation.
 - Routine and effective communication and coordination with Board.
 - Act as monitor of Board's action to provide feedback, advice and recommendations.
- Provide status reports (written and verbal) on a regular basis:
 - Fiscal.
 - Personnel.
 - Programs.
 - Projects.
 - Legislation (which does or may affect District).
 - Keep Board fully informed about District management.
 - Ensure that state/local laws/regulations/ordinances are known by and acted upon by the Board.
 - Discuss regularly (every six months) with Board to review, refine, and update (as needed) the Board's expectations of the Chief, and the Chief's expectations of the Board.
 - Participate in annual performance appraisal of Chief as well as routine, informal feedback discussion.
- Response to emergencies
 - Respond to all emergency situations within the District, depending on the nature and severity of the incident, and upon availability (duty schedule).
 - Take command of District personnel and equipment at an incident if/as needed.

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- Respond to calls/dispatches for assistance outside the District when requested or by contract/agreement, depending on the situation and availability.
 - Plan for Chief's duties to be carried out if Chief will be out of the District for an extended time.
 - Represent District
 - As a member of various professional organizations (such as Sonoma County Fire Chief's Association (SCFCA), Sonoma County Fire Districts Association (SCFDA), Redwood Empire Dispatch Communications Authority (REDCOM), represent the interests and needs of the District.
 - Act as a community contact to identify and act upon community needs (expressed or otherwise identified) and to identify and solve community problems as they relate to emergency services.
 - If needed, explain and defend District policies, procedures, and/or activities.
 - Act as an "ambassador" and liaison to the public.
 - Resources
 - Establish needed staffing and community equipment and service levels based on resources available.
 - Acquire, allocate, and use District human, technical and material resources efficiently and effectively.
 - Prevention
 - Organize/manage prevention projects, programs, activities, and procedures to prevent fire, hazmat incidents, etc., and to limit the public's exposure to those.
 - Assess and evaluate potential hazards and develop/manage programs to reduce the hazards.
 - Serve as Fire Marshal in conjunction with Sonoma County Department of Emergency Services and direct inspections according to current and appropriate codes and practices.
 - Communication internally
 - Conduct and/or participate in regular internal meetings with District personnel for routine communication, problem solving, decision making, planning and evaluation.
- B. Accomplished under the direction and with the Board of Directors:
- Establish District wide policies, procedures, rules and regulations.
 - Long range future and strategic, visionary planning for the District as a whole.
 - Recommend approval or denial of requests, for example: insurance, compensation, benefits, payroll, warrant requests, special requests, etc.
 - Projection of future District wide fiscal needs based on District Vision.
 - Participate with the Board, staff and community groups (such as task forces or focus groups) in revenue generation through grants, code enforcement, taxation, surplus/sales of assets, and/or negotiations of contracts/agreements with local, state, federal and/or private entities.
 - Oversee implementation of Board's Strategic Plan decisions.

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Accountabilities

The Fire Chief is accountable for:

A. To the Board of Directors:

- The overall efficient and effective operation of the District.
- Being current and informed about issues, trends, laws, or other information which might have a current or future impact on the District.
- Updating and alerting the Board to any potential or anticipated issues/changes – political, legal, and/or technological that may impact the District.
- Following all District policies, Rules and Regulations and Standard Operating Guidelines (SOGs).

B. To the Personnel of the District:

- Maintaining high level of skills, education, training and professional development for participating in emergency responses.
- Possessing the agility, strength and endurance to do prolonged and arduous work under adverse conditions.
- Maintaining a healthy work environment by leading by example and empowering others.

C. To the Community:

- Meeting the Mission, Values and Vision of the District.

Knowledge, Skills and Abilities (KSAs)

A. Knowledge:

- To know and to meet generally accepted standards for Fire Chiefs in the State of California.
- To know and demonstrate knowledge as outlined in the Rules and Regulations. Knowledge of fire protection, emergency medical services and disaster preparedness problems; relevant laws, ordinances, codes and court decisions concerning fire protection: governmental operations at local, state and federal levels and the insurance industry.
- To know and to follow current and expected laws affecting fiscal affairs and budgets.
- To know and utilize resources available – human, fiscal, material, political, etc.

B. Skills:

To possess skills:

- As outlined in the Rules and Regulations.
- Leadership.
- Incident command.
- Management of operations.
- Supervision of personnel.
- Personnel management including but not limited to coaching, mentoring, and motivation.
- Fiscal management.

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- Communication with Board, personnel and community.
- Monitoring and evaluation (quantity and quality).
- Control of work and progress.
- Reporting (written and verbal).
- Representing the District in a professional manner.
- Problem solving (internal and external).
- Decision making.
- Change management.
- Project management.
- Analysis and assessment.
- Computer/data management/technology use.
- Public presentations.

C. Abilities:

The Fire Chief must have the ability to carry out all duties, authorities, and accountabilities, using the knowledge and skills required for this position (See sections III – IV above.) with professionalism, energy, and integrity.

Education and experience:

The District supports and expects personal and professional development through education and training.

A. Education.

- Community College A.A. degree minimum.
- Annual completion of a minimum of 40 hours of professional development activities, such as successfully completing classes, workshops, conferences, etc. designed specifically to help become more effective in the position.

B. Experience.

- The Fire Chief shall have at least ten years of increasingly responsible management and administrative experience in a progressive fire protection district, or any combination of knowledge, experience and education which would prepare him/her for this position.

Licenses and certifications

- The Fire Chief must have the ability to obtain the licenses and certifications required of the other positions in the District

Probationary period

None. (This is an appointed position with performance to be evaluated formally at the end of each year, and informally for routine, mutual feedback on progress.

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Administrative Assistant

Purpose

Responsible to the Fire Chief and Board of Directors (District Clerk). The Administrative Assistant assists with the overall efficient operation of District business.

Duties and authorities

The Administrative Assistant assists the Fire Chief as needed, answers phones, takes messages, assists the public with requests for information, prepares accounts payable and receivable, clerical duties, tracking of fixed assets, management of employee benefits, duties as assigned.

The Administrative Assistant assists the Board of Directors with the posting of agendas, taking of minutes for all meetings, reports as required or needed.

General:

- Follow the policies, rules and regulations of the District.
- Follow the operational/administrative procedures and SOGs of the District.
- Work effectively as a member of a team.
- Think and act quickly (and effectively) as a member of a team.
- Understand and follow oral and written directions promptly and accurately.
- Communicate orally (and in writing) to individuals or in a group setting.
- Deal courteously and effectively with the public.
- Establish and maintain cooperative relationships with those contacted in the course of work.
- Learn through structured lectures in a classroom setting; through oral instruction in an on-the-job setting.
- Comprehend and make inferences from written materials.
- To operate and enter data into a computer terminal, personal computer or keyboard device.
- Produce written documents using proper grammar and punctuation.

Special Assignments:

Ambulance billing

Meeting other community needs

- Public needs/information
- Administrative record keeping

Knowledge, skills and abilities

- Basic knowledge of Special District administration

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- Knowledge and/or experience equal to five years in special district administration
- Skilled in the use of general office equipment
- Ability to maintain confidential information

Captain

Distinguishing characteristics

This is a first-line supervisory, public safety classification in the District. Incumbents are expected to exercise a high degree of judgment and initiative while making critical and life-safety related decisions under pressure, adverse conditions, and are responsible for directing both emergency and non-emergency activities of an assigned shift.

Captains are expected to supervise and perform the full range of fire suppression, safety prevention and EMS duties on an in-service training basis and to learn and perform journey-level skills in all areas of duties and work assigned.

Supervision received and exercised

Direction is provided by the Fire Chief. Responsibilities include direct supervision of Volunteer Firefighters, Interns, FF/EMT, and FF/Paramedics and Engineers.

Duties and authorities

Responds and supervises at emergency calls and community needs as a member of a company, and performs the following duties:

Fire – summary of duties

The Fire Captain is responsible for the command of a shift including the apparatus, equipment and the personnel involved in the combating, extinguishing and preventing of fires and the saving of lives, environment and property. The fire captain is responsible for the discipline of the fire fighters and the proper maintenance of apparatus and equipment in accordance with written orders and other regulations. At an emergency, unless working under a superior officer, the fire captain is responsible for incident command and abatement of the emergency, including entering a burning building with the firefighters. While subject to the requirements of written orders and regulations and the verbal directions of a superior, the fire captain exercises great independence of judgment and action while in command at fires and rescues. The work is evaluated in terms of the example set for the firefighters, their respect for the fire captain, level of morale and discipline in the company and the effectiveness of the fire captain's leadership in fire fighting.

A. Accomplished autonomously as routine activities:

- Oversees various maintenance on apparatus and equipment.
- Supervises the inspection, maintains and operates a variety of tools, materials and equipment related to fire suppression.
- Supervises the maintenance of personal safety gear in readiness condition.

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- Drives/operates all fire fighting apparatus and equipment.
- Participates in continuous education and training in fire suppression, prevention, public education and inspection.

B. Accomplished under the direction of the Chief:

- Certain discipline actions beyond the scope of a company officer.
- Authorization for spending, project planning, changes in policy procedures, SOG's and/or guidelines.

C. Accomplished under the absence of a Chief Officer:

- Supervises and carries out all duties expected of a Captain, based on level of training and KSAs.

Emergency Medical Services

Responds to EMS calls and community needs as a member of a Company and performs the following duties:

A. Accomplished autonomously as routine activities:

- Oversees duties such as restocking supplies, inventorying equipment, etc.
- Supervises inspection and performance of routine maintenance on EMS/Rescue equipment.
- Performs and administers medical care at own level of training.
- Assists Paramedic with patient care.
- Assists with all aspects of an ALS ambulance.

B. Accomplished under direction of a Chief Officer:

- None.

C. In absence of a Chief Officer:

- None.

Rescue

Responds and supervises emergency calls and meets community needs as a member of a Company and performs the following duties:

A. Acts as Company Officer, which might include Incident Command (IC), Operations (ICS) and Safety.

B. Accomplished under the direction of a Chief Officer:

- Based upon the Fire Chief's schedule/availability, may supervise, and/or perform all aspects of Rescue, or acts as a Captain for fire suppression hazmat activities and/or:
 - Extrication (such as auto, home, confined space, etc.).
 - Cliff Rescue.
 - Water rescue.
 - Fire rescue.

C. Accomplished in the absence of a Fire Chief Officer:

- a. Carries out all vital duties. The Captain is expected to perform, consistent with their own KSAs acquired through training.

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Hazardous Materials (HazMat)

Responds to emergency calls and community needs as a member of a Company and performs the following duties:

- Accomplished autonomously as routine activities.
- Accomplished under the direction of a Chief Officer:
 - Performs duties under stressful conditions in the presence of contagious diseases, biological, environmental, chemical and/or physical violence.
- Accomplished in the absence of a Chief Officer:
 - Carries out all vital duties. A Captain is expected to perform consistent with their knowledge/skills/abilities acquired through training and experience.

Other duties as assigned, including Special Assignments

Special Assignments

Duties **may** include performing and/or **assisting** in a variety of special assignments based on training, education, and experience. Examples include, but are not limited to:

- Operations Officer.
- EMS Coordination.
- EMS Liaison.
- Training.
- Fire Maintenance.
- Safety.
- Fire Prevention.

Meeting other community needs

- Public assists.
- Administrative record keeping.
- Public information and public education.

Accountabilities by end of probationary period and thereafter.

By the end of the probationary period and thereafter, Captains are accountable for being willing and able to learn and perform the following:

Fire

- For having knowledge of all federal state, county and local laws relative to the activities of the Fire District.
- For having thorough knowledge of the principles and practices involved in training personnel.
- To lead firefighters effectively, maintain discipline, promote harmony, exercise sound judgment, and to cooperate with other officials.
- To prepare clear and concise reports.
- To operate and maintain fire fighting and rescue equipment.
- Maintain a high level of medical care and CPR lifesaving procedures.

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- Follow all Coastal Valleys EMS Agency regulations for the job related requirements for EMT-Basic.

Rescue

- Maintain a high level of proficiency in rescue practices and procedures.

HazMat

- Carry out first responder HazMat operational level methods and techniques.

General

- Follow the policies, rules and regulations of the District.
- Follow the operational procedures and SOGs of the District.
- Possess the agility, endurance and strength to do prolonged and arduous work under adverse conditions and with hazardous materials.
- Learn the street locations and physical layout of the District and major traffic, fire and hazardous material locations.
- Maintain emergency scene safety and security.
- Work effectively as a member of a team.
- Think and act quickly (and effectively) as a member of a team.
- Understand and follow oral and written directions promptly and accurately.
- Communicate orally (and in writing) to individuals or in a group setting.
- Deal courteously and effectively with the public.
- Establish and maintain cooperative relationships with those contacted in the course of work.
- Learn through structured lectures in a classroom setting through oral instruction in an on-the-job setting.
- Comprehend and make inferences from written materials.
- To operate and enter data into a computer terminal, personal computer or keyboard device.
- Produce written documents using proper grammar and punctuation.

Knowledge, skills and abilities (KSAs)

- Through knowledge of the rules and regulations of the Fire District.
- Thorough knowledge of the operation of all apparatus (materials) and methods used on combating, extinguishing, and preventing fires, and in rescue work.
- Knowledge of the maintenance of equipment.
- Knowledge of building construction and related codes.
- Knowledge of the location of hazardous occupancies in the District.
- Knowledge of water systems and water mains.
- Skill in the operation of all fire fighting and rescue equipment, including motor vehicles.
- Ability to react quickly and remain calm under duress, strain and stressful situations.
- Ability to evaluate patients' conditions and properly render emergency medical care.

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- Able to safely and quickly locate all addresses in the District.
- Ability to establish and maintain effective work relations with superiors, other employees and the public.
- Ability to communicate effectively orally and in writing.

Education and experience

- Minimum age: 18 years old
- High school diploma or G.E.D.
- License or certification:
 - This classification requires the use of District vehicles while conducting business. Individuals must be physically capable of operating the vehicles safely and must possess and maintain throughout employment a valid, Class B (or Firefighter B) California motor vehicle operator's license.
 - Firefighter I certification issued by the California State Fire Marshal.
 - California State Fire Marshal FF II certification.
 - California State Fire Marshal Fire Officer certification.
 - Current EMT – Basic certification and current CPR certification are also required and must be maintained throughout employment.
 - ICS-100;200; S-130, S-131; S-190; S-230; S-290 As required by the California Incident Command Certification System (CICCS)

NOTE: OFFICERS WITHOUT STATE CERT HAVE UNTIL DECEMBER 2011 TO COMPLETE

Probationary period:

A minimum of eighteen months.

Volunteer Lieutenant/EMT-B

This is a first-line supervisory, public safety classification in the District. Incumbents are expected to exercise a high degree of judgment and initiative while making critical and life-safety related decisions under pressure, adverse conditions, and are responsible for directing both emergency and non-emergency activities.

Distinguishing characteristics

- The Volunteer Lieutenant acts as a liaison to the Training Coordinator, Captains and/or Fire Chief for Volunteer matters.
- The Volunteer Lieutenant is expected to perform the full range of fire suppression, safety and prevention duties on an in-service training basis, and to learn and perform journey-level skills in all areas of work assigned.

Supervision received and exercised

- The Volunteer Lieutenant may act as a company officer, and is responsible for the apparatus, equipment, and the personnel involved in providing emergency services.
- The Volunteer Lieutenant works under the close supervision of the Fire Captain and/or Training Officer. General supervision may be provided by other

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management personnel of the Fire District. The Volunteer Lieutenant is periodically evaluated by the Training Coordinator regarding their progress in skill development and other work-related elements of the job. Incumbents may be required to indirectly assist the performance of newly assigned personnel. The Volunteer Lieutenant supervises volunteer personnel and other District personnel depending on the Lieutenant's experience and level of training.

Duties and authorities

Responds to emergency calls and community needs as a member of a Company or as a company officer, and performs the following duties, based on level of training.

Fire

- The volunteer Lieutenant is responsible for fire fighting entailing the combating, extinguishing and preventing of fires, and the saving of life, property, and the environment. The Volunteer Lieutenant is responsible for rapidly and efficiently performing various duties under emergency conditions, frequently involving considerable hazard.

Accomplished autonomously as routine activities:

- Supervises, assists and/or performs various maintenance on apparatus and equipment.
- Supervises, inspects, maintains and operates a variety of tools, materials, and equipment related to fire suppression.
- Supervises and maintains personal safety gear in readiness condition.
- Drives/operates all fire fighting apparatus and equipment.
- Participates in continuous education and training in fire suppression, prevention, public education and inspection.

Accomplished under the direction of a supervisor.

- Training of Volunteers.
- Certain disciplinary actions as needed.
- Spending, projects management, policy changes, SOGs and guidelines.

Accomplished in the absence of a supervisor:

- Carries out all vital duties. The Volunteer Lieutenant is expected to perform (consistent with their own knowledge/skills/abilities), acquired through training.

Emergency Medical Service

Responds to EMS calls and community needs as a member of a Company and performs the following duties:

A. Accomplished autonomously as routine activities, based on level of training and interest:

- Supervises and performs detailed duties such as restocking supplies, inventorying equipment, etc.

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- Supervises and inspects and performs routine maintenance on EMS/Rescue equipment.
 - Supervises, performs and administers medical care at basic level of training.
- B. Accomplished under the direction of a supervisor:
- Assists Paramedic with patient care.
 - Operates all aspects of an ALS ambulance as certified/trained.
 - Performs according to Coastal Valleys EMS Agency regulations.
- C. Accomplished in the absence of a supervisor:
- Supervises, performs and administers medical care at own level of training.

Rescue

Responds to emergency calls and community needs as a member of a Company or as a company officer and performs the following duties:

- A. Accomplished autonomously as routine activities, based on level of training and interest:
- May act as a Company Officer which may include Incident Command (IC), Operations (ICS) and Safety.
- B. Accomplished under the direction of a supervisor:
- Performs all aspects of Rescue, or acts as a Firefighter or Company Officer in fire suppression hazmat activities, and/or:
 - Extrication (such as auto, home, confined space, etc.).
 - Cliff rescue.
 - Water rescue.
 - Fire rescue.
- C. Accomplished in the absence of a supervisor:
- Carries out all vital duties. The Volunteer Lieutenant is expected to perform (consistent with their own knowledge/skills/abilities) acquired through training.

Hazardous Materials (HazMat)

Responds to emergency calls and community needs as a member of a Company and performs the following duties:

- A. Accomplished autonomously as routine activities, based on level of training and interest:
- None.*
- B. Accomplished under the direction of a supervisor:
- Supervises or performs duties under stressful conditions in the presence of contagious diseases, biological, environmental, chemical and/or physical violence.
- C. Accomplished under the direction of a supervisor:
- Carries out all vital duties. The Volunteer Lieutenant is expected to perform (consistent with their own knowledge/skills/abilities), acquired through training.

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Other duties as assigned, including Special Assignments

Duties **may** include performing and/or **assisting** in a variety of special assignments based on training, education, and experience. Examples include, but are not limited to:

- Training.
- Fire Maintenance.
- Safety.
- Fire Prevention.

Meeting other community needs

- Public assists.
- Administrative record keeping.
- Public information and public education.

Accountabilities

By the end of the probationary period and thereafter, the Volunteer Lieutenant is accountable for being willing and able to learn and perform the following:

Fire:

- To lead firefighters effectively, maintain discipline, promote harmony, exercise sound judgment, and to cooperate with other officials.
- Fire fighting methods and techniques.
- Operation and mechanical principles of fire apparatus and equipment used by the District.
- Driving and operating the full range of the District's apparatus safely and effectively.
- Perform full calculations of hydraulics for the proper and effective operation of equipment.
- Demonstrate a high level of mechanical aptitude.

EMS:

- Maintain a high level of medical care including CPR and EMT-B.

Rescue:

- Maintain a high level of proficiency in rescue practices and procedures.

HazMat:

- Carry out first responder HazMat operational level methods and techniques.

General:

- Follow the policies, rules and regulations of the District.
- Follow the operational procedures and SOPs of the District.
- Possess the agility, strength, and endurance to do prolonged and arduous work under adverse conditions and with hazardous materials.
- Learn the street locations and physical layout of the District and major traffic, fire and hazardous material locations.
- Direct traffic and maintain emergency scene safety and security.

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- Work effectively as a member of a team.
- Think and act quickly and effectively as a member of a team.
- Understand and follow oral and written directions promptly and accurately.
- Communicate orally and in writing to individuals or in a group setting.
- Deal courteously and effectively with the public.
- Establish and maintain cooperative relationships with those contacted in the course of work.
- Learn through structured lectures in a classroom setting through oral instruction in an on-the-job setting.
- Comprehend and make inferences from written materials.
- Learn to operate and enter data into a computer terminal, personal computer or keyboard device.
- Produce written documents using proper grammar and punctuation.

Knowledge, skills and abilities (KSAs)

- Thorough knowledge of the policies, rules and regulations of the Fire District.
- Thorough knowledge of the operation of all apparatus, materials and methods used on combating, extinguishing, and preventing fires, and in rescue work.
- Knowledge of the maintenance of equipment.
- Basic knowledge of building construction and related codes.
- Knowledge of the location of hazardous occupancies in the District.
- Knowledge of water systems and water mains.
- Skill in the operation of all fire fighting and rescue equipment, including motor vehicles.
- Ability to react quickly and remain calm under duress, strain and stressful situations.
- Ability to evaluate patients' conditions and properly render emergency medical care.
- Able to safely and quickly locate all addresses in the District.
- Ability to establish and maintain effective work relations with superiors, other employees and the public.
- Ability to communicate effectively orally and in writing.

Minimum education and experience

- Age: 18 years old.
- High school diploma or G.E.D. equivalent preferred. Any combination equivalent to experience and education that could likely provide the required knowledge, skills and abilities would be qualifying.
- Minimum license or certification:
 - This classification requires the use of District vehicles while conducting business. Individuals must be physically capable of operating the vehicles safely and must possess and maintain a valid, Class B (or Firefighter B) California motor vehicle operator's license.

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- FF I.
- FF II.
- EMT-B and CPR
- Fire Officer Command Series courses.
- ICS-100;200; S-130, S-131; S-190; S-230; S-290 As required by the California Incident Command Certification System (CICCS)

Probationary period

A minimum of eighteen months.

Engineer/EMT-B

Engineer/Paramedic-see also Firefighter/EMT – Paramedic for skills and requirements for paramedic.

Distinguishing characteristics

Engineers are expected to perform the full range of fire suppression, safety and prevention duties on an in-service training basis, and to learn and perform journey-level skills in all areas of work assigned.

Supervision received and exercised

New Engineers initially work under the close supervision of the Fire Captain and/or Training Officer for a prescribed training period. Subsequently, immediate supervision is provided by the Fire Captain. General supervision may be provided by other management personnel of the Fire District. Individuals are periodically evaluated by supervisors regarding their progress in skill development and other work-related elements of the job, both during and after completion of the initial probationary employment period. Incumbents may be required to indirectly assist the performance of newly assigned personnel.

