

**SAN JUAN ISLAND
FIRE DEPARTMENT**



POLICY MANUAL

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100.

FISCAL POLICY

402 INCOME

100.1. Property Tax

1. Each year, the board shall hold a public meeting to set the following year's tax levy. Notice of the public hearing shall be provided to major newspapers regularly published in San Juan County and shall be posted conspicuously at the fire department headquarters.
2. The tax levy must be set by a resolution of the board of fire commissioners, no later than November 15 of the year preceding the fiscal year for which the levy is set. The allowable tax levy is set by RCW 84.52, and determined by the County Assessor.

100.2. Tax Revenue

1. Tax revenue is collected by the County Assessor. The Assessor submits a monthly report of taxes collected, which shall be reported on the monthly Statement of Financial Condition.

100.3. Contracted Services – Fire Protection Service Fees

1. There are various properties within the borders of the district that are exempt from paying property tax, such as state government facilities and universities. These property owners may contract to receive fire protection services. The district shall charge the property owner the equivalent of the tax rate.

100.4. Contracted Services – Department of Natural Resources

1. The district has contracted to provide response to DNR protected and jointly protected properties within the boundaries of the district; and to perform pre-suppression duties on those same lands. The contract provides for an annual sum paid after the term of the contract. The administrative assistant is responsible for invoicing the DNR for payment of contracted services.
2. In addition, the district has agreed to provide personnel and equipment to areas outside the district boundaries upon request. All such responses are billed to the appropriate DNR office as soon as possible after the response.

100.5. Other Contracted Services

1. The district may enter into contracts to provide services to other agencies. Each contract should specify the fee schedule, time and method of payment.

100.6. Response fees

1. The district may charge for response to incidents under a limited set of circumstances. This includes the following:
 - a. Whenever the response is a result of any illegal activity, including driving while intoxicated, arson, violation of burning permit or illegal burning.
 - b. Fire alarm malfunctions or false alarms from fire detection systems, except that no fees shall be charged for the first two such alarms in any calendar year.
 - c. Any incident involving the release of any hazardous material listed in CERCLA 101(14); CERCLA 101(33); 49 CFR 172.101 and appendices; or any hazardous waste.
 - d. Response to any incident outside of the fire district boundaries except to incidents where a mutual aid agreement or contract exists specifically for such a response.
2. Response fees shall be charged at the Washington State Association of Fire Chiefs (WSAFC) recommended fee schedule for all equipment and personnel listed in that schedule. Any equipment or personnel not listed in the WSAFC schedule shall be charged at the State of Washington Department of Natural Resources Wage and Equipment rates. Any personnel or equipment not listed in either schedule shall be charged at a reasonable rate as determined by the fire chief. The district may charge fees in addition to those listed above to cover the cost of any and all equipment damaged or destroyed and any other expendable items.

100.7. Other revenue

1. The district also receives funds from leasehold taxes, timber harvest tax and other miscellaneous sources. These funds are usually collected directly by the San Juan County Treasurer.

100.8. Inspection fees

1. The district may charge fees for inspecting businesses, developments or other commercial enterprises. Such fees are intended to cover the cost of the inspection. The fee for services shall be those established by the County Council. Every reasonable effort shall be made to provide the responsible party with an estimate of cost prior to the provision of services.

100.9. Sale of Surplus property

1. The district may decide to sell property, equipment or apparatus. All items must be declared surplus by the board prior to disposal.
2. The fire chief may dispose of any item with an estimated value of \$1000 or less in the manner he/she deems best. Sale of any item with a value of \$1000 or more must be approved by the board.

100.10. Donations

1. The fire district may accept donations, provided that the donations are not offered in an attempt to influence any decision of any official or officer of the district.

100.11. Miscellaneous income

1. Funds received at the fire department headquarters shall be receipted in the district receipt book. The funds will be submitted to the County Treasurer with a completed Funds Transmittal form. Receipts for funds received by the County Treasurer shall be kept at the fire department headquarters.

402 INVESTMENT

100.12. Investment Authority

1. Each month the fire chief shall compute the available funds in each of the district's fund accounts. Any funds not needed for immediate operation shall be invested to ensure the best return available through the County Treasurer.
2. The County Treasurer is the designated investment officer for the district.
3. The Fire Chief shall be the district's investment liaison.
4. A listing of the district's investments shall be attached to the Financial Condition Statement monthly showing investment amount, fund name, date of investment, maturity date and rate of return, if known.

100.13. Investment interest

1. Any interest on district investments shall be posted to the fund from which the investment is made.

402 BONDS

2. Debt capacity is regulated by state law. The amount of available debt should be calculated before deciding to issue bonds or enter into other debt.
3. Bonds may be voted or non-voted. Non-voted bonds are issued without voter approval according to RCW 52.16.061. They may not exceed 0.375% of assessed value of District. The Board of Fire Commissioners shall hold a public hearing to approve non-voted bonds.
4. Voter approved bonds may be used for capital expenditures only and require 60% approval of the public. They are authorized in RCW 52.16.080. The maximum debt capacity of voted bonds is 0.75% of assessed value. The Board of Fire Commissioners shall hold a public hearing prior to submitting the resolution to the voters.
5. The Fire District may employ a Bond Underwriter to prepare Official Statements, market and sell bonds. A Bond Counsel is needed to prepare all legal documents for the bond issue.

402 LEASES

100.14. The Fire District may enter into leases for real or personal property.
Leases must be approved by the Board of Fire Commissioners by Resolution.

402 BUDGET

100.15. Budget preparation

1. The fire chief is responsible for preparing a budget for the district prior to the beginning of each fiscal year. The fiscal year for the district is January 1 to December 31.
2. A draft budget shall be submitted to the board no later than the first regularly scheduled meeting in September of the year preceding the budget year. The board may provide feedback to the fire chief on the draft budget from submission until the budget is finalized. The fire chief may solicit input from the members on proposed budget items. Such input should be provided no later than the first week in September.
3. The budget shall be finalized no later than October 31 of the year preceding the budget year. The final budget must be approved by the board by resolution at a public hearing.
4. The budget shall be provided to the County Auditor no later than November 1.

100.16. General fund budget

1. The general fund is used to pay all routine operating expenses of the department, including salary, benefits, overhead costs, operating costs, services, equipment and supplies.
2. Expenditures for capital items may be made from the general fund. If such expenditures are charged against the reserve fund, a transfer to the general fund shall be budgeted into the reserve fund.

100.17. LOSAP budget

1. The Length of Service Awards Program (LOSAP) is a volunteer retention program designed to reward permanent full-time volunteer firefighters for remaining with the department. Funds are transferred from the general fund to the LOSAP fund once each year, after the annual LOSAP Committee meeting.
2. The LOSAP is intended to eventually become self-supporting from the interest income earned on the LOSAP fund investments. At that time, disbursements shall be made from the LOSAP fund.

100.18. Capital Equipment Replacement Fund

1. The capital equipment replacement fund budget was established to provide funds for capital equipment obligations and future spending. The fund may be used for capital purchases such as new apparatus, facilities or equipment or capital improvements to existing facilities and apparatus. In addition, the fund may be used for emergency appropriations in the event of a major apparatus failure, replacement of damaged or destroyed capital equipment, or in the event that a disaster strikes the community and the funds are immediately needed for operational expenditures.
2. The Board of Fire Commissioners may, by majority vote, borrow from this fund to supplement short-term budget shortfalls. Funds borrowed from the reserve for this reason should be repaid within six months.
3. All funds received from the sale of surplus equipment shall be placed in the reserve account unless the funds are used to immediately purchase replacement equipment.
4. In the event of severe budget shortages, the board of fire commissioners may elect to move some or all of the funds from the reserve budget into the general budget.

100.19. Capital projects fund budget

1. A capital projects fund will be established for expenditure of general obligation bonds designated for capital projects. A budget will be provided to the County Auditor at the time of fund establishment. The fund will be eliminated when depleted.

100.20. Transfers

1. All fund transfers are made by the County Treasurer at the direction of the fire chief. All transfers must be approved in advance by the Board of Fire Commissioners. Approval may be made by motion.

402 PURCHASES

100.21. Bidding

1. Expenditures of less than \$500 may be made without competitive bidding. A sincere effort should be made to compare prices and alternatives to ensure competitiveness.
2. Quotations should be obtained on all expenditures of \$500 or more. For expenditures of \$500 to \$10,000, telephone quotes shall suffice. For expenditures of \$10,000 or more, formal quotations shall be submitted.
3. Exceptions to the quotation requirements shall be made for emergency purchases, single source items, or Washington State contract purchases
4. Formal quotations may be solicited as sealed bids or as open bids.
5. In all cases, purchasing shall comply with applicable state statutes.

100.22. Purchase approval

1. Following approval of the budget, the Fire Chief shall appoint certain staff members to serve as budget custodians. The custodian shall have charge over the assigned line items in the budget. Any charges made against their respective line items shall be made by them or with their prior approval. The fire chief shall publish a list of line items assigned to the custodians at the beginning of each year.
2. Expenditures of less than \$1000 shall be approved by the custodian of the line item from which the funding is charged. One exception to the requirement for custodian approval is the purchase of minor supplies for the fire stations, which can be made by the station captain. Such purchases shall not exceed \$100. Expenditures of \$1000 or greater require prior approval of the fire chief. Expenditures of \$5000.00 or more require prior approval of the board of fire commissioners.

100.23. Purchase orders

1. Purchase orders should be used for any expenditure of \$100 or greater, except ongoing expenditures, such as electricity or contracted services. Expenditures of less than \$100.00 do not require purchase orders.
2. Purchase orders for expenditures of \$5000.00 or more shall be submitted to the Board of Fire Commissioners at a regularly scheduled meeting of the board.
3. A supply of purchase orders shall be maintained in numerical order. An employee preparing to make a purchase shall complete the purchase order prior to the order being placed with the vendor. The purchase order shall be submitted to the custodian of the line item being charged for approval. The custodian shall indicate approval by signing the purchase order.
4. If the vendor requires a physical copy of the purchase order, the employee placing the order shall provide the vendor with a photocopy. The original purchase order shall be retained.
5. If a purchase order is voided, or a purchase cancelled for any reason, the original purchase order shall be retained and marked "void".
6. After an order is placed, the purchase order shall be submitted to the administrative assistant. The purchase orders shall be maintained in numerical order, including all voided purchase orders.

100.24. Emergency Purchases

1. In the event of a disaster or declaration of a state of emergency, the fire chief, or duty officer if the fire chief is not available is authorized to expend any and all funds necessary to ensure the safety and preservation of life and property of the residents of the fire district. Any such expenditures shall be reviewed and approved by the board of fire commissioners at the earliest possible time.

100.25. Small Works Roster

1. Purchase of services from a small works roster may be made utilizing telephone requests, provided such services do not exceed \$25,000. The individual requesting the service shall contact at least three vendors from the small works roster to obtain quotations. Documentation of contact shall be maintained in a file showing the date, contacts and outcome.

100.26. Services Contracted During Emergency Response

1. Due to the nature of emergency responses, the incident commander or designee may request the first available vendor from the small works roster and contract for services based on timely response. Attempts should be made to contact the lowest cost, qualified vendor first.

100.27. Receipt of items purchased

1. Upon receipt of an item, the packing slip, if provided, shall be marked “received” as appropriate. The packing slip should be submitted to the administrative assistant for comparison with the purchase order.

100.28. Invoices

1. All invoices shall be submitted to the administrative assistant upon receipt. The invoice shall be marked with the fund number indicated on the purchase order. Items not associated with a purchase order shall be marked with the appropriate fund number by the custodian of the fund.
2. The administrative assistant shall process all invoices on a regular monthly cycle. The invoices shall be reviewed by the fire chief prior to processing. The administrative assist shall remit the invoices to the County Auditor for processing no later than three days prior to the first regularly scheduled meeting of the month.

100.29. Credit Cards

1. The department may issue credit cards to full time permanent employees.
2. The Fire District shall set a credit limit of \$5000 for each credit card.
3. Credit cards may be used to purchase items from equipment and supply vendors with which the Fire District does not have a current account, is not expected to have an account, or where the requirements of opening an account would delay a critical purchase or result in less beneficial terms.
4. Credit cards may also be used to place hotel room deposits to hold rooms for authorized official travel on Fire District business.
5. Credit cards may be used to purchase fuel or other necessary expenses while traveling on Fire District business.
6. All purchases shall be accompanied by an original receipt. Receipts shall be submitted to the Administrative Assistant no later than 14 days after use.
7. Personal charges may not be made with a Fire District credit card. Any charges that cannot be properly identified or which are not appropriate to Fire District or State policies or regulations shall be paid immediately by the user of the card by cash, check or payroll deduction. Charges to be reimbursed shall include any interest and all other related charges made by the credit card company. Such unauthorized charges shall constitute a lien against all amounts owed by the Fire District to the user of the card until paid in full.

