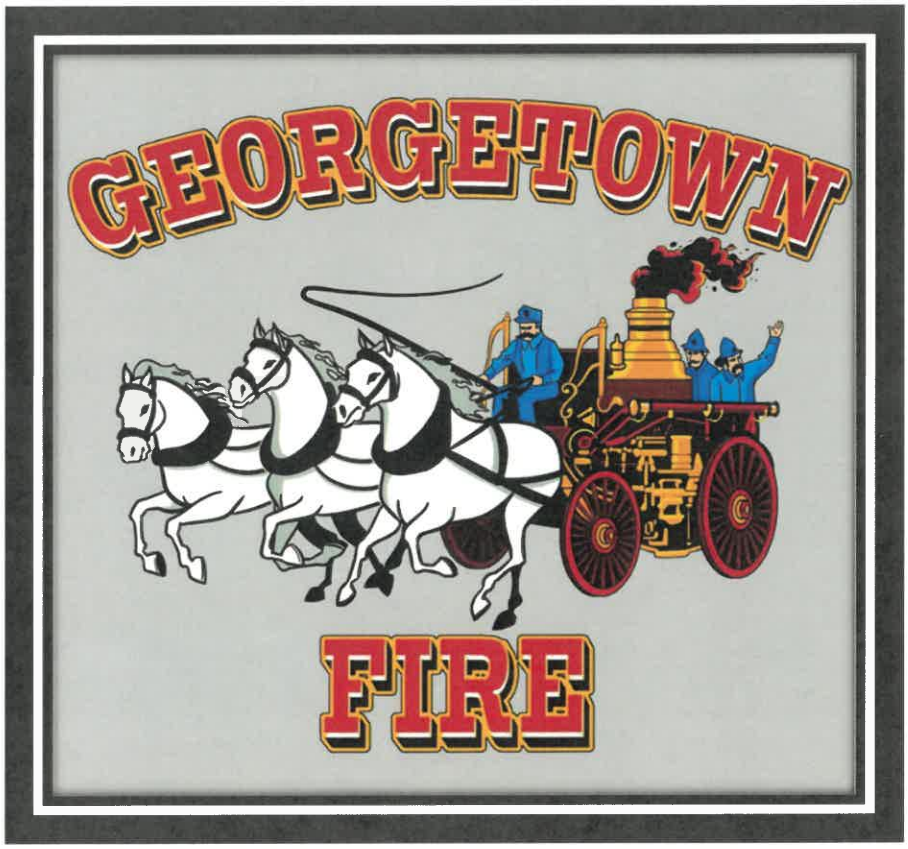

REGULAR MEETING

BOARD PACKET

Thursday, November 16, 2023

REGULAR MEETING AGENDA
GEORGETOWN FIRE DISTRICT
Board of Directors Meeting
Station 61 – 6283 Main Street, Georgetown, CA 95634
November 16, 2023
9:00 A.M.

1. **CALL TO ORDER, ROLL CALL, AND PLEDGE OF ALLEGIANCE**

2. **ADOPTION OF AGENDA**

3. **PUBLIC COMMENT** – Any member of the public may address the Board on any matter within the jurisdictional authority of the District. Comments shall be limited to three minutes per person or such other time limit as may be imposed by the President to enable the Board to complete its agenda within a reasonable period.

4. **DIRECTORS ITEMS**

5. **CONSENT CALENDAR**

   A. Approval of minutes of regular meeting held on October 12, 2023
   B. Financial information - Monthly Financials

6. **CHIEFS REPORT**

7. **ACTION ITEMS**

   A. GFD Policy Manual - Sections 100 (Fire Service Authority) & 200 (Organizational Structure)
   Recommendation: Review and approve sections 100 and 200 of the GFD Policy Manual

   B. Employee Health Benefits - Memorandum of Understanding:
      i. Retiree Health Care
      ii. Holiday Pay Modification of 56-Hour Employee
      iii. Holiday Pay Averaging – Beginning January 1, 2024
   Recommendation: Review and approve the outstanding clarifications from the current closed contract

   C. Amended Budget
   Recommendation: Review and approve the amended budget

8. **DISCUSSION ITEM**

   A. Paramedic school sponsorship and contractual agreement

9. **MEDIA CORRESPONDENCE**

   A. Needle Nellies Raises $5,600 for Georgetown Fire Volunteers
   B. Brown, Norman named inaugural head of regional fire authority
   C. Hearts 4 Heroes: Pawed healers bring relief