Duties and authorities

Responds to emergency calls and community needs as a member of a Company, and performs the following duties:

Fire

The Engineer is responsible for operation of firefighting apparatus and paramedic ambulance, as well as the combating, extinguishing and preventing of fires, and the saving of life, property, and the environment. An Engineer is responsible for rapidly and efficiently performing various duties under emergency conditions, frequently involving considerable hazard.

A. Accomplished autonomously as routine activities:

- Performs various maintenance on apparatus and equipment.
- Inspects, maintains and operates a variety of tools, materials, and equipment related to fire suppression.

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- Maintains personal safety gear in readiness condition.
- B. Accomplished under the direction of a supervisor:
 - Drives/operates all firefighting apparatus and equipment.
 - Participates in continuous education and training in fire suppression, prevention, public education and inspection.
- C. Accomplished in the absence of a supervisor:
 - Carries out all vital duties.
 - An Engineer/EMT-Basic (or Paramedic) is expected to perform consistent with their knowledge/skills/abilities acquired through training and experience.

Emergency Medical Service

Responds to EMS calls and community needs as a member of a Company and performs the following duties:

- A. Accomplished autonomously as routine activities:
 - Performs detailed duties as outlined in Orientation and Probationary Period manuals, such as restocking supplies, inventorying equipment, etc.
 - Inspects and performs routine maintenance and pre-trip inspection on all apparatus.
 - Inspects and performs routine maintenance on EMS/Rescue equipment.
 - Performs and administers medical care at own level of training.
- B. Accomplished under the direction of a supervisor:
 - Assists Paramedic with patient care.
 - Operates all aspects of an ALS ambulance.
 - Performs according to Coastal Valleys EMS Agency regulations for EMT-Basic (or Paramedic).
- C. Accomplished in the absence of a supervisor:
 - Performs and administers medical care at own level of training.

Rescue

Responds to emergency calls and community needs as a member of a Company and performs the following duties:

- A. Accomplished autonomously as routine activities:
 - Safe/efficient apparatus operation
- B. Accomplished under the direction of a supervisor:
 - Performs all aspects of Rescue, or acts as an Engineer in fire suppression, hazmat activities, and/or:
 - Extrication (such as auto, home, confined space, etc.).
 - Cliff rescue.
 - Water rescue.
 - Fire rescue.
- C. Accomplished in the absence of a supervisor:

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- Carries out all vital duties. An Engineer/EMT-Basic (or Paramedic) is expected to perform consistent with their knowledge/skills/abilities acquired through training and experience.

Other duties as assigned, including Special Assignments

Special Assignments

Duties **may** include performing and/or **assisting** in a variety of special assignments based on training, education, and experience. Examples include, but are not limited to:

- EMS Coordination.
- EMS Liaison.
- Training.
- Fire Maintenance.
- Safety.
- Fire Prevention.

Meeting other community needs

- Public assists.
- Administrative record keeping.
- Public information and public education.

Accountabilities by end of probationary period and thereafter.

By the end of the probationary period, Engineer/EMT-Basic (or Paramedic) personnel are accountable for being willing and able to learn and perform the following:

Fire:

- Firefighting methods and techniques.
- Operation and mechanical principles of fire apparatus and equipment used by the District.
- Driving and operating the full range of the District's apparatus safely and effectively.
- Perform full calculations of hydraulics for the proper and effective operation of equipment.
- Demonstrate a high level of mechanical aptitude.

EMS:

- Maintain a high level of medical care and CPR lifesaving procedures.
- **Follow all Coastal Valleys EMS Agency regulations for the job related requirements for EMT-Basic (or Paramedic).**

Rescue:

- Maintain a high level of proficiency in rescue practices and procedures.

HazMat:

- Carry out first responder HazMat operational level methods and techniques.

General:

- Follow the policies, rules and regulations of the District.

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- Follow the operational procedures and SOGs of the District.
- Possess the agility, strength and endurance to do prolonged and arduous work under adverse conditions and with hazardous materials.
- Learn the street locations and physical layout of the District and major traffic, fire and hazardous materials locations.
- Direct traffic and maintain emergency scene safety and security.
- Work effectively as a member of a team.
- Think and act quickly (and effectively) as a member of a team.
- Understand and follow oral and written directions promptly and accurately.
- Communicate orally (and in writing) to individuals or in a group setting.
- Deal courteously and effectively with the public.
- Establish and maintain cooperative relationships with those contacted in the course of work.
- Learn through structured lectures in a classroom setting through oral instruction in an on-the-job setting.
- Comprehend and make inferences from written materials.
- Learn to operate and enter data into a computer terminal, personal computer or keyboard device.
- Produce written documents using proper grammar and punctuation.

Knowledge, skills and abilities (KSAs)

- Knowledge of the rules and regulations of the Fire District.
- Thorough knowledge of the operation of all apparatus and methods used in combating, extinguishing, and preventing fires, and in rescue work.
- Knowledge of the maintenance of equipment.
- Basic knowledge of building construction and related codes.
- Knowledge of the location of hazardous occupancies in the District.
- Knowledge of water systems and water mains.
- Skill in the operation of all firefighting and rescue equipment, including apparatus.
- Ability to react quickly and remain calm under duress, strain and stressful situations.
- Ability to evaluate patients' conditions and properly render emergency medical care.
- Able to safely and quickly locate all addresses in the District.
- Ability to establish and maintain effective work relations with superiors, other employees and the public.
- Ability to communicate effectively orally and in writing.

Minimum Education and experience

- Minimum age: 18 years old
- High School diploma or G.E.D.
- License or certification:

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- This classification requires the use of District vehicles while conducting business. Individuals must be physically capable of operating the vehicles safely and must possess and maintain throughout employment a valid, Class B (or Firefighter B) California motor vehicle operator's license.
- Firefighter I certification issued by the California State Fire Marshal or have successfully completed a California State Fire Marshal approved Firefighter I Academy.
- Fire Apparatus Operator certification issued by the California State Fire Marshal (By end of probation).
- Current EMT-Basic (or Paramedic Licensure) certification and current BLS (or ALS) certificate must be maintained throughout employment.
- ICS-100, S-130, S-131, S-190 as required by CICCS

Probationary period

A minimum of eighteen months.

Firefighter/EMT – Paramedic

Distinguishing characteristics

Firefighters are expected to perform the full range of fire suppression, safety and prevention duties on an in-service training basis, and to learn and perform journey-level skills in all areas of work assigned.

Supervision received and exercised

New Firefighters initially work under the close supervision of the Fire Captain and/or Training Officer for a prescribed training period. Subsequently, immediate supervision is provided by the Fire Captain. General supervision may be provided by other management personnel of the Fire District. Individuals are periodically evaluated by supervisors regarding their progress in skill development and other work-related elements of the job, both during and after completion of the initial probationary employment period. Incumbents may be required to indirectly assist the performance of newly assigned personnel.

Duties and authorities

Responds to emergency calls and community needs as a member of a Company, and performs the following duties:

Fire

The Firefighter is responsible for fire fighting entailing the combating, extinguishing and preventing of fires, and the saving of life, property, and the environment. A Firefighter is responsible for rapidly and efficiently performing various duties under emergency conditions, frequently involving considerable hazard.

A. Accomplished autonomously as routine activities:

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- Performs various maintenance on apparatus and equipment.
 - Inspects, maintains and operates a variety of tools, materials, and equipment related to fire suppression.
 - Maintains personal safety gear in readiness condition.
- B. Accomplished under the direction of a supervisor:
- Participates in continuous education and training in fire suppression, prevention, public education and inspection.
- C. Accomplished in the absence of a supervisor:
- Carries out all vital duties. A Firefighter/EMT-Paramedic is expected to perform consistent with their knowledge/skills/abilities acquired through training and experience.

Emergency Medical Service

Responds to EMS calls and community needs as a member of a Company and performs the following duties:

- A. Accomplished autonomously as routine activities:
- Performs detailed duties as outlined in District Orientation and Probationary Period manuals, such as restocking supplies, inventorying equipment, etc.
 - Inspects and performs routine maintenance on EMS/Rescue equipment.
 - Performs and administers medical care at own level of training.
- B. Accomplished under the direction of a supervisor:
- ALS patient care.
 - Operates all aspects of an ALS ambulance.
 - Performs according to Coastal Valleys EMS Agency Regulations for EMT – Paramedic.
- C. Accomplished in the absence of a supervisor:
- Performs and administers medical care at level of training.

Rescue

Responds to emergency calls and community needs as a member of a Company and performs the following duties:

- A. Accomplished autonomously as routine activities:
- None*
- B. Accomplished under the direction of a supervisor:
- Performs all aspects of Rescue, or acts as a Firefighter in fire suppression, hazmat activities, and/or:
 - Extrication (such as auto, home, confined space, etc.).
 - Cliff rescue.
 - Water rescue.
 - Fire rescue.
- C. Accomplished in the absence of a supervisor:

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- Carries out all vital duties. A Firefighter/EMT-Paramedic is expected to perform consistent with their knowledge/skills/abilities all duties acquired through training and experience.

Hazardous Materials (HazMat)

Responds to emergency calls and community needs as a member of a Company and performs the following duties:

- A. Accomplished autonomously as routine activities.
None.
- B. Accomplished in the absence of a supervisor:
 - Performs duties under stressful conditions in the presence of contagious diseases, biological, environmental, chemical and/or physical violence.
- C. Accomplished in the absence of a supervisor:
 - Carries out all vital duties. A Firefighter/EMT – Paramedic is expected to perform consistent with their knowledge/skills/abilities acquired through training and experience.

Other duties as assigned, including Special Assignments

Special Assignments

Duties **may** include performing and/or **assisting** in a variety of special assignments

Based on training, education, and experience. Examples include, but are not limited to:

- EMS Coordination.
- EMS Liaison.
- Training.
- Fire Maintenance.
- Safety.
- Fire Prevention.

Meeting other community needs

- Public assists.
- Administrative record keeping.
- Public information and public education.

Accountabilities by end of probationary period and thereafter.

By the end of the probationary period and thereafter, Firefighter/EMT-Paramedic personnel are accountable for being willing and able to learn and perform the following:

Fire:

- Firefighting methods and techniques.
- Operation and mechanical principles of fire apparatus and equipment used by the District.
- Demonstrate a high level of mechanical aptitude.

EMS:

- Maintain a high level of medical care and CPR lifesaving procedures.

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- Follow all Coastal Valleys EMS Agency regulations for the job related requirements for EMT-Paramedic.

Rescue:

- Maintain a high level of proficiency in rescue practices and procedures.

HazMat:

- Carry out first responder HazMat operational level methods and techniques.

General:

- Follow the policies, rules and regulations of the District.
- Follow the operational procedures and SOGs of the District.
- Possess the agility, strength and endurance to do prolonged and arduous work under adverse conditions and with hazardous materials.
- Learn the street locations and physical layout of the District and major traffic, fire and hazardous material locations.
- Direct traffic and maintain emergency scene safety and security.
- Work effectively as a member of a team.
- Think and act quickly (and effectively) as a member of a team.
- Understand and follow oral and written directions promptly and accurately.
- Communicate orally (and in writing) to individuals or in a group setting.
- Deal courteously and effectively with the public.
- Establish and maintain cooperative relationships with those contacted in the course of work.
- Learn through structured lectures in a classroom setting through oral instruction in an on-the-job setting.
- Comprehend and make inferences from written materials.
- Learn to operate and enter data into a computer terminal, personal computer or keyboard device.
- Produce written documents using proper grammar and punctuation.

Knowledge, skills and abilities (KSAs)

- Knowledge of the rules and regulations of the Fire District.
- Thorough knowledge of the operation of all apparatus, materials and methods used on combating, extinguishing, and preventing fires, and in rescue work.
- Knowledge of the maintenance of equipment.
- Basic knowledge of building construction and related codes.
- Knowledge of the location of hazardous occupancies in the District.
- Knowledge of water systems and water mains.
- Skill in the operation of all firefighting and rescue equipment, including motor vehicles.
- Ability to react quickly and remain calm under duress, strain and stressful situations.

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- Ability to evaluate patients' conditions and properly render emergency medical care.
- Able to safely and quickly locate all addresses in the District.
- Ability to establish and maintain effective work relations with superiors, other employees and the public.
- Ability to communicate effectively orally and in writing.

Education and experience

- Minimum age: 18 years old.
- High School diploma or G.E.D. equivalent.

License or certification:

- This classification requires the use of District vehicles while conducting business. Individuals must be physically capable of operating the vehicles safely and must possess and maintain throughout employment a valid class C, Class B preferred.
- Firefighter I certification issued by the California Fire Marshall Office.
- Current and maintained State of California Paramedic license.
- Current and maintained Sonoma County Paramedic accreditation.
- Current and maintained ACLS.
- Current and maintained PALS/PEPP.
- ICS-100, S-130, S-131, S-190 as required by CICC

Probationary period

A minimum of eighteen months.

Firefighter/EMT – Basic

Distinguishing characteristics

Firefighters are expected to perform the full range of fire suppression, safety and prevention duties on an in-service training basis, and to learn and perform journey-level skills in all areas of work assigned.

Supervision received and exercised

New Firefighters initially work under the close supervision of the Fire Captain and/or Training Officer for a prescribed training period. Subsequently, immediate supervision is provided by the Fire Captain. General supervision may be provided by other management personnel of the Fire District. Individuals are periodically evaluated by supervisors regarding their progress in skill development and other work-related elements of the job, both during and after completion of the initial probationary employment period. Incumbents may be required to indirectly assist the performance of newly assigned personnel.

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Duties and authorities

Responds to emergency calls and community needs as a member of a Company, and performs the following duties:

Fire

The Firefighter is responsible for firefighting entailing the combating, extinguishing and preventing of fires, and the saving of life, property, and the environment. A Firefighter is responsible for rapidly and efficiently performing various duties under emergency conditions, frequently involving considerable hazard.

A. Accomplished autonomously as routine activities:

- Performs various maintenance on apparatus and equipment.
- Inspects, maintains and operates a variety of tools, materials, and equipment related to fire suppression.
- Maintains personal safety gear in readiness condition.

B. Accomplished under the direction of a supervisor.

- Participates in continuous education and training in fire suppression, prevention, public education and inspection.

C. Accomplished in the absence of a supervisor:

- Carries out all vital duties.
- A Firefighter/EMT-Basic is expected to perform consistent with their knowledge/skills/abilities acquired through training and experience.

Emergency Medical Service

Responds to EMS calls and community needs as a member of a Company and performs the following duties:

A. Accomplished autonomously as routine activities:

- Performs detailed duties as outlined in the Orientation and Probationary Period manuals, such as restocking supplies, inventorying equipment, etc.
- Inspects and performs routine maintenance on EMS/Rescue equipment.
- Performs and administers medical care at own level of training.

B. Accomplished under the direction of a supervisor:

- Assists Paramedic with patient care.
- Operates all aspects of an ALS ambulance.
- Performs according to Coastal Valleys EMS Agency regulations for EMT-Basic.

C. Accomplished in the absence of a supervisor:

- Performs and administers medical care at own level of training.

Rescue

Responds to emergency calls and community needs as a member of a Company and performs the following duties:

A. Accomplished autonomously as routine activities:

None.

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B. Accomplished under the direction of a supervisor:

- Performs all aspects of Rescue, or acts as a Firefighter in fire suppression, hazmat activities, and/or:
 - Extrication (such as auto, home, confined space, etc.).
 - Cliff rescue.
 - Water rescue.
 - Fire rescue.

C. Accomplished in the absence of a supervisor:

- Carries out all vital duties. A Firefighter/EMT-Basic is expected to perform consistent with their knowledge/skills/abilities acquired through training and experience.

Other duties as assigned, including Special Assignments

Special Assignments

Duties **may** include performing and/or **assisting** in a variety of special assignments based on training, education, and experience. Examples include, but are not limited to:

- EMS Coordination.
- EMS Liaison.
- Training.
- Fire Maintenance.
- Safety.
- Fire Prevention.

Meeting other community needs

- Public assists.
- Administrative record keeping.
- Public information and public education.

Accountabilities by end of probationary period and thereafter.

By the end of the probationary period, Firefighter/EMT-Basic personnel are accountable for being willing and able to learn and perform the following:

Fire:

- Firefighting methods and techniques.
- Demonstrate a high level of mechanical aptitude.

EMS:

- Maintain a high level of medical care and CPR lifesaving procedures.
- **Follow all Coastal Valleys EMS Agency regulations for the job related requirements for EMT-Basic.**

Rescue:

- Maintain a high level of proficiency in rescue practices and procedures.

HazMat:

- Carry out first responder HazMat operational level methods and techniques.

General:

- Follow the policies, rules and regulations of the District.

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- Follow the operational procedures and SOGs of the District.
- Possess the agility, strength and endurance to do prolonged and arduous work under adverse conditions and with hazardous materials.
- Learn the street locations and physical layout of the District and major traffic, fire and hazardous materials locations.
- Direct traffic and maintain emergency scene safety and security.
- Work effectively as a member of a team.
- Think and act quickly (and effectively) as a member of a team.
- Understand and follow oral and written directions promptly and accurately.
- Communicate orally (and in writing) to individuals or in a group setting.
- Deal courteously and effectively with the public.
- Establish and maintain cooperative relationships with those contacted in the course of work.
- Learn through structured lectures in a classroom setting through oral instruction in an on-the-job setting.
- Comprehend and make inferences from written materials.
- Learn to operate and enter data into a computer terminal, personal computer or keyboard device.
- Produce written documents using proper grammar and punctuation.

Knowledge, skills and abilities (KSAs)

- Knowledge of the rules and regulations of the Fire District.
- Thorough knowledge of the operation of all apparatus and methods used in combating, extinguishing, and preventing fires, and in rescue work.
- Knowledge of the maintenance of equipment.
- Basic knowledge of building construction and related codes.
- Knowledge of the location of hazardous occupancies in the District.
- Knowledge of water systems and water mains.
- Skill in the operation of all firefighting and rescue equipment, including motor vehicles.
- Ability to react quickly and remain calm under duress, strain and stressful situations.
- Ability to evaluate patients' conditions and properly render emergency medical care.
- Able to safely and quickly locate all addresses in the District.
- Ability to establish and maintain effective work relations with superiors, other employees and the public.
- Ability to communicate effectively orally and in writing.

Education and experience

- Minimum age: 18 years old
- High School diploma or G.E.D. equivalent.

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- License or certification:
 - This classification requires the use of District vehicles while conducting business. Individuals must be physically capable of operating the vehicles safely and must possess and maintain throughout employment a valid, Class C. Class B preferred.
 - Firefighter I certification issued by the California State Fire Marshal.
 - Current EMT-Basic certification and current BLS certificate must be maintained throughout employment.
 - ICS-100, S-130, S-131, S-190 as required by CICCS

Probationary period

A minimum of eighteen months.

Volunteer Captain

Volunteer Engineer

Volunteer Firefighter

Volunteer Firefighter First Responder

Volunteer Firefighter/EMT-Basic

Volunteer Firefighter-Paramedic

All residents of the Fire Protection District are welcome to volunteer for the District if they meet the basic requirements stated below.

There are a number of tasks which have been identified which can be performed by qualified Volunteers which do not require the full qualifications outlined previously. To discover what these tasks are, and how you might contribute to the District, confer with the Fire Chief or one of the Company Officers (Captains) for directions and possibilities. Volunteers are encouraged to and will be supported in acquiring training to upgrade their skills and certifications.

Distinguishing characteristics

Volunteers are expected to perform the full range of fire suppression, safety and prevention duties on an in-service training basis, and to learn and perform journey-level skills in all areas of work assigned.

Supervision received and exercised

New Volunteers initially work under the close supervision of the Volunteer Lieutenant and/or Fire Captain and/or Training Coordinator for a prescribed training period. Subsequently, immediate supervision is provided by the Fire Captain. General supervision may be provided by other management personnel of the Fire District. Individuals are periodically evaluated by supervisors regarding their progress in skill development and other work-related elements of the job. Incumbents may be required to indirectly assist the performance of newly assigned personnel.

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Duties and authorities

Responds to emergency calls and community needs as a member of a Company, and performs the following duties, based on level of training and interest.

Fire

The Volunteer is responsible for firefighting entailing the combating, extinguishing and preventing of fires, and the saving of life, property, and the environment. A Volunteer is responsible for rapidly and efficiently performing various duties under emergency conditions, frequently involving considerable hazard.

A. Accomplished autonomously as routine activities:

- Assists and/or performs various maintenance on apparatus and equipment.
- Inspects, maintains and operates a variety of tools, materials, and equipment related to fire suppression.
- Maintains personal safety gear in readiness condition.

B. Accomplished under the direction of a supervisor:

- Participates in continuous education and training in fire suppression, prevention, public education and inspection.

C. Accomplished in the absence of a supervisor:

- Carries out all vital duties.
- Any Volunteer is expected to perform (consistent with their own knowledge/skills/abilities), acquired through training and education.

Emergency Medical Service

Responds to EMS calls and community needs as a member of a Company and performs the following duties:

A. Accomplished autonomously as routine activities, based on level of training and interest:

- Performs detailed duties such as restocking supplies, inventorying equipment, etc.
- Performs and administers medical care at basic level of training.

B. Accomplished under the direction of a supervisor:

- Assists Paramedic with patient care.
- Operates all aspects of an ALS ambulance.
- **Performs according to Coastal Valleys EMS Agency regulations.**

C. Accomplished in the absence of a supervisor:

- Performs and administers medical care at own level of training.

Rescue

Responds to emergency calls and community needs as a member of a Company and performs the following duties:

A. Accomplished autonomously as routine activities, based on level of training and interest:

None.

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B. Accomplished under the direction of a supervisor:

- Performs all aspects of Rescue, or acts as a Firefighter in fire suppression, hazmat activities.

And/or:

- Extrication (such as auto, home, confined space, etc.).
- Cliff rescue.
- Water rescue.
- Fire rescue.

C. Accomplished in the absence of a supervisor:

- Carries out all vital duties. Any Volunteer is expected to perform (consistent with the own knowledge/skills/abilities) acquired through training.

Responds to emergency calls and community needs as a member of a Company and performs the following duties:

A. Accomplished autonomously as routine activities, based on level of training and interest:

None.

B. Accomplished under the direction of a supervisor:

- Performs duties under stressful conditions in the presence of contagious diseases, biological, environmental, chemical and/or physical violence.

C. Accomplished in the absence of a supervisor:

- Carries out all vital duties. Any Volunteer Firefighter is expected to perform (consistent with their own knowledge/skills/abilities), acquired through training.

Other duties as assigned, including Special Assignments

Duties **may** include performing and/or **assisting** in a variety of special assignments based on training, education, and experience. Examples include, but are not limited to:

- Training.
- Fire Maintenance.
- Safety.
- Fire Prevention.

Meeting other community needs

- Public assists.
- Administrative record keeping
- Public information and public education.

Accountabilities

All Volunteers are accountable for being willing and able to learn and perform the following:

Fire

- Firefighting methods and techniques.