100.30. Voucher Approval

1. Vouchers are prepared by the County Auditor. The administrative assistant is responsible for collecting the vouchers from the County Auditor in sufficient time to present them for approval at the first regularly scheduled meeting of the month. A blanket voucher approval accompanies the vouchers. The vouchers must be approved and signed by two or more of the fire commissioners. The fire chief must also sign indicating that the invoices are true and correct.
2. Any invoices that are submitted too late for approval along with the regular submission may be processed by special voucher. A voucher approval is prepared by the administrative assistant and must be signed by two or more fire commissioners. All special vouchers shall be summarized and presented at the first regularly scheduled meeting of the following month.

100.31. Advance travel

1. The district maintains an advance travel account. The advance travel account is a checking account with an authorized balance of \$1000.00. The administrative assistant, fire chief and training officer are authorized to sign checks on the advance travel account. Advance travel funds may be used for registration, lodging, mileage, meals, ferry fees, airline tickets, parking and other bona-fide travel expenses.
2. Advance travel may be paid to a member upon request prior to or immediately following an authorized trip.
3. Within ten days of completion of travel, the recipient shall complete a "claim of expense form". The fire chief shall review the form to verify the expenses.
4. If the member is owed additional money, an advance travel check may be issued to the member. If the member's actual expense is less than the amount of the advance travel, the member shall reimburse the difference to the district in a timely manner.
5. The administrative assistant is responsible for maintaining the account, including balancing and reimbursing the account from the general fund monthly.

100.32. Per diem

1. Any staff member, paid on call firefighter or fire commissioner who is outside of the district's boundaries on district business may receive per diem allowance for meals that are not otherwise provided. The current per diem allowance shall be the rate set by the Washington Office of Financial Management for the lowest level of "high cost locations". All per diem shall be claimed on an expense claim form. Receipts are not required for per diem allowance.

100.33. Mileage

1. Members using personal vehicles for district-sponsored travel shall be reimbursed mileage, except that no mileage shall be reimbursed when a district vehicle is provided or available for use. Mileage shall be reimbursed at the current allowance published by the IRS.

100.34. Ferry Fares

1. Members traveling by ferry may use a ferry ticket provided by the district, or they may use a Non-Commercial Billing Slip. Receipts shall be submitted to the administrative assistant.

100.35. Expense claims

1. Expense claims are used to request reimbursement of travel costs, mileage, hotel fees, ferry fees and miscellaneous expenses. Expense claims are also used to request per diem allowance. All expense claims must be approved by the fire chief.

100.36. Reimbursement

1. When any member purchases items or makes expenditures on behalf of the fire district, they may submit a request for reimbursement. All reimbursement requests should include a description of item or expenditure, date purchased and who authorized the purchase. Requests must be accompanied by an original receipt.
2. Prospective employees may be reimbursed for travel and lodging expenses with the approval of the Board of Commissioners.
3. The District may also pay travel and lodging expenses on behalf of prospective employees, directly to the provider.

100.37. Petty cash

1. The department maintains a checking account for petty cash purchases. The administrative assistant and the fire chief are authorized signers of the petty cash account. Petty cash may be used for purchases of \$100 or less. Receipts are required for all petty cash purchases. The receipt should show recipient, date, amount and purpose of expenditure. The administrative assistant is responsible for maintaining the checkbook. Each month, the administrative assistant shall provide a record of all petty cash transactions to the board of fire commissioners. The petty cash account will be reimbursed monthly as needed from the appropriate line items.

402 BUDGET REVIEW

100.38. Financial condition statements

1. Each month, the fire chief shall prepare a financial condition statement for each fund in which any activity occurred during the previous month. The financial condition statements shall be presented at the first regularly scheduled meeting of the board of fire commissioners. The financial condition statement shall include a listing of revenues received for the month and to date, total expenditures for the month and to date, and current investments.

100.39. Budget status reports

1. Each month, the fire chief shall prepare a budget status report for each fund in which any activity occurred during the previous month. The budget status report shall be presented at the first regularly scheduled meeting of the board of fire commissioners.

100.40. Audits

1. Audits are conducted by the State Auditor every third year. The Board of Fire Commissioners may elect to have independent audits conducted at any time.

200.

ADMINISTRATIVE POLICY

402 ADOPTION OF POLICIES

1. It shall be the responsibility of the board of fire commissioners to establish the policies for the department.
2. Except in an emergency, all proposed policies shall be read twice at regularly scheduled meetings of the board prior to adoption. Testimony and comments may be accepted at either meeting. Prior to any motion to accept a policy, the chair of the board shall open discussion on the policy by the board. Policy may be passed on a majority vote.
3. The Fire chief shall be responsible for the distribution of all policies. Policies shall be distributed to each commissioner, available for public perusal at the district headquarters, and provided to any member of the department upon request. In addition, the policies shall be made available on the department's web site. Members of the public may request a copy of the department's policies, which shall be provided in accordance with the district's policy on public records.
4. In cases where these policies conflict with any local, state or federal law, the terms of that law shall prevail.

201.2. The policies serve as the rules of operation for the fire district. Deviation from the policies must be for good reason, and may not be undertaken lightly.

402 ADOPTION OF STANDARD OPERATING PROCEDURES

1. It shall be the responsibility of the Fire Chief to establish the standard operating procedures for the department. All standard operating procedures shall comply with district policies.
2. The Fire Chief shall be responsible for distributing standard operating procedures in the same manner as policies.
3. Standard Operating Procedures serve as general guidelines for the operation of the department. As such, they should not be construed as hard and fast rules. Deviation from Standard Operating Procedures is allowed when, in the individual's discretion, other procedures would prove safer, more efficient or more effective.

402 DISTRICT HEADQUARTERS

201.3. The official district office shall be the Headquarters Station (Station 31), located at 1011 Mullis Street Friday Harbor, WA 98250.

402 MEETINGS

1. The Board shall set the time, dates and place for regularly scheduled meetings at the first meeting of each year. The Board shall direct the secretary to publish the dates, times and place of regularly scheduled meetings in a paper of local circulation.
2. The time and place of meetings shall be changed only in the event of an emergency.
3. The Board may conduct workshops outside of regularly scheduled meetings. No action shall be taken by the Board at workshops. Workshops shall not be open to additions to the agenda by residents or other persons present, but the board may solicit and accept testimony or comment at the discretion of the chair.

CONDUCT OF MEETINGS

4. The rules of parliamentary procedure as listed in the latest edition of Robert's Rules of Order shall govern meetings of the board of fire commissioners, except in those situations where the rules of order conflict with laws or statutes or with these policies. In those cases, the laws, statutes or policies shall apply.
5. Departure from any of the rules does not negate any action of the board, provided that the action was reached in a legal manner.
6. There must be a quorum of Board members present to hold a meeting or to take action. If two members are present, then both must concur on any action.
7. Any board member, including the chair may make or second motions.
8. The chair may vote in all matters before the board, excepting those in which the chair is recused.
9. All votes shall be recorded in the minutes of the meeting, excepting those legally taken in executive session that are excluded from public scrutiny for legitimate reasons. Any member may require that the minutes include a statement of his or her vote, and the reason thereof.
10. Any board member abstaining from voting shall indicate his or her abstention for the record.
11. The chair does not have the statutory authority to veto or override any vote, or to refuse a motion or second, or to refuse to call a vote. Further, the chair shall not prevent any commissioner from adding an item to the agenda for the purpose of preventing a vote on the issue.

201.4. Agenda

1. An agenda shall be published and distributed by the district secretary no less than 48 hours prior to any meeting. The agenda shall be provided to all members of the Board, to any local publications that request it, and to any other member of the public that requests it.

2. Any resident of the district may bring matters before the board of commissioners at a regularly scheduled meeting, provided that the resident provide a written request to the district secretary no less than seventy-two hours prior to the meeting. The request must provide the name of the person requesting time on the agenda, the residence location of the requestor, the matter to be discussed, the name of the group represented (if any), and the amount of time desired. The chair has the right to limit the time allotted to the matter to a reasonable length.
3. After calling the meeting to order, the chair shall ask for additions or deletions to the agenda. At this time, any individual may request to place a matter on the agenda. Requests shall be granted at the discretion of the chair.
4. Any commissioner may also request to add items to the agenda. All such requests shall be honored by the chair.
5. The Board shall not be required to take action on any item upon presentation. The Board may elect to study a matter or may request that the Fire Chief or other staff prepare a study on the matter.

201.5. Chief's Report

1. Each month the chief shall report to the board the following information at a regularly scheduled meeting:
 - a. Financial condition of the district.
 - b. Status of the annual budget.
 - c. Activity of the district during the previous month.
 - d. Operational status of the department's facilities, equipment and personnel.

201.6. Minutes

1. The secretary shall keep a permanent record of all business conducted by the board. The minutes of the meeting shall contain all actions of the board. In addition, all deliberations, discussions reasons, reports and facts should be included.
2. The secretary shall endeavor to produce draft minutes as soon as feasible after a meeting. At the next meeting of the board in which a quorum of board members from the meeting in question are present, the draft minutes shall be read into the record along with any changes approved by the board. Minutes may be approved by motion.

201.7.

Public Hearings

1. The Chair of the board may call a public hearing whenever the board elects to request testimony or comment from the public before taking any specific action, or whenever a public hearing is required by law.
2. The District Secretary shall publish the time, place and purpose of the public hearing as set by the board, and shall post notices at the district headquarters and in a paper of local circulation.
3. The Board of commissioner shall not take any action on any matter during a public hearing.
4. The chair of the board shall establish the rules for public hearings, including:
 - a. A maximum time limit for the public hearing.
 - b. A maximum time limit for each speaker.
 - c. The order of speakers.
5. The chair of the board shall also direct all speakers to observe the following rules:
 - a. All questions and comment must be directed to the board.
 - b. All speakers are prohibited from questioning other speakers or arguing with other speakers.
 - c. All speakers are reminded that the board is under no obligation to answer any questions at the public hearing, although they may elect to do so.
 - d. All speakers are reminded that no action is to be taken during the public hearing.
6. After all public testimony has been taken, or when the stated time limit expires, the chair of the board shall declare the public hearing closed.
7. The district secretary shall keep a record of all public hearings, including time, place and purpose of the hearing, commissioners and staff present, persons speaking and time of adjournment.

201.8. Open Meetings Act

1. It shall be the policy of the board of fire commissioners to comply with the Open Meetings Act, RCW 42.30. All meetings shall be open and public, except as permitted in RCW 42.30.
2. Fire commissioners are prohibited from taking any action outside of public meetings, other than the exceptions allowed in RCW 42.30. This includes receipt of public testimony, deliberations, discussions, considerations, reviews, evaluations, and final actions. Fire commissioners may not conduct business in person, through correspondence or by telephone, except in public meetings.

201.9. Special Meetings

1. The chair of the board, or a majority of the board members may call a special meeting, outside of the regularly scheduled meeting. Notice of any special meeting shall be provided to all commissioners and to the local newspapers. Such notice shall contain the time, place and items of business for the meeting
2. The board may discuss issues other than those listed on the special meeting notice, but may not take final action on any item not listed on the special notice.

402 CONFLICTS OF INTEREST

3. It shall be the policy of the district to maintain the highest integrity in all business and personnel dealings, and to avoid any situation where a conflict of interest or appearance of unfairness exists.
4. Public office is a public trust to be protected from the danger of conflict of interest. A conflict occurs when an official's responsibilities, duties, or activities conflict with the officials' private interests whether they are of a business, family, social, or other nature.

201.10. Restrictions on Use of Position or Office

1. Commissioners and employees shall not:
 - a. Use their office/staff to seek employment or conduct business.
 - b. Use their position to obtain private gain or advantage for themselves, a relative, or an entity in which they have a present or potential financial interest.
 - c. Disclose or use confidential information that is not generally available to the public for their own or another person's financial benefit.
 - d. Participate in transactions that they may substantially influence if they know that a relative, friend, or associate has a substantial financial interest in them
 - e. Use public funds, time, or equipment for their own private gain, *unless* authorized by law.

Restraints on Votes, Deliberations & Discussions

2. Public officials shall not participate in, vote on, influence or attempt to influence an official decision if they, or the business they are associated with, have a financial interest or can potentially benefit from the matter, unless the interest or benefit is incidental to their position or would normally accrue to them in their profession, occupation, or class.
3. Public officials may however participate in a discussion or vote on a decision if the only financial interest or benefit is incidental or would normally accrue to them in their profession, occupation, or class.

Other Restraints

4. Public officials/employees shall not:
 - a. Participate in any matter which will affect the financial interests of an individual or organization with which they are negotiating future employment.
 - b. Use public funds, time, or equipment for political activity unless it is authorized by law or is incidental to a legally authorized or required activity.
 - c. Authorize or request another person on their behalf to perform an act prohibited by these conflict of interest provisions.
 - d. Participate in obtaining a public contract in which they or immediate family members have an interest.