10. **PUBLIC COMMUNICATION**

11. **NEXT MEETING DATE AND ADJOURNMENT** – The Next Regular Meeting is December 14, 2023 at 9:00 a.m.
    Recommendation: cancel or reschedule due to unforeseen circumstances on 12/14/23

In compliance with The Americans with Disabilities Act, if you are a disabled person and you need a disability-related modification or accommodation to participate in this meeting via teleconference, please contact Chief Glenn Brown by telephone at 530.333.4111. Requests must be made as early as possible and at least one full business day before the start of the meeting.
In accordance with Government Code Section 54954.2(a), this agenda was posted on the District's front door at Georgetown Fire District, at 6281 Main Street, Georgetown, California, on April 7, 2023.

/s/ Glenn Brown	November 8, 2023
Chief Glenn W. Brown	Date

5 A

Minutes

REGULAR MEETING AGENDA

GEORGETOWN FIRE DISTRICT
Board of Directors Meeting
Station 61 – 6283 Main Street, Georgetown, CA 95634
Thursday, October 12, 2023 at 9:00 A.M.

1. **CALL TO ORDER, ROLL CALL, AND PLEDGE OF ALLEGIANCE**
   The meeting was called to order by **President Davis** at 0900
   Roll Call:

President Davis	Present
V. President Anderson	Present
Director Brown	Present
Director Williams	Present
Director Webb	Present

   Chief Brown
   Administrative Assistant, Julie Medsger
   President Davis led the Pledge of Allegiance
   Public in Attendance:
   Ken Pauley
   Andrew Gregory

2. **ADOPTION OF AGENDA**
   Director Webb motioned to adopt the agenda. **Director Brown** seconded the motion.
   Roll Call:

President Davis	Aye
V. President Anderson	Aye
Director Brown	Aye
Director Williams	Aye
Director Webb	Aye

   The motion passes.

3. **PUBLIC COMMENT** – Any member of the public may address the Board on any matter within the jurisdictional authority of the District. Comments shall be limited to three minutes per person or such other time limit as may be imposed by the President to enable the Board to complete its agenda within a reasonable period.
   No comments expressed

4. **DIRECTORS ITEMS**
   Director Webb would like to review the annual budget
   Director Williams provided feedback regarding Chief Brown's annual evaluation review process and suggestions moving forward

5. **CONSENT CALENDAR**
   Director Webb motioned to adopt the agenda. **Director Brown** seconded the motion.
   Roll Call:

President Davis	Aye
V. President Anderson	Aye
Director Brown	Aye

Director Williams Aye
Director Webb Aye
The motion passes.

6. **CHIEFS REPORT**
   Move next month's Board meeting to 11/16/2023
   JPA adopted changes to the 2022/23 budget amounts to be paid to GFD
   The EDRFA board meeting is on 11/7/23 at RFD
   Review Policies and Procedure Section 100 & 200 and adoption of those sections at the December Board meeting

7. **ACTION ITEMS**
   - **A.** GFD Policy Manual - Sections 100 (Fire Service Authority) & 200 (Organizational Structure)
   - **B.** EDRFA – Admin Process
     - i. Save Admin fee by working with multiple districts
     - ii. Collaborating between districts to share services to drive higher levels of efficiency

---

ANNOUNCE CLOSED SESSION AND ADJOURN OPEN SESSION TO CLOSED SESSION

---

8. **ADJOURN TO CLOSED SESSION**

   i) Pursuant to Government Code 54957, Public Employment Performance Evaluation (54957 (b)(1))

ADJOURN CLOSED SESSION AND OPEN REGULAR SESSION

---

9. **REPORT OUT OF CLOSED SESSION**
   Director Williams will complete a cover letter and schedule time for the Chief's Performance Review
   Board member replacement review

10. **FUTURE AGENDA ITEMS**
    GFD Policy Manual Section 100 & 200
    Budget Review
    Negations package

In compliance with The Americans with Disabilities Act, if you are a disabled person and you need a disability-related modification or accommodation to participate in this meeting via teleconference, please contact Chief Glenn Brown by telephone at 530.333.4111. Requests must be made as early as possible and at least one full business day before the start of the meeting.