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- Operation and mechanical principles of fire apparatus and equipment used by the District.
- Driving and operating the full range of the District's apparatus safely and effectively.
- Perform full calculations of hydraulics for the proper and effective operation of equipment.
- Demonstrate a high level of mechanical aptitude.

EMS

- Maintain a high level of medical care and CPR lifesaving procedures.
- **Follow all Coastal Valleys EMS Agency regulations for specific job requirements.**

Rescue

- Maintain a high level of proficiency in rescue practices and procedures.

HazMat

- Carry out first responder HazMat operational level methods and techniques.

General

- Follow the policies, rules and regulations of the District.
- Follow the operational procedures and SOPs of the District.
- Possess the agility, strength and endurance to do prolonged and arduous work under adverse conditions and with hazardous materials.
- Learn the street locations and physical layout of the District and major traffic, fire and hazardous material locations.
- Direct traffic and maintain emergency scene safety and security.
- Work effectively as a member of a team.
- Think and act quickly and effectively as a member of a team.
- Understand and follow oral and written directions promptly and accurately.
- Communicate orally and in writing to individuals or in a group setting.
- Deal courteously and effectively with the public.
- Establish and maintain cooperative relationships with those contacted in the course of work.
- Learn through structured lectures in a classroom setting through oral instruction in an on-the-job setting.
- Comprehend written materials.
- Learn to operate and enter data into a computer terminal, personal computer or keyboard device.
- Produce written documents using proper grammar and punctuation.

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Knowledge, skills and abilities (KSAs)

- Knowledge of the rules and regulations of the Fire District.
- Thorough knowledge of the operation of all apparatus, materials and methods used on combating, extinguishing, and preventing fires, and in rescue work
- Knowledge of the maintenance of equipment.
- Basic knowledge of building construction and related codes.
- Knowledge of the location of hazardous occupancies in the District.
- Knowledge of water systems and water mains.
- Skill in the operation of all firefighting and rescue equipment, including motor vehicles.
- Ability to react quickly and remain clam under duress, strain and stressful situations.
- Ability to evaluate patients' conditions and properly render emergency medical care.
- Ability to safely and quickly locate all addresses in the District.
- Ability to establish and maintain effective work relations with superiors, other employees and the public.
- Ability to communicate effectively orally and in writing.
- Ability to acquire the following: ICS-100, S-130, S-131, S-190 as required by CICCIS for wildland firefighting

Minimum education and experience

- Age: 18 years old
- High School diploma or G.E.D. equivalent preferred.
- Minimum license or certification:
 - This classification requires the use of District vehicles while conducting business. Individuals must be physically capable of operating the vehicles safely and must possess and maintain a valid, Class C (or B depending on position desired) California motor vehicle operator's license.
 - Volunteers must not have been convicted of a felony.
 - Volunteers are required to meet California Title 22 Volunteer Firefighter requirements that may be acquired and maintained with the District.

Note: For Volunteer Officers and Paramedics additional legal certifications or licenses will be required.

Probationary period

A minimum of eighteen months.

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ARTICLE 17 EXTRA DUTIES/SPECIAL ASSIGNMENTS

Special Assignments:

Created, Deleted, Assigned as needed based on the needs of the District as determined by the Fire Chief and/or the Board of Directors.

Operations Officer
Training Coordinator
Maintenance Coordinator
Safety Officer
EMS Coordinator
Fire Prevention Coordinator
(to be determined)

Operations Officer

1. Liaison between the Fire Chief and other District personnel for daily operational activities.

- Carries out routine administrative tasks (sick, vacation, Comp time approvals) and related clerical duties, referring all policy matters to the Fire Chief.
- Meets on a regular basis with the Fire Chief for communication and coordination.

2. Responsible for the District in the absence of the Fire Chief during sick leave, time off and vacations.

3. Generally oversees all programs and projects assigned by the Fire Chief.

Training Coordinator

1. Coordinate all training aspects of RRFPD.

- Maintain firefighting knowledge and perform suppression skills as mandated by the California Fire Service Training and Education System as related to training.
- Understand safety practices, precautions, methods, rules, codes and regulations pertaining to the fire service and training.
- Interpret policies, directives and personnel regulations and ensure their proper application as related to training.
- Maintain current knowledge of all applicable laws and guidelines as they relate to fire service training and latest fire service standards.

2. Coordinate all operational training activities:

A. Maintain an effective RRFPD Training and Professional Development Program.

- Assess needs of District for training and development.
- Organize and coordinate and print a monthly training topic and related information.
- Organize and coordinate training as it relates to the monthly training topic.

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- A. Develop, maintain and administer training and development classes with organized drills and classroom instruction that adheres to CSFES to all fire personnel.
 - Organize and coordinate any special training classes to fulfill the needs of the RRFPD personnel.
- B. Organize and coordinate the training and orientation of all new RRFPD employees.
- C. Organize and provide RRFPD personnel with required training to meet or exceed NFPA, California Fire Service Training and Education System, Cal-OSHA, California DMV and Administrative Code Title 22 requirements, and any new legal mandates.
- D. Attend training classes to become a California State Fire Marshal Level I Instructor for RRFPD personnel.
- E. Administer RRFPD probationary and Intern programs.

Maintenance Coordinator

1. Coordinate all maintenance-related operations in accordance with local and Statewide standards.

- Maintain all mechanical equipment in accordance with local and statewide mechanical standards.
- Develop and maintain a preventative maintenance program for all RRFPD equipment.
- Understand and implement the safety practices, precautions, methods, rules, codes and regulations pertaining to the maintenance program.
- Interpret policies, directives and regulations as they relate to the maintenance program.

2. Coordinate all the RRFPD maintenance operations.

- Maintain detailed files on equipment information, maintenance requirements and repair record.
- Inspect all RRFPD equipment monthly for proper function and operation.
- Develop and maintain a preventative maintenance schedule for the station, apparatus, and portable equipment.
- Organize and/or make the minor repairs to equipment as needed.
- Provide a monthly list of maintenance supplies needed for planned maintenance.
- Provide maintenance information to all staff members.

3. Develop skills related to maintenance practices.

- Attend classes to become State Fire Marshal Level I Fire Mechanic
- Organize and coordinate any special training classes to fulfill the needs of RRFPD personnel.

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Safety Officer

- 1. The role of the appointed Safety Officer is to administer, design, and maintain the safety and health program. To do this, the Safety Officer is charged with the following:**
 - Design and implement the safety program to target losses, exposures to loss, and compliance with applicable government standards.
 - Monitor the effectiveness of the program and make recommendations for change.
 - Conduct employee and supervisory safety training.
 - Make recommendations to eliminate, control unsafe conditions.
 - Review periodic safety inspections of all Fire District facilities.
 - Participate and be involved in accident investigations.
 - Design, implement and participate in safety committees and/or safety communication vehicle as appropriate.
 - Design additional programs to increase the completeness of the loss control effort.
 - Maintain membership in Fire Association Self Insurance System (FASIS).

EMS Coordinator

- 1. Develop and maintain an EMS defibrillation program that adheres to California and Coastal Valley EMS Agency guidelines.**
 - Organize and provide EMT-D training to qualified RRFPD personnel.
 - Ensure that all current RRFPD-EMT-D personnel maintain the skills as outlined in the program.
 - Maintain an inspection and maintenance program for the EMT-D related equipment.
 - Record and report any related information as outlined in the program.
 - Attend EMT-D related meetings to represent RRFPD.
 - Review any EMT-D related calls with EMS.
 - Provide the Fire Chief with any requested data concerning the EMT-D program.
- 2. Develop and maintain an Advanced EMT certification program that adheres to California and Coastal Valley EMS guidelines.**
- 3. Develop and maintain a continuing education certification program.**
- 4. Supervise and maintain the acquisition and use of all medical supplies.**
 - Ensure and maintain the security of all prescribed drugs and narcotics under the District's control.
 - Educate the public and other public agencies.
- 5. Represent RRFPD as the liaison to the Coastal Valley EMS program.**

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- 6. Attend all Sonoma County EMS-related meetings.**
- 7. Supervise and coordinate CQI and QA. (Continuous Quality Improvement and**
- 8. Educate the public and other public agencies in EMS practices, procedures and changes.**
- 9. Develop and maintain a record of employee EMS certificates and licenses.**

Fire Prevention Coordinator

- 1. Develop a fire prevention and public education program for the District.**
 - Inspect commercial, industrial, and residential buildings and facilities to identify fire hazards and assure proper functioning fire protection equipment.
 - Assure compliance with a variety of fire prevention laws, ordinances and codes.
 - Inspect premises, make appropriate recommendations, and issue citations as needed.
 - Review building and fire suppression plans to assure the construction of safe and code-conforming buildings, and fire suppression and fire alarm systems.
 - Instruct employers, civic groups, school children and others in disaster preparedness, extinguishing small fires, escaping burning buildings, operating fire extinguishers and establishing evacuation plans.
 - Prepare and maintain records and reports related to fire inspection, code requirements, and permits.
- 2. Attend training classes to become a California State Prevention Officer.**
 - Organize and coordinate any special training classes to fulfill the needs of RRFPD personnel.

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Section 2

Rules and Regulations

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BOARD OF FIRE DIRECTORS

The Board of Fire Directors is the head of the Fire District. It has the power to supervise, control, regulate and manage the District and to make and enforce all necessary and desirable rules and regulations

OATH OF OFFICE

I do solemnly swear that I will support this Constitution of the United States of America and that of the State of California; that I will obey the Laws and Ordinances of the Russian River Fire Protection District, familiarize myself with and be obedient to the Rules and Regulations and orders of the fire district and faithfully serve the Russian River Fire Protection District in the discharge of my duties as a firefighter to the best of my knowledge and ability, so Help Me God.

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INTRODUCTION

Every rule, regulation, general order, direction or any provision herein contained or otherwise issued or made, is subject to repeal, or modification, from time to time whenever in the judgment of the Board of Fire Directors it is deemed in the best interest of the Fire District. The power to rescind, alter or amend these Rules and Regulations is vested by state law solely in the Board of Fire Directors.

These rules cannot nor are they expected to provide a solution to every question or problem, which may arise in an organization, established to render emergency service. It is expected, however, that they will be sufficiently comprehensive to cover either in a specific or general way, the obligations and duties of the members of the Russian River Fire Protection District.

They are not designed nor intended to limit any member in the exercise of the member's judgment or initiative in taking the action a reasonable person would take in extraordinary situations. Much by necessity must be left to the loyalty, integrity and discretion of members. To the degree which the individual member demonstrates possession of these qualities in the conscientious discharge of the member's duty, and to the degree alone will the District measure up to the high standard required of the service.

As necessary, requests for interpretations of these Rules and Regulations may be made to the Fire Chief. The legal validity of any part of these Rules and Regulations may be determined by formal opinion of the District's attorney upon request of the Board of Fire Directors or Fire Chief. Any opinion of the District's attorney or of any court invalidating any part of these Rules and Regulations shall not affect any other part thereof.

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DEFINITIONS

The following proper names and terms shall have the meanings indicated in this section for the purpose of these Rules and Regulations unless otherwise specifically stated.

ADMINISTRATIVE OFFICE: The Office of the Fire Chief

ALARM: A notification to respond to an emergency.

APPARATUS: Any Fire District vehicle or boat.

APPARATUS OPERATOR: Engineer, apparatus driver, aerial ladder operator, or anyone acting in any of these positions.

BOARD: The Board of Fire Directors, the head of the Fire District.

CHANNELS, THROUGH: The transmission of orders and communications through the intermediate officers in ascending or descending order of rank.

CHIEF: The Fire Chief; the Chief Administrative Officer of the Fire District.

COMMANDING OFFICER: The officer or acting officer who is the member's immediate superior in the chain of command.

COMPANY: Members under the command of a Company Commander, assigned to a station with apparatus.

COMPANY COMMANDER: Officer or member in command of a Company.

COMPANY FIRE PREVENTION DISTRICT: The area in which a company has specific responsibilities for the fire prevention inspection of assigned occupancies under supervision of Fire Chief.

DISTRICT: The Russian River Fire Protection District

FALSE ALARM: An alarm given with malicious intent or without reasonable cause.

GENERAL ORDER: An order issued by the Board to amend the Rules and Regulations of the District

HEADQUARTERS: In the absence of a specifically described location or office the term refers to the building wherein the Administrative Office is located.

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LOSS OF PRIVILEGES: The loss of those privileges granted to members by the Fire Chief. Within the meaning of disciplinary action assessment, such privileges may include, but are not limited to, the following: Early relief from platoon change, exchange of time between members or family visitation to quarters

Standard Operating Guideline: An administrative directive by the Fire Chief establishing the best practices and procedures of the District

MEMBER: Any employee duly and regularly appointed in the Fire District to perform the duties of a regular firefighter, under whatever designation they may be described in any salary or district ordinance providing compensation for the Fire District. The term member shall include officers

For purposes of enforcement of these Rules and Regulations and of the Manual of Operations only, the term “member” shall include civilian employees of the District. Civilian employees shall be accorded the privileges and be subject to such provisions contained there in which are not exclusively applicable to uniformed members.

ON DUTY: A condition of employment wherein a member is actively engaged in a function of the District.

PLATOON: One of the groups of Fire Suppression and Rescue personnel, which are alternately on duty.

QUARTERS: Any Fire Station, Department building, office, storeroom, workroom, yard, shop, or place wherein members are assigned or employed.

SHIFT: A period of 24 consecutive hours starting 0800 hours of any day.

SPECIAL ORDER: A directive issued by the Fire Chief for the administration of District affairs. It shall be effective until cancelled or included in the Manual of Operation.

FIRE CHIEF

Subject to the provision of the Board, the Rules and Regulations of the District and the instructions of the Board, the Fire Chief shall:

- Be the General Manager of the Fire District, and shall have control of all its activities, including fire extinguishment, fire protection and fire prevention.
- Be responsible for the proper management, discipline and training of District personnel.

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- Approve the tools, appliances and equipment of the District and their manner of care and use.
- Have the power and authority to organize, manage and control District operations.
- Establish suitable measures to put into effect the policy, Rules and Regulations, practices and procedures, necessary for the efficient operation of the District.
- Recommend to the Board suitable measures to enable the District to adequately discharge its duties and obligations.
- Prescribe the specifications and manner of wear of the uniform and protective clothing of the District.
- Within the discretion and authority granted to the Fire Chief by the Board, applicable statutes, and instructions of the Board in the operation of extinguishing any fire, take necessary precautions to prevent the spread or rekindle thereof, administer the affairs of the District, and enforce all ordinances and laws pertaining to fire control and life safety hazards within the District.
- Be responsible for the morale, efficiency and distribution of personnel within their command.
- Keep such records as are necessary to insure efficient operation of their commands
- Make such inspections and investigations as may be necessary to keep informed of conditions in their command.
- Respond to alarms and special calls in accordance with requirements and District policy, and assume command and direct operations when necessary.
- Respond to alarms and special calls when dispatched, assumed command, deploy apparatus and personnel in the most advantageous manner for the control and extinguishment of fire and preservation of life and property.
- Witness drills, make investigations, heed evidence of neglect or inefficiency and take necessary action to correct any deficiencies in their commands as required.

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- Have authority to prohibit the use of any uniform, tool, appliance, implement, or equipment, which is unfit for service.
- Designate members to act as Company Commanders in the absence of the regular commander of such companies.

SHIFT OFFICERS

- Command operate in accordance with general rules or conduct pertaining to their rank, and shall enforce within their specific rules applicable by reason of their assignment.
- Apprise their commands at 0800 hours of all orders and District communications received during the previous tour of duty, and impart any additional information or instructions necessary for the operation of their commands.
- Be familiar with their assigned duties and districts.
- Direct their commands in making fire prevention inspection of designated occupancies within their respective assignments and within their Company Fire Prevention Districts.
- Respond with their commands to alarms and other emergency calls as dispatched. When first to arrive, assume command until properly relieved.
- When performing duty at fires, be particularly judicious in laying lines, placing ladders, spotting equipment, calling for assistance, and in other operations necessary to the preservation of life and property.
- Determine that all apparatus and District equipment assigned to their commands or store in their quarters are properly cared for and protected.
- Keep journals of company operations, which will be complete daily histories of activities and happenings, and maintain other records and files necessary for efficient operation of their commands.
- Make periodic inspections of buildings in their District to obtain information essential for the suppression of fires, keep comprehensive records thereof, and, where great or unusual fire hazards are encountered immediately take action to correct such hazards.

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- Train and instruct members of their commands by daily training sessions to determine that the efficiency and coordination of their commands are maintained at a high standard.
- Designate qualified members to act in the positions of engineers in the absence of the regularly appointed members to such positions.
- Permit members to go off duty only in accordance with District policy unless other arrangements have been authorized; they shall promptly report any unauthorized absence or tardiness.
- Allow no visitors in quarters after 2300 hours, and permit children in quarters only when accompanied by adults except as provided by District policy.
- Within their discretion, impose penalties involving extra duty assignments, loss of privileges, or other penalties not unusual or excessive for the offenses committed, when subordinates under their commands commit infractions of the Rules and Regulations not considered flagrant; they shall thereupon report in writing through channels to the Fire Chief all details involved, which reports shall be reviewed by the Fire Chief who may impose additional penalties as warranted, attaching to the original reports their own written reports of any such additional penalties imposed.

ALL OFFICERS

- Be responsible for the enforcement of discipline and the promotion and maintenance of efficiency of their commands and shall consider it their duty to set especially good examples and require their commands to measure up to the high standard of the District requirements.
- Put into effect the authorized policies, regulations, practices and procedures of the District.
- Be familiar with the general requirements of their commands sufficiently to enable them to assume their responsibilities and effectively discharge their duties.
- Decide promptly any questions of doubt on the part of their subordinates relative to the interpretation of regulations or orders, and in sudden emergencies prescribe the immediate action to be taken.
- When in charge at the scene of any fire, have full power and authority to direct the operation of extinguishing the same, take the necessary

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precautions to prevent the spread thereof, and, in the course of such operations, prohibit approach to such fire by any person, vehicle, vessel or thing, and to remove or cause to be removed and kept away from such fire any vehicle, vessel or thing and all persons not actually and usefully employed in the extinguishing of such fire or the preservation of property in the vicinity thereof.

- Cause all fires to be extinguished with the least possible danger to life and property, prevent unnecessary water damage, take proper precautions against rekindle, and leave the premises in as safe a condition as practicable to do so.
- Be responsible for the correct notation in journals of all orders, directions and other information having general application to the operation of their commands, and apprise their relief of occurrences and happenings incidental to their tours of duty.
- Preserve all orders; notices, communications and records pertaining to the operation of their respective units until the purpose of such records have been served.
- Be responsible for the completeness, accuracy and dispatch of all reports with which they are concerned; refrain from intercepting or unnecessarily delaying any reports or communications in transit, and where such reports involve questions of policy, forward them promptly to the Fire Chief.
- Promptly investigate and make oral reports to the Fire Chief of any unusual occurrences concerning the District; when required, make written reports containing the facts of the case and forward promptly.
- Maintain the staffing levels of their command as far as practicable and report deficient staffing levels when efficient operation is jeopardized.
- Take precautionary measures to prevent the exposure of members to unnecessary danger while on duty.
- Be just, dignified, and firm in their relations with subordinates; see that good order and proper discipline is maintained, and abstain from use of violent or abusive language.
- Require subordinates to comply with all orders, regulations, practices and procedures of the District, and applicable Federal or State laws or county ordinances.

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- Choose members for relief positions on the basis of work-related qualification and experience.

ACTING OFFICERS

- Have the authority of the positions in which they are acting, be charged with the knowledge and responsibilities of their positions, and be held accountable for the proper execution of the duties of the rank in which they are acting.
- Be accorded all the privileges pertaining to the positions they temporarily occupy, and be obeyed and respected accordingly.

ENGINEERS

- At all times, drive and operate apparatus in a safe manner, with due regard for the welfare of the public and the District.
- Under the supervision of their respective commanding officers, be responsible for the condition and operation of apparatus to which they are assigned and shall be held strictly accountable for the readiness of such apparatus for service.
- Acquaint themselves with the topography, physical conditions, street names, numbers, locations, and other matters affecting response in their district
- When assigned as pump operators, be familiar with District practices and procedures relative to water supply, hose streams, pump operation, and other essentials to enable them to efficiently perform their duties.

ALL MEMBERS

- Respond to all fires or emergencies to which they may be dispatched or detailed, and exert their greatest effort to perform to the best of their ability under all circumstances; negligence, inefficiency or indifference of members in the performance of any of their duties is sufficient cause for disciplinary action.
- Exercise precautionary measures and good judgment to avoid injury to themselves and others while on duty.

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- Participate in District training activities as directed, be thoroughly familiar with all equipment they may be required to use in the full performance of their duties, and perform related work as required.
- Perform such extra details and duty as may be required, beyond their regular hours of service, to cope with emergencies or to represent the District in civic and other functions.
- Familiarize themselves with and be obedient to the rules, regulations, practices and procedures of the District.
- Accord obedience, proper respect and courtesy to officers and acting officers.
- Be courteous and respectful in their relations with other members.
- Give any necessary information and instruction to those designated to act in their places.
- When two or more members subordinate in rank to Captain, find themselves in a position which requires initiative and action, accept the command of the senior member, who shall assume such command until relieved by an officer or acting officer.
- Consult with and report in writing to their commanding officer, when making recommendations for changes, alterations or improvements; and all such recommendations shall be forwarded to the Fire Chief with the approval or disapproval of intermediate officers noted thereon.
- Make truthful and accurate records or reports, and shall not make misleading entries or statements with intent to deceive, or willfully mutilate any useful District record, book, paper or document.
- Promptly notify their commanding officers of all matters coming to their attention affecting the interest or welfare of the District.
- Report promptly to the commanding officer any accident, sickness or injury occurring to themselves while on duty, no matter how trivial.
- Notify their commanding officer or the officer on duty at their places of assignment of any inability to report for duty at the time required.

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- Notify their commanding officers and the administrative staff within twenty-four hours of any change of residential address or telephone number.
- Report to their commanding officers the loss or finding of any District badge, identification card, book or equipment.
- Upon receiving any order, which is in conflict with previous order, so inform the officer who issued the conflicting order and be governed by his or her instructions.
- Under no circumstances, exceed their authority in giving orders. The wrongful or injurious exercise of authority by any member is prohibited. A member acting in obedience to an improper order shall be protected against penalty.
- Exercise caution to avoid unnecessary damage or loss of District property, and be responsible for the safekeeping and proper care of all District property in their charge.
- Practice economy in the use of supplies and metered services.
- Keep themselves in readiness for duty and not absent themselves from place of assignment without the specific permission of their commanding officers.
- Remain on duty until change of platoons unless properly relieved or otherwise directed by their commanding officers.
- Report to their places of assignment, fit, and able to perform their required duties, and shall not by any improper act render themselves unfit for duty.
- Neither bring nor cause to be brought into District quarters, nor use or have in their possession, while on duty, any intoxicating liquor, drug or compound.
- Keep their persons, uniforms, beds and lockers in a neat and clean condition; persistence in un-cleanliness or offensive habits being cause for disciplinary action.
- Avoid all unnecessary disturbances of other sleeping members.