201.11. Gifts

1. No commissioner or employee may receive, accept, take, seek, or solicit, directly or indirectly, any thing of economic value as a gift, gratuity, or favor from a person if it could be reasonably expected that the gift, gratuity, or favor would influence the vote, action, or judgment of the commissioner or employee, or be considered as part of a reward for action or inaction.
2. No commissioner may, directly or indirectly, give or receive or agree to receive any compensation, gift, reward, or gratuity from a source except the district, for a matter connected with or related to the officer's services as such an officer unless otherwise provided for by law.

201.12. Post Employment Restrictions

1. Former public officials/employees:
 - a. Shall not assist in any judicial, legislative, or administrative proceeding if they previously participated personally and substantially in it while in office or employed by the District.
 - b. Shall not for one year after public employment or office assist or represent anyone in a business transaction involving the District if they participated personally and substantially in it while in office or employment.
 - c. Shall not disclose or use confidential information that is not generally available to the public for their own or another person's financial benefit.

402 COMMISSIONERS SERVING AS VOLUNTEERS

2. Upon a resolution passed unanimously by all members of the board of fire commissioners, a commissioner may serve as a volunteer, receiving no compensation.
3. It is the policy of the district that commissioners may not serve as officers.
4. Commissioners serving as firefighters shall have no more authority than any other firefighter of the district. The individual shall follow all orders and directions, and shall not overstep the authority of the district's duly appointed officers.
5. The resolution allowing a commissioner to serve as a volunteer shall not interfere with the authority of the fire chief on any and all operational and personnel matters, including the authority of the fire chief to discipline, suspend or terminate the individual from his or her service as a firefighter.

402 REPORTING IMPROPER ACTION

6. Every employee or volunteer has the right to report to the appropriate person or persons information concerning an alleged improper governmental action. Improper governmental action is any action by a local government officer or employee that is (a) undertaken in the performance of the officer's or employee's official duties, whether or not the action is within the scope of the employee's employment; and (b) that is a violation of any federal, state or local law or rule; is an abuse of authority; is of substantial danger to the public health or safety; or is a gross waste of public funds.
7. Improper governmental action does not include personnel actions, including employee grievances, complaints, promotions, demotions, transfers, assignments, reassignments, reductions in pay, dismissals or alleged violations of labor agreements, except in those cases where such action meets the terms described above.
8. Except in the case of an emergency, before an employee or volunteer provides information regarding an improper governmental action to a person or an entity who is not a public official or a person listed in this policy, the employee shall submit a written report to the Fire Chief, or to the Board of Commissioners under the following guidelines:
9. Any allegation of improper action by any commissioner, volunteer or employee of the district except the Fire Chief should be submitted to the Fire Chief.
10. Any allegation of improper action by the Fire Chief should be submitted to the Board of Fire Commissioners.
11. Any employee, volunteer or Commissioner may submit an allegation directly to the San Juan County Prosecuting Attorney without submitting a written report to the Fire Chief or Board.
12. Allegations of improper governmental action may also be reported directly to any federal, state or local agency responsible for enforcing
13. The identity of a reporting employee or volunteer shall be kept confidential to the extent possible under law, unless the employee or volunteer authorizes the disclosure of his or her identity in writing.
14. No disciplinary action, threat or other retaliation may be taken against any employee, volunteer or commissioners who reports improper action under the terms of this policy.
15. The Fire Chief or Board shall initiate an investigation of any reports of improper action within 7 days of receiving the report as outlined in the district's policy on investigation.
16. In the event that an employee or volunteer believes that he/she has been retaliated against for reporting alleged improper actions, the employee shall provide to the Board a written notice of the charge of retaliatory action and the relief requested by the employee. Such charge must be made within 30 days of the occurrence of retaliatory action.
17. The district shall have 30 days in which to respond to the charge. Upon receipt of either the response of the district or after the last day upon which the district could respond, the employee or volunteer may request a hearing to establish that a retaliatory action occurred

and to obtain appropriate relief as defined in this section. The request for a hearing shall be delivered to the board within fifteen days of delivery of the response from the district, or within fifteen days of the last day on which the district could respond.

18. Upon request for a hearing, the board shall apply to the state office of administrative hearings as described in RCW 42.41.
19. The district secretary shall permanently post a summary of the procedures for reporting information, as approved by the board, on an alleged improper governmental action and the procedures for protection against retaliatory actions in a place where all employees will have reasonable access to it. A copy of the summary shall be made available to any employee upon request.

300.

PERSONNEL POLICIES

402 GENERAL

1. These policies serve as a general guide to the Department's current personnel practices and policies. This department places the highest value on our members and their wellbeing. As such, these policies are intended to outline the department's support of our personnel.
2. In cases where these policies conflict with any local, state or federal law, the terms of that law shall prevail.

301.2. At-Will Status

1. San Juan Island Fire Department may revise or discontinue policies, procedures or benefits described in this manual and institute new policies, procedures or benefits. Neither this manual nor any other Department policies, procedures or practices (whether verbal or written) relating to the acceptance or continuance of employment is to be construed as a contract of employment, a promise of continued employment, or as creating an implied or contractual duty between an employee and the Department. Employment with the Department may be terminated by the employee or the Department for reasons which either the employee or the Department, as the case may be considers sufficient.

301.3. Status

1. There are six classifications of personnel within the Department: commissioners, career employees, paid-on-call firefighters, contract employees, specialists, and volunteers.
2. All employees are at will, including career, paid-on-call firefighters, specialists, and volunteers.
3. The fire chief serves at the will of the board of fire commissioners. All other employees serve at the will of the fire chief, or designated supervisor.
4. Career employees are those employees who work a regularly scheduled workweek of ten hours or more, excepting contractors.
5. Career employees include line staff, who are those employees who respond to calls; and administrative employees, who do not respond to calls.
6. Employees who are regularly scheduled to work thirty hours or more each week are considered full-time. Any employee who regularly works less than thirty hours per week is a part-time employee.
7. Contract employees have a defined set for work rules, policies and terms. Wherever of an employment contract differs from the policies described here, the terms of the employment contract shall prevail.
8. Paid-on-call firefighters are employees who are paid for training and response, but are not routinely scheduled to an assigned work period.
9. Specialists are department members that contribute a specific function only. These may include Public Information Officer or Firewise Communities Coordinator.

10. Volunteers are persons who donate their time. Volunteers are not paid for training or response, but may receive other benefits as defined below.

402 RECRUITING AND HIRING

301.4. Job Descriptions

1. Job descriptions shall be prepared by the fire chief or designee and approved by the board of fire commissioners.
2. Job descriptions shall serve as the basis for performance reviews.
3. Job descriptions are included as appendix 202.1A

301.5. Standards and Qualifications

1. All employees that are required to drive as an essential function of the position must have a valid Washington driver's license.
2. All employment for a position requiring a level of fitness of moderate or arduous is subject to passing a physical examination.
3. Previous training may be required for a position.
4. All applicants must meet the educational requirements for the position to be considered.
5. All career employees, except administrative employees, are required to live on San Juan Island. Fire commissioners are required to live within the district.
6. The ability to read and write English is required of all career employees.

301.6. Selection of Personnel

1. Selection of personnel shall be made by the immediate supervisor, subject to the approval of the fire chief and of the board of fire commissioners. The board of fire commissioners shall select the fire chief.
2. The supervisor may select a qualified applicant from within the department without consideration of applicants outside the department or advertising the position outside the department, subject to approval by the board.
3. The supervisor may open any position to outside applicants, regardless of qualified applicants within the department, with the prior approval of the board of fire commissioners.
4. Each applicant is required to complete a department application.
5. All applicants must agree in writing to submit to a criminal history investigation. Access to the results of this investigation shall be restricted to the persons responsible for selecting the employee.
6. Oral interviews will be conducted for all applicants.
7. The department may utilize other means of testing and selecting applicants, including skill tests, written tests or assessment labs.
8. Any appeals may be made to the board of commissioners.

402 NON-DISCRIMINATION

9. San Juan Island Fire Department and its employees shall not discriminate against any individual on the basis of the individual's race, color, religion, sex or national origin.
10. This policy against discrimination shall extend to hiring of employees, providing training to employees, providing training to non-employees, promotional decisions and any other decisions affecting the status of the employee.
11. The Department shall not discriminate against any qualified individual because of a physical or mental disability in hiring. The District shall consider any qualified individual who can perform essential job related functions, as identified in the job description for that position, with reasonable accommodation.
12. The Department shall not require pre-employment physicals.
13. The Department may make pre-employment inquiries into an individual's ability to perform job-related functions. This may include tests of physical ability in job related functions.
14. The Department shall make all training and education that is open to non-employees open to individuals having disabilities, provided that training does not unduly endanger the individual or others., and that the individual is capable of safely performing the skills required in the training.
15. The Department shall not discriminate based on age. Individuals may be employed as firefighters provided they have achieved their 18th birthday, and have not yet achieved their 65th birthday.

COMPENSATION

304.1 Career Employees

1. Career employees are paid within a salary range. Pay rate for any individual employee is based on the qualifications and performance of the employee.
2. New employees would be placed into the system based on experience in a similar position or classification. A new hire with no experience at that level would start at step one. A lateral hire with three years experience could be placed into the position at step one, or up to three steps higher.
3. Employees would be graded based upon performance appraisal. Overall grade would determine merit increase.
4. Employees can be graded as meeting, exceeding, or failing to meet job standards.
5. If an employee fails to meet job standards the employee may fail to receive a step increase, be downgraded, demoted or terminated.
6. Step increases are intended to reflect performance at meeting or exceeding job standards at one year intervals from step 1 through step 5. From step 6 through step 10 increases are intended to reflect performance at meeting or exceeding job standards at two year intervals.
7. The following salary ranges are authorized, effective January, 2011:

POSITION	RATES	STARTING	2	3	4	5	6	7	8	9	10
Admin Asst.	Annual:	\$44,067.46	\$45,812.07	\$47,642.83	\$49,559.74	\$51,541.27	\$53,608.95	\$55,741.25	\$57,981.24	\$60,307.38	\$62,698.95
	Step %		104%	104%	104%	104%	104%	104%	104%	104%	104%
	Monthly:	\$3,672.29	\$3,817.67	\$3,970.24	\$4,129.98	\$4,295.11	\$4,467.41	\$4,645.10	\$4,831.77	\$5,025.62	\$5,224.91
	Hourly:	\$21.18	\$22.01	\$22.89	\$23.82	\$24.77	\$25.76	\$26.79	\$27.86	\$28.98	\$30.10
Firefighter	Annual:	\$43,784.24	\$45,615.52	\$47,509.23	\$49,486.18	\$51,541.27	\$53,608.95	\$55,741.25	\$57,981.24	\$60,307.38	\$62,698.95
	Step %		104%	104%	104%	104%	104%	104%	104%	104%	104%
	Monthly:	\$3,648.69	\$3,801.29	\$3,959.10	\$4,123.85	\$4,295.11	\$4,467.41	\$4,645.10	\$4,831.77	\$5,025.62	\$5,224.91
	Hourly:	\$21.04	\$21.92	\$22.83	\$23.78	\$24.77	\$25.76	\$26.79	\$27.86	\$28.98	\$30.10
Lieutenant	Annual:	\$47,758.95	\$49,669.31	\$51,656.08	\$53,722.32	\$55,871.22	\$58,106.07	\$60,430.31	\$62,847.52	\$65,361.42	\$67,975.91
	Step %		104%	104%	104%	104%	104%	104%	104%	104%	104%
	Monthly:	\$3,979.91	\$4,139.11	\$4,304.67	\$4,476.86	\$4,655.93	\$4,842.17	\$5,035.86	\$5,237.29	\$5,446.79	\$5,664.65
	Hourly:	\$22.95	\$23.87	\$24.82	\$25.82	\$26.85	\$27.92	\$29.04	\$30.20	\$31.41	\$32.62
Captain	Annual:	\$51,504.75	\$53,564.94	\$55,707.54	\$57,935.84	\$60,253.27	\$62,663.40	\$65,169.94	\$67,776.74	\$70,487.81	\$73,307.38
	Step %		104%	104%	104%	104%	104%	104%	104%	104%	104%
	Monthly:	\$4,292.06	\$4,463.75	\$4,642.29	\$4,827.99	\$5,021.11	\$5,221.95	\$5,430.83	\$5,648.06	\$5,873.98	\$6,108.95

	Hourly:	\$24.75	\$25.74	\$26.77	\$27.84	\$28.95	\$30.11	\$31.32	\$32.57	\$33.87	\$35.00
Assistant Chief	Annual:	\$60,609.22	\$63,134.61	\$65,765.22	\$68,505.43	\$71,359.83	\$74,333.15	\$77,430.37	\$80,531.89	\$83,741.10	\$87,000.00
	Step %		104%	104%	104%	104%	104%	104%	104%	104%	104%
	Monthly:	\$5,050.77	\$5,261.22	\$5,480.43	\$5,708.79	\$5,946.65	\$6,194.43	\$6,452.53	\$6,710.99	\$6,978.42	\$7,250.00
	Hourly:	\$29.13	\$30.34	\$31.60	\$32.92	\$34.29	\$35.72	\$37.21	\$38.70	\$40.20	\$41.75
Fire Chief	Annual:	\$89,000.00									
	Monthly:	\$7,416.67									

304.2 Annual Leave

1. Full time employees are eligible for annual leave after completion of six months of employment.
2. Full time employees shall receive annual leave as follows:
 - a. From 6 months to 4 years of service: 80 hours per year
 - b. From 5 years to 14 years of service: 80 hours per year, plus 8 hours for each year over 5 years of service
 - c. 15 years of service or more: 160 hours per year
3. Employees may accrue up to two years worth of annual leave (i.e. 160 hours if the employee earns 80 hours in a year). Use of any leave above that amount is mandatory during the year accrued.
4. Employees may receive pay in lieu of annual leave at their regular wage upon termination, up to a maximum of two years worth of accrual.
5. All annual leaves must be scheduled with the employee's supervisor.