In accordance with Government Code Section 54954.2(a), this agenda was posted on the District's front door at Georgetown Fire District, at 6281 Main Street, Georgetown, California, on June 2, 2023.

/s/ Glenn Brown	October 6, 2023
Chief Glenn W. Brown	Date

5 B

E-MAILED

OCT 25 2023

Outside District Claim Form

District:	Georgetown Fire Protection District
Date:	10.25.23
Prepared By:	Brandi Scowcroft
Contact Phone:	530-333-4111

FY 2023/2024

AUDITOR USE ONLY

DEPT:_____

FILE NAME:_____

AUDITED BY: Date:

PLEASE INDICATE CHECK DISTRIBUTION METHOD IN THE SPACE BELOW:

US MAIL: Return to District: X

Call/Email for pickup:_____

Document Total:

$3,233.06

THE ARTICLES FOR SERVICES DESCRIBED BY THE INVOICE(S) ATTACHED AND LISTED BELOW WERE APPROVED AND ARE INCLUDED IN THE DISTRICT BUDGET THAT HAS BEEN ADOPTED BY THE BOARD OF DIRECTORS AND WERE NECESSARY FOR USE BY THE DISTRICT AND HAVE BEEN DELIVERED OR PERFORMED AND THAT NO PRIOR CLAIM HAS BEEN PRESENTED FOR SAID ARTICLES OR SERVICES. I FURTHER CERTIFY I AM AUTHORIZED BY THE BOARD OF DIRECTORS TO APPROVE PAYMENT REQUESTS TO THE AUDITOR-CONTROLLER FOR THE ATTACHED INVOICE(S).

Authorizing signatures:

ALWAYS 1	VENDOR	SUFFIX	Invoice Number (Limit 20)	AMOUNT	FILE NAME	DATE	ALWAYS 2	ORG	OBJECT	DESCRIPTION (LIMIT 50 CHARACTERS)	AMOUNT	VENDOR NAME	SEPARATE CHECK
1	2425	0	68006-1	184.42	GFPD102523	10.13.23	2	8557000	4022	Shirt for Matt Ziebarth	184.42	Advantage Gear	
1	2425	0	68004-1	364.54	GFPD102523	10.13.23	2	8557000	4022	Shirts and Patches for Matt Ziebarth	364.54	Advantage Gear	
1	3400	3	5066396638	11.44	GFPD102523	09.20.23	2	8557000	4086	Janitorial	11.44	Aramark	
1	3400	3	5066402008	23.47	GFPD102523	09.27.23	2	8557000	4086	Janitorial	23.47	Aramark	
1	61	3	000020690487	82.85	GFPD102523	10.15.23	2	8557000	4040	Communications	82.85	CalNet	
1	746	0	81103912	209.14	GFPD102523	10.07.23	2	8557000	4420	Copier Lease	209.14	DeLage Landen	
1	102	0	10152023	21.06	GFPD102523	10.15.23	2	8557000	4180	Maintenance	21.06	Georgetown Ace Hardware/Toy Cottage	
1	5061	0	10048	100.00	GFPD102523	10.20.23	2	8557000	4322	DMV Physical	100.00	Harston Chiropractic	
1	4952	0	14091	1.13	GFPD102523	10.18.23	2	8557000	4571	Street Signs	1.13	Interstate Sales	
1	4952	0	14135	1.93	GFPD102523	10.24.23	2	8557000	4571	Street Signs	1.93	Interstate Sales	
1	514	0	INV754698	99.67	GFPD102523	10.11.23	2	8557000	4021	Wildland Fire Helmet	99.67	L.N. Curtis & Sons	
1	514	0	INV757013	437.47	GFPD102523	10.19.23	2	8557000	4022	Cal Fire Work Uniform Pants for Matt Ziebarth	437.47	L.N. Curtis & Sons	
1	8984	0	11012023	319.00	GFPD102523	10.16.23	2	8557000	3042	Nov. 2023 Long Term Disability	319.00	Standard	
1	8530	0	1868A75F-0003	249.00	GFPD102523	04.01.23	2	8557000	4267	April 2023 - Website	249.00	Streamline	
1	8530	0	1868A75F-0007	249.00	GFPD102523	08.01.23	2	8557000	4267	August 2023 - Website	249.00	Streamline	
1	8530	0	1868A75F-0008	249.00	GFPD102523	09.01.23	2	8557000	4267	Sept. 2023 - Website	249.00	Streamline	
1	570	0	0000771390	71.33	GFPD102523	11.01.23	2	8557000	3044	Nov. Vision Premium - District	71.33	Superior Vision	
1	434	0	9946984430	431.56	GFPD102523	10.15.23	2	8557000	4040	Communication	431.56	Verizon	
1	1646	0	10122023	74.00	GFPD102523	10.12.23	2	8557000	4300	Live Scan - Reimburse Matt Ziebarth	74.00	Ziebarth, Matthew	
1		0					2						
1	570	0	0000771390	53.05	GFPD102523	11.01.23	2	8557001	3044	Nov. Vision Premium - JPA	53.05	Superior Vision	
1		0					2						
1		0					2						
1		0					2						
1		0					2						
1		0					2						
1		0					2						
1							2						