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- While, on duty not indulge in: obscene or uncivil language; altercations or conduct, which might cause adverse public reaction or injury to any person.
- Not smoke at any time or place.
- Keep in proper physical condition necessary to perform the duties of their position.
- Be governed by the ordinary and reasonable rules of behavior observed by law-abiding and self-respecting citizens, and no member shall commit any act tending to bring discredit upon the District or its members.
- Be courteous and respectful in their contacts with the public.
- Be properly attired at all times when representing the District on or off duty.
- Conduct themselves in a manner, which will not tend to impair the good order and discipline of the District.
- Pay their just debts; justifiable complaints repeatedly made against any member for neglect or refusal to pay his or her debts shall be cause for disciplinary action.
- Not gamble in any manner while on duty nor while on District premises.
- Neither solicit nor receive any monetary contribution from any other member, while on duty, without the purpose of such solicitation or contribution being first approved in writing by the Board; excepting that this rule shall not apply to collections, payments or contributions which a member has authorized pursuant to any existing law; nor to house dues, mess funds, flowers, retirement gifts, or items of a similar nature.
- Carry their Fire District identification cards at all times except when it is not practical to do so, such as when participating in athletics, when wearing full turnout clothing, etc.
- Neither lend, sell, give away, nor appropriate to their own use any public property. Nor pilfer or be guilty of theft at fires or elsewhere.
- Maintain in the Administrative Office of the fire district complete and accurate information sufficient to establish clearly the legal status of their dependents in the event of the member's disability or death.

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- Notify the Fire Chief before signing any release from liability, or initiating civil action for damages against a third party for on-duty injuries caused by negligence of a third party.
- Make no recommendations nor exercise any discretionary powers, as a District employee, relative to any contract or sale to which the District is a party, and in which the member involved is directly or indirectly financially interested.
- Refrain from engaging in any occupation or activity for compensation, which will conflict with the District's interest or detract from such member's efficiency to the District. Prior to engaging in outside employment or activity for compensation, members shall certify as to the nature of such involvement and receive written approval of the Fire Chief or designated representative.
- Abstain from lending their names, as members of the District, to any commercial or business enterprise, or approving and countenancing the use of the name and the prestige of the District for any such purposes.
- Accept no reward, fee, or valuable gift from any person for services incidental to the performance of duty except with permission of the Fire Chief.

a. In accordance with District policies, all members shall be assigned for service based on merit and job-related qualifications for particular duties. Discrimination is strictly unlawful under Federal, State, and County statutes. In addition, the District has a policy of a discrimination free workplace and zero tolerance for sexual harassment. No member shall discriminate against any other member based on race, color, national origin, ancestry, creed/ religion, sex, age, disability, marital status, sexual orientation, medical condition (cancer), AIDS (afflicted or perceived), and retaliation from having filed, or served as a witness in a discrimination complaint. See Work Place Anti-Harassment Policy.

b. All facilities of the fire station that are provided for the storage, preparation, cooking, and serving of food or drink shall be utilized equitably for the benefit of all members assigned. At the fire station, on each platoon, there shall be maintained an organized non-exclusionary mess. It is District policy that all members participate in the organized mess, unless officially excused there from.

c. No member shall 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, nor shall make derogatory statements or adversely criticize District policy, activities or

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officers, except by oral report to the Fire Chief or by official written communication through channels, addressed to the personal attention of the Fire Chief, with copies to the Board as may be required by these Rules and Regulations, or as the Board may require in specific instances.

d. No member shall circulate any questionnaire, poll, petition, letter, or other document relating to any District policy, for signature by any member while on duty, unless the circulation of such questionnaire, poll, petition, letter, or other document has received the prior written approval of the Board or Fire Chief.

e. No member shall furnish information relative to District policy, practices, or business affairs, to persons not connected therewith, except as provided in these Rules and Regulations or as authorized by the Board or Fire Chief.

f. To assure the Board that it has current knowledge and control of all operations and transactions of the Fire District, it is ordered that, all recommendations, requests, reports, and other communications addressed to other agencies by any member or unit of the District shall first be submitted to the Board for consideration. This shall not be understood to include simple information concerning permits, approvals, fees, preparation of preliminary plans, drafting of specifications, or communications pertinent to interdepartmental conferences for strictly preparatory development of recommendations for action on the Board level, but members of the District are cautioned to avoid any communication that may commit the Board to a course of action, a policy, or an allocation of funds, or that may, in any way, embarrass or encroach upon its authority as lawful head of the District. All final and conclusive communications should be made on the Board level. This injunction shall be firmly enforced, and doubts as to its application should be submitted to the Board for advice on the point involved.

g. Each member shall, when called upon to give evidence, or when making depositions, or when testifying before any court, officer, competent tribunal, Grand Jury or Fire Board which is properly constituted according to law or by these Rules and Regulations, conduct himself or herself with dignity, courtesy, and respect, and shall fully, clearly and without reservation, state all facts pertaining to the case or matter under consideration or investigation.

h. No member shall belong to any organization, association, or society which will in any manner divide his or her loyalty to the District or the United States of America, or which seeks to subvert any municipal, state or federal law, rule, policy or regulation of the District or directive of the Board.

i. Members shall be governed by the following rules and matters of conduct, with respect to political activities:

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1. No solicitation, speeches, or distribution, posting, or display of campaign literature for or against any candidate for public office, or for or against any ballot measure, not officially endorsed by the Board shall be permitted on or in Department property or buildings.
 2. Members shall not engage in political activities of any kind while on duty.
 3. A member who is off duty may solicit contributions from employees to promote or defeat issues, which concern working conditions of District employees. Contact concerning the above activities with District employees during those employees' working hours must first be approved in writing by the Board or Fire Chief.
 4. The uniform, badge or prestige of the District shall not be used to attempt to influence the vote of any person for or against any candidate for public office or for or against any ballot measure.
 5. Members are prohibited from participating in political activities in any manner, which might be construed as District endorsement of the issue, candidate or activity unless such endorsement has been announced publicly.
- j. Subject to the authority of the Fire Chief, members may transact private business in quarters with a representative of a commercial establishment, provided it does not interfere with departmental activities.
- k. Members may appeal in writing through channels to the Fire Chief, and file a duplicate copy concurrently with the Board, if they believe they have been unjustly or unfairly treated.
- l. The Flag Code adopted by the National Flag Conference, Washington D.C., where applicable, shall govern District flag etiquette. The United States flag and the California State flag shall be displayed from District property in the manner prescribed by the Fire Chief in conformance with the law.
- m. No member shall negotiate for present or future employment outside of the District with any person, firm, or organization known by such member to be dealing with the District concerning matters within such member's areas of responsibility or upon which the member must act or make recommendation.
- n. Exchange of time or adjustment of platoon schedules between members may be granted by the Fire Chief. Limitation and control of such privilege shall be established by the Fire Chief with regard to the reasonable needs of members in obtaining time off duty for personal reasons. Limitation and control of trades shall be governed by the Fire Chief to maintain efficient District operations.

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Honorary Awards

- a. In recognition of meritorious conduct or extraordinary service, Awards of Decoration or Letters of Special Commendation may be granted.
- b. A Board of Honorary Awards shall consist of the Fire Chief or fire officer and one member from the rank of Captain or below. The Board shall promptly and thoroughly investigate any report of meritorious act(s) and determine an award commensurate with the deed. Upon completion of the investigation, the Board will submit a report in detail of its findings and recommendations to the Fire Chief.
- c. The Board of Fire Directors may confer awards on their own motion or upon recommendation of the Fire Chief, which may be based on findings by a Board of Honorary Awards. Posthumous awards to relatives of deceased members shall be made at times and places designated by the Board of Fire Directors.

AWARDS OF DECORATION

Medal of Valor: A member is entitled to consideration for this award by performing an act of conspicuous heroism and/or bravery under extreme personal risk above and beyond the calculated personal risk demands of the fire service. A member receiving the Medal of Valor shall also receive a Certificate of Valor, A Medal of Valor Pin, a Resolution of Valor, and have their name inscribed on the Roll of Merit.

Award of Merit: Members taking conspicuous action in rendering aid during a life-saving or life-threatening situation under circumstance, which pose calculated risk to the members, or performing an endeavor which brings significant credit to the Fire District, are entitled to consideration for this award. A member receiving the Award of Merit shall also receive a Certificate of Merit.

- d. Letter of Special Commendation: An act performed of unusual character during emergency or non-emergency conditions, requiring initiative or ability worthy of recognition entitles a member to consideration for this commendation. Qualifying members shall receive a Letter of Special Commendation from the Fire Chief, which may or may not be based on findings by a Board of Honorary Awards.

Discipline: (See Discipline Policy)

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- a. The Fire Chief may summarily relieve a member under his or her command from duty, when in his or her judgment an offense committed is sufficiently serious to warrant immediate action. An oral report of such action shall be made to the Board immediately, followed by proper and well-sustained written charges upon which official relief from duty may be made by the Fire Chief.
- b. Charges in writing may be preferred by one member against another or by a civilian against any member of the District who violates, or who is alleged to have violated the Rules and Regulations or any other orders governing the District.
- c. Members shall promptly report any violation of the policy, Rules and Regulations, practices and procedures of the District.
- d. Members preferring charges shall be prepared to sustain them by production of competent testimony at a hearing. To insure this, any member who intends to prefer charges shall, at the time of the alleged violation, call it to the attention of any other members present, specifying its character and notifying them that they may be called as witnesses. Any attempt at evasion of this witness duty by members shall be made a subject for disciplinary action.
- e. Charges shall specify the policy, the section and subsection of these Rules and Regulations, or the procedure violated, and shall set forth in detail the time and place of the alleged violation, the acts alleged to constitute such violation, and, so far as possible, the names of all persons then and there present.
- f. Unless unavoidably prevented, charges shall be forwarded within twenty-four hours after occurrence of the alleged violation. Intermediate officers shall forward charges without expression of opinion unless they have personal knowledge of, or are involved in the case.
- g. When relieved from duty under charges, the member so relieved shall promptly surrender all District property to his or her commanding officer, which will retain such property pending disposition.
- h. The services of any notice, order, or process required by reason of disciplinary action shall be made either by handing the member a copy thereof personally or by forwarding such copy by registered mail to his or her last known address of District record.
- i. No member shall directly or indirectly intercede with a member of the Board of Rights for or against any member whose hearing is pending or being heard, except as provided by law.
- j. Punctuality is required of all members. Failure to report for duty or to place of assignment at the time specified will be considered cause for disciplinary action.

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Unexcused absence of over 30 minutes duration will be considered absence without leave. Tardiness shall be reported immediately.

k. Loss of privileges, relief from duty or suspension may be assessed against any member guilty of infractions of the Rules and Regulations, practices or procedures in an amount commensurate with the seriousness of the offense.

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SECTION III

Policies

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PURCHASING POLICY

A. GUIDING PRINCIPLES

The District shall follow all state and federal laws that relate to the spending the public funds and the letting of public contracts. All expenses must be directly related to District business. The following rules are based on these laws.

B. SIGNING AUTHORITY

1. No purchase will be made without prior approval.
2. The following pre-designated spending amounts have prior approval:
 - **Fire Chief:** \$5,000, single purchase, up to the budgeted amount per month.
 - **Operations Officer (B/C):** \$500 single purchase amount, \$1,500 max per month.
 - The following Special Assignments:
 - **EMS (supply):** \$499 single purchase amount, \$750 max per month;
 - **Maintenance (apparatus):** \$250 single purchase amount, \$499 max per month;
 - **Maintenance (station):** \$250 single purchase amount, \$499 max per month.
 - **Station Captain:** \$50 single purchase amount, \$250 max per month.
 - **EAA (or designee):** \$500 single purchase, \$750 max per month.

3. To make purchases that exceed these pre-designated spending amounts, a purchase order must be used and approved prior to the purchase. To make purchases that are at or below these pre-designated amounts an expense justification form must be completed at the time of purchase.

4. If purchases are made without prior approval or pre-designation, the employee or volunteer making the purchase will be obligated to reimburse the District for the expense incurred, and may be subject to wage garnishment and/or other disciplinary action, up to and including termination of employment.

5. The Board of Directors has final authority for approval of all expenses.

C. BIDDING REQUIREMENTS

1. The District Board may contract for special services (as defined by section 20812(a) of the California Public Contract Code) without competitive bidding. Such contracts shall be with persons specially trained, experienced, expert and competent to perform the special services.

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2. Contracts for other services that exceed \$25,000.00 shall be contracted for and awarded to the lowest responsible bidder after notice, in the manner required by section 20812(c) of the California Public Contracts Code.

3. Contracts for the construction or completion of any building, structure, or improvement in excess of \$10,000, shall be contracted for and awarded to the lowest responsible bidder after notice, in the manner required by section 20813 of the California Public Contract Code.

4. All other contracts shall be awarded through competitive means that include the solicitation of at least three (3) written or documented verbal quotes. If the lowest quote is not selected, a written explanation shall be attached to the purchase order.

5. In the case of an emergency, the District, pursuant to a four-fifths vote of the Board of Directors, may repair or replace a public facility, take any directly related and immediate action required by that emergency, and procure the necessary equipment, services, and supplies for those purposes, without giving notice for bids to award contracts in the manner authorized by section 22050 of the California Public Contract Code.

D. PETTY CASH

The District's petty cash account is limited to a \$500 purchase limit per month. For practical purposes, a balance of \$1,000 shall be maintained.

RECRUITMENT AND SELECTION

I. PURPOSE

To maximize District efforts and resources in the recruitment and selection process in order to identify the best applicants available.

II. SCOPE

This policy applies to the recruitment and selection of all positions within the District's Classification/Job Description System, with the exception of the position of Fire Chief.

III. POLICY

When a position vacancy occurs, the Fire Chief or designee shall coordinate a recruitment, examination, assessment, and selection program designed to identify the most capable individual for the position, without regard to race, sex, color, age, national origin, religious affiliations or disability.

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IV. GUIDELINES AND PROCEDURES

POSITION AND EXAMINATION ANNOUNCEMENTS

- A. The Fire Chief or the designee shall review the position opening, the job description, position requirements, and any other pertinent information related to the position vacancy. The Fire Chief shall give final approval to the minimum requirements established for the position, on the premise that circumstances may at times drive some variation in the specific requirements for that particular position vacancy.
- B. Upon notification of a position vacancy above entry level, first consideration shall be given to any possibilities of internal promotion or internal transfer requests. If an eligibility list does not already exist, a promotional examination process shall be administered in order to create such a list.
- C. Upon notification of a position vacancy at the administration level first consideration shall be given to any possibilities of internal promotion utilizing an existing eligibility list or internal transfer request.
 - 1.) If an eligibility list does not already exist, a promotional examination process shall be administered in order to create such a list.
 - 2.) In the event that only 1 qualified internal candidate applies for a promotional examination, the Fire Chief shall have the discretion to open the position to an open competitive process.
- D. Based upon the hiring needs, the Fire Chief or the designee shall prepare an official position and examination notice and activate appropriate recruiting processes.
- E. Public notice of all position announcements and entry level examinations for initial employment with the District shall be published in the Administration Office, at the station and in at least one newspaper of general circulation (for a minimum of three consecutive days). Such announcements shall be posted 30 days in advance for safety/suppression positions or 15 days in advance for all other positions.
- F. Announcements shall include the following information:
 - 1. Title of the position

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2. Essential duties and responsibilities
3. Salary range
4. Minimum qualifications
5. Application procedure, including the final date for filing application
6. Description of the examination process
7. Notice of applicable Volunteer or Paid Call preference

APPLICATION PROCESS

- A. All applicants shall be required to complete and submit an application form in order to be considered for employment. The Fire Chief or designee shall screen incoming applications to identify candidate qualifications.
- B. All applicants shall be notified by mail of their approval or rejection for participation in the examination process. Such notification shall occur at least one week prior to the date of the commencement of the examination process. Those applicants approved for the examination shall receive notification of the date, time, place, and conditions of the testing.
- C. The Fire Chief or designee shall have the authority to reject an applicant for the following causes:
 1. Lack of minimum qualifications or requirements as set forth in the position announcement;
 2. Falsification of information or material omission of information in the application process;
 3. Failure to successfully pass a background review, including motor vehicle records and criminal conviction history;
 4. Prior employment with RRFPD that resulted in a status of ineligibility for rehire.

EXAMINATION PROCESS

- A. The Fire Chief or the designee shall be responsible for the administration of the examination processes.
- B. Upon recommendation by the Fire Chief, the Board of Directors may authorize the use of either a contract agency for examination

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administration or the cooperative participation of RRFPD in joint examination with other jurisdictions.

- C. Any pre-employment examinations shall be job-related so as to assess the candidate's ability and suitability to meet the job requirements.
- D. The examination process for Entry Level shall be an open competitive process, and shall include a physical agility test, a written examination, and an oral interview.
- E. Applicants for Engineer shall be RRFPD Firefighters who have successfully completed their initial twelve-month probationary period. The Fire Chief or the designee may waive or reduce the twelve-month probationary requirement to six months if it is in the best interest of the District.
- F. If the Fire Chief determines that there are not sufficient numbers of qualified candidates to meet the needs of the District, the position shall be subject to an open competitive process.
- G. Examinations for other positions being held on an open competitive basis may include any of the following components: application screening, written examination, oral interview or Assessment Center. The top 3-5 applicants shall be invited to participate in the Assessment Center.
- H. Promotional examination processes may include a review of minimum qualifications, written examination, and an Assessment Center or oral interview.

EXAMINATION SCORING

- A. The minimum passing score for all examinations is 70%, with the exception of the physical agility test, which is scored on a Pass/Fail basis. Failure of any portion of the examination process shall be grounds for failure of the entire examination process.
- B. In the event of a combination examination process, the Fire Chief or designee shall establish the weight for each examination component. The established weight factor(s) shall be specified in the examination announcement.

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ESTABLISHMENT OF ELIGIBILITY LISTS

- A. In the event of an open competitive examination process, an applicant for an entry level position of Firefighter who is currently a RRFPD Volunteer Firefighter shall receive preference points to be added to their final examination score for District service. For each twelve months of continuous service as an active Volunteer, one preference point shall be added, up to a maximum of five preference points. Notice of preference points shall be included in the initial position announcement.

- A. Those applicants who successfully pass the examination process shall be placed on an eligibility list based upon the order of their final examination grade. If two or more candidates have the same final grade, they shall be ranked in order of their scores in that portion of the examination, which was more heavily weighted. If the rank tie is still not broken, or if the examination was not weighted, they shall be ranked either in order of date of application filing (for outside applicants) or based on seniority (for internal applicants). Preparation of the eligible list shall be carried out according to the policy entitled "Employment Eligibility Lists." In the event that the examination process does not yield an eligibility list or a successful candidate, the Fire Chief or designee shall either repeat the process or open the process.

ADDITIONAL SELECTION PROCESSES

- A. The Fire Chief or designee shall conduct background investigations and reference checks on all potential applicants prior to any offers of employment being extended. This shall be done to verify past employment history and to secure personal and professional references. This step shall only be taken if the applicant has submitted a signed application form and a release form allowing the District to conduct a background investigation.

- B. Although prior criminal convictions shall not automatically disqualify an applicant for employment, a background investigation shall be thoroughly reviewed an appropriate determination shall be made on an individual case basis by the Fire Chief.

- C. The Fire Chief may use the Rule of Three in selecting the final candidate for the position from the eligibility list. Thus, the Chief shall choose the candidate from the top three candidates on the Eligibility List. In the event that a candidate is passed over, the Fire Chief shall provide notice to the candidate outlining the reasons for the selection.

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- D. New hire job offers shall be extended contingent upon successful completion of a medical/physical examination and a drug screening. If the examination determines that the individual does not successfully pass these examinations, the offer shall be withdrawn.
- E. On or before the new employee's first day of employment, all necessary new hire paperwork shall be completed. At such time, the employee shall be required to comply with the provisions of the policy entitled "Immigration Reform and Control Act (IRCA) of 1986."
- F. All employees shall be required to take a loyalty oath prescribed by the District affirming that one will support and defend the constitution of the United States and the State of California.
- G. All employees are required to have a copy of their fingerprints approved and on record. The Fire Chief or designee shall receive a report indicating the outcome of all fingerprint clearance.
- H. New employees shall be oriented to their position, the department, and the District as a whole. The orientation shall be the joint responsibility of the supervisor and representative of the Administration Office.

NOTICES AND REVIEW OF EMPLOYMENT EXAMINATION RECORDS

I. PURPOSE

To allow applicants the opportunity to review their examination results and have a means to request a District review of the examination process.

II. SCOPE

This policy applies to all applicants participating in a RRFPD examination.

III. POLICY

It is the policy of RRFPD to allow applicants the opportunity to review their test results and submit a protest in the event that they believe an item to be invalid.

IV. GUIDELINES

- A. Candidates and/or their designated representatives may review their examination papers within five working days of the date on which the

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examination results were posted. The designated Officer or designee shall be present to oversee such review.

- B. If a candidate wishes to protest an item, the candidate shall submit a written protest to the designated Officer within five working days of the date on which the examination was reviewed. The designated Officer shall determine the validity of the protest, as well as whether or not the candidate's score shall change. Additionally, the designated Officer shall determine if the change affects other candidates as well.
- C. No items from the test may be copied upon inspection. Any attempt to do so shall result in cancellation of eligibility for that particular test, as well as possible elimination for future testing processes.
- D. Upon final rating of the examinations, all candidates shall be notified, via mail, of their test results as well as possible subsequent placement on the eligibility list.
- E. All applications and examination results records shall be maintained for the life of the employment list. Upon expiration of the examination review/protest period, the examination materials (questionnaire booklets and answer sheets) may be destroyed.

EMPLOYMENT OF RELATIVES

I. PURPOSE

To prevent problems of supervision, safety, security, and morale that could potentially arise from employment of relatives.

II. SCOPE

This policy applies to all employees of the District. Additionally, this policy shall apply to any official holding office, whether elected or appointed.

III. POLICY

Applications for employment from relatives (as defined below) shall be considered with other qualified applications when personnel vacancies occur. However, some restrictions in job placement shall apply to help prevent problems of supervision, safety, security, and morale.

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IV. DEFINITION

Relatives are defined as an employee's spouse or anyone within the following relationships, either with the employee or the employee's spouse: father, mother, stepfather, stepmother, son, daughter, stepson, stepdaughter, brother, sister, grandparent, grandchild, aunt, uncle, niece, nephew or first cousin.

I. GUIDELINES

The following guidelines shall apply regarding the employment of relatives:

- A. Relatives should not work for the same immediate supervisor.
- B. Relatives should not work at the same station on the same shift.
- C. Relatives should not directly supervise their employed relatives.
- D. No official of the District shall appoint or vote for the appointment of a relative, as defined above.
- E. If, during the course of employment, two employees become related, resulting in a conflict to this policy, consideration shall be given to adjusting the work assignments. The Fire Chief shall review each situation on an individual basis and determine the necessary adjustment to the work assignment of the individuals involved.