304.3 Seasonal and Temporary Employees

1. Temporary and seasonal employees may be paid a rate decided upon by the fire chief prior to an offer of employment. All pay for temporary and seasonal employees shall be at an hourly rate.

304.4 Paid-on-call Firefighter and Officer Pay

1. Paid-on-call firefighters shall be paid on an hourly basis for responding to incidents and for approved training.
2. Paid on call firefighters shall be paid at the current WSAFC firefighter rate for responses. Paid on call officers shall be paid at the current WSAFC single resource boss rate for responses.
3. Paid-on-call firefighters shall receive the current Washington State Minimum Wage for training.
 - a. Paid-on-call lieutenants shall be paid \$5.00 per hour over the current Washington State minimum wage.
 - b. Paid-on-call captains shall be paid \$6.00 per hour over the current Washington State minimum wage.
4. All paid-on-call employees shall receive a longevity bonus of \$0.50 for each five years of active service.
5. All paid-on-call firefighters shall receive a \$0.50 bonus for each of the following certifications:
 - a. Firefighter 1 (state certified)
 - b. Firefighter 2 (state certified)
 - c. Driver/Operator (department certified)
 - d. Rescue Technician (department certified)
6. Paid-on-call firefighters shall be paid quarterly.

304.5 Shift Pay

1. Paid-on-call firefighters shall receive \$25.00 for each assigned standby shift.
2. When paid-on-call firefighters respond to an incident, they shall receive response pay in addition to shift pay.
3. Resident firefighters are not eligible for night shift pay, as residency is provided in lieu of shift pay. Resident firefighters are eligible for day shift pay.

304.6 Instructor pay

1. Instructors for classes may be paid at a rate agreed to by the instructor and the Training Officer.

304.7 Standby pay

1. Paid-on-call and hourly (non-salaried) firefighters who serve as assigned duty officer shall receive \$2.00 per hour while on standby. The individual shall receive response pay when he/she responds to an incident.

2. Paid-on-call and hourly (non-salaried) firefighters who serve as assigned shadow duty officer shall receive \$24.00 per 24 hour shift while on standby. The individual shall receive response pay when he/she responds to an incident.

304.8 Volunteer reimbursement

1. Volunteers, other than paid-on-call members shall receive \$10 reimbursement of expenses for each call or training session attended.
2. Volunteers may be placed on paid-on-call status during extended fire operations or major disasters. This status will end when the specific response is terminated.

304.9 Specialist Pay

1. The default rate for specialist pay is the WA State minimum wage.

304.10 Travel expenses

2. Any travel time required by the department that occurs during the normal working hours of the employee shall be considered time worked. Employees shall take the most expedient route of travel whenever reasonable.
3. Any voluntary travel by an employee is non-compensable. Any travel by the employee outside of normal work hours is not considered work time, except when the employee is operating a department vehicle, or responding to incidents.
4. Travel time is not credited toward training for volunteers.
5. The department will pay for pre-approved travel expenses, such as airfare, tolls and ferry fares for any travel required by the district.
6. Whenever reasonable, the department will provide a vehicle for required travel. If the employee must use his or her own personal vehicle, the district will reimburse the employee at the rate established by the IRS.

304.11 Time in excess of scheduled time

1. Any non-exempt employee shall receive overtime pay for any hours worked in excess of forty hours per week.
2. Any non-exempt employee shall receive overtime for any hours worked in excess of eight hours per day, or ten hours per day as agreed upon by the employee and supervisor in advance.
3. Overtime shall be paid at a rate of one-and-one-half hours of overtime per hour worked in excess of regular time.
4. Any exempt employee shall receive compensatory time off in lieu of overtime at a rate of one-and-one-half hour of time off per hour worked in excess of forty hours per week.
5. Compensatory time off must be taken within the same pay period during which it is earned.
6. If an exempt employee is engaged in activities for which the district shall be compensated, the employee shall be paid at time and a half for any hours worked in excess of 8 hours per day or 40 hours per week.

304.12 Work Schedules

1. Paid-on-call firefighters are not assigned to any regular work schedule, excepting that all paid-on-call firefighters are expected to attend drills and respond to incidents when available.
2. Work schedules for career employees shall be set by the employee's supervisor. All work schedules shall comply fully with FLSA.

304.13 Career employee off duty response

1. Any non-exempt career employee who is called in to work outside of regularly scheduled work times shall be paid for a minimum of one hour of work. The employee goes on the clock as soon as they go en-route from their residence or other location from which they are called.

304.14 Paid-on-call firefighter Response

1. Any employee or paid-on-call firefighter who responds to a paged-out incident shall be paid for a minimum of one hour of work. The employee goes on the clock as soon as they go en-route from their residence or other location from which they are called, or the time of arrival, if the employee does not immediately respond to a page-out.

402 PERFORMANCE EVALUATION

2. All employees are subject to performance evaluations at least annually. These evaluations are used to improve performance, to determine eligibility for promotion, to develop personal improvement plans, and to set pay rates for career employees.
3. Performance evaluations may be scheduled more frequently if the supervisor deems the appraisal necessary.
4. Each employee shall be evaluated by his or her supervisor..
5. The fire chief is evaluated by the board of fire commissioners.
6. Performance appraisals should reflect the performance of the employee since the last appraisal. Appraisers should take care not to evaluate only recent performance.
7. Performance appraisals should be completed using the district performance appraisal form and the guidelines for completing the form. The performance appraisal form is included as appendix 204.1A

402 BENEFITS

306.1 Retirement

1. The department shall pay the employer's portion of the LEOFF or PERS retirement system for all eligible career employees.

306.2 Insurance

1. The department shall pay for full family medical and dental insurance for all full-time career employees.

306.3 Educational Incentive

1. All employees are eligible for tuition reimbursement up to \$600.00 per calendar year for successful completion of fire science, fire administration or other work related classes. All classes must be pre-approved by the chief of operations. Attendance at classes will not be considered compensable time.

306.4 Volunteer Retirement and Disability

1. The department shall pay for the Volunteer Firefighters Relief and Pension Plan relief, disability and pension coverage for each eligible firefighter.
2. The department shall pay for Labor and Industries workemen's compensation coverage for the volunteers who are not eligible for Volunteer Firefighter's Relief and Pension Plan.

306.5 Life Insurance

1. The department shall provide line-of-duty death and disability coverage for volunteers and paid-on-call firefighters.

306.6 Length of Service Award Program (LOSAP)

1. The length of Service award program recognizes firefighter longevity. All paid-on-call firefighters are eligible for enrollment in the LOSAP following one year of service.
2. The LOSAP program is described in detail in appendix 205-1.

306.7 Volunteer Recognition

1. The district may recognize volunteer and paid-on-call firefighter contribution by awarding gift certificates for meals or other small items, provided such recognition awards do not exceed \$50.00 per month for any one volunteer.
2. The district may provide picnics, parties and other social events in order to encourage participation by volunteers and paid-on-call members.

402 ANNUAL AWARDS CEREMONY

3. The district may provide an annual awards ceremony to recognize and encourage members for their participation.
4. The district shall pay for attendance of staff employees who are being recognized or are providing recognition and awards to other members. The district shall pay for attendance by all paid-on-call and volunteer members as recognition for their voluntary contributions to the community. The costs borne by the district shall include meals, awards, plaques and trophies, room rental and decorations.
5. The district may contract with the firefighter's association to arrange and coordinate the awards ceremony.
6. It shall be the responsibility of the fire chief to determine and decide the issuance of awards.

402 LEAVES

402 Holidays

1. All career employees will be granted the following holidays:
 - a. New year's day
 - b. Martin Luther King Day
 - c. President's day
 - d. Memorial day (observed)
 - e. Independence day
 - f. Labor day
 - g. Veteran's Day (observed)
 - h. Thanksgiving
 - i. Day after Thanksgiving
 - j. Christmas
2. Exempt employees shall be granted comp time for time worked on a holiday. Non-exempt employees shall be paid overtime at time-and-a-half.

308.2 Bereavement Leave

1. All career employees are entitled to 2 days paid bereavement leave in the event of a death in the employee's immediate family.

308.3 Leave of Absence

1. All career employees who have completed one year of service are eligible for unpaid leave of absence of up to two weeks, with prior approval of their supervisor. Further leave may be granted by the fire chief at his/her discretion, with the approval of the board.
2. All volunteer employees are eligible for unpaid leave of absence of up to six months. Further leave may be granted by the fire chief at his/her discretion.

308.4 Jury duty

1. Any career employee who is required to be available for jury duty shall receive regular daily wage for any time the employee would have worked while performing jury duty.
2. Any pay that the employee receives for performing jury duty shall be repaid to the district for any days that the employee received regular daily wages.

308.5 Military Duty

1. If any career employee is called to active duty or required military service, the employee will be placed on unpaid military leave. The employee will be eligible for reinstatement as required by the Uniformed Services Employment and Reemployment Rights Act of 1994 (Public Law 103-353). The district will continue benefits for the employee for a period not to exceed 30 days.

308.6 Family Leave

1. Career employees are eligible for up to 12 weeks unpaid family leave to deal with illness of an immediate family member or birth of a child to the employee. The district will continue to provide benefits, including medical and dental insurance. Sick leave and vacation will not accrue. Family leave will not count toward LEOFF or PERS service.

308.7 Sick Leave

2. Sick leave shall be granted at a rate of 1.6 hours of paid sick leave per 40 hours worked.
3. There is no limit on accrual of sick leave.
4. No payment shall be made for unused sick leave.
5. An employee may use accrued annual leave (vacation) as a continuation of sick leave, once sick leave has been expended.
6. The employee may continue on unpaid sick leave for up to six months after expending all paid sick leave. The district will continue to provide benefits, including medical and dental insurance. Unpaid sick leave must be approved by the fire chief.

402 MEMBER CONDUCT

.1 Physical Fitness

1. All positions are rated as light, moderate or arduous. Classification of each position is included in the job description.
2. All applicants must pass the physical fitness test prior to consideration for any position requiring a level of fitness of moderate or arduous.
3. Physical training (PT), or work out time in a District approved fitness plan is compensable time up to a total of three hours per week. Record time on a unit log; it is paid at the training wage scale.

309.2 Drugs and Alcohol

1. San Juan Fire District #3 has a ZERO TOLERANCE POLICY toward drug and alcohol use.
2. Tobacco use by career employees is prohibited.
3. Tobacco use by volunteer employees is discouraged.
4. Tobacco use is prohibited on district premises or in department vehicles.
5. The use or possession of alcohol or illicit drugs on department premises is prohibited.
6. Reporting to duty while under the influence of drugs is prohibited
7. Driving a department vehicle while under the influence of drugs or alcohol is prohibited.
8. When the department has reason to believe that an employee is under the influence of drugs or alcohol, the employee may be asked to submit to a urine test or other medical test.

309.3 Uniform and Appearance

1. All employees should present a neat appearance.
2. All career line employees are required to wear uniforms, as appropriate.
3. Facial hair that interferes with SCBA use is prohibited.
4. Class A uniforms include dark blue trousers, black shoes or boots, and a uniform shirt complete with departmental patch, badge, nametag and collar brass. Chief officers are authorized to wear a white shirt. Firefighters and company officers are authorized to wear a blue shirt.
5. Class B uniforms include a knit shirt with departmental patch, trousers and appropriate footwear.
6. Class C uniforms include a T-shirt with departmental logo, trousers or sweatpants and footwear.

7. All uniforms shall be made of material that does not support combustion. Uniforms used as station or duty uniforms shall meet all applicable codes.
8. The Department shall provide uniforms whenever use is required. This includes trousers, shirts, and accessories, but not footwear.