Outside District Claim Form

District: Georgetown Fire Protection District
Date: 10.11.23
Prepared By: Brandi Scowcroft
Contact Phone: 530-333-4111
FY 2023/2024

AUDITOR USE ONLY
DEPT:
FILE NAME:
AUDITED BY:
Date:

E-MAILED
OCT 12 2023

PLEASE INDICATE CHECK DISTRIBUTION METHOD IN THE SPACE BELOW:
US MAIL:
Return to District: X
Call/Email for pickup:
Document Total: **$21,165.84**

THE ARTICLES FOR SERVICES DESCRIBED BY THE INVOICE(S) ATTACHED AND LISTED BELOW WERE APPROVED AND ARE INCLUDED IN THE DISTRICT BUDGET THAT HAS BEEN ADOPTED BY THE BOARD OF DIRECTORS AND WERE NECESSARY FOR USE BY THE DISTRICT AND HAVE BEEN DELIVERED OR PERFORMED AND THAT NO PRIOR CLAIM HAS BEEN PRESENTED FOR SAID ARTICLES OR SERVICES. I FURTHER CERTIFY I AM AUTHORIZED BY THE BOARD OF DIRECTORS TO APPROVE PAYMENT REQUESTS TO THE AUDITOR-CONTROLLER FOR THE ATTACHED INVOICE(S).

Authorizing signatures:

ALWAYS 1	VENDOR	SUFFIX	Invoice Number (Limit 20)	AMOUNT	FILE NAME	DATE	ALWAYS 2	ORG	OBJECT	DESCRIPTION (LIMIT 50 CHARACTERS)	AMOUNT	VENDOR NAME	SEPARATE CHECK
1	341	0	S62035	350.31	GFPD101123	10.05.23	2	8557000	4460	Hose Cover	350.31	Burton's Fire	
1	353	0	3895970	123.32	GFPD101123	10.06.23	2	8557000	4141	Copier Lease	123.32	Caltronics	
1	21	0	175304497U030	315.92	GFPD101123	09.27.23	2	8557000	4085	Refuse Disposal	315.92	El Dorado Disposal	
1	4952	0	13736	208.98	GFPD101123	10.04.23	2	8557000	4571	Street Signs	208.98	Interstate Signs	
1	13558	0	228895	282.32	GFPD101123	10.06.23	2	8557000	4160	Repair Air Leak E361	282.32	Mad Macs Road Service & Repair	
1	12939	0	10042023	19.99	GFPD101123	10.04.23	2	8557000	4060	Reimburse for Halloween Candy	19.99	Medsger, Julie	
1	12939	0	5375630	857.96	GFPD101123	10.04.23	2	8557000	4656	Reimburse for Hotel for CalPERS Conference	857.96	Medsger, Julie	
1	12939	0	09202023	314.95	GFPD101123	09.20.23	2	8557000	4654	Reimburse for Flight for CalPERS Conference	314.95	Medsger, Julie	
1	12939	0	10012023	53.99	GFPD101123	10.01.23	2	8557000	4655	Reimburse for Uber to Conference	53.99	Medsger, Julie	
1	12939	0	10042023	57.59	GFPD101123	10.04.23	2	8557000	4655	Reimbures for Uber to Airport	57.59	Medsger, Julie	
1	62	0	10022023	1670.04	GFPD101123	10.02.23	2	8557000	4700	Utilities	1670.04	PG&E	
1	12254	0	10122023	12345.96	GFPD101123	10.12.23	2	8557000	3001	Extr Help: Captain Joel Warman	12345.96	Rescue	
1	1080	0	09252023	4564.51	GFPD101123	09.25.23	2	8557000		Discription of Charges Attached	4564.51	US Bank	
1		0			GFPD101123		2	8557000					
1		0			GFPD101123		2	8557000					
1		0			GFPD101123		2	8557000					
1		0			GFPD101123		2	8557000					
1		0			GFPD101123		2	8557000					
1		0			GFPD101123		2	8557000					
1		0			GFPD101123		2	8557000					
1		0			GFPD101123		2	8557000					
1		0			GFPD101123		2	8557000					
1		0			GFPD101123		2	8557000					
1		0			GFPD101123		2	8557000					
1		0			GFPD101123		2	8557000					
1		0			GFPD101123		2	8557000					
1		0			GFPD101123		2	8557000					
1							2						