IMMIGRATION REFORM CONTROL ACT (IRCA) OF 1986

I. PURPOSE

To comply with a Federal employment law in ensuring that the identity and employability of all persons employed by the RRFPD have been reviewed and approved as regulated by the Immigration Reform Control Act of 1986 (IRCA).

II. SCOPE

This policy applies to all employees of the District and begins on their first day of employment.

III. POLICY

Any new employee shall provide the District with documentation that provides proof of identity and employability as required by IRCA law. Such documentation shall be provided on or before the first day of employment, or employment may not commence.

IV. DOCUMENTATION

All employees shall be required to show proof of both identity and employability. Documents that are acceptable for each category are listed as follows:

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Identity and Employability

1. United States Passport
2. Certificate of U.S. Citizenship, INS Form N-560 or N-561
3. Certificate of Naturalization, INS Form N-550 or N-570
4. A current foreign passport
5. Alien Registration Receipt Card or Resident Alien Card, INS Form I-151 or I-551, provided it contains a photograph
6. Temporary Resident Card, INS Form I-688A
7. Employment Authorization Card, INS Form I-688A

Identity

1. State-issued Driver's License or Identification Card
2. School Identification Card with Photograph
3. Voter Registration Card
4. U.S. Military Identification Card or Draft Record
5. Identification Card issued by Federal, State or Local Government Agency or Entity
6. Military Dependent Identification Card
7. Native American Tribal Document
8. U.S. Coast Guard Merchant Marine Card
9. Driver's License issued by a Canadian Government Authority

Employability

1. Social Security Card without work restrictions
2. Unexpired Re-entry Permit INS Form I-327
3. Unexpired Refugee Travel Document INS Form I-571
4. Certification of Birth issued by the Department of State, DOS Form FS-545
5. Certification of Birth Abroad issued by the Department of State, DOS Form TS-1350
6. Original or Certified Copy of Birth Certificate issued by a State, County or Municipal Authority bearing a seal
7. An Employment Authorization Document issued by INS
8. Native American Tribal Document
9. U.S. Citizenship Identification Card INS Form I-197
10. Identification Card for use by Resident Citizens in the U.S., INS Form I-179

V. GUIDELINES

- A. The employee shall complete the employee portion of the Employment Eligibility Verification Form (INS I-9), attesting to the employee's identity and eligibility to work in the United States.

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- B. The Fire Chief or other designated representative shall complete the employer's portion of the Employment Eligibility Verification Form (INS I-9), certifying that the employee has presented original documents attesting to the employee's identity and verifying that the individual is authorized to work in the United States.
- C. The District representative shall not photocopy documents, but rather shall only examine the documents and shall accept such documents provided that the authenticity of such documents appears intact.
- D. If the individual is unable to provide appropriate documentation, the Fire Chief shall provide notification that the individual is no longer eligible for employment with RRFPD.
- E. All I-9 forms are to be maintained in a central file in the Administration Office, separate from employee personnel files. I-9 forms shall be maintained in the file for a minimum of three years from the date of hire and for a least one year beyond the date of the employee's termination, whichever is the longer period.
- F. The District shall comply with all requirements for inspection of records by the Immigration and Naturalization Service, or any other governmental authority deemed to have the authority to inspect such records for purpose of enforcement of the provisions of IRCA.

PROBATIONARY PERIOD

I. PURPOSE

To complete the employee selection process by providing an orientation period of on-the-job work experience, by which both the new employee and the District may evaluate the suitability of employment on a regular basis. Additionally, to provide an opportunity for the District and a newly assigned or promoted employees to evaluate the suitability of a new position.

II. SCOPE

This policy applies to new employees of the District and to newly promoted employees.

III. POLICY

New employees or employees who are newly promoted shall serve a probationary period of either twelve or eighteen months, as defined in guidelines A, B and C below. This period is used to determine whether the employment relationship should continue.

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If at any point during the probationary period, the District determines, in its sole discretion, which a satisfactory performance cannot be achieved through a reasonable amount of training and coaching, probationary period employees shall be terminated or returned to their former rank.

IV. GUIDELINES

- A. The probationary period for newly hired Firefighter-Entry Level or newly promoted employees shall be eighteen months and newly promoted employees will serve twelve months.
- B. During the probationary period of new or promotional employees, personnel shall receive written performance evaluations from the supervisor on a monthly basis.
- C. On the final month of probation the supervisor of the new or promoted employee shall make a final determination whether to retain or terminate the newly hired probationary employee or whether to revert to prior position or keep the promotional probationary employee.
- D. Upon satisfactory completion of the probationary period, regular employees may move to regular status and are then subject to the annual performance review process.
- E. If, during the course of the initial probationary period, the supervisor determines that the employee is not suitable for the job, the employee may be informed that employment is being terminated during the probationary period. Any such decisions shall be approved by the Fire Chief and handled in accordance with the policy entitled "Termination of Employment."
- F. If, during the course of the promotional probationary period, the employee receives two unsatisfactory ratings on the performance evaluations, the employee may be returned to the position formerly held. If such a decision is made, the employee shall be notified no later than two weeks prior to the scheduled completion of the probationary period.
- G. Upon failure of any portion of the probationary requirements, as determined by an employee's supervisor and with the approval of the Fire Chief, an employee's probation may be extended for a period of up to an additional six months for the purpose of further evaluation. In such a case, the employee shall continue to receive monthly performance evaluations.

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PERSONNEL RECORDS

1) GENERAL PERSONNEL FILES

Personnel files for staff employees are maintained by the Administrative Assistant. The personnel file should contain:

- Hiring documents (application, resume, medical, etc.)
- Payroll Deductions and other payroll-related documents
- Performance Evaluations (signed originals)
- Benefits & other enrollment forms
- Awards, Nominations, other commendation letters
- Corrective action or disciplinary letters
- Training

The check-out sheet on the inside front cover must be completed and signed each time a file is opened.

File Setup:

1. **Inside Front Cover-(no label)**
 - a. Personnel File Check Out Sheet
2. **Section 1 – “Benefits & Deductions”** (filed in chronological order)
 - a. Benefit Enrollment Documents
 - i. Health Insurance
 - ii. Dental Insurance
 - iii. PERS Enrollment Documents – AESD -1
 - iv. CalPERS 457 Plan
 - v. 1959 Survivor Benefits
 - b. Benefit Change Documents
 - i. Address Changes
 - ii. Beneficiary Changes
 - c. Payroll Deductions
 - i. Union Dues
 - ii. Garnishments
 - iii. Supplemental Insurance
 - iv. Direct Deposit Information
3. **Section 2 – “Payroll History” Please note: time cards will be kept with the file for the year the time was worked.**
 - a. Pay Detail Sheet
 - b. Current W4
 - c. Yearly W2

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d. Time off/sick requests

4. **Section 3 – “Employment Information”**

- a. Application
- b. Employee Status Change Forms
- c. SSA-1945 “Statement Concerning Your Employment in a Job Not Covered by Social Security”

5. **Section 4 – “Performance Evaluations”**

- a. Periodic Evaluation Forms
- b. Corrective Actions
- c. Disciplinary Letters

6. **Inside Back Cover – (no label)**

- a. Awards
- b. Commendations letters
- c. Employment Verification Requests
- d. Other misc correspondence

2) **GRIEVANCE/COMPLAINT FILES**

A separate filing system for Grievances/Complaints is maintained at the Administrative Office to separate records related to any grievances/complaints filed by staff employees.

3) **MEDICAL FILES**

A separate medical file for employee’s medical records is maintained at the Administrative Office. Medical files include all records related to medical notes, doctor's excuses, etc. The Medical files will have the Emergency Contact Sheet & the Pre-selected Physician Form on the inside front cover.

4) **WORKERS' COMPENSATION FILES**

Separate workers' compensation files are maintained at the Administrative Office. Workers' Compensation records are kept in secured files but are not considered confidential medical records.

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5) I-9 FILES

All employee I-9 forms will be kept in a separate file folder, filed alphabetically, for easy access for audit purposes. This I-9 file will be kept in the personnel file cabinet in front of the employee personnel files.

6) TRAINING

All Employee training records, certifications, and licensure. This is file maintained cooperatively between the Administrative staff and the District Training Officer.

CONFIDENTIALITY

All staff personnel records are maintained in a secured and confidential location. Grievance/complaint files are even more restricted and secured than general personnel files.

ACCESS TO PERSONNEL FILES

Access to an employee's personnel files is restricted to those with supervision responsibilities for the specific employee and/or those with job duties that require access.

An employee can view his/her personnel file. They must sign the check-out sheet inside the front cover of their file.

TERMINATIONS OF EMPLOYMENT

I. PURPOSE

To aid in the timely and accurate processing of employees who are separating from service, consistent with positive employee relation's practices.

II. SCOPE

This policy applies to all employees of the District.

III. POLICY

Termination of employment occurs when an employee is permanently separated from employment at RRFDP for any of the following reasons: voluntary resignation, dismissal, retirement, layoff or death.

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IV. DEFINITIONS

- A. **Voluntary Resignation** – when an employee chooses to terminate employment with the District.
- B. **Dismissal** – when the District initiates the termination due to unsatisfactory performance or conduct.
- C. **Retirement** – voluntary separation, which usually includes qualification for, benefits under the Public Safety Retirement System.
- D. **Layoff** – a District initiated action taken if it is deemed necessary to reduce staffing levels

V. GUIDELINES

- A. An employee who is voluntarily resigning from the District is requested to provide a minimum of two weeks notice prior to the last day of work. This act of courtesy shall be noted in the personnel file and shall be a consideration in future employment opportunities.
- B. An employee who is absent from work for two consecutive days (not shifts) without notification shall be considered to have voluntarily resigned employment with the District. In the event that mitigating circumstances resulted in an employee's inability to provide contact with the District, the Fire Chief may determine otherwise appropriate action.
- C. The Fire Chief shall approve any termination initiated by the District in advance.
- D. In the event that circumstances were to require a reduction in the workforce, a **layoff** shall occur and shall be executed according to the agreement set forth in the MOU. Before any such layoff occurs, the affected employee(s) shall receive two weeks prior notification. Additionally, the process for rehiring employees affected by a layoff is set forth in the MOU.
- E. In the event of a District initiated termination (**dismissal or layoff**), final payment of wages and other accumulated hours due for holiday, vacation and compensatory time shall be paid to the employee on the last day of work.

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- F. In the event of a **voluntary resignation**, final payment of wages and other accumulated hours due for holiday, vacation, and compensatory time shall be paid to the employee on the last day of employment or within 72 hours of the employee's notification of resignation, whichever is later.
- G. Provisions for an employee's **retirement** are set forth by the guidelines of the governing retirement system. In the event of a retirement, final payment of wages and other accumulated hours due for holiday, vacation, and compensatory time shall be paid to the employee on the next regularly scheduled payday. Accumulated sick leave shall be handled according to the guidelines set forth in the MOU.
- H. Employees who leave the District in good standing may be considered for future re-employment. Employees who resign without adequate notice or who are discharged for unsatisfactory performance or conduct generally shall not be considered for re-employment.
- I. Upon termination, the employee shall be required to return to the supervisor any property belonging to the District. If any District property in the employee's possession has been lost or damaged, the cost of replacing such property may be deducted from the employee's final paycheck. In such event, the amount shall not reduce the employee's earnings for the final pay period below the current minimum wage. Employees shall be responsible for making arrangements with the Fire Chief for repayment of any amounts that remain due.
- J. An exit interview may be conducted on or before the employee's final day of work (see: Exit Interview Policy).
- K. The termination date shall be the last day worked by the employee. An exception to this would be if an employee does not return from a leave of absence, at which point the termination date should be the date the employee notifies the District of such intention.
- L. An employee separating from employment with the District and permanently separating from PERS-covered employment, shall have the employee's PERS contribution refunded effective the date of termination. If the employee has more than five years of PERS covered service, a request may be made to have the employee's contributions remain on deposit.
- M. In the unfortunate event of a death of an employee, the Fire Chief or a designated Officer shall be responsible for initiating the disbursement of all wages and benefits due.

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II. PROCEDURES FOR TERMINATION

- A. Upon notification of termination, the employee's supervisor is required to complete a "Personnel Action" form. This form shall contain the signatures of both the employee and the supervisor.
- B. The supervisor shall send the completed form to the Administration Office for processing of a final paycheck.
- C. The supervisor may schedule a meeting with the employee and the Administrative Office to make final pay arrangements, sign off on the PERS termination form, terminate employee benefits, etc.
- D. The supervisor may schedule a meeting with the employee and the Fire Chief for an exit interview.
- E. On the employee's last shift, the supervisor shall collect all of the equipment/property/uniforms that have been issued to the employee. In order to accomplish this, the supervisor should review the personnel file to verify what the employee has been issued. Any items not returned shall be documented and submitted to the Administration Office. If the employee previously signed an agreement regarding the return of District-issued property, the value of the items shall be deducted from the final paycheck.
- F. Upon completion of the employee's final day of work, the final timesheet shall be completed and turned in to the Administration Office for processing of the final paycheck.

EXIT INTERVIEWS

I. PURPOSE

To determine and document the reasons employees leave the District, to provide an opportunity for the airing of concerns that have not been resolved, and to solicit constructive criticism helpful in improving the District.

II. SCOPE

This policy applies to all employees of the District, except for the Fire Chief.

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III. POLICY

Prior to the end of the last day of work for the District, employees may have an Exit Interview with the Fire Chief or the designated Officer. Additionally, the employee may elect to request the presence of a member of the Board of Directors.

IV. PROCEDURE GUIDELINES

- A. Supervisors shall refer terminating employees to the Fire Chief or the designated Officer for an Exit Interview.
- B. The Exit Interview may cover, but not be limited to, the employee's comments regarding the following points:
 - 1. Job duties and work load
 - 2. Quality of supervision
 - 3. District policies and practices
 - 4. Working conditions
 - 5. Salary and benefits
- C. The employee shall be asked to sign the Exit Interview form.

SPECIAL APPOINTMENTS

I. PURPOSE

To provide a method to fill a short-term employment need and to adequately compensate an employee who is acting in a different capacity than that for which the employee is normally compensated.

II. SCOPE

This policy applies to all employees.

III. POLICY

In order to meet a non-regular employment need, an employee may be appointed to a position of higher rank on either a temporary or an acting basis. In such event, the employee's pay shall be adjusted to the same rate of pay that the employee would receive if promoted to that position.

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IV. GUIDELINES

- A. In the event of a short-term employment need, temporary appointments are to be made by the Fire Chief or designated appointing authority. In the case of a vacancy in the Fire Chief's position, the Board of Directors shall make the appointment.
- B. Temporary appointments shall be made from an existing eligibility list. If such a list is unavailable, the appointment shall be made from other qualified individuals from a different rank, as determined by the Fire Chief or designated appointing authority.
- C. In the event an employee is off duty or serving in a temporary appointment, the Fire Chief or designated appointing authority may authorize another employee to serve in an **acting appointment** role.
- D. Unless otherwise designated, any employee serving in a temporary or acting appointment shall have all the authority and responsibilities for the assumed position.
- E. The employee's base rate of pay shall be increased in the same manner specified for a regular promotion. However, an employee shall not be compensated at a base rate that exceeds the lowest employee regularly assigned to that higher-level position, exclusive of any incentive pay. Any incentive pay or benefits normally received by the employee shall not be affected by the temporary or acting appointment.
- F. The length of the appointment shall be specified at the time of the appointment and shall not be for more than six months, unless renewed by the Fire Chief. The length of the appointment may be adjusted according to operating needs. The Fire Chief shall advise the Board of Directors of such extension.
- G. Upon completion of the designated time of appointment, the individual may:
 - 1. Be returned to the previous position and salary, or
 - 2. Have the special appointment extended for another specified time period, or
 - 3. Via the promotional process, be promoted to the position in which they have been performing. In such event, the time of service shall not be applied to the required promotional probationary period or seniority within the rank.

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PHYSICAL EXAMINATIONS

I. PURPOSE

To ensure that prospective and current employees meet the minimum physical standards for the position they perform.

II. SCOPE

This policy applies to all current or prospective employees.

III. POLICY

It is the policy of RRFPD to require physical examinations prior to employment and annually or bi-annually (according to the guidelines below) thereafter, in order to ensure that employees are physically capable of fulfilling the essential functions of the position to which they are assigned.

IV. GUIDELINES

- A. All job offers to potential employees shall be made contingent upon the applicant passing a physical examination.
- B. The potential employee shall be required to undergo a physical examination with the District's designated medical provider.
- C. In the event the individual does not pass the physical examination, the offer of employment shall be withdrawn.
- D. In order to ensure the physical standards continue to be met, all employees shall be required to undergo regular physical examinations, according to the following schedule:

Safety personnel under age 40	-	every other year, no EKG
Safety personnel age 40 to 50	-	every other year, w/EKG
Safety personnel over age 50	-	every year w/EKG
Non-Safety personnel under age 50	-	every other year, no EKG
Non-Safety personnel over age 50	-	every year, no EKG

"Note" EKG – stands for a stress EKG

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All employees who are on an every other year schedule will conduct a self-evaluation on the off year. The Administrative Office will send a "Coronary Risk Profile" to filled out by the employee. The employee will include with the Profile, any significant change in their medical history, exposures, height and weight, blood pressure and heart rate over the past year.

- E. In the event a current employee does not pass the examination, the employee shall be sent for a second medical evaluation. If it is further determined that the employee has not passed, the Fire Chief shall consult with the District's designated physician to determine if any feasible measures are available to return the employee to a point of meeting the physical requirements. In such event, the Fire Chief shall establish, based upon the physician's recommendation, a timeframe and the suggested methodology necessary to allow the employee to meet the physical requirements of the job.
- F. If it is determined that the employee is unable to meet the physical requirements of the current position, the employee shall be relieved of duty.
- G. If a non-suppression position is available and the employee meets the minimum requirements, the employee may be offered the opportunity to interview for such a position.
- H. If another position is unavailable and the employee's medical problems are not attributable to a work-related injury or illness, the Fire Chief may determine a reasonable time period for the person to reach the necessary fitness level. If such an option is deemed not feasible, or if the employee is unable to meet the fitness level in the prescribed time frame, employment shall be terminated.

SHIFT AND LOCATION ASSIGNMENTS

I. PURPOSE

To ensure an adequate means for management to assign staffing to best meet the operational needs of the District.

II. SCOPE

This policy applies to all employees of RRFPD.

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III. POLICY

It is the policy of RRFPD that the Fire Chief has the discretion to allocate and assign personnel to all shifts and duty locations.

IV. GUIDELINES

- A. The Fire Chief shall make personnel assignments, taking into consideration the needs of the District, as well as the seniority, experience, knowledge, and compatibility of the employees involved.
- B. Suppression employees shall have the opportunity to utilize the bidding process to request location and shift assignments. The Fire Chief has the discretion too approve bid requests so as to meet all needs of the District.
- C. In the event an employee wishes to request a permanent change in either the shift or station assignment, the employee may, with approval from the supervisor, secure agreement from a qualified person who is interested and willing to trade assignments. If that individual's supervisor is in agreement and after a discussion between the two affected supervisors, the Fire Chief shall be contacted for approval.
- D. In the event that an opening occurs and there is no voluntary trade involved, that vacancy may be subject to the bidding process. The Fire Chief shall have the final authority in determining the assignment.
- E. In the event that no employee requests the open assignment, the Fire Chief shall determine the most suitable reassignment to the open position.

HAZARD COMMUNICATION PROGRAM

I. PURPOSE

The Russian River Fire Protection District has developed a Hazardous Communication Program to enhance our employee's health and safety. The purpose of this program is to ensure that chemical hazards in the workplace are identified and evaluated, and that information concerning these hazards is communicated to employers and employees. This transfer of information is to be accomplished by means of our comprehensive hazardous communications program, which includes container labeling and other forms of warning, Material Safety Sheets (M.S.D.S.) and employee training.

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II. SCOPE

This policy applies to all current and future employees.

III. POLICY

The Occupational Safety and Health Administration (OSHA) first enacted the Hazard Communication Standard, also known as the Right-to-Know Law, on the November 25, 1983. It was later modified with minor and technical amendments to take effect March 11, 1994. Title 29, Code of Federal Regulations (C.F.R.) 1910.1200 and amended in the February 9, 1994, Federal Register reference the standard.

RRFPD is concerned and committed to its employee's safety and health. The District will not tolerate any mishandling or failure on employees to identify and mitigate possible chemical hazards within the workplace.

IV. GUIDELINES

- A. A Hazardous Communication Coordinator will be established and identified. The Safety Officer fills the position for RRFPD.
- B. RRFPD Fire will identify and elevate all chemicals used within the workplace.
- C. Material Safety Data Sheets (M.S.D.S.) will be kept on site and be available for employees to examine.
- D. Labels are required on all chemicals in the workplace.
- E. Training will be provided for all employees.
- F. An employee's supervisor will review hazardous non-routine tasks before the employee is required to complete such task.
- G. To insure that outside contractors work safely on District property and in our facilities, they will be provided with information of any hazardous substance to which they may be exposed while on the jobsite.
- H. Refer to the Hazard Communication Program in the Program Manual for specific details.

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INJURY AND ILLNESS PREVENTION PROGRAM

I. PURPOSE

To develop the District's Injury and illness Prevention Program in Order to reduce illness and injury of District employees and to comply with the provisions of the California Code of Regulations, and the California Labor Code.

II. SCOPE

This policy applies to all current and future uniform and civilian personnel.

III. POLICY

It is the policy of the RRFPD to establish guidelines and procedures for the maintenance of an on-going Injury and Illness Prevention Program in compliance with the California Code of Regulations. This is accomplished through safety and health inspections, accident investigations, and appointment of District Safety Officer and employee safety training. Response to safety concerns will be given the highest priority at every level of the District. **See Injury and Illness Prevention Program Manual for complete program/policy details.**

IV. GUIDELINES

- I. A Commitment to Safety and Health
- J. Responsibility for Safety and Health
- K. Safety and Health Communications with all Employees
- L. Hazard Assessment and Control
- M. Accident Investigation
- N. Safety Planning, Rules and Work Procedures
- O. Safety and Health Training

VOLUNTEER PROGRAM

I. PURPOSE

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To provide a variety of services to the citizens and/or businesses in the various communities located within the Russian River Protection District (RRFPD) of Sonoma County. These valuable services are provided to help ease the workload of other fire department personnel.

II. SCOPE

This policy applies to all RRFPD Volunteer Firefighters.

III. POLICY

Volunteers shall be adequately trained and provided with proper tools and equipment to provide a variety of duties in a safe and professional manner.

IV. GUIDELINES

A. Qualifications:

1. Applicants shall be eighteen (18) years of age at time of acceptance.
2. Applicants shall be in good physical condition and able to perform all required physical functions associated with the duties. Note: A physical examination and/or physical agility test will be required at the Districts' expense.
3. Applicants shall reside within the District's boundaries, unless ODV
4. Applicants shall demonstrate the ability to learn and practice safe firefighting skills.
5. Applicants shall meet drill and response requirements.
6. Applicants shall be in possession of, and maintain, a valid California Drivers License, clear of excessive or serious violations. Firefighters operating fire apparatus in excess of 26,001 lbs. GVW, shall possess a valid Class B license. Volunteers operating a District ambulance shall possess a valid ambulance driver's certificate.
7. Applicants shall maintain appropriate insurance coverage on their personal vehicle to include any liability insurance and collision insurance, and provide proof of the same.