309.4 Conduct Standards

1. The following standards of conduct are expected from each employee:
 - a. Report time worked accurately and honestly.
 - b. Arrive on time.
 - c. Report to your supervisor if you are going to be absent from work
 - d. Don't steal.
 - e. Fighting is not permitted.
 - f. Insubordination or rudeness to fellow employees or the public is not allowed.
 - g. Don't use profane or obscene language.
 - h. Don't lie.
 - i. Don't falsify reports or records.
 - j. Don't conduct personal business on district time.
 - k. Obey the law.
 - l. Don't ask another employee to disobey the law.

309.5 Harassment

1. All employees have the right to a workplace free from sexual or discriminatory harassment.
2. Employees are prohibited from making sexual advances to another employee if the employee has made it clear that the advance is unwanted.
3. Employees are prohibited from creating a work environment that another employee finds hostile, intimidating or offensive.
4. Employees are prohibited from requesting sexual favors in exchange for employment, advancement or other career enhancing opportunities.
5. Retaliation against an employee for refusing to tolerate sexual harassment, discriminatory harassment or unwanted sexual advances is prohibited.
6. Any employee who feels that they are the subject of harassment should identify the offensive behavior to the harasser and request that it stop.
7. In the event that such informal direct communication is either ineffective or impossible, the employee should discuss their concern with their supervisor, the chief of operations, the fire chief, or any member of the board of fire commissioners.

309.6

Whistleblower Act

1. Retaliation against any employee who reports improper actions, including violations of departmental rules or policies; or violations of any laws or statutes by any member of the department is prohibited.
2. Vehicle Use
3. Department vehicles may be provided to employees outside of regular work hours.
4. The use of a vehicle outside of regular work hours is limited to times when the employee is available to respond to incidents.
5. The use of any department vehicle is not considered a benefit if it is for required work or availability for emergency response.

309.7

Use of Facilities

1. Any use of departmental facilities other than for department-sponsored events requires prior approval of the fire chief.
2. Use of department telephone service is restricted to department business.
3. Any use of department tools for any non-departmental business requires prior approval of the chief of operations.

402 DISCIPLINE

310.1 Disciplinary actions

1. Positive discipline will be encouraged.
2. An offense is any action taken in violation of statute, law, or district policy.
3. Each supervisor has the responsibility for disciplining assigned employees. All disciplinary actions are subject to the approval of the next higher level of supervision.
4. Captains may take disciplinary action up to written warning. All requests for disciplinary actions beyond a written warning must be presented to the fire chief.
5. The board of fire commissioners has the responsibility for disciplining the fire chief.
6. Disciplinary action should be consistent with the offense. Factors that may be considered in ascertaining the appropriate steps include: (1) seriousness of conduct; (2) employment record; (3) employee's ability to correct conduct; (4) action taken with respect to similar conduct by other employees; (5) effect on customers; and (6) surrounding circumstances.
7. Conduct that is egregious in nature may result in immediate dismissal.
8. The offending employee may be given a verbal warning by his or her supervisor. The supervisor, for purposes of letting the employee know that it is an official warning, will state, "This is a verbal warning." A notation of this should be made and filed.
9. For the next violation, or for more serious violations, the employee will receive a written notice of the offense. A copy of said notice shall be placed in the employee's file.
10. For the third violation, or for more serious violations, the employee may be suspended or discharged.
11. The fourth infraction will generally result in discharge.
12. These are general guidelines only. The district retains the right to employ at will. A violation may result in termination at or before any of the above steps.

402 311.

COMPLAINTS

1. Whenever practical, informal methods of resolving minor internal issues are preferred.
2. Any employee who has a complaint against any employee is encouraged to discuss the issue with the employee, their supervisor, , the fire chief or the board of fire commissioners.
3. In the event that any complaint cannot be resolved on an informal basis, a formal complaint may be made. The complaint should be provided in written form to the employee's supervisor. A copy of the complaint should be provided to the fire chief.
4. Any complaints made by a citizen should be referred to the board of fire commissioners. Citizens may be referred to the board of fire commissioners in the event that the complaint is against a chief officer, or if the citizen does not receive a satisfactory answer from a chief officer.

402 312.

INVESTIGATIONS

1. When an alleged offense has occurred, the fire chief has the responsibility to investigate the alleged offense.
2. If the fire chief is involved, the investigation shall be conducted by the board of fire commissioners.
3. Investigations may be referred to outside investigators for serious or sensitive matters.
4. Investigations should be conducted within thirty days of the first report of the alleged offense.
5. Investigations should be conducted fairly, with all parties permitted to make their case.
6. When possible, all parties should agree in advance on selection of the investigator.

402 313.

TERMINATION

313.2

Authority

1. The board of fire commissioners has the right to terminate the fire chief at any time, for any reason, excepting those protected by law.
2. The fire chief has the right to terminate any employee at any time, for any reason, excepting those protected by law.
3. Any employee has the right to terminate employment with the Department at any time, for any reason.
4. The following actions are protected by law: reporting improper governmental action, refusal to commit an illegal act, reporting or complaining about sexual harassment, and reporting or complaining about illegal discrimination. Likewise, an employee cannot be terminated for exercising a legal right or privilege.
5. Medical and dental coverage continues until the last day of the month the employee leaves the department. The employee has the opportunity to continue the same coverage, if eligible, under the federal law known as COBRA. The employee and any covered dependents are to receive notice of their rights, if any, under COBRA as soon as possible after the termination.
6. When possible, notification of termination should be made in person, with a witness present.
7. Exit interviews should be conducted whenever possible for all terminations, whether initiated by the employee or by the Department.

313.2

Appeal

1. Appeal of any decisions regarding personnel issues shall be made to the immediate supervisor of the individual making the decision. If the issue is not resolved, the employee may appeal to the fire chief. If the issue is still not resolved, the employee may appeal to the board of fire commissioners. The decision of the board of fire commissioners is final.

PERSONNEL RECORDS

1. Personnel records consist of all application materials, medical records, training records, discipline reports, investigation reports, and accident reports.
2. Employees shall have access to their own personnel records upon request.
3. Supervisors shall have access to an employee's personnel record upon request, except medical records. Access to medical records is restricted to the fire chief and chief of operations.
4. Public access to employee personnel records is prohibited, except as required by law.

400.

OPERATIONAL POLICIES

402 ORGANIZATION

401.1. Chain of Command

1. A chain of command shall be established for routine affairs of the department.
2. The chain of command for routine affairs of the department shall be:
 - a. Fire Chief
 - b. Assistant Chief
 - c. Administrative Assistant
3. In the event that the Fire Chief is no longer capable to serve in that role for any reason, then the Assistant Chief shall assume the full authority of the Fire Chief until the Board of Fire Commissioners can appoint an acting or interim Fire Chief.
4. In the event that the Fire Chief is absent, the next member in the chain of command shall have the authority of the Fire Chief within the following guidelines:
5. Make routine or emergency expenditures up to \$1000.00.
6. Authorize the use of department apparatus, facilities or equipment for activities that adhere to the department's mission.
7. Supervise and direct personnel.
8. Discipline personnel up to suspension.
9. Each staff member shall have defined responsibilities for which they are responsible. Under most circumstances, those responsibilities shall remain with the staff member. Each staff member shall ensure that at least one other staff member can complete those tasks that are vital to the day-to-day functioning of the department.

401.2. Emergency Chain-of-Command.

1. The chain of command for emergency responses shall extend to disaster responses and extended attack incidents.
2. The chain of command for emergency response by the department shall be:
 - a. Fire Chief
 - b. Assistant Chief
 - c. Captains by seniority of appointment
 - d. Lieutenants by seniority of appointment
3. The ranking officer shall have authority of the fire chief in his or her absence when on an emergency incident.
4. A duty officer shall be appointed by the fire chief or ranking officer at all times. Appointment of a duty officer shall be for whatever time periods require coverage.
5. The assignment of initial incident command and all subordinate positions shall follow the guidelines of ICS.
6. A ranking officer may assume command from a subordinate officer at the discretion of the ranking officer, even when the subordinate officer is the appointed duty officer
7. During Hazardous Materials responses, ranking officers must take command upon arrival at the scene.

402 MEDICAL STANDARDS

401.1. Medical Requirements

1. The fire district has adopted the NFPA 1582 Standard on Medical Requirements for Fire Fighters. All procedures for medical examinations and screening shall comply with this standard.
2. All active duty personnel must meet the minimum medical requirements of NFPA 1582.
3. All structural firefighters and any other personnel who use respirators shall also meet the medical requirements of WAC 296-62 Part E.

401.2. Fire Department Physician

1. The department shall appoint a fire department physician. The administrator of the Inter-Island Medical Center, or designee, shall serve as the fire department physician.
2. The fire department physician shall conduct or supervise all medical examinations.

401.3. Medical Records

1. The fire department physician shall maintain all medical records for active duty personnel. The records shall be kept confidential. Access to an employee's medical records shall be limited to the employee, the fire department physician and other medical staff authorized by the fire department physician.

401.4. Medical Examinations

1. All active duty personnel who are assigned to respond to emergency incidents shall be periodically evaluated to ensure that they are medically capable of performing assigned duties.
2. Pre-employment medical evaluations shall be conducted on prospective personnel after a provisional offer of employment has been extended, and before engaging in any assigned duties.
3. The department shall provide the employee with a letter of authorization for medical evaluation prior to the employee receiving the medical examination.
4. The department shall notify an employee when the employee is due for a periodic medical evaluation. The department shall provide the employee with the appropriate medical history forms for the employee to complete prior to arriving for the medical examination.
5. The employee shall schedule his/her own medical examination. The employee shall schedule a fasting blood draw two days prior to the scheduled medical evaluation.
6. Employees are encouraged to use their personal medical insurance, where available, to cover the costs of the NFPA 1582 physical. Any out-of-pocket expenses, such as office co-pay fees, shall be reimbursed by the District.
7. Employees are responsible for showing for scheduled appointments. Failure of employee to show up for blood draw will result in cancellation of appointment for physical examination. Failure to show for physical examination without one working day's notice will generate a

charge to the Fire District 3 (currently \$90.00), for which the employee shall be required to reimburse the District.

8. Upon completion of the medical examination, the fire department physician shall forward a statement certifying whether the employee is medically “cleared” or “not cleared” to perform required duties.
9. Only employees who have received medical clearance shall be permitted to respond to emergency incidents or engage in any other physically demanding duties.
10. An employee who is certified as “not cleared” by the District physician and desires to remain as an active duty employee may apply for reinstatement. Additional examinations and/or consultations involved in the reinstatement process shall be at the employee’s own expense.
11. When the District physician is satisfied that NFPA 1582 standards have been met, the employee may regain active status.

402 OPEN BURNING

401.5. Burn Permits

1. The department may issue burn permits under the guidelines of 52.12RCW, having passed a resolution to that effect.
2. No burning, except recreational fires or fires permitted under the jurisdiction of the DNR is allowed within the fire district without a valid permit.
3. Permits for residential burning may be issued free of charge, provided those permits comply with 70.94 RCW, The Washington Clean Air Act.
4. The department shall charge a fee of \$100.00 for landclearing or silvacultural burn permits on lands within the fire district boundaries not under the jurisdiction of the DNR. All burns permitted under 302.3 shall be inspected prior to issuance of a permit.
5. The fire chief shall appoint one or more members of the department to serve as fire wardens. The fire wardens shall have the authority to issue permits, suspend permits and issue citations as special deputies of San Juan County. Fire wardens other than staff members shall be paid a fee of \$30.00 for each permit issued.
6. The department may seek payment of any and all suppression costs from escaped fires or fires that require suppression, and may pursue legal action to collect those costs.

402 INCIDENT COMMAND SYSTEM

7. The department uses the National Incident Management System (NIMS) Incident Command System (ICS). A full description of the incident command system is beyond this SOP.
8. ICS shall be used on all incidents.
9. All personnel shall receive training at the I-100 ICS Orientation level, or equivalent.
10. All officers shall receive training at the I-200 Basic ICS level, or equivalent.

401.6. Establishment and Transfer of Command

1. The first fire department member to arrive at the scene shall assume Command of the incident. Ranking officers may assume command at their discretion.
2. All transfers of command shall include announcement of the transfer on the radio.

401.7. ICS positions – qualifications

1. The fire chief is responsible for establishing the minimum and recommended qualifications for each position.
2. A roster of members meeting the minimum and recommended qualifications shall be kept by the training officer.
3. Personnel shall meet the minimum qualifications for a position prior to filling it on an incident.

401.8. ICS positions – First alarm and single engine responses

1. Incident Command shall be filled on all incidents.
2. A safety officer shall be appointed on all first alarm or greater fires, hazardous materials incidents or other incidents of similar complexity.
3. An accountability aide may be appointed by command when needed.