Outside District Claim Form

District:	Georgetown Fire Protection District
Date:	10.03.23
Prepared By:	Brandi Scowcroft
Contact Phone:	530-333-4111
FY 2023/2024	

AUDITOR USE ONLY

DEPT:_____

FILE NAME:_____

AUDITED BY:

Date:

E-MAILED

OCT 03 2023

PLEASE INDICATE CHECK DISTRIBUTION METHOD IN THE SPACE BELOW:

US MAIL: X Return to District:

Call/Email for pickup:

Document Total:

$18,766.07

THE ARTICLES FOR SERVICES DESCRIBED BY THE INVOICE(S) ATTACHED AND LISTED BELOW WERE APPROVED AND ARE INCLUDED IN THE DISTRICT BUDGET THAT HAS BEEN ADOPTED BY THE BOARD OF DIRECTORS AND WERE NECESSARY FOR USE BY THE DISTRICT AND HAVE BEEN DELIVERED OR PERFORMED AND THAT NO PRIOR CLAIM HAS BEEN PRESENTED FOR SAID ARTICLES OR SERVICES. I FURTHER CERTIFY I AM AUTHORIZED BY THE BOARD OF DIRECTORS TO APPROVE PAYMENT REQUESTS TO THE AUDITOR-CONTROLLER FOR THE ATTACHED INVOICE(S).

Authorizing signatures:

ALWAYS 1	VENDOR	SUFFIX	Invoice Number (Limit 20)	AMOUNT	FILE NAME	DATE	ALWAYS 2	ORG	OBJECT	DESCRIPTION (LIMIT 50 CHARACTERS)	AMOUNT	VENDOR NAME	SEPARATE CHECK
1	2425	0	67483-1	21.34	GFPD100323	09.26.23	2	8557000	4022	Single Bugle for Matt Ziebarth	21.34	Advantage Gear	
1	241	0	720520894	171.83	GFPD100323	09.21.23	2	8557000	4700	Propane - Station 64	171.83	AmeriGas	
1	363	0	240007	1021.66	GFPD100323	09.21.23	2	8557000	4607	Bulk Fuel	1021.66	Black Oak Mine USD	
1	61	3	000020540302	226.30	GFPD100323	09.15.23	2	8557000	4040	Communications	226.30	CalNet	
1	746	0	80827116	209.14	GFPD100323	09.06.23	2	8557000	4420	Copier Lease	209.14	De Lage Landen	
1	41	0	BE005732685-10	324.77	GFPD100323	10.01.23	2	8557000	3044	Oct. Dental Premium - District	324.77	Delta Dental	
1	41	0	BE005732685-11	375.16	GFPD100323	10.01.23	2	8557000	3044	Nov. Dental Premium - District	375.16	Delta Dental	
1	41	0	BE005732685-12	375.16	GFPD100323	10.01.23	2	8557000	3044	Dec. Dental Premium - District	375.16	Delta Dental	
1	868	0	09222023	6.42	GFPD100323	09.22.23	2	8557000	4460	Power Adapter for M61	6.42	Divide Auto Parts	
1	JE	0	EDCESA202299	358.75	GFPD100323	09.08.23	2	8557000	4539	IPad License	358.75	EDC Emergency Services Authority	
1	102	0	09152023	85.41	GFPD100323	09.15.23	2	8557000	4180	Maintenance	85.41	Georgetown Ace Hardware/Toy Cottage	
1	2810	0	9713	124.36	GFPD100323	09.19.23	2	8557000	4022	Reimburse Adam for Sweatshirts	124.36	Hamage, Adam	
1	4952	0	13529	253.97	GFPD100323	09.08.23	2	8557000	4571	Street Signs	253.97	Interstate Sales	
1	1121	0	09252023	250.00	GFPD100323	09.25.23	2	8557000	4609	Reimburse Susan for CAEMSA License Renewal	250.00	Johnson, Susan	
1	553	0	08312023	63.85	GFPD100323	08.31.23	2	8557000	4300	Lab Work for Rob Poseley	63.85	Marshall Medical	
1	12765	0	7751424	46.12	GFPD100323	04.05.23	2	8557000	4260	Reimburse Tom for Blinds	46.12	McGrady, Thomas	
1	3234	0	053244	61.75	GFPD100323	09.18.23	2	8557000	4160	Smog for 2006 Ford	61.75	Murchie's Smog & Repair	
1	3234	0	053342	61.75	GFPD100323	09.26.23	2	8557000	4160	Smog for 2015 Ford	61.75	Murchie's Smog & Repair	
1	3234	0	053376	61.75	GFPD100323	09.28.23	2	8557000	4160	Smog for 2011 Ford	61.75	Murchie's Smog & Repair	
1	1005	0	202309-3130	5000.00	GFPD100323	09.22.23	2	8557000	4300	One Time Set-Up Fee	5000.00	NBS	
1	12160	0	2	2369.07	GFPD100323	09.26.23	2	8557000	4461	Equipment	2369.07	Pioneer Fire Protection District	
1	8984	0	09302023	261.00	GFPD100323	09.30.23	2	8557000	3042	Oct. 2023 Long Term Disability	261.00	Standard	
1	11667	0	1301	4743.55	GFPD100323	09.27.23	2	8557000	4160	Repairs to E61	4743.55	Stretch Fab Works	
1	570	0	0000764102	97.48	GFPD100323	10.01.23	2	8557000	3044	Oct. Vision Premium - District	97.48	Superior Vision	
1	434	0	9944556421	431.45	GFPD100323	09.15.23	2	8557000	4040	Communications	431.45	Verizon	
1	7005	0	87064	156.99	GFPD100323	10.02.23	2	8557000	4161	(2) Wave Antenna	156.99	Vincent Communications	
1		0					2						
1	41	0	BE005732685-10	427.02	GFPD100323	10.01.23	2	8557001	3044	Oct. Dental Premium - JPA	427.02	Delta Dental	
1	41	0	BE005732685-11	576.56	GFPD100323	10.01.23	2	8557001	3044	Nov. Dental Premium - JPA	576.56	Delta Dental	
1	41	0	BE005732685-12	576.56	GFPD100323	10.01.23	2	8557001	3044	Dec. Dental Premium - JPA	576.56	Delta Dental	
1	570	0	0000764102	26.90	GFPD100323	10.01.23	2	8557001	3044	Oct. Vision Premium - JPA	26.90	Superior Vision	
1		0					2						
1							2						

7 A

INTRODUCTION

The Policy Manual is a guide to the Georgetown Fire Protection District's (GFD) basic personnel, administrative and operational practices. This manual contains general statements of GFD's policies and may not include the fine details of each and every policy.

This manual is not part of any employment agreement with the District and any statements shall not be construed as creating an express or implied contract. Rather, this is an informational resource designed to provide guidelines as to the obligations and duties of GFD and our employees.

For purposes of administering the policies set forth in this manual, Procedures may be adopted to outline the procedures required for implementation and/or administration of such policies.

GUIDELINES

(a) These policies are issued by the authority of the Fire Board of the Georgetown Fire Protection District, who has designated the authority to administer these policies to the Fire Chief. In the absence of the Fire Chief, he /she may appoint a designated representative to carry out this authority in his absence.

(b) The Fire Board shall have the authority to adopt, amend or repeal these policies. The Fire Chief may submit recommendations for such action to the Fire Board.

(c) The Fire Chief has the authority to adopt and administer procedures or guidelines that are supplementary to, but not inconsistent with, the policies set forth in this manual.