B. Safety Equipment:

1. The District provides all required safety equipment, including Wildland compliant safety boots.
2. The District supplies a radio pager.

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3. Firefighters shall wear full-length pants of a non-synthetic fabric under their wildland jumpsuit or pants. Also, long sleeve cotton shirts will be worn under wildland shirts while engaged in wildland firefighting operations.
4. Safety equipment shall be worn as directed by department policies, Standard Operating Guidelines, the Officer in Charge, and by common fire service practices.
5. Personnel shall wear Russian River Fire Protection District safety clothing or uniform that readily identifies him/her as a member of the District.
6. Issued safety equipment shall not be worn at activities outside of normal department operations, not specifically authorized by the Fire Chief.
7. All personnel shall wear the appropriate safety equipment as dictated by the situation and on the drill ground.
8. All issued safety equipment shall be kept in clean manner and free from damage. Any damaged or unsafe equipment shall be reported to your company officer or Station Captain as soon as the deficiency is noted. It is every person's responsibility to maintain his or her issued safety equipment in a safe and ready to respond condition.
9. Modifications to issued safety equipment shall not be made without the written authorization of the Fire Chief.
10. Temporary or permanent alterations of personnel's safety equipment by other personnel, whether intended jokingly or not, will not be tolerated. Any person found guilty of damaging or altering another person's safety equipment, by appropriate personnel hearing, will be subject to suspension and/or dismissal.
11. All issued safety equipment will remain the property of the Russian River Fire Protection District.

C. Emergency Response:

1. Volunteers approved to respond should respond to all emergency calls that are toned out as "General Responses," that they are made aware of by pager or other means when physically able to do so. Volunteers are also allowed and encouraged to respond to all emergency calls that are toned out as "Special Responses."
2. While responding to the station, or responding to a call, all provisions of the California Vehicle Code shall be obeyed.
3. All volunteers are required to respond to 15% of all toned out General emergency calls per month.

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D. Probation:

1. All Volunteers, upon acceptance into the Department, shall be on a probationary status for a period of eighteen months from the date of completion of the basic volunteer firefighter academy.
2. Probationary volunteers will receive periodic performance evaluations to monitor progress and proficiency at three (3), six (6), twelve (12), and Eighteen (18) months by the training officer in consultation with the volunteer's company officer.
3. Volunteers will be removed from probation after eighteen months from the date of the end of the basic volunteer firefighter academy provided satisfactory performance has been demonstrated. If for any reason performance has not been satisfactory, probation may be extended or the volunteer may be dismissed.
4. Volunteers that are no longer on probation may be placed on probation for a specified period for cause.
5. Volunteers are prohibited from responding to an emergency incident as a representative of the Russian River Fire Protection District, outside of the Department's Response Policy, unless specifically ordered to do so by an officer of the District. Unauthorized response is not included in the coverage of the District's insurance policies and may be cause for dismissal.

E. Training:

1. All volunteer personnel are required to attend a minimum of two (2) drills per month. Volunteer Lieutenants and Captains are required to attend three (3) drills per month. Documented outside training may be used in lieu of this minimum standard. Documented outside training must be recorded within one month of completion.
2. Probationary volunteer firefighters are required to attend three (3) drills per month.
3. All volunteers are encouraged to participate with the paid firefighters in their daily training and other activities to further enhance their individual skills. Contact the Captain of the shift to schedule this participation. Any volunteer that feels that he/she is being discouraged to participate, by ANY member of the District, shall notify his/her company officer and/or the Fire Chief.
4. Volunteers shall possess a current First Responder certificate and CPR card within one year of membership, at minimum, and shall maintain their CPR certification. Failure to maintain CPR certification may cause for a suspension or dismissal.

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5. Volunteers shall be responsible to schedule and maintain (at District expense) all state mandated training, currently required, or may be required in the future. (All State mandated training will be offered through the District at least one time). Failure to maintain State mandated training requirements may be cause for suspension or dismissal.
6. All personnel shall be responsible to learn and know all District policies and procedures, training bulletins, and District memos that may be posted.

F. Apparatus Operations:

1. Only Officers, Engineers, and Certified Apparatus Operators shall operate District apparatus during emergency incidents. Apparatus Operators in training may operate apparatus only when supervised by a qualified engineer or officer.
2. Any volunteer operating a fire engine, in excess of 26,001 lbs. GVW, shall have a valid California Class B driver's license. Members participating in an apparatus operations certification program must possess a valid Class B drivers license permit.
3. Volunteers specifically prohibited from operating apparatus as a result of their driving record shall not operate District vehicles at any time. Officers and Engineers, who have their driver's licenses suspended for serious violations, may be subject to suspension, demotion or termination. Conviction of a Driving Under the Influence (DUI) violation is cause for termination.
4. All apparatus shall be operated in a safe manner and within the requirements of the California Vehicle Code and District Policy at all times, including "Code 3" operations.
5. The District receives DMV Notices regularly and reserves the right to pull the driving record of any and all personnel.

G. General Rules:

1. Volunteers shall not leave the scene of an emergency, drill, or other District operation unless given express permission by the officer in charge. Volunteers shall not leave the station after responding to a call unless the officer in charge releases them.
2. Personnel riding on apparatus will remain on the apparatus until given orders by the officer in charge.
3. Volunteers riding on apparatus will wear appropriate safety belts at all times when the apparatus is moving.
4. Whenever removing equipment from a piece of apparatus, the apparatus operator of that particular apparatus will be notified of such.

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5. Equipment will not be removed unless specified by District Standard Operating Guidelines or specific orders from the officer in charge.
6. News or press releases will be made by the Fire Chief of the District, or by his/her designated representative.
7. All personnel will not engage in any activity, whether during normal or emergency operations, that will result in the bodily injury to him/herself, another firefighter, or any other person, or that would result in unnecessary damage to the District's or other personal property.
8. Volunteers will not make any comments that may be construed as racist, sexist, offensive, harassing, or derogatory in nature when involved in any Department related activity. **
9. Volunteers will not consume alcoholic beverages or be under the influence of drugs (of any kind, prescription or otherwise) when at the firehouse or the scene of an incident, or while engaged in any District related activity. **
10. Volunteers will not wear items of clothing that are offensive in nature, displays foul language, or could present a poor public image of the District or its members while at incidents or on the Fire District property, or while engaged in any District related activity.
11. Any volunteer that has been convicted of a crime may also be subject to District disciplinary action after a personnel hearing. Conviction of a Felony is cause for Immediate Dismissal.
12. Volunteers shall not respond to calls when ill, on any medication that might impair their ability to drive, or with a pre-existing injury. Volunteers shall advise the Officer in Charge of their inability to respond for any prolonged illness or injury.
13. All Personnel shall strive to conduct themselves in a professional manner that will result in a positive image of the District and its members at all times.
14. Volunteers will not discuss issues of a personal nature or any other nature, outside of the District. See also HIPPA Guideline.
15. Volunteers will be held responsible and accountable for being familiar with these guidelines and will conduct themselves in accordance with these guidelines. Failure to comply with these guidelines may result in disciplinary action including possible dismissal.

NOTES:

** (Association social functions are not considered "District related activities.")

V. PERFORMANCE EVALUATION

1. As referenced within this manual.

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VI. LEAVE OF ABSENCE

1. As referenced within this manual.

VII. RESIGNATION

1. As referenced within this manual.

CODE OF EMPLOYEE RELATIONS

I. PURPOSE

To strive to achieve mutual respect in the working relationships within the District at all times.

II. SCOPE

This policy applies to all employees and volunteers of the RRFPD.

III. POLICY

It is the policy of the RRFPD to be open and honest with all employees and to respect their rights as individuals, as well as to encourage open communications between the District and recognized bargaining units.

IV. GUIDELINES

To achieve these goals, the District shall strive to:

- A. Provide prompt, courteous, and careful attention to employee concerns and needs.
- B. Provide the opportunity for employees to advance through development and training to lead to increased knowledge and skill.
- C. Provide promotional opportunities based on performance and ability
- D. Provide competitive wages, benefits, and working conditions.
- E. Provide qualified and competent supervision.
- F. Elicit the input of the recognized bargaining units.

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EQUAL EMPLOYMENT OPPORTUNITY

I. PURPOSE

Preserve an employment environment free from all aspects of illegal discrimination.

II. SCOPE

This policy applies to all employees of the District and all applicants for employment.

III. POLICY

The RRFPD shall maintain a policy of nondiscrimination with regard to all employees and applicants for employment. There shall be no discrimination or bias because of race, color, religion, sex, age, national origin, disability or any basis prohibited by statute. All aspects of employment with the District shall be governed on the basis of merit, competence, and qualifications. The District is the final judge of the suitability of all candidates for employment.

The District shall comply with the applicable provisions of the Americans with Disabilities Act of 1990 by guaranteeing equal opportunity to individuals with disabilities. The District prohibits discrimination against “qualified individuals with disabilities” in all employment practices, including job application procedures, hiring, firing, advancement, compensation, training, and other terms, conditions, and privileges of employment. It also applies to recruitment, advertising, length of service, layoff, leave, fringe benefits, and all other employment-related activities.

IV. COMPLAINT PROCEDURE

An employee or job applicant that feels they have been treated unfairly shall notify a District Supervisor via one of the following options:

- A. The employee’s immediate supervisor, or
- B. The next higher level of management above the immediate supervisor, or
- C. The Fire Chief, or
- D. The Board of Directors,

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Regardless of who receives the initial complaint either the Fire Chief or the Supervisor, the complainant shall be notified on the same day if possible. If neither supervisor is immediately available, the person receiving the complaint shall report it to the Administrative Office who shall notify the Fire Chief at the earliest possible time.

All communications regarding this subject are to be kept in strict confidence.

WORK PLACE ANTI-HARASSMENT POLICY

SEXUAL HARASSMENT

A work environment may be made uncomfortable and, in extreme cases, intolerable by sexual harassment. Employees, volunteers, and others providing services to Russian River Fire Protection District are prohibited from making unwelcome sexual advances, requesting sexual favors, or otherwise engaging in verbal, visual, or physical conduct with sexual implications. Such behavior can create an environment that reasonable people find intimidating, hostile, or offensive. Sexual harassment is not tolerated at the Russian River Fire Protection District. It is illegal, and it will result in appropriate discipline, up to and including dismissal.

Conduct that may constitute sexual harassment may include, but are not limited to, sexually suggestive verbal (oral or written) or visual harassment or abuse (for example, degrading sexual comments, unwelcome propositions, and offensive sexually oriented jokes and material), unwelcome requests for sexual favors or activity; and inappropriate touching of a sexual or abusive nature (for example, pinching, hugging, patting, or repeated brushing against another's body). Other examples may include any suggestion, threat, or action that makes the affected individual's employment, work-related opportunities, or benefits subject to submission to sexual demands, harassment, or sexually offensive conduct.

Such behaviors constitute harassment in violation of this policy when (1) submission to such conduct is made, wither explicitly or implicitly, a term or condition of employment; (2) submission to or rejection of such conduct is used as the basis for an employment decision; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance, or of creating an intimidating, hostile, or offensive working environment.

PROHIBITION AGAINST RETALIATION AND PROTECTION OF PRIVACY

Intimidation of employees reporting harassment, or retaliation against them, is prohibited. The Russian River Fire Protection District is sensitive to privacy issues and will not unnecessarily divulge to third parties any information relating to harassment complaints, investigations, and corrective actions.

INITIAL ACTION FOR PERCEIVED HARASSMENT

Anyone who feels that another person is harassing him or her should request without delay that the offending behavior be stopped. If the action perceived as offensive was

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indeed unintentional or innocent, simply drawing the offender's attention to it should resolve the problem. If the offending behavior persists, however, or if the person feeling harassed is uncomfortable in confronting the offender, he or she should follow the complaint procedure outlined in below.

REPORTING AND RESOLVING INCIDENTS OF HARASSMENT

COMPLAINT PROCEDURE

Employees who believe that they have been harassed by supervisors, fellow employees, clients, or non-employees should immediately follow the complaint procedure outlined here.

1. To facilitate prompt follow-up and any necessary investigation, the victim of an incident of harassment should report the offense immediately (within 24 hours, if possible).
2. The complainant should report to the Fire Chief, or the immediate supervisor of the individual who the complainant feels has engaged in prohibited harassment activities.
3. The complaint may be oral or written. (Oral complaints must be written and signed by the complainant before a formal investigation is begun).

INVESTIGATION PROCESS

Russian River Fire Protection District personnel will take the following steps to investigate an incident of alleged harassment:

1. The Fire Chief will confer with all involved persons to seek to determine with appropriate objectivity, if an act of harassment did occur.
2. If the Fire Chief judges the facts presented justify further investigation or action by a team of investigators, a three-member team of persons, appropriate to the type of alleged harassment, will be appointed. Written statements will be obtained during the investigation. The investigating team will seek to define and remedy the reported problem.
3. If it is determined the complaint of harassment is valid, immediate and appropriate disciplinary action will be taken. Depending on the severity of the offense, the discipline may range from a written warning given to the offending individual (with a copy placed in his or her personnel file) up to relocation, suspension, or termination. The offending individual may respond in writing to any written warning and discipline. A copy of the written response will be placed in the offending individual's personnel file.
4. The Fire Chief (or designee) will then notify the complainant that corrective action has been taken.
5. During the sequence of complaint, investigation, and (if necessary) disciplinary action, personnel responsible for investigating an alleged incident of harassment will do their work confidentially; do it as expeditiously as care and thoroughness will allow; and do it as objectively as possible. Because of the sensitive nature of allegations of harassment, both interviewed and those serving on the investigation team, will be instructed to respect the rights of privacy of all participants by

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refraining from divulging information to third parties. They will also be asked and expected to refrain from any retaliatory behavior.

SUPERVISOR REPORTING RESPONSIBILITIES

All supervising employees of Russian River Fire Protection District who are aware of incidents of harassment in the workplace are responsible for reporting such incidents to the Chief (or designee), supervisor, district director (Board President), or another official for investigation.

FALSE ALLEGATIONS

Unfounded allegations of sexual or other harassment can irreparably damage one's reputation and can limit an employee's ability to perform his or her duties. Therefore, through the Russian River Fire Protection District encourages individuals to report incidents of harassment, or offensive behavior that they sincerely perceive to be such, any employee who maliciously brings false allegations of harassment will be subject to disciplinary action. This may range from a written warning, a copy of which is placed in the employee's personnel file to relocation, suspension, or termination of employment.

NON-SEXUAL HARASSMENT

Actions or words involving slurs and other verbal or physical conduct relating to an individual's race, color, religion, gender (excluding harassment that is sexual in nature), national origin, age, or disability can constitute harassment when such conduct

1. has the purpose or effect of creating an intimidating, hostile, or offensive working environment;
2. has the purpose or effect of unreasonably interfering with an individual's work performance; or
3. otherwise adversely affects an individual's employment opportunities.

Employees, volunteers, and other providing services to the Russian River Fire Protection District are prohibited from engaging in such actions. These actions are intolerable and illegal, and they will result in appropriate discipline, up to and including dismissal. If such action persists or if the person feeling harassed is uncomfortable in confronting the offender, the complaint procedure outlines in above should be followed. (See also sections on Prohibition Against Retaliation and Protection of Privacy, Initial Action for Perceived Harassment, Supervisor Reporting Responsibilities, and False Allegations.)

OPEN DOOR POLICY: SOLVING EMPLOYEE CONCERNS

I. PURPOSE

Facilitate communications between employees and management so as to provide solid working relationships and effective and efficient operations.

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II. SCOPE

This policy applies to all employees of the RRFPD.

III. POLICY

It is the policy of RRFPD to provide a means for an employee to seek answers to questions, to communicate ideas or to bring problems or concerns about work to the attention of management.

IV. GUIDELINES

- A. Employees are encouraged to bring forth ideas, questions or concerns to the attention of management.
- B. All supervisors and managers are encouraged to listen to employees' work-related concerns or ideas, provide information, and whenever possible, resolve problem situations.
- C. When appropriate and if possible, information concerning an employee's concerns shall be kept confidential. In some cases, however, members of the management staff may need to be informed for appropriate resolution of the problem.

V. PROCEDURE FOR SOLVING CONCERNS

- A. If an employee has a work-related concern, the employee shall first discuss it with the immediate supervisor to allow the supervisor the opportunity to resolve the matter.
- B. If the matter is not resolved to the employee's satisfaction, or if the employee is uncomfortable discussing the particular issue with the immediate supervisor, the employee is encouraged to bring the matter to the next level of management.
- C. If resolution is not achieved through these informal means, the employee may opt to use the formal Grievance Procedure as outlined in the MOU.

CORRECTIVE ACTION/DISCIPLINARY PROCESS

I. PURPOSE

Promote safe, harmonious, and efficient operations.

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II. SCOPE

This policy applies to all employees of the RRFPD. However, the progressive discipline process may not be afforded to probationary employees.

III. POLICY

It is the policy of the RRFPD to provide a work environment, which promotes continuity of employment and minimizes involuntary terminations. However, there are times when performance and/or conduct may require some form of corrective or disciplinary action. The District shall comply with all applicable Federal and State laws, including the rights conferred by Skelly v. State Personnel Board.

IV. GUIDELINES

- A. This policy sets forth the norms of the discipline process, but allows for management to exercise discretion in determining the degree of the discipline to be administered. Management may, therefore, proceed immediately to any of the corrective or disciplinary steps, up to and including termination.
- B. If appropriate under the circumstances, corrective or disciplinary action shall be taken in a manner that assists the employee in achieving fully satisfactory standards of conduct and performance.
- C. Corrective action procedures shall be administered privately, without ill will, and within a reasonable time frame following the infraction.
- D. In the event that an employee feels subjected to unfair corrective or disciplinary action, the employee shall discuss it with the supervisor. If the employee feels it is necessary, the employee may proceed as per the guidelines of the Grievance section set forth in the MOU.
- E. In a situation in which further investigation into an incident is deemed necessary, the employee may be placed on **Administrative Suspension**.

The supervisor shall attempt to discuss the situation with the Fire Chief prior to placing an employee on Administrative Suspension. However, if the supervisor is unable to contact the Fire Chief, the supervisor may initiate such action and then shall notify the Fire Chief at the first possible opportunity for determination of the appropriate course of further action. An employee placed on Administrative Suspension shall be paid until determination of further action is made.

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V. PROGRESSIVE DISCIPLINE PROCEDURES

- A. Often times the initial step toward corrective action may be a **verbal counseling discussion** between the supervisor and the employee to provide the employee with an understanding of the problem and set forth a course of action to achieve satisfactory performance or conduct. The supervisor shall document the conversation for notation in the supervisor's records.
- B. Another step in the process may be the issuance of a **written Notice to Improve**, documented on an "Employee Corrective Action Record" form, describing the problem or incident(s) and how to attain the desired performance, and summarizing the course of action being taken, as well as the potential for further action. This form shall be signed by the employee and the supervisor and shall be maintained in the employee's local personnel file kept by the supervisor. If no further performance problems arise, this record may be destroyed after 12 months upon request of the employee and agreement by the supervisor.
- C. Further or more severe problems may be addressed via a **Written Reprimand**, documented on an "Employee Corrective Action Record" form, describing the nature of the problem, any previous or related conversations or actions (if applicable), as well as the behavior or performance needed to correct the problem. All Written Reprimands shall be discussed between the supervisor and the Fire Chief prior to being administered. The form is to be signed by the employee and the supervisor, forwarded to the next level supervisor for signature, and sent to the Administration Office for placement in the employee's central personnel file. Additionally, a copy of the Written Reprimand shall be provided to the employee. The form is kept permanently in employee file.
- D. If an employee's conduct or performance is deemed severe enough, an employee may be placed on a **Disciplinary Suspension**. In such a situation, the supervisor shall meet with the Fire Chief to determine the length of the disciplinary suspension, which shall be without pay. This action shall also be documented on an "Employee Corrective Action Record" form, describing the nature of the problem, any previous or related conversations or actions (if applicable), as well as the behavior or performance needed to correct the problem. The record is to be signed by the employee, the supervisor, and the Fire Chief, and placed in the employee's central personnel file and kept permanently.

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- E. Another disciplinary action available is that of **Demotion**. In the event that the employee's continued performance in the existing position is determined not in the best interest of the District, the Fire Chief may opt to reassign the employee to a position of lower rank and pay (see Policy entitled "Demotion"). Such action shall be documented on an "Employee Corrective Action Record" form, signed by the employee, supervisor, and the Fire Chief and forwarded to the Administration Office for processing and placement in the employee's central personnel file.
- F. If the employee's conduct or performance is deemed severe enough or the determination is made that the employee has been unable to achieve a satisfactory level of performance, the most serious action to be taken shall be **Dismissal**. The Fire Chief shall approve all dismissal/termination decisions. It is to be noted that while progressive discipline is generally afforded, certain violations or conduct may be deemed severe enough to warrant immediate termination without prior steps being taken.

If it is determined that continuation of employment is not in the best interest of the employee or the District, all facts, conversations, and actions shall be thoroughly documented and submitted with termination paperwork for processing of the termination.

- G. In the event of any disciplinary action beyond a verbal Warning, the supervisor shall provide the employee with a **letter of intended discipline** explaining the nature of the offense or problem as well as the specifics surrounding such, and the intended disciplinary action, including the timing of such. Included in this letter shall be a statement of the employee's right to respond verbally or in writing to the supervisor within five calendar days of receipt of the letter. The employee shall understand that failure to respond within the time limits shall waive the right to respond, however the employee may still be entitled to grieve the disciplinary action under the applicable grievance procedure. The letter of intended discipline shall also include a statement that the response shall be considered prior to the disciplinary action being imposed.
- H. **Consideration of Employee Response** – If an employee responds to the Letter of Intended Discipline within five calendar days of receipt of the notice, the supervisor shall consider the response, including any additional facts or mitigating circumstances, and then determine if the intended disciplinary action shall be sustained, modified or dismissed. If the supervisor elects to sustain or modify the discipline, the employee shall be notified of the decision and a copy of the letter of discipline shall be placed in the employee's central personnel file. If after consideration of the employee's response, the supervisor decides not to carry out the

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intended discipline the employee shall be notified by letter. In such a case, neither the original letter of intended discipline or the letter of notification of the decision shall be placed in the employee's personnel file.

- I. **Employee Non-Response** -- In the event that an employee opts not to respond to the letter of intended discipline within five calendar days of receipt of the letter, the supervisor shall proceed with the intended disciplinary action. A copy of the letter shall be placed in the employee's personnel file.

STANDARDS OF CONDUCT

I. PURPOSE

Establish standards of conduct that provide employees with an understanding of their responsibilities in establishing and maintaining high morale and safe, harmonious, and efficient operations.