401.9. ICS – positions – second and greater alarm incidents

1. Command, Safety and Staging shall be filled on all second alarm incidents
2. On incidents where divisions or groups have been established, the division or group supervisor shall maintain the accountability for the assigned division.

401.10. Regional Incident Management Teams (IMT)

1. Department personnel may be assigned to a countywide or regional incident management team at the discretion of the fire chief.
2. The fire chief or ranking officer of the department may request assistance from the IMT. The request can be for select positions or for the entire team.

401.11. Delegation of command

1. The fire chief or ranking officer of the department may delegate command to an individual when he/she believes that the incident can best be managed by that individual.

401.12. Command of incidents outside the District

1. Department officers may assume command of incidents that are the responsibility or jurisdiction of another agency when the department has a contractual or cooperative arrangement with that agency. Command may be transferred to a representative of the agency having jurisdiction upon his or her request.

402 MUTUAL AID

401.13. Providing Mutual Aid

1. Mutual Aid may be provided subject to formal mutual aid agreements approved by the Board of Fire Commissioners.
2. The fire chief, or appointed duty officer shall have the responsibility of deciding on appropriate level of response to mutual aid requests in order to maintain an adequate level of response within the district.
3. The fire chief may pre-authorize mutual aid responses that are allowed under existing mutual aid agreements.
4. All personnel shall remain under the immediate direction of their assigned officer. Crews shall not be split and reassigned except under that officer's direction. Personnel from other agencies may be added to the department crews only at the officer's direction.
5. In the event that a department officer is asked to take command of any incident outside the district or contracted outer islands, the officer must obtain a written delegation of authority from the responsible party at the earliest possible opportunity.

401.14. Receiving Mutual Aid

1. The fire chief or duty officer may request all assistance needed to adequately manage an incident.

401.15. Town of Friday Harbor.

1. The department shall dispatch Rescue 314 on a first alarm structural assignment. The primary function of Rescue 314 shall be to establish RIT. The Rescue crew may engage in other firefighting assignments only to the extent that they remain available for RIT incidents.
2. One department officer shall be designated as Agency Representative.

- **Mutual Aid Operational Guidelines**

- Resource Ordering

- Ordering of resources from San Juan County departments may be made through dispatch.
- All other resource orders should be made by the duty officer or by personnel appointed to order resources by the incident commander.
- The department should maintain sufficient supplies to provide food, fuel, foam, water and other commonly used supplies for the first 24 hours of any mutual aid received.
- Personnel assigned to resource ordering should utilize ICS resource ordering procedures to ensure tracking and cost accountability of all resources ordered.

- Mobilization

- All personnel responding to outer island incidents or Lopez, Shaw or Orcas islands should be prepared for a minimum 6 hour commitment. If an incident extends beyond 6 hours, the department shall attempt to make arrangements to relieve crews. All personnel responding within the county should have a minimum of one meal and one gallon of potable water on hand.
- All personnel responding to incidents outside the county but within the Northwest Region of Washington should be prepared for a minimum 72- hour commitment. Responding personnel should have clothing, sleeping bag, tent and all other items needed for 72 hours of primitive conditions in addition to 24 hours of food and water.
- All personnel responding to incidents outside the Northwest Region but within Region 6 (Oregon and Washington) should be prepared for a minimum 7-day commitment.
- All personnel responding to incident outside Region 6 should be prepared for a 14-day commitment, plus travel time

402 RESPIRATORY PROTECTION

401.16. Medical Clearance

1. All firefighters shall complete a WISHA Respiratory Medical Evaluation Questionnaire and submit the questionnaire to the department physician for clearance before using or practicing the use of a respirator, including SCBA.
2. All firefighters shall be medically cleared by the department physician prior to using or practicing the use of a respirator, including SCBA.

401.17. Instruction

1. All structural firefighters shall receive instruction in the use of Self Contained Breathing Apparatus (SCBA) and any other respiratory protection they may be issued. The training shall include:
 - a. Donning and doffing
 - b. Respiratory hazards
 - c. Limitations
 - d. Required use
 - e. Inspection
 - f. Maintenance and cleaning
 - g. Refilling air cylinders
 - h. Emergency procedures
2. Prior to responding to emergency incidents, all structural firefighters shall demonstrate competence in SCBA use through:
 - a. Successfully donning and doffing the SCBA.
 - b. Use of SCBA in a simulated fire environment.
 - c. Demonstration of changing air bottles, emergency procedures, use of SCBA in obscured visibility and use of SCBA in restricted passage.
 - d. Completion of a written test covering all subjects listed above.

401.18. Required practice

1. All structural firefighters shall practice donning and doffing SCBA at least quarterly. At least two drills each calendar quarter shall provide the opportunity to use SCBA.
2. Lieutenants are responsible for ensuring that each firefighter assigned is capable of successfully don and use SCBA to the training officer.
3. Any firefighter who fails to demonstrate adequate ability to don and use SCBA shall not be permitted to use SCBA during any incident or hazardous training.

401.19. Fit testing

1. Each structural firefighter shall be issued a SCBA facepiece. All facepieces shall be fit-tested for the individual wearer before use and annually thereafter.
2. Fit-testing shall follow the guidelines of the WAC 296-62, using amyl acetate qualitative fit-testing. Under no circumstances shall any members use a respirator that does not seal properly.
3. No member who has any facial hair that comes between the sealing surface of a facepiece of a respirator and the face shall be permitted to use the respirator.
4. Each user shall check the seal each time the SCBA or respirator is used.

401.20. Required use

1. All firefighters shall wear self-contained breathing apparatus (SCBA) when any atmosphere is known or suspected to be immediately hazardous to life or health. This includes areas deficient in oxygen, containing toxic gases or super-heated air.
2. All firefighters shall wear SCBA when entering a structure believed to be on fire, or operating in the immediate vicinity (hot zone) of a structure fire, vehicle or vessel fire or any other fire that creates a hazardous atmosphere.
3. Firefighters shall not enter any type of hazardous environment for which they have not received adequate training or if they are unsure of the appropriate equipment or training needed.
4. SCBA use is not required during wildland fires.

401.21. Eyeglasses

1. Any member who needs corrective eyewear to function while using SCBA shall be issued adaptive frames. It is the member's responsibility to provide lens to fit the frames.

401.22. Maintenance, repairs and cleaning

1. All respirators and SCBA shall be inspected monthly and after each use. Monthly inspections shall be completed by staff maintenance personnel. Members shall inspect each SCBA as they are returned to service following use.
2. All repairs and testing shall be performed by factory authorized personnel only.
3. Each member is responsible for cleaning and inspecting his or her own facepiece.

401.23. Recharging air cylinders

1. Breathing air shall be test quarterly by an independent lab. The maintenance division is responsible for ensuring the sampling and testing of air.
2. Only members who have been properly trained in the safe recharging of cylinders shall operate the cascade system or air compressor.

401.24. Respirators

1. Respirators may be used for certain potentially hazardous environments in place of SCBA. The use of respirators shall be limited to environments that are not immediately hazardous to life or health.
2. Any member using any respirator other than SCBA shall receive training on the selection and proper use of the respirator.
3. All respirators shall be fit tested in the same manner that SCBA are fit tested.

402 INCIDENT ACCOUNTABILITY

401.25. Policy

1. The department has adopted the Passport accountability system for tracking personnel at incidents.
2. All members shall use the Passport accountability system on all emergency incidents.
3. Crew integrity: All firefighters, except certain supervisory personnel, working in hazardous areas shall be assigned in crews.
4. A crew boss shall be designated for each crew.
5. All members of a crew shall indicate their crew assignment by attaching the appropriate helmet shield to their front of their helmet.
6. Firefighters shall place a nametag on the crew passport when assigned to a crew.
7. At structure fires, all personnel entering the hazardous area shall be assigned in teams of 2 or more, including supervisory personnel such as division supervisors or the incident safety officer.
8. All members of a crew must remain in verbal, visual or tactile contact at all times when working in structure fires or hazardous materials incidents
9. Passport accountability shall be used on wildland fires during the initial attack. As incidents progress into extended, accountability may expand to standard ICS resource status tracking.

- Accountability Operational Guidelines
 - **Initial Response**
 - During initial response, the crew should leave their passports on the engine above the pump panel.
 - Upon leaving the hot zone, the crew boss should retrieve the passport.
 - Command is responsible for knowing the location of crews during initial response.
 - **Expansion during initial response**
 - As incidents expand, one or more command aides may be appointed. Command aides shall have the responsibility for collecting and maintaining passports of resources working within the command aide's assigned area.
 - Command aides should track the location of each assigned crew and the time of assignment.
 - Command aides may conduct a role call of assigned resources at any time. All assigned crew bosses should report location and status.
 - **Staging**
 - When staging areas are designated, all unassigned crews should report to staging on arrival.
 - Personnel arriving by personally owned vehicles should report to staging on arrival.
 - Crews in staging should be available for assignment with passports, radio and all PPE ready.
 - A staging area manager may be appointed to coordinate unassigned resources.
 - The Staging Area Manager should be responsible for sending crews to receive assignments from the assigned operational supervisor. Staging does not routinely assign tasks to crews.

- **Divisions**

- When divisions are initially assigned, the division supervisor should ascertain the name and location of each crew in the assigned division. Division supervisors should retrieve the passports of all assigned crews.
- Division supervisors would normally be responsible for tracking all resources within the assigned division.
- A list of all crews assigned to each division should be kept at the command post.

- **Rehab**

- When crews are sent from to rehab from a division, the crew should report back to the division following rehab, unless the division releases the crew. In that case, the crew should report to staging.

- **Extended attack and project incidents**

- When incidents extend beyond initial attack, the planning section shall have the responsibility for maintaining resource status. Resource tracking should follow ICS guidelines.

402 APPARATUS RESPONSE

408-1. Driver certification

- 1 Members must be 18 years of age to drive, and must have a valid driver's license.
- 2 The department may request an abstract of a drivers history at any time
 - a License investigations shall be performed prior to employment.
 - b License investigations may be performed annually.
- 3 All Drivers must complete Emergency Vehicle Operations or equivalent before driving. Each member must demonstrate competence on each type of apparatus prior to driving that type of apparatus.
- 4 All drivers must be currently certified to drive according to the driver training program in effect.
- 5 Certified drivers must maintain currency by completing a refresher class every three years.
- 6 Non-EVAP certified drivers may operate department vehicles under non-emergency conditions with the approval of the Fire Chief.
- 7 Following an accident, a driver may be suspended from department vehicle operations at the discretion of the Fire Chief or his/her designee.
- 8 An annually updated list of all EVAP certified drivers shall be carried in all department vehicles.
- 9 Driving privileges are subject to the Fire Chief's approval.
 - a The Fire Chief has the right to terminate any members driving privileges at his or her sole discretion.
 - (a) Driving ability, medical condition and driving history may be considered.

408-2. Dispatch

- 1 When it is unclear to any member whether to respond an apparatus, the member should contact the incident commander, staging officer or duty officer to request instructions.

408-3. Staffing

- 1 Minimum staffing of any apparatus responding to calls within the District is 2. If minimum staffing cannot be met, then the apparatus may respond code in non-emergency mode with one.
- 2 Staffing for mutual aid calls is as follows:

- a Type 1 engine: 4
- b Type 2 engine: 4
- c Type 3 engine: 2 or 3
- d Type 6 engine: 2
- e Tender: 2
- f Rescue: 2

3 The duty officer may allow other staffing levels if a situation warrants.

408-4. Safety

- 1 Occupants must be seated and seat belts must be worn whenever the vehicle is in motion.
 - a Exceptions may be granted for parades or other activities when the vehicle motion shall not exceed 5mph.
- 2 A spotter shall be used when backing whenever possible. The only allowable exception is when no spotter is available. In such cases, the driver shall physically inspect the area behind the apparatus before backing.
- 3 Wheel chocks shall be used both in front of and behind one wheel whenever an apparatus is parked or stopped out of the station.

408-5. Responding

- 1 Emergency warning lights, siren and air horn use is allowed only when responding to an emergency, when operating at an emergency or when impeding traffic. Lights and siren do not need to be operated continuously, provided ample warning is given to the public.
- 2 Apparatus shall be operated at a speed not exceeding 10mph over the speed limit when responding in the emergency mode.
- 3 Apparatus shall be operated within all posted speed and traffic regulations except when operated in the emergency mode .
- 4 When approaching a school bus displaying red flashing lights, response shall be reduced from the emergency mode, and the apparatus halted until the school bus discontinues the display of red flashing lights.

408-6. Emergency Vehicle Operations

- 1 All operators of department vehicles must have a current state issued driver's license.
- 2 The department may request an abstract of a drivers history at any time
- 3 License investigations shall be performed prior to employment.
- 4 License investigations may be performed annually.