(d) In the event of an emergency condition, the Fire Chief may issue an Administrative Directive to supersede a policy set forth in this manual. Such a change shall be temporary, and may be in effect for no longer than 60 days, at which point it must be approved by the Fire Board for permanent adoption or be allowed to sunset and the system will revert back to the adopted policy prior to the change in question.

(e) The District recognizes the importance of periodically reviewing this document in order to ensure that it remains current with employment related regulations and District practices. Accordingly, the District shall periodically review the document and determine the need for any revisions.

(f) Each GFD member will have access to t he adopted Policy Manual through our Lexipol website.

~~(Agency Mission statement)~~

GENERAL ORDERS
~~(Agency Philosophy and Goals statement)~~

- Be quick in our responses to the public
- Insure readiness of our equipment and ourselves
- Provide competent and professional service
- Practice safe operations
- Look to improve our delivery of services
- Act with compassion for all
- Embrace innovation within our organization
- Be friendly to those we meet
- Take care of each other

BE KIND, BE READY, BE HELPFUL

MOTTO, MISSION, VALUES AND DISTRICT CREED

Motto:

"Neighbors helping neighbors"

Mission Statement:

Preserve and enhance the quality of life for our citizens and visitors.

Values

- We view the people of our community and our visitors as customers who deserve our concern, care and attention.
- We recognize that our members are our most valuable resource and we are committed to them and their safety.
- We support and organizational climate of mutual trust and respect.
- We believe in a team-oriented, positive, and honest environment for all employees.
- We strive for excellence through teamwork, unity, leadership, personal and professional development, personal health and fitness, training and preparedness.

Creed

We extend to you the superior reputation of the Georgetown Fire Protection District, Georgetown Fire Department and the Georgetown Volunteer Fire Department. It is on loan to us. We are its caretakers. It was built through the courage, compassion, and commitment of those who came before us. It is ours to enjoy and our responsibility to maintain. We extend it to you, charging you with the responsibility to preserve and enhance that reputation, returning it intact to those who follow us. To that end, each of us is accountable.

MEMBER CODE OF ETHICS

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

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

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

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

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

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

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

Table of Contents

Chapter 1 - Fire Service Role and Authority

Fire Service Authority

100.1 PURPOSE AND SCOPE

This policy describes the legal authority of the Department. ~~and the add this~~

~~See attachment: test.pdf~~

~~Ennis Fire Station #2~~

~~5.0(2) · Fire station~~

~~901 E Martin Luther King Dr~~

~~Lexipol~~

100.2 POLICY

It is the policy of the Georgetown Fire Department to limit its members to only exercise the authority granted to them by law.

While the Georgetown Fire Department recognizes the authority of members granted to them, members are encouraged to use sound discretion in the exercise of their authority, and this department does not tolerate abuse of authority.

100.3 ORGANIZATIONAL POWERS

This department is authorized to perform the following:

(a) Fire ~~code enforcement~~ Prevention

(b) Fire S ~~s~~uppression

(c) ~~Investigation and arrest of individuals suspected of starting fires~~ Fire Cause Investigation

(d) ~~Provision of~~ Emergency Medical Services (EMS)

(e) Public Education

(f) Rescue Services

(g) Other Emergency Services as directed by the Fire Board and/or Fire Chief

100.4 FIREFIGHTER POWERS

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

(a) Participate in a wide range of emergency and rescue activities, including EMS, extrication and heavy rescue

(b) Perform fire suppression duties, including the suppression of structural, aircraft, wildland and other types of fires

(c) Investigate causes of fires

(d) Collect and preserve evidence when a fire is of a suspicious origin

(e) ~~Possess peace officer status when serving as a fire investigator or Fire Marshal (Penal Code § 830.37)~~

(f) Perform specialty services, including hazardous materials response, technical rescue, water rescue and additional services as authorized by the Fire Chief

(g) Provide fire code enforcement inspection and plan review services

(h) Provide public education and fire prevention activities and services

100.5 CONSTITUTIONAL REQUIREMENTS

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

100.6 SUPERVISORY AUTHORITY

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

Fire Chief

101.1 PURPOSE AND SCOPE

This policy identifies the education, experience or certifications desired for the Fire Chief.

101.2 POLICY

It is the policy of the Georgetown Fire Department to have a highly qualified ~~Chief Executive Officer~~ Fire Chief.

101.3 FIRE CHIEF

Higher-level college degrees in public or business management, completion of the National Fire Academy Executive Fire Officer (EFO) and/or the Center for Public Safety Excellence Chief Fire Officer (CFO) programs as well as experience in chief officer positions enhance the professional credibility of candidates for the rank of Fire Chief.

101.4 CERTIFIED FIRE CHIEF

The Peer Assessment for Chief Executive (PACE IV) certification established by the OSFM is a desired qualification. Certified Fire Chief status may be achieved through the California Office of the State Fire Marshal (OSFM} by acquiring a PACE IV certification, holding a chief officer rank for a minimum of one year and completing the application process described in the training manual. The certification requirements are described in the State Fire Training Procedures Manual.

Oath of Office

102.1 PURPOSE AND SCOPE

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

102.2 OATH OF OFFICE

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

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

Policy Manual

103.1 PURPOSE AND SCOPE

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

103.2 POLICY

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

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

103.2.1 DISCLAIMER

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

103.2.2 SEVERABILITY

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

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

103.3 RESPONSIBILITIES

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

103.3.1 FIRE CHIEF

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

103.3.2 OFFICERS

Staff may ~~shall~~ consist of the following:

- Fire Chief
- Assistant Fire Chief
- Battalion Chief(s)
- Captain(s)
- Engineer(s)
- Apparatus Operator(s)
- Firefighter(s)
- Office/Manager
- Administrative Assistant(s)

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

103.3.3 OTHER PERSONNEL

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

103.4 FORMATTING CONVENTIONS FOR THE POLICY MANUAL

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

103.4.1 ACCEPTABLE ABBREVIATIONS

The following abbreviations are acceptable substitutions in the manual:

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

103.4.2 DEFINITIONS

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

Policy Manual

Adult - Any person 18 years of age or older.

District - Georgetown Fire Protection District ~~- The of.~~

Civilian - Members and volunteers who are not sworn operational employees.

Department/GFD - The Georgetown Fire DepartmentGeorgetown Fire Department.

Employee - Any person employed by the Department.

Fire Code - The most current ~~2015~~ edition of the International Fire Code as adopted by the State of California and the incorporated California amendments (Health and Safety Code § 18928) as adopted by the Georgetown Fire District Governing Board ~~.~~

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

Manual - The Georgetown Fire Department Policy Manual.

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

Member - Any person employed or appointed by the Georgetown Fire Department, including:

- Full~~-~~ and part-time employees
- Sworn, appointed, or elected firefighters
- Extra Help ~~Reserve~~ firefighters
- Civilian employees
- Operations Volunteers
- Administrative Volunteers ~~s~~

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

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

Rank - The job classification title held by an employee.

Shall or will - Indicates a mandatory action.

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

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

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

103.5 DISTRIBUTION OF THE POLICY MANUAL

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

- Fire Chief
- N/As
- Administration ~~Fire Prevention Office~~
- Main ~~Each~~ fire station

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

103.6 POLICY MANUAL ACCEPTANCE

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

103.7 REVISIONS TO POLICIES

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

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

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

Chapter 2 - Organization and Administration

Organizational Structure

200.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the organizational structure of the Georgetown Fire Department. This policy also provides guidance regarding the department's reporting process through the chain of command.

200.2 POLICY

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

200.3 DIVISIONS

The Fire Chief is responsible for managing the Georgetown Fire Department. The following divisions make up the Georgetown Fire Department:

- Administration Division
- Fire Operations Division
- Fire Prevention Division
- Volunteer Division

200.3.1 ADMINISTRATION DIVISION

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

It is the responsibility of the Office Manager to prepare and maintain a current organizational chart.

200.3.2 DIVISION FIRE OPERATIONS

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

~~The may also oversee the management of the fire.~~

200.3.3 FIRE PREVENTION DIVISION

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

The Fire Prevention Division may performs inspections of businesses and occupancies as mandated by applicable law. In addition, the Divisionmay investigates all major fires occurring within the jurisdiction of the Georgetown Fire Department.

200.4 UNITY OF COMMAND

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

200.5 CHAIN OF COMMAND

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

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

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

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

200.6 DIRECTIVES AND ORDERS

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

200.7 ALTERNATE CHANNELS OF COMMUNICATION