II. SCOPE

This policy applies to all employees of the District.

III. POLICY

It is the policy of RRFPD to prohibit any conduct that interferes with operations, discredits the District, is offensive to customers or fellow employees, or endangers the safety of any individuals.

IV. GUIDELINES

The following conduct is prohibited and may subject the employee involved to corrective and/or disciplinary action, up to and including dismissal. The list of examples is illustrative of the type of behavior that is not permitted, but this list is not intended to be all-inclusive.

- A. Providing false or misleading information when applying for employment or at any time during employment.
- B. Insubordination; refusal to follow job-related instructions or supervision.
- C. Demonstration of incompetence or inability to adequately perform job duties; or demonstration of inefficiency in the execution of duties.

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- D. Unauthorized use or abuse of sick leave.
- E. Theft or misappropriation of District or public property, funds, records, equipment, proprietary information or personal property of employees.
- F. Being in possession of or consuming alcoholic beverages or illegal or controlled substances or prescription drugs for which one does not have a current prescription during working hours and/or on District property; or reporting for duty under the influence of alcohol or illegal drugs or controlled substances or prescription drugs for which one does not have a current prescription.
- G. Selling, offering to sell, purchasing, offering to purchase, trading, transferring or exchanging alcohol or illegal drugs or controlled substances or prescription drugs for which one does not have a current prescription during working hours and/or on District property.
- H. Altering or falsifying time records – one's own or those of another employee.
- I. Altering or falsifying District business records, reports, files or documents.
- J. Violation of the District's Harassment/Sexual Harassment policy.
- K. Verbal or physical harassment of another employee that interferes with work performance.
- L. Failure to report for work upon conclusion of a Leave of Absence or paid time off.
- M. Discussing confidential or proprietary information with individuals not affiliated with the District, or not reporting potential conflict of interest situations.
- N. Unprofessional language or behavior, profanity, mistreatment, disrespect or discourteous treatment of customers, visitors or other employees.
- O. Possessing dangerous weapons, such as firearms, long-bladed knives, etc., while on duty or on District property.
- P. Assault on a fellow employee or member of the public.
- Q. Irregularities involving the handling of District property, files or petty cash.

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- R. Obtaining supplies, materials or other property or money from the District or its employees or members of the public by fraudulent means or misrepresentation.
- S. Excessive absenteeism or tardiness.
- T. Failure to adhere to District safety rules, including the use of protective safety equipment.
- U. Failure to comply with the guidelines set forth in District documents such as the Policy Manual, Standard Operating Procedures Manual, the MOU, or any other written directives or orders of the District.
- V. Soliciting, distributing, posting or displaying campaign literature for or against any political candidate or ballot measure while on duty or in or on District premises.
- W. Failure to adhere to the standards set forth in the loyalty oath.
- X. Failure to maintain current and proper licenses and/or certification required to perform assigned duties.
- Y. Unauthorized personal use of District credit cards, cash or District property; conducting personal business during normal working hours or using District materials or equipment on personal projects.
- Z. Refusal to work assigned overtime.
- AA. Off-duty conduct that brings discredit upon the District.
- BB. Deliberately accepting or continuing active employment while suffering a contagious disease without notifying the District.
- CC. Conviction of a criminal offense involving moral turpitude.

DRUG AND ALCOHOL TESTING

I. PURPOSE

To establish and maintain a drug- and alcohol-free workplace in the interest of public safety and a healthy and productive work environment, by prohibiting the

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use, consumption, influence, possession, distribution or sale of illegal drugs or controlled substances and/or alcohol use while on duty.

II. SCOPE

This policy applies to all prospective and current employees.

III. POLICY

It is the policy of the District to demand a drug- and alcohol-free work environment so employees have safe, healthy, and productive conditions in which to work. The maintenance of such an environment justifies the use of a reasonable employee drug/alcohol testing program. Any employee failing to meet this policy shall be subject to discipline, up to and including dismissal.

IV. GUIDELINES

All definitions, guidelines, and procedures for the Drug and Alcohol Testing policy will be in accordance to Previous Board Action.

CONFIDENTIALITY OF INFORMATION

I. PURPOSE

Protect the privacy of both District affairs and employees' personal information.

II. SCOPE

This policy applies to all employees of the RRFPD.

III. POLICY

It is the policy of RRFPD that the business affairs of the District and the personal affairs of the employees shall be discussed with no one outside the District if it is information that is not available to the general public.

IV. GUIDELINES

A. Dissemination or disclosure by any employee of the District's proprietary operations or procedures is strictly prohibited.

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- B. Access to certain confidential or sensitive District information or employee information shall be limited to those employees who “need to know” in order to perform their job duties. Unauthorized employees may not attempt to obtain or observe such information. Any employee who handles confidential information is responsible for its security, both internally and externally.
- C. Likewise, any information gained by a RRFPD employee regarding the activities or operations of the District’s suppliers or public customers is to be strictly confidential.
- D. Violation of this policy may result in corrective and/or disciplinary action, up to and including termination.

CONFLICT OF INTEREST/OUTSIDE EMPLOYEMENT

I. PURPOSE

Protect the integrity of District information, services, and employee efforts.

II. SCOPE

This policy applies to all employees of the RRFPD.

III. POLICY

It is the policy of the RRFPD that all employees shall avoid any activity, practice, secondary employment or act which might create a conflict between one’s personal interest and one’s employment with the District.

IV. GUIDELINES

- A. No employee of the District may accept other employment in any organization, which does business with RRFPD or is a competitor, unless the employee has received prior approval from the Fire Chief.
- B. If an employee or a member of the employee’s immediate family has a financial interest in an organization which does business with RRFPD and the interest might be sufficient to affect the employee’s decisions or actions, the employee must fully disclose the interest to the District and must not represent the District in any related transactions.

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- C. While RRFPD does not prohibit the practice of holding a second job, the District does insist that an employee's job with RRFPD come first and that a second job does not interfere with or reflect unfavorably on the District.
- D. No employee or member of the employee's immediate family shall accept or solicit any gift, service, special accommodation or other favors from any current or potential customers with whom RRFPD does business, if it might be inferred that such action could affect the employee's business decisions. This policy does not preclude normal, ethical business practices such as token luncheons, token gifts, advertising items such as pens, pencils, and calendars, or other gifts of nominal value.
- E. No employee shall directly or indirectly, give, offer or promise anything of value to any representative of any organization in connection with any transaction or business that RRFPD may have with the organization.
- F. No employee shall engage in any conduct, which is disloyal, disruptive, competitive or damaging to the reputation of the District.
- G. Because it is not possible to describe every situation, which could arise involving potential conflicts of interest, employees are asked to carefully evaluate, any activity which could be construed as potentially conflicting with their employment and to seek advice from the Fire Chief regarding such activity.

ATTENDANCE AND PUNCTUALITY

I. PURPOSE

Provide a fair, consistent, and effective method of controlling employee attendance to help maintain efficient operations.

II. SCOPE

This policy applies to all employees of the RRFPD.

III. POLICY

It is the policy of RRFPD to require good attendance and punctuality on the part of its employees in order to ensure the success and efficiency of District operations.

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IV. GUIDELINES

- A. Employees shall report to work as scheduled and be at their work station, properly attired, prepared to begin work at the prescribed starting time, as well as after scheduled breaks.
- B. In the event that an employee is unable to report to work or is going to be late, the employee is to personally notify the immediate supervisor as far in advance as possible, and no later than the scheduled starting time. If prior notification is not possible, (i.e., due to an emergency or sudden illness), the employee must notify the supervisor as soon as is practical.
- C. In the case of suppression personnel, the employee shall notify the Captain on duty, who in turn is responsible for notifying the Administrative Office.
- D. Notification of absence or lateness shall include reasonable explanation of the circumstances as well as an indication of the expected date and time the employee plans to return to work.
- E. Absences of more than one calendar day shall be reported daily, unless other prior arrangements have been made with the supervisor.
- F. In the event that an employee is more than 30 minutes late reporting to work, the supervisor may use discretion in determining whether or not the employee may work the remainder of the day. If the employee is not permitted to work for the remainder of the day, the employee may use vacation or compensatory time, or may opt to take the time off without pay. Such action shall be considered **Absent Without Leave, (AWOL)** and a serious violation of District policy. Appropriate disciplinary actions shall be considered.
- G. If schedules and conditions permit, the supervisor may allow a non-exempt employee to make up time lost due to absence or tardiness.
- H. An employee who is absent from work for three consecutive calendar days without notification shall be considered to have voluntarily resigned from employment with the District. In the event that mitigating circumstances resulted in an employee's inability to provide contact with the District, the Fire Chief may determine otherwise appropriate action.
- I. Excessive absenteeism or tardiness places an extra burden on fellow employees, as well as the District as a whole. Therefore, an employee who demonstrates a problem with absenteeism or tardiness shall be subject to disciplinary action, up to and including termination.

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UNIFORMS AND GROOMING STANDARDS

I. PURPOSE

Establish a standard for professional appearance.

II. SCOPE

This policy applies to all employees of the District.

III. POLICY

In order to portray a positive public image, it is the policy of RRFDP to maintain high standards regarding employee appearance, dress, and grooming.

IV. GUIDELINES

A. All employees shall adhere to good personal hygiene practices, including neat and clean appearance well groomed hair, proper attention to oral hygiene, absence of offensive body odors, and attire that is appropriate to their line of work.

B. **Uniforms (B/C,Captain, Firefighter, Engineer, Firefighter/Paramedic)**

1. Dress uniforms shall be worn during formal District functions (i.e., funerals, parades), District-related court appearances, or any other occasion deemed appropriate by the Fire Chief.

2. Shift personnel when out of quarters with the exception of drilling or physical training periods shall wear duty uniform. The duty uniform shall consist of the following:

- Blue short or long sleeve Nomex shirt without epaulets.
- Approved RRFDP Fire Patch, to be centered and sewn 1 inch below the left shoulder seam in the middle of the sleeve.
- Paramedic patch (Paramedics only) shall be centered and sewn 1 inch below the right shoulder seam in the middle of the sleeve.
- 14- or 16-ounce 100% wool or Nomex pants (OSHA approved).
- Black leather, basket weave belt with approved buckle.
- Black leather protective boots (OSHA approved).

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- Silver badge (Gold B/C), worn over left breast pocket of shirt or jacket.
- Silver nameplate (Gold B/C), worn over right breast pocket of shirt or jacket.
- Silver double parallel bugle pins (Crossed Gold bugles-B/C) worn on shirt collar, bugle end facing toward point of collar, one inch above the point (Captains only).
- Navy blue work jacket (optional as needed).
- Department ball-type caps are optional, and when worn, shall be considered part of the uniform.
- Paramedic patch (if applicable) shall be placed on the upper right sleeve.

C. Uniform Fire Chief

1. Dress uniforms or appropriate civilian attire shall be worn during public education presentations, formal District functions (i.e., funerals, parades), or any other occasion deemed appropriate by the Fire Chief.
2. Fire Chief shall wear duty uniform all other times. The duty uniform shall consist of the following:
 - Blue short or long sleeve Nomex shirt with epaulets.
 - 14- or 16-ounce 100% wool or Nomex pants (OSHA approved).
 - Black leather, basket weave belt with approved buckle.
 - Black leather protective boots (OSHA approved).
 - Tie when appropriate.
 - Gold badge, worn over left breast pocket of shirt or jacket.
 - Gold nameplate, worn over right breast pocket of shirt or jacket.
 - Quintuple bugle pin for the Fire Chief, worn on shirt collar, bugle end facing toward point of collar, one inch above the point.
 - Navy blue work jacket (optional as needed).
 - Department ball-type caps are optional and when worn, shall be considered part of the uniform.

Note: The Fire Chief may elect to wear civilian clothes, in place of the duty uniform, when they feel it is appropriate. Such attire shall be professional and business-like in nature. However, if such attire is worn, a badge may be worn on a belt badge holder.

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D. Uniforms (Administrative Personnel)

The uniform for Administrative Personnel shall consist of the following:

- White or Navy shirt, long or short sleeve with epaulets.
- Navy blue pants or skirt.
- Black belt, 1 1/2 in.
- Silver nameplate, worn over right pocket of shirt or jacket.
- Class "A" Navy blue jacket (only as required by the Fire Chief).
- Black closed-toed shoes that hold a shine.
- Department approved patches worn on left sleeve (centered 1 " below the shoulder seam of shirts and jacket).
- Administrative personnel if desired may wear appropriate civilian clothing.

Note: Part-time individuals in a clerical support position shall wear civilian clothes, which shall be professional and business-like in nature.

E. Work Uniforms (Suppression Personnel)

The work uniform shall be worn during training activities, in and around the station, cleaning up after drills, or on an incident when turnout gear is not required for safety reasons. The work uniform shall consist of the following:

- Blue short sleeve t-shirt with RRFDP name on front left (optional).
- Blue hoodless pullover sweatshirt with RRFDP name on front and back (optional).
- 14- or 16-ounce 100% wool Nomex pants (OSHA approved).
- Black leather, basket weave belt with approved buckle.
- Black OSHA approved safety boots.
- Navy blue work jacket (optional).
- Approved RRFDP baseball cap (optional).

E. Safety Uniform/Turnout Gear (Suppression)

Protective clothing and equipment is provided to all suppression personnel for use as required when working in a hazardous environment, during firefighting activities or during any other similar conditions during training activities.

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- F. No other insignia, emblem, advertising button, ribbon, jewelry or device shall be attached to the uniform without authorization of the Fire Chief.
- G. Employee uniforms must be clean, pressed, and in good condition. Shoes shall be shined and in good condition.
- H. The following additional guidelines apply to suppression employees:
 - 1. **Hair** – Hair must be properly cut so as to present a neat appearance at all times. Males' hair shall be cut so as not to hang below the bottom line of the collar of the uniform shirt. Females' hair shall not hang below the bottom line of the collar of the uniform shirt. Females may have long hair, however, it shall be pulled back and secured in such a way that allows for full coverage by the protective safety hood.
 - 2. **Facial Hair** – Sideburns shall be neatly trimmed, shall not extend below the line level with the bottom of the ear and shall not interfere with the seal of the facemask used with the SCBA equipment. Beards shall not be worn. Mustaches shall not extend beyond the corner of the lips or move down more than 1/2 inch below the lip line and not interfere with the SCBA equipment.
 - 3. **Suppression employees while on duty shall not wear earrings or other visible body piercing items – Earrings or other visible body piercing items.**
 - 4. **Rings** – It is strongly recommended that for safety purposes, rings not be worn while on duty. If an employee chooses to wear a ring, it is highly suggested that it be modified so that it will break away when snagged. Any ring that interferes with required safety protective equipment should not be worn.
 - 5. **Weather related clothing/equipment** – When weather conditions warrant additional types of clothing, the company officer may authorize employees to use personal equipment or clothing, as long as it does not jeopardize the safety of the employees.
- I. The District provides all required uniform elements and replacements, and maintenance as needed. It is the responsibility of the employee to notify the Officer on Duty in the event that a uniform item is in need of repair or replacement.

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- J. The Fire Chief may opt to call a uniform inspection at any time and employees shall be required to display all uniform items at that time.
- K. The wearing of District-issued uniform items while off-duty is prohibited without prior approval of the Fire Chief with the exception of when an employee is traveling to and from work. Items not provided as part of the work uniform may be worn by off-duty personnel.

Employees wearing such uniform elements while off-duty shall recognize that the wearing of such identifies them with the RRFPD, thus, their behavior while wearing such items shall reflect positively on the District.

- L. Any uniform elements issued by the District remain as District property. Thus, when an employee terminates, all uniform items shall be returned, clean and in good condition. The cost of uniform items not returned may be deducted from the employee's final paycheck, according to the guidelines set forth in the policy entitled "Termination of Employment."

VISITORS

I. PURPOSE

To allow for visitation to the fire stations by members of the public while maintaining controls that allow for minimal disruption to station operations.

II. SCOPE

This policy applies to any individuals wishing to visit the station or any employees wishing to have visitors in the station.

III. POLICY

It is the policy of RRFPD to recognize visitors' desires to view apparatus and quarters and to allow for such visits as long as there is minimal interruption to operational needs.

IV. GUIDELINES

- A. Visitors shall be allowed in the station, but shall be escorted by an employee after the visitor has identified the purpose of the visit.
- B. Under normal circumstances, the following persons shall not be restricted from quarters:

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- Family member of an employee on duty at the station.
 - Vendors/suppliers making deliveries or performing services.
 - Public employees entering in connection with their duties.
 - Children who wish to tour quarters (shall be accompanied by an adult).
 - Scouts who may be working toward special badges.
 - Any other individual or group seeking information or training regarding fire/emergency medical services.
- C. No visitors shall be allowed in the stations after 2100 hours, without the approval of the station officer.
- D. Officers may restrict visitation if it is deemed to be in the best interest of the District.

HOUSEKEEPING

I. PURPOSE

Ensure a clean and safe working environment for all employees while maintaining a positive appearance to the public eye.

II. SCOPE

This policy applies to all employees of the RRFPD.

III. POLICY

It is the policy of the RRFPD to require all District premises to be maintained in a clean and orderly fashion.

III. GUIDELINES

- A. Every employee is responsible for maintaining the workstation, as well as contributing to the upkeep of any District facility one enters.
- B. In the station employees shall keep all clothing and other personal belongings in a locker or closet. Lockers and closets shall be kept neat and orderly.

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- C. District or personal property shall not be placed or hung on the apparatus in such a manner that will be detrimental to the finish or use of the apparatus.
- D. Because visitors may enter the stations at any time up to 2100 hours, it is very important the appearance of the station presents a positive image. Dormitory beds shall be covered with approved bed cover and shall be clear of all bedding items during work hours.
- E. Station inspections, shall be conducted daily by the station officer to insure cleanliness of quarters and readiness of equipment.
- F. The Fire Chief may conduct station inspections at his/hers discretion.

TOBACCO USE

I. PURPOSE

Promote and maintain guidelines regarding tobacco use in the workplace that are in consideration of the health and safety of employees, visitors, and the public.

II. SCOPE

This policy applies to all employees, as well as to visitors on District premises.

III. POLICY

It is the policy of the RRFPD to control the use of tobacco in the workplace in accordance with the laws and the rights, needs, health, and concerns of tobacco users and non-users alike.

IV. GUIDELINES

- A. Tobacco use is prohibited in all District facilities and vehicles.
- B. Tobacco use is prohibited by Board Resolution No. R-2002-003, which states that any form of tobacco use, may not be used on or off duty by any District employee. Refer to above resolution for complete requirements.
- C. These guidelines shall not supersede any local or State laws or any existing or future regulations established for fire, health or safety reasons.

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- D. All employees paid, volunteer or administrative shall sign a form acknowledging receipt of tobacco use guidelines this form shall be kept in employees personnel file during their employment.
- E. All employees are aware that use of tobacco products on or off duty can result in disciplinary actions up to and including termination.

ATHLETICS AND OTHER RECREATIONAL ACTIVITIES

I. PURPOSE

Encourage physical fitness and recreation during appropriate times.

II. SCOPE

This policy applies to all suppression employees.

III. POLICY

It is the policy of the District to allow time for physical fitness and recreational activity for suppression employees, in so much that it does not interfere with the completion of required duties.

IV. GUIDELINES

- A. Employees shall devote their time to departmental duties during the daily routine. At times outside of the daily routine (i.e., evenings, holidays, lunch time), with the approval of the station officer, employees may occupy their time with other activities.
- B. Participation in activities that promote physical fitness is encouraged. Employees shall refrain from athletic activities that lend themselves to frequent injury or any potential for harm to District property.
- C. When participating in such activities, consideration shall be given to minimizing delay in response to alarms.
- D. Television viewing is permitted only after completion of daily routine activities and with the approval of the station commander. The television shall only be on during the lunch hour or before or after the normal workday. Exception to this guideline may be made for the purpose of viewing a training video.

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MEDIA RELATIONS

I. PURPOSE

Establish a means for accurate and consistent dissemination of information to the media.

II. SCOPE

This policy applies to all employees of the District, with the exception of the Administrative Office or Fire Chief, who may exercise discretion in the release of information to the media.

III. POLICY

In order to ensure clear, consistent, and accurate dissemination of information to the media, it is the policy of RRFPD to channel all media inquiries and communications through established contacts within the organization.

IV. GUIDELINES

A. Press and media inquiries regarding RRFPD shall be directed as follows:

1. On scene the Incident Commander or a designated representative may provide initial release of information.
2. For routine, non-emergency communications, media inquiries shall be directed to the Fire Chief or a designated representative.

B. The above listed individuals shall serve as the primary spokespersons to the press, unless they opt to designate an alternative spokesperson for a particular inquiry, in which case the alternate person shall be provided necessary information or data to respond to the inquiry.

C. Press releases may be issued only through the Fire Chief or another designated officer.

D. Employees who identify any opportunity for favorable publicity for the District should contact the Administrative Office or Fire Chief, who shall determine RRFPD interest, and if necessary, provide any needed information or materials.

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SOLICITATION AND DISTRIBUTION

I. PURPOSE

Minimize disruption of normal District operations by limiting and controlling solicitation and distribution on District premises.

II. SCOPE

This policy applies to all employees of the RRFPD, as well as to outside visitors, vendors, suppliers, etc.

III. POLICY

It is the policy of RRFPD to place limitations on individuals attempting to solicit or distribute on District premises according to the following guidelines.

IV. GUIDELINES

- A. Persons who are not employed by the District are prohibited from solicitation and distribution on District premises without prior management approval.
- B. Employees are permitted to engage in solicitations or distributions of literature for any group or organization, including charitable organizations, only in accordance with the following restrictions:
 - 1. The sale of merchandise is prohibited on District premises. Exceptions may be made for charitable fundraisers.
 - 2. Literature for any political campaign shall not be displayed on District premises.
 - 3. Solicitation and distribution of literature are prohibited during the working time of both the employee making the solicitation or distribution and the employee being solicited. Such working time does not include one's meal or break period or other time after the employee's normal workday.

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USE OF TELEPHONES

I. PURPOSE

Provide employees with a means of communications outside of the District without creating disruptions in the workplace.

II. SCOPE

This policy applies to all employees of the District.

III. POLICY

It is the policy of the District to place telephones in all District facilities for reasonable use by employees.

IV. GUIDELINES

- A. Telephones are placed in all facilities so that employees may complete their assigned duties and communicate with others outside the District.
- B. Phones may be used for personal calls, as long as their use does not interfere with the effective operation of the employee's normal daily activities. When possible, suppression employees shall use the telephone outside the normal workday.
- C. Employees are encouraged to be considerate of the needs of other employees, therefore limiting their calls to a reasonable duration.
- D. Long distance phone calls, both personal and business-related, shall not be made without prior approval of the company officer. Personal long distance calls shall be restricted to emergency use, and long distance toll charges shall be reimbursed by the employee.

PERSONAL FINANCES/GARNISHMENTS

I. PURPOSE

Comply with legal requirements surrounding wage attachments.

II. SCOPE

This policy applies to all employees of the RRFPD.

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III. POLICY

RRFPD views the attachment of an employee's wages (garnishment) as a serious matter, and encourages employees to make necessary arrangement for payment to creditors, so as to minimize the need for District assistance in collection and payment of such obligations. When such arrangements are not feasible, RRFPD shall comply with any requirements as set forth in the court-ordered garnishment.

IV. GUIDELINES

- A. RRFPD shall comply with all appropriate Federal and State regulations governing garnishments. Upon receipt of the appropriate writ or order, the employee shall be notified of the garnishment process and amounts that are to be withheld from the paycheck.
- B. It is the responsibility of the employee, whenever possible, to attempt to rectify the situation causing garnishment of wages. However, the District does recognize that some situations require garnishment of wages (i.e., child support), and thus, such a garnishment is not viewed as an unfavorable reflection on the employee.
- C. Because such writs, orders or attachments impose an administrative burden on the District, the District may seek reimbursement from the employee for costs incurred by the District, as permitted by law.

PERSONAL PROPERTY

I. PURPOSE

Protect the District from liability of loss of employees' personal belongings.

II. SCOPE

This policy applies to all employees of the RRFPD.

III. POLICY

It is the policy of RRFPD that it cannot assume responsibility for the loss or theft of employees' personal belongings.

IV. GUIDELINES

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- A. Employees shall exercise reasonable care with respect to personal property, including wallets, purses, and other items of personal value.
 - B. Articles of personal property found on the premises shall be turned into either the Station Captain at that location or to the Administration Office for items found in that area.
 - C. The District may consider employees, who, in the course of performing normal work or while wearing required safety equipment and/or District provided uniforms or protective clothing suffer damage to personal property, for reimbursement.
 - D. Reimbursement shall not be made for damage caused by an employee's own negligence or carelessness, or failure to wear required safety equipment and/or District-provided uniforms or protective clothing.
 - E. Reimbursement may be sought for only those articles that may be considered work related. Such items can include prescription glasses (replacement cost only), watches (max. \$50.00) or sunglasses (max. \$25.00).
- V. PROCEDURE FOR SEEKING REIMBURSEMENT FOR LOSS
- A. In the event that an employee suffers a loss as stated in Guideline "C" above, the employee shall discuss with the supervisor the nature of the loss, the circumstances surrounding it and the reimbursement request.
 - B. The supervisor shall notify the Administrative Office regarding the employee's request and a determination shall be made as to the dispensation of the request.

BULLETIN BOARDS

I. PURPOSE

Provide a permanent and official channel of communication to all employees.

II. SCOPE

This policy applies to all employees of the District.

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III. POLICY

Important District information shall be displayed on bulletin boards located at strategic points throughout the District facilities. Information may be of the following types:

- A. Legally required posters and notices
- B. District standards, general rules and regulations
- C. Safety rules and related information
- D. Management memos and announcements (including job postings)
- E. District-sponsored social and/or recreational events
- F. Information and announcements from the recognized bargaining units
- G. Training opportunities

All employees shall be responsible for regularly checking and reading the bulletin boards and for following the rules, regulations, and instructions posted.

IV. PROCEDURE

- A. Station officers shall be responsible for maintaining the orderly appearance of the bulletin boards, posting new information, and removing dated materials.
- B. Any employee who wishes to post information on a District bulletin board shall receive prior approval from the immediate supervisor.
- C. Bulletin Boards shall be maintained in the Administration Office and in the fire station.

PERFORMANCE EVALUATIONS

I. PURPOSE

To provide a process by which the job performance of each employee is appraised for the purposes of individual and organizational development and career advancement.

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II. SCOPE

This policy applies to the performance review of all employees, with the exception of the Fire Chief.

III. POLICY

The employee performance review process shall be managed to accomplish the following objectives:

- A. Provide employees with full and accurate information and feedback concerning their performance.
- B. Identify performance elements in which employees do well and those elements that require improvement. To establish plans to correct performance shortcomings and to establish goals for the upcoming work period.
- C. Provide employees with the opportunity to ask questions and/or give comments and feedback regarding their overall employment with the District.
- D. Facilitate planning for future training and promotional opportunities.
- E. Determine the appropriateness of a pay increase.

IV. GUIDELINES

A. Evaluation Criteria

- 1. All performance evaluations shall be completed on the approved form.
- 2. RRFPD policies, procedures, and directives, shall be used as basic guidelines for performance determination.
- 3. Principal considerations within the evaluation may include, but are not limited to: job knowledge, quality and quantity of work, attendance, teamwork, communication, adherence to policies and procedures, ability to execute position responsibilities, etc.

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B. Approvals

1. The Board of Directors shall approve all funds to be allocated for pay increases.
2. The Fire Chief shall approve the performance evaluations as well as the pay increases for the employees.
3. The Fire Chief must sign for final approval on all evaluations that result in a pay increase.

V. PROCEDURES FOR PERFORMANCE REVIEW PROCESS

Each supervisor is responsible for conducting performance reviews for each of their assigned subordinate employees.

A. Timing

Probationary Evaluations

1. Probationary firefighters shall receive a formal, written performance evaluation every month of they're probationary year. Responsible supervisors shall make a final determination of permanent employment on the twelfth-month evaluation.
2. All promotional probationary employees shall be evaluated every month during they're probationary year. Responsible supervisors shall make a final determination of permanent promotion or reversion to previous rank by the twelfth month evaluation.
3. New volunteers shall be evaluated every month by the appropriate supervisor for a six-month evaluation period. A final determination shall be made by the sixth-month as to they're retention or dismissal.
4. All new administrative personnel shall be evaluated every month during they're one year probation by the responsible supervisor. Final determination of retention or dismissal shall be made by the twelfth-month evaluation.

Responsible evaluating supervisors may determine prior to the employees last evaluation they're fitness for permanent employment or promotional advancement

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A. Annual Evaluations

1. Regular and volunteer employees shall receive annual evaluations. The date of they're evaluations shall be they're District hire date. These evaluations shall be completed by the responsible supervisor no later than 30 days prior to the hire date and forwarded to the Fire Chief for review and signature.
2. Special evaluations due to poor performance or special needs may be conducted at the discretion of the responsible supervisor. The purpose of these special evaluations shall be to identify and document unsatisfactory performance in specific areas and identify corrective actions and a lesson plan for employee improvement.

B. Performance Review Administration

1. Preparation of the evaluations is the responsibility of the supervisor. Supervisors shall prepare the evaluation and forward to the Fire Chief for review at least 14 days in advance of the required review with employee date.
2. The Fire Chief shall review and sign each evaluation within one week of receipt and return to the supervisor for delivery to the employee.

C. Performance Evaluation Discussion

The supervisor shall hold a discussion with the employee regarding each performance evaluation. The discussion shall be held at a prearranged time in a private location free from interruptions.

D. Employee Signature

The employee shall be asked to acknowledge receipt of the evaluation by signing the form. Additionally, the employee may provide comments if so desired. If the employee refuses to sign the form, the supervisor shall write in "Employee Refuses to Sign" and initial and date the form.

E. Retention of Performance Evaluations

1. The annual evaluation shall be forwarded after review and signatures to the Administrative Office where it will be filed in the employee's permanent file. Evaluations are kept for the term of employment.

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PAYCHECK DISTRIBUTION

I. PURPOSE

To establish a pay schedule in order to comply with wage and hour regulations governing payment of wages.

II. SCOPE

This policy applies to all employees of the District.

III. POLICY

It is the policy of the RRFPD that wage payments shall be made on a bi-weekly basis (every other week).

IV. GUIDELINES

- A. The payroll periods at RRFPD are bi-weekly and paychecks shall be distributed to employees on the Wednesday following the end of the payroll period.
- B. Each payday, employees shall receive a statement or check stub reflecting gross pay, deductions, and net pay. State, Federal, and Social Security taxes and employee contributions to District benefit plans shall be automatically deducted.
- C. If the normal payday occurs on a holiday observed by the District's Administration Office, employees shall be paid as paychecks are released by the Sonoma County Payroll Department.
- D. An employee paycheck shall be given only to the employee unless prior authorization is provided for it to be given to someone else.
- E. If an employee is not at work on the day the check is issued, the check shall be held at the Administration Office or fire station.
- F. The employee shall report any error with paychecks to the immediate supervisor, who shall coordinate with the Administration Office to correct any errors.

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HIPPA

Health Insurance Portability and Accountability Act Compliance

The Russian River Fire Protection District is a Covered Entity (CE). The District gathers information about the patient and service, and then shares information with others in an attempt to get paid for our services.

Any “individually identifiable health information” is considered **Protected Health Information** and is to be kept confidential regardless of its form. A paper report, a computer display or a casual conversation are all ways in which protected health information can be improperly released.

In order for the District to comply with HIPAA regulations, the following rules shall take effect April 14, 2003.

- All EMS related reports containing PHI shall be kept in the administration office and in a locked file cabinet.
- All NFIRS reports shall not contain PHI information (name, address, age, DOB only) and only generic event information (i.e. medical aid, fall, rescue)
- All NFIRS reports will also be kept in administrative office, in a locked file cabinet.
- All patients shall be given Notice of Privacy Practices, and required (as appropriate) to sign. Staff shall make a written report of all signatures unable to attain.
- No use or disclosure of PHI outside of this District, except for the evaluation of quality of care issues.

Notice of Privacy Practices for the Russian River Fire Protection District shall be incorporated into Standard Operating Guidelines.

Board Meeting Room Use

All users will be allowed access the Meeting Room and restrooms only

All users will provide proof of liability insurance coverage

All users subject to immediate cancellation in the event of emergent need by the District

All users will not disrupt District operations in any way

All users subject to available parking

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The following uses will be at no cost to the user: Public Safety Training, Meetings of Local District Organizations serving in the best interest of the District and the public at large.

All other users will be charged a fee of \$500 per day plus actual cost of District employee standby per hour to ensure use will not interfere with operations

Consumption of alcoholic beverages will not be allowed

It will be the responsibility of the user to clean up after using the facilities. A cleaning deposit of \$1000.00 will be required. The deposit will be returned within one week minus any additional cleaning as required. All District property subject to availability and will be replaced by user if damaged

Pre-Employment Drug Use Guidelines

(same policy as Sonoma County S.O.)

Purpose

In order to maintain high standards for the entire Sonoma County fire service community, the following guidelines shall be used to determine an applicant's suitability for employment in light of their pre-employment (prior), illegal drug use.

It is important to note that this is a guideline only. This is the same current policy as the Sonoma County Sheriff's Department. Each candidate's suitability for employment should be thoroughly examined during the background and selection process. Any employment decision based on an applicant's prior drug use should be tempered with good judgment and common sense.

Policy

Prior to disqualifying any applicant whose profile falls within the provisions of this policy, the applicant shall be given the opportunity to present any and all evidence of mitigating facts which the applicant feels should be considered by the appointing authority. The appointing authority may consider, but is not limited to, the following: The applicant has been convicted of a drug offense that is, or would be, a misdemeanor in the State of California. For the purpose of this guideline, drug diversion and/or probation shall constitute proof of the illegal act and similarly disqualify the applicant.

- I. The applicant has been denied employment or terminated from a position as a result of a drug test or on-the-job illegal drug use.
- II. The applicant's alcoholic beverage consumption is shown to impair his/her ability to perform in a satisfactory manner.
- III. The applicant has manufactured, cultivated, or sold a controlled substance as an adult or juvenile.
- IV. The applicant has illegally used or possessed a controlled substance while employed by a public safety agency in any of the capacities mentioned above.

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- V. The applicant illegally used a hypodermic needle/syringe.
- VI. The applicant is not in compliance with the guidelines set forth in the Drug Matrix on page 2 of this document.
- VII. Any applicant who willfully and deliberately falsifies or provides misleading information regarding his/her prior or current drug will be automatically disqualified from consideration. All drug use information will be verified through the background process, including a polygraph examination.
- VIII. The disposition of any related criminal case (e.g. diversion, impingement, etc.)

Drug Matrix

SUBSTANCE	MINIMUM YEARS SINCE LAST USE	MAXIMUM NUMBER OF TIMES USED
Marijuana	3	50
Hash/Hash Oil	3	20
Amphetamine	5	5
Methamphetamine	5	5
Cocaine (powder)	5	5
Crack Cocaine (rock)	Disqualified	---
CNS Depressants(Barbiturates)	5	5
Quaaludes	5	5
Heroin	Disqualified	---
Opiates (or derivative)	Disqualified	---
Methadone	Disqualified	---
LSD	5	2
Mushrooms (Psilocybin)	5	2
Mescaline/Peyote	5	2
Toluene or other solvents/inhalants	5	5
Nitrous Oxide	5	5
Amyl Nitrate (Poppers)	5	5
Synthetic Based Designer Drugs	5	5
PCP	Disqualified	---
Steroids	5	5 cycles

Pre-Employment Drug Use Guidelines

Where there is evidence of an applicant's past use of controlled substances, the following factors shall be used to determine the employability of the individual. This shall not apply to information that automatically disqualifies the applicant from employment.

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- Pattern(s) of use.
- How the drug was used.
- Kind of drug used.
- For each kind of drug uses, the date started and the last date used.
- Circumstances of the start of drug use.
- Circumstances at the time of the discontinuance of the drug use.
- The nature of any treatment and prognosis.
- Social behavior and attitude since the discontinuance of drug use.
- History of any previous rehabilitation efforts.

Although the above factors require a case-by-case analysis of an individual's employability, all applicants, including drug and alcohol users, will be evaluated in light of:

- Past personnel records.
- Absenteeism
- Disruptive, abusive, or dangerous behavior.
- Violation of State and/or Federal laws.
- Violation of work rules, policies, or procedures.
- Unsatisfactory work performance.

Non-Emergency Vehicle Use Policy

The use of fire district non-emergency vehicles is limited to official district use only. Official Use is defined as those activities specifically related to District business. The following are, but not limited to, examples of district business: Administrative functions, training classes, fire prevention, and Board activities.

Use of non-emergency vehicles is based on a "first come, first served" basis. All drivers must meet minimum licensing (and have on file with the District) qualifications for use.

A mileage log shall be kept in the vehicle to log all use, no exceptions. The date, time, starting miles, ending miles, and the reason for use shall be recorded.

All Board sanctioned use for other Districts shall be reimbursed to this District at the current IRS rate.

Reimbursement of Expenses

The District provides reimbursement of those expenses covered by the District but paid for by the employee. The expense must be properly documented and be related to District Business and at a rate commensurate with per diem rates established by the IRS.

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The following are examples of covered expenses: Mileage to attend an approved class, the cost of recertification of license or certificate, Continuing Education Units.

If you are unsure if an item is a covered expense or not, get prior approval.

This policy is not intended to amend or change the District Purchasing Policy.

Mileage will be reimbursed at the going IRS rate.

Expenses not covered by the District will not be reimbursed.

Public Complaints

The Board of Directors desires that public complaints be resolved at the lowest possible administrative level, and that the method for resolution of complaints be logical and systematic.

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

The method of resolving complaints shall be as follows:

The individual with a complaint shall first discuss the matter with the On-duty Officer with the objective of resolving the matter informally.

If the individual registering the complaint is not satisfied with the disposition of the complaint by the On-duty Officer, it shall be forwarded to the Fire Chief. At the option of the Fire Chief, he/she may conduct conferences and take testimony or written documentation in the resolution of the complaint. The Fire Chief shall memorialize his/her decision in writing, with the individual registering the complaint being provided a copy.

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

This policy is not intended to prohibit or deter a member of the community or staff member from appearing before the Board to verbally present a testimony, complaint, or

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statement in regard to actions of the Board, District programs and services, or impending considerations of the Board.

Claims Against the District

Claims for damages by the District whether related to vehicle liability or for specific actions of the District will be handled in a manner that is consistent with Government Code 945 et al.

Copying Public Documents

Individuals requesting copies of public documents shall be charged twenty cents (20¢) per sheet copied to defray expenses associated with the copying process.

Copies of agendas and other writings (except for privileged documents) distributed to a majority of the Board of Directors at open Board meetings shall be made available to the public. A limited quantity of such documents (based on normal audience attendance) shall be copied in advance of each meeting and made available to the public in attendance at no charge.

Policy Complaints

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

The Board of Directors desires that public complaints be resolved logically and systematically.

The process for resolving complaints shall be as follows:

The citizen with a complaint shall first discuss the matter with the Fire Chief with the objective of resolving the matter informally.

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

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

Public Contributions

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

Donations must be clearly marked as such.

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

Tax Appeal Policy

The owner of any parcel on which the special tax is assessed may appeal any determination by the District concerning the nature of the use of the property or the calculation of the amount of the tax by filing a notice of appeal with the District Administrative offices. Any such appeal shall be filed by December 1st of the calendar year for which the tax is levied.

The appeal shall be submitted in writing to the Board of Directors and shall contain a statement by the property owner as to the nature and basis for the appeal.

The appeal will be directed to the Citizens Tax Advisory Committee who will make a recommendation to the Board of Directors.

The Board shall hear and determine the merits of any appeal during the next regular meeting at which the matter can be placed legally on the agenda.

The decision of the Board shall be final.

EMPLOYEE BENEFITS

The District provides benefits to all employees working a regular reoccurring full time schedule of 30 or more hours a week. Employees entitled to receive benefits shall be referred to as "qualified employees." The District reserves the right to provide benefits programs by self-insurance, through an insurance company, or by any other method that

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provides the benefits or coverage outlined. The District reserves the right to cap the cost of all benefit programs.

The District is responsible to follow the terms of all benefit plans (Underwriting Policies). The MOU (s) generally defines the wages, hours and working conditions of all represented and non-represented full-time employees. The MOU (s) are specific to whom the benefits apply to.

Board action on 9-10-08 added benefits for domestic partners of full time employees as accepted by and in accordance with the FDAC-EBA underwriting policies (attached).

The IRS 125 “Premium Only” plan only applies to those employees who are married. The IRS does not recognize same sex or domestic partner benefits for non married couples.

Part-time employees are “at will” employees working on an “as needed” basis and therefore not entitled to these benefits.

The benefit programs are as follows:

A. Medical Insurance

All qualified employees, employee spouse or domestic partner and their dependants are eligible to participate in a group medical plan selected by the District. The District shall pay 100% of the actual premium charged by the approved health care provider for providing coverage to the employees and their dependants under the terms of the Plan.

B. Dental Insurance

All qualified employees, employee spouses or domestic partner and their dependants are eligible to participate in a group dental plan selected by the District. The District shall pay 100% of the actual premium charged by the approved dental insurance provider for providing coverage to the employees and their dependants under the terms of the Plan.

C. Optical Insurance

All qualified employees, employee spouses or domestic partner and their dependants are eligible to participate in a group vision care plan selected by the District. The District shall pay 100% of the actual premium charged by the approved vision insurance provider for providing coverage to the employees and their dependants under the terms of the Plan.

D. Life Insurance (Not offered)

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E. Disability Insurance

All qualified employees are eligible to participate in the District's disability insurance program through CSFA, which is paid for by the District.

F. Deferred (PERS 457) Compensation Program

All qualified employees are eligible to participate in the District's deferred compensation program through PERS. This program is 100% employee funded.

G. Public Employees' Retirement System

On behalf of its employees, the District has contracted with Public Employees' Retirement System (PERS) for retirement benefits. The District shall pay the employee's contribution to PERS on the employee's behalf.

Underwriting Policies of FDAC-EBA

Underwriting policies shall be set by the Board of Directors of the FDAC EBA with the assistance and advice of consulting professionals. In part, underwriting policies shall be comprised of eligibility guidelines which reflect the Board's determination regarding limitations of membership eligibility. Whereas the Board desires to entrust day-to-day selection criteria to the professional discretion of its Broker-partner, Lawson-Hawks Insurance Associates, fundamental eligibility criteria will be adhered to for purposes strategic implementation.

Currently, Board approved eligibility guidelines are as follows:

Eligible Districts

To be eligible for benefits, your Fire Protection District must be a member of the Fire Districts Association of California. Eligible employees are safety employees, admin staff and their dependents.

Active Employees

To be eligible for benefits, you must be employed with a Fire Protection District as a regular employee, authorized to work at least 30 hours per week. Part time employees who work at least 20 hours per week may be eligible depending on your districts guidelines.

You may choose to enroll eligible family members in medical, dental, vision, life and AD&D insurance. Your eligible family members are:

- *Your legal spouse as defined by California law.*
- *Your unmarried dependent children under age 25. Coverage will terminate at the end of the month of their 25th birthday. Some carriers require dependents to be full-time students if they are over 19 year of age. (Please refer to specific carrier guidelines contained in this booklet).*

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- *Your unmarried child of any age who is physically or mentally handicapped as long as the disability occurred before age 19 while he or she was covered by your current medical plan.*

Your domestic partner and partner's eligible dependents are eligible. Domestic partner must:

- *Each be at least eighteen (18) years of age or older;*
- *Share a close personal relationship and be responsible for each other's common welfare;*
- *Be of the same or opposite sex;*
- *Be each others sole domestic partner;*
- *Not be married to anyone nor have had another domestic partner within the prior six months;*
- *Not be related by blood closer than that which would bar marriage in the State of California;*
- *Share the same residence, be mutually financially responsible for "basic living expenses", and provide requested documentation of these criteria.*

Retirees

Eligible retirees are future retirees and families who have worked for an eligible Fire Protection District in the State of California. Eligible dependents are defined as a legally married spouse, domestic partner, or children age 19 (full time students to age 25).

- *Retirees must elect to continue coverage at time of retirement. Once covered a retiree must have continuous coverage. Any break in coverage will result in cancellation of coverage.*
- *Retirees cannot retroactively be covered. Only those who retire after the effective date of the group are eligible for coverage.*
- *Retirees and family members reaching age 65 eligible for Medicare Part A and Part B also may continue coverage through the group.*
- *Retirees and family can be billed directly through the FDAC EBA Administrator. In this case, retirees will be fully responsible for premiums for continuation of coverage.*

Board Members

- *Eligible board members are current or future board members and families in a full time elected position with an eligible fire district. Eligible dependents are defined as a legally married spouse, domestic partner, or children age 19 (full time students to age 25).*
- *Board Members must elect coverage at time of employment/term. Once covered a board member must have continuous coverage. Any break in coverage will result in cancellation of coverage.*

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- *Board Members cannot be retroactively be covered. Only those who are active or voted in after the effective date of the group are eligible for coverage.*
- *Benefits are available for the term of the Board Members position.*
- *Board Members and family members reaching age 65 eligible for Medicare Part A and Part B also may continue coverage through the group.*

As of Dec, 2006 the board added the following language to the underwriting guidelines;

“A district offering medical coverage to Board Members through the FDAC EBA must have offered coverage to its Board Members prior to joining the FDAC EBA Board Members must elect coverage at time of initial enrollment; if they do not, they may not enroll at any time in the future. If it is a district’s policy to not cover Board Members, no Board Member coverage is available through the FDAC EBA.”

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SECTION IV

Appendices

APPENDIX I	Fire District Law
APPENDIX II	The Ralph M. Brown Act
APPENDIX III	Statement of Economic Interest Form 700
APPENDIX IV	Firefighter Bill of Rights