- 5 Prior to operating any department vehicle in emergency mode the employee must complete the department's Emergency Vehicle Accident Prevention (EVAP) course.
- 6 The employee must demonstrate competency in the operation of each type of vehicle operated both on road and through a proficiency course.
- 7 Certified drivers must maintain currency by completing a refresher class every three years.
- 8 Non-EVAP certified drivers may operate department vehicles under non-emergency conditions with the approval of the Fire Chief.
- 9 Following an accident, a driver may be suspended from department vehicle operations at the discretion of the Fire Chief or his/her designee.
- 10 An annually updated list of all EVAP certified drivers shall be carried in all department vehicles.

408-7. Accident Investigation

- 1 Investigations shall be conducted according to the department's accident reporting and investigation procedures.
 - a All accidents shall be reported to the individual's immediate supervisor and up to the Department Safety Officer.
- 2 The Safety Committee shall review accidents that result in:
 - (i) the need for medial attention beyond immediate first aid
 - (ii) those resulting in over \$100.00 in property damage
 - (iii) near miss incidents with high potential for injury or significant damage.
- 3 The supervisor shall collect information, including photographic documentation and drawings as appropriate.
- 4 The Department Safety Officer may interview individuals involved.
- 5 The Department Safety Officer will analyze the incident and finalize the accident report.
- 6 The finalized report will be forwarded to the Chief.
- 7 The Board of Commissioners shall review reports of any accidents classified as serious.
- 8 An accident reporting form shall be used for any type of accident.
- 9 All apparatus shall carry an accident reporting form.

10 Accidents may be classified as serious when:

- (i) they entail personal injury or death
- (ii) a violation of department policy, procedure or regulation
- (iii) involve a vehicle not owned by the department
- (iv) a series of accidents involving the same individual(s)
- (v) a series of accident occurring in the same location
- (vi) there is the possibility of serious claim due to injury

11 The Department's administration, involved individuals, insurance representatives and legal council as appropriate will investigate serious accidents.

12 The Department Safety Officer and Safety Committee are responsible for insuring that appropriate follow up and corrective actions are taken following any reported accident.

13 Following an accident, a driver may be suspended from department vehicle operations at the discretion of the Fire Chief or his/her designee.

- 14 Apparatus are not to leave the scene of an accident involving property damage or injury until cleared to do so by the duty officer. Exception: When the apparatus is out of the district, the driver shall notify the duty officer as soon as possible after the accident.

408-8. Emergency Vehicle Operations

- 1 All operators of department vehicles must have a current state issued driver's license
- 2 The department may request an abstract of a drivers history at any time
- 3 License investigations shall be performed prior to employment.
- 4 License investigations may be performed annually.
- 5 Prior to operating any department vehicle in emergency mode the employee must complete the department's Emergency Vehicle Accident Prevention (EVAP) course.
- 6 The employee must demonstrate competency in the operation of each type of vehicle operated both on road and through a proficiency course.
- 7 Certified drivers must maintain currency by completing a refresher class every three years.
- 8 Non-EVAP certified drivers may operate department vehicles under non-emergency conditions with the approval of the Fire Chief.
- 9 Following an accident, a driver may be suspended from department vehicle operations at the discretion of the Fire Chief or his/her designee.
- 10 An annually updated list of all EVAP certified drivers shall be carried in all department vehicles.

402 RAPID INTERVENTION TEAMS

409.1. Policy

1. Firefighters operating in hazardous areas shall operate in teams of 2 or more.
2. Team members operating in hazardous environments shall be in communication with each other through visual, audible, physical or safety guide rope in order to coordinate their activities. Team members shall be in close proximity to each other to provide assistance in case of emergency.

3. During the initial stages of an incident, firefighters shall not enter hazardous environments unless at least two firefighters are available as a standby crew; unless immediate action is needed in exceptional circumstances to prevent the loss of life or serious injury to citizenry or firefighters. In such cases, at least one additional firefighter shall be assigned to stand by.
4. One or more companies shall be assigned as rapid intervention team(s) once sufficient companies are on scene. RIT shall be maintained until all hazards are reasonably mitigated.
 - Operational Guidelines
 - Set Up: A company that is assigned to form a rapid intervention team (RIT) should immediately assemble the following equipment:
 - RIT staging tarp
 - Two safety guide ropes
 - Two radios
 - Forcible entry saw, halligan and axe
 - Two Rescue-air packs
 - One handlight for each RIT member
 - Thermal Imaging Camera, if not in use elsewhere
 - RIT bag
 - RIT company members should don SCBA in standby mode.
 - The RIT company should have a hoseline dedicated specifically for RIT operations.
 - If a RIT is assigned to other duties while a significant risk still exists to firefighters, the IC should immediately appoint a new RIT.

- The RIT should take the following actions on assignment:
 - Size-up the building for potential hazards and points of entry.
 - Determine the location and assignment of crews. (Confer with IC, Divisions or command aide)
 - Maintain an awareness of crew locations and assignment throughout RIT assignment.
 - Brief all RIT members
- More than one RIT may be established. In such cases, the Incident Commander shall appoint a Rapid Intervention Team - Group Supervisor. All RIT's on an incident shall report to the RIT Group Supervisor.
- If a RIT is deployed for a rescue:
 - The IC should immediately designate a separate channel for RIT operations.
 - The IC should immediately request an additional alarm.
 - A replacement RIT should be assigned immediately. The replacement RIT should assemble any additional equipment needed to be fully assembled as described above.
 - The RIT should determine the crew designator and location (if known) of lost or trapped firefighters.
 - Upon entry, the RIT should advance a hoseline (if possible) along with a safety guide rope
 - A RIT Group Supervisor and Command Aide should be appointed to manage the RIT operations.

402 REHAB

409.2. Responsibilities

1. Each supervisor shall maintain an awareness of the physical condition of each member within their span of control. All supervisors are responsible for ensuring that the assigned personnel have adequate rest, food and fluids.
2. All members are responsible for notifying their supervisor when their physical condition is approaching a level that could adversely affect their ability to perform assigned tasks or endanger themselves or others.

409.3. Establishment of Rehab Group

1. When conditions warrant, a rehab group may be appointed. The determination to appoint a rehab group shall be made by Incident Command, safety, or Logistics.
2. Rehab Group shall be a function of Logistics.
3. When Rehab is established, a member shall be placed in charge and shall be called the Rehab Group Supervisor.

409.4. Location

1. Rehab locations shall be located away from incident dangers.
2. Resources
3. Each apparatus shall be maintained with sufficient food and fluids for the assigned crew for 24 hours.

409.5. Procedures

1. Medical monitoring shall be provided at rehab areas for all members during any incident requiring any members to use more than one SCBA cylinder of air.
2. Rehab Group or Medical Group have the authority to prohibit any member from returning to work if the member is overly fatigued, stressed or suffering from heat stress or dehydration or other medical condition that threatens the safety or wellbeing of the member.

○ REHAB GUIDELINES

- Responsibilities
 - During periods of hot weather, members are encouraged to drink adequate amounts of water or supplemental liquids.
 - Members should also remain aware of the health and safety of other members of their crew.
 - Medical Group personnel may assist in managing Rehab.

- Location:
 - Rehab areas should be away from dangers to allow the firefighters to remove SCBA and turnouts.
 - Rehab areas should provide suitable protection from environmental stress. During hot weather, it should be in a cool shaded place, and during cold weather, it should be a warm dry place.
 - Rehab should be away from exhaust fumes and traffic.

- Resources – Food and Fluids
 - Each apparatus should have the following inventory:
 - 36 9oz bottles water
 - A selection of snacks
 - Each station should also have 1 case of MRE's for each apparatus.
 - Rescue 314 should have the following inventory in addition to that listed above:
 - 4 cases 9oz bottled water
 - 2 cases 16oz Gatorade
 - Each firefighter should keep at least 2 quarts of fluids with their wildland PPE.
 - The department should maintain sufficient food and fluids on hand to restock all apparatus immediately after an incident or work shift, and to provide at least 72 hours of food and fluids for all members.

▪ **Procedures – Structure fires**

- Each crew should be rotated through rehab as a unit, to ensure that all members of the crew receive adequate rest and fluids.
- During structure fires and other incidents requiring SCBA use, crews should be rotated into rehab after the first 2 cylinders of air and after every cylinder thereafter.
- Upon arrival at a rehab area, the crew leader should turn the crew passport over to the rehab group.
- Each member should have their pulse checked upon arrival at rehab, and again before release. Pulse rates that remain elevated may indicate heat stress.
- Each member should drink no less than 9 oz of water during each rehab period.
- Rehab periods should be no less than 15 minutes in duration.
- Crew leaders should report to the Rehab Group Supervisor for release from Rehab prior to leaving a designated rehab area.

▪ **Procedures – Other incidents**

- During other incidents, such as wildfires, each crew leader should determine when a crew should rehab.

▪ **Extended attack and project incidents**

- On extended attack incident and project incidents, each firefighter is responsible for ensuring that he or she has sufficient food and fluids for the assigned shift.
- Crews should endeavor to maintain at least 24 hours supply on hand.
- The crew leader should determine when the crew should rehab.

402 CADET PROGRAM

409.6. Purpose

1. The purpose of the Cadet Program is to provide young people an introduction to the fire and emergency services and to reinforce values of leadership, team work, and community service.

409.7. Eligibility

1. Applicants shall be between 16 years and 18 years of age at the time of application and be enrolled in secondary school maintaining at least a 2.0 grade point average.
2. Applicants must complete registration in the high school' "Fire Cadet" class in order to be eligible.
3. Cadet program applicants shall complete the department's standard application process
4. Cadet program candidates shall include with their application written approval of their participation from a parent and from their school counselor or administrator.
5. Applications may be accepted at any time, membership shall be concurrent with either WFF2 or FF1 training.

409.8. Status within the department

1. Cadet program membership is a unique status within the department.
2. Cadets are paid the WA state minimum wage for training and response times.
3. Cadets are insured under the WA BVFF.
4. Cadets are eligible for participation in the LOSAP program according to the rules of that program.

Training

5. Cadets must participate in a minimum of 20 hours of training per quarter, at least 10 of which must be under the supervision of the Training Officer. The balance of the hours is under the supervision of the high school Fire Cadet Coordinator.
6. Cadets may participate in training only in IDLH environments: e.g. at the WSP Fire Training Academy and, at the IC's discretion, other district sponsored live fire training exercises.

409.9. Operations

1. Cadets shall not respond to calls during school hours or between 23:00 and 06:00 without parental and school written permission.
2. Cadets will carry pagers and may respond on apparatus on a space available basis.
3. Cadets may also respond POV to a scene.
 - a. Any cadet found to have exceeded the speed limit or failed to apply due care and caution in responding shall be immediately suspended from the program.
4. Once on scene they will report to staging to be assigned to a non-initial attack Company.
 - a. The company will always be assigned to a certified firefighter (minimum) to serve as company officer.
 - b. .
5. Cadets will not be assigned any on scene tasks which involve the operation of mechanical equipment including power saws or pumps.
6. On a wildland scene they may be assigned to mop up and other non-initial attack duties.
7. On structure fire scenes cadets shall not enter an IDLH environment but will provide support operations on the fire ground.
8. Tasks assigned to a cadet company may include, but are not limited to: assisting in rehab by monitoring vitals and providing food and fluids, filling and changing SCBA bottles, throwing ladders, loading hose, wildland mop up, crowd and traffic control, and any other non mechanized tasks which may be performed outside an IDLH environment

500.

TRAINING POLICY

402 MISSION

1. The mission of the San Juan Island Fire Department Training Division is to ensure that every member of the department receives the safe, reliable, ongoing and verifiable training needed to perform their job. This is accomplished through effective and efficient instruction scheduled, coordinated and facilitated by the training and station officers.

402 ORGANIZATION

2. The department training officer oversees the training division.
3. Station and specialty team officers, as first line instructors and evaluators, are considered integral members of the training division and bear responsibility as such.
4. As members of the training division officers are encouraged to complete certification as IFSAC Instructor 1 and WA State certified evaluator.

402 AUTHORITY AND RESPONSIBILITY

5. The training officer shall be responsible for:
 - a. Evaluating training needs.
 - b. Developing or selecting courses and programs to meet the identified needs.
 - c. Documenting training.
 - d. Certifying participation and satisfactory completion of required and elective training.
 - e. Enforcing training performance standards.

6. The station officers shall be responsible for:
 - a. Safely delivering prepared lesson plans to their stations or groups of firefighters.
 - b. Evaluating and verifying the performance of the fire fighters assigned to them.
 - c. Providing full training documentation to the training officer.
 - d. Locating and accessing sites within their response areas for utilization in the delivery of lesson plans.

402 SAFETY IN TRAINING

501.2. All training shall be delivered in compliance with WAC 269-305-05501.

501.3. All live fire exercises shall be conducted according to NFPA 1403 and WAC 269-305-05501.

1. Each instructor shall be responsible for ensuring that training is delivered in as safe a manner as possible.
2. In accordance with WAC 296-305-05501-1 a student to instructor ratio of no more than 5:1 shall be maintained during hands on evolutions.

402 TRAINING RECORDS

3. Training records shall be processed and maintained in accordance with all applicable statutes and federal, state and local regulations.
4. Attendance at training shall be recorded on a “Unit Log” form as provided by the department.
 - a. It is the responsibility of the firefighter to insure that their name, and the correct start and finish times, appear on the unit log.
 - b. It is the responsibility of the station officer to insure that the unit log is properly executed and submitted to the administrative office in a timely manner.
5. The department may release, without prior written permission, to those persons with a need to know, attendance records, descriptions of training sessions, and training objectives, provided the release of this information does not violate any individual’s right to privacy. Need to know may include department officers, the department’s attorneys and law enforcement officials.
6. Evaluation records will be kept in a secured area. Access to these files will be restricted to the fire chief, training officer, and administrative assistant, and relevant department officers.
 - a. Electronic records of the above referenced information shall be kept password protected on the department’s intranet. Password access to these files will be restricted to the fire chief, training officer, and administrative assistant.
 - b. The department will retain individuals’ training files for a period of four years past their date of separation from the department. Rosters, lesson plans and periodic reports will be retained indefinitely.

402 CERTIFICATION AND DOCUMENTATION

7. The department may issue certificates of completion to individuals successfully meeting the requirements of department-sponsored training programs and classes.
8. All certificates of completion shall be issued under the authority of the fire chief.
9. The department may issue certificates of attendance to individuals participating in training for which specific verified and recognized evaluations do not exist.
10. Copies of all certifications issued will be kept in the individual's training file.
11. Individuals are encouraged to provide copies of certifications earned outside the department to keep their files up to date.

402 STRUCTURAL FIREFIGHTING TRAINING REQUIREMENTS

12. Structural Firefighting instruction and performance measurement shall be modeled on the WA State Firefighter 1 and Firefighter 2 programs.
 13. Each structural firefighter shall receive training and maintain certification in first aid, BLS level CPR and hazardous materials at the operations level.
 14. Each structural firefighter shall complete a one-time course in asbestos awareness.
 15. Each firefighter shall complete training in infection control.
 16. Requirements to Maintain Structural Firefighting Currency:
 17. Structural firefighters shall complete a minimum of twelve hours per quarter of basic skills training in order to continue in active status capacity.
 18. Training hours that accrue towards the quarterly requirement are those hours contributed during regularly scheduled station or all department drills.
 19. For firefighters trained in structural and wildland firefighting wildland related drill time shall be credited towards the minimum number of hours required each quarter.
 20. The training officer shall notify the relevant officers of a firefighter's failure to meet the participation requirement for any given quarter.
 21. Continued failure to meet the required minimum participation shall result in a review by the Training Officer and possible suspension from the department.
 22. Written notice of suspension will be mailed to the firefighter with copies to the relevant officers and the firefighter's personnel file.
 23. While suspended, the firefighter shall not respond to calls but is encouraged to participate in regularly scheduled training.
 24. Should the firefighter wish to return to active service, he/she may take advantage of department resources to prepare for a skills evaluation.
 25. The test shall be modeled on the WA state evaluation model.
 26. The firefighter shall have thirty days from the date of notice of suspension to complete the skills evaluation and will be allowed three attempts on any given date to successfully complete the skills evaluation.
 27. Should the firefighter fail to satisfactorily pass the skills evaluation, a second evaluation will be scheduled within thirty days.
 28. Failure to satisfactorily complete the second round of skills evaluation shall require the firefighter to remain on suspension until, and then to complete the next scheduled recruit class.
 29. A waiver of this requirement may be arranged in advance of an anticipated absence or interruption of service.
- 501.4. Annual Structural Firefighting Task Review shall include but not be limited to those tasks related to skill sheets describing:

- a. Donning bunker gear in one minute.
 - b. Donning SCBA in one minute.
 - c. Tying the six specified knots and the department required handcuff knot.
 - d. Hoisting tools.
 - e. Radio use.
 - f. Responding to SCBA emergencies including conservation of air.
 - g. Forcible entry through a door.
 - h. Forcible entry through a window.
 - i. Forcible entry through a wall.
 - j. Illuminating a scene.
 - k. Overhauling a scene.
 - l. Property conservation.
 - m. Horizontal ventilation.
 - n. Vertical ventilation.
 - o. Primary and secondary search.
 - p. Selection and set up of ladders.
 - q. Connection to hydrant / dry hydrant.
 - r. Cleaning and maintenance of:
 - s. ropes, ladders, hose, SCBA, salvage, ventilation, forcible entry, and property conservation tools and equipment.
 - t. Combat a ground cover fire.
2. Annual Structural Firefighter Refresher training shall be required in:
 - a. Hazardous materials operations.
 - b. Bloodborne pathogens.
 - c. Respiratory protection and SCBA emergencies.
 3. Bi-annual certification, shall be required in:
 - a. National Safety Council or equivalent first aid.
 - b. American Heart Association BLS AED/CPR.
 - c. Those firefighters participating in the Emergency Vehicle Operation program shall demonstrate proficiency twice annually and re-certify every four years.

402 STRUCTURAL FIREFIGHTER RECRUIT TRAINING

4. All department recruits shall meet the requirements of WA State Firefighter one, including the successful completion of written and performance based evaluation instruments.
5. The recruit class shall be based on the most current edition of Jones and Bartlett's Fundamentals of Fire Fighter Skills.
6. Recruit structural firefighters shall complete hazardous materials operations level certification.
7. Recruits shall participate in an IFSAC Firefighter 1 certification examination upon completion of instruction.
8. Ongoing Structural Firefighter Skills Development shall be based on the WA State Firefighter 2 curriculum.
9. The vehicle and heavy rescue training included in the Firefighter 2 curriculum is the favored route for members to gain introductory rescue skills.

402 WILDLAND FIREFIGHTING MINIMUM REQUIREMENTS

10. All wildland fire training shall comply with NWCG PMS 310-1 Qualification system.
11. Each wildland firefighter shall receive training and maintain certification in first aid and BLS CPR.
12. Those firefighters participating in wildland firefighting shall, as the minimum requirement, successfully complete NWCG ICS-100, S-190, S-130 (including hazardous materials awareness), and certify as Wildland Firefighter 2.
13. In order to maintain their status as member in good standing each wildland firefighting certified member of the department shall complete a minimum of 10 hours of basic wildland firefighting skills training per year; including an annual safety refresher.
 1. Instruction and evaluation materials shall be in accordance with the NWCG certification system.
 2. Firefighters must keep their NWCG certification current according to NWCG guidelines.

402 SPECIALTY TEAMS

500.2. Rope Rescue.

1. Team members shall successfully complete the department's rope rescue task book and participate in 75% of the annual rope rescue training.

500.3. Vehicle / Heavy Rescue.

1. Basic heavy rescue training is included in the Firefighter 2 curriculum. Off site introductory rescue training may also be accepted at the discretion of the training officer.

600.

FACILITIES AND EQUIPMENT

402 FIRE STATION RULES

600.1. Public areas

1. The training room and administrative offices in the Headquarters station are open to the public during specified hours. These areas shall be kept ADA compliant, clean and free of clutter.

600.2. Non public areas

1. The apparatus bays, maintenance areas and residency dorms in the headquarters station are not open to the public. Only department members and guests shall be allowed in these areas.

600.3. Public use of facilities

1. The training room and associated facilities, including restrooms and kitchen may be used by the public, under the following conditions:
2. All use must be approved by the fire chief or designee.
3. The facilities shall not be used for profit making activities except when some or all of the proceeds are designated for non-profit or charitable uses.
4. Facility use must not interfere with the operation of the fire department.
5. Facility use may be revoked by the fire district at any time.

600.4. Rental Policies

1. All rental of facilities shall be subject to the conditions of the District's Rental Agreement.
2. All rentals require are on a fee basis, unless specifically waived by the Fire Chief.
3. Renters are responsible for obtaining food service or alcoholic beverage permits as required.
4. Tables, chairs and audio-visual equipment may not be removed from fire department facilities.

600.5. Vehicle washing

1. Department members may wash personal vehicles at the station, provided such use does not interfere with department activities or response.

600.6. Security

1. All fire department facilities shall be kept closed and locked when not occupied.
2. A reasonable effort shall be made to close all doors when responding.
3. The fire chief shall approve all key issuances. All facility keys shall be logged when issued. Keys shall not be duplicated except as approved by the fire chief.
4. In the event of a lost key, the fire chief shall be notified immediately.
5. Members shall not disclose the simplex lock combinations to non-department members.

600.7. Phone use

1. Members who use department phones for personal phone calls shall not charge long-distance tolls to the department.
2. Residents may elect to have phone service activated within dorm rooms at their own expense.

600.8. Fitness Equipment

1. The use of fitness equipment shall be restricted to members.

600.9. Building maintenance

1. The maintenance division shall be responsible for maintaining and repairing all facilities, except capital improvements.
2. All members are responsible for keeping the stations neat and orderly and for cleaning up after any use. All members are responsible for cleaning any dishes used.
3. The maintenance division is responsible for keeping the maintenance, apparatus and administrative areas of the headquarters station clean.
4. The maintenance division is responsible for maintaining the grounds at all facilities.
5. Resident volunteers are responsible for keeping the residency areas clean as a condition of residency. A detailed list of duties shall be posted in the resident areas.

600.10. Safety inspections

1. The department safety officer is responsible for safety inspections of assigned stations monthly.

600.11. Smoking

1. No smoking is permitted within any fire department facility.
2. Smoking is permitted in the designated area outside of the Headquarters Station, and outside of the buildings at other fire stations.

600.12. Tours

1. Facility tours may be conducted by any member. Tours shall be limited to the apparatus bays, grounds, training room and public areas of the administrative area. Tours shall not include the resident areas, administrative offices or any area in use at the time.
2. The administrative assistant is responsible for scheduling tours. Walk-in tour requests may be granted if time and circumstances permit.

600.13. Quiet hours

1. Quiet hours in the resident areas shall be from 2200 to 0700.

600.14. Alcohol and Drugs

1. No illicit drugs shall be permitted in any fire department facility or on fire department grounds.
2. Alcohol may be permitted at department facilities for special events, subject to approval by the Fire Chief. Alcohol is prohibited on fire department grounds at any times other than those specifically approved by the Fire Chief.

402 RESIDENTS

600.15. Selection

1. Residents must be volunteer firefighters and meet all qualifications and requirements for structural firefighter and apparatus driver as a minimum.
2. Selection of residents shall be made by the Fire Chief.

600.16. Duty

1. As a condition of residency, all residents shall be available for duty a minimum of nine hours between 17:00 and 07:00.

600.17. Volunteer Pay

1. Resident volunteers shall be paid for approved training and response on the same schedule as other volunteers.
2. Resident volunteers shall not receive any additional pay for assigned duties and responsibilities. Residency is provided in consideration for performing those duties.

600.18. Sleeper program

1. Firefighters may sign up for an overnight shift at the headquarters station.
2. Participation in the sleeper program shall be contingent on available bunk space. Preference shall be given to certified driver/operators and officers.
3. During an overnight shift, the member shall comply with the resident rules.
4. Cadets shall not be permitted to participate in resident or sleeper programs..

402 INVENTORY

5. An inventory of all accountable department property shall be conducted annually. Accountable property shall include all non-expendable items with a purchase value of \$1000 or more, and any property which would be a likely target for theft. This would include: computers, digital cameras and small electronics.
6. A master list of all accountable property shall be maintained.
7. The date of inventory and the name of the person conducting the inventory shall be recorded for each item.

600.19. Member-Issued Equipment

1. All Personal Protective Equipment, uniforms, radios, pagers and other equipment issued to members shall be signed out by the member and inventoried each year during annual PPE inspections.
2. The Assistant Chief shall be responsible for scheduling and tracking PPE inspections and inventory. Inspections and inventory may be delegated.
3. Members shall report any loss or damage to issued equipment to the Assistant Chief as soon as possible.
4. The Assistant Chief shall also be responsible for maintaining the inventory of all PPE not currently issued.

600.20. Training Materials and Equipment

1. The Assistant Chief shall be responsible for maintaining an inventory of all training materials and equipment. A system shall be maintained to track all removal or loans of training materials from the district's library.

600.21. Operational Equipment

1. The Maintenance Supervisor shall be responsible for maintaining the inventory of all operational equipment and items, except PPE.

600.22. Office Equipment

1. The Administrative Assistant shall be responsible for maintaining the inventory of all office equipment and items.

600.23. Reports

1. Each person responsible for maintaining inventories shall provide an inventory report to the Fire Chief by December 31 of each year. The report shall include a listing of all missing, damaged, destroyed or unserviceable items.

2. The Fire Chief shall include a summary of the inventory in the annual report to the Board of Fire Commissioners.
3. The Fire Chief or designee shall investigate all reports of missing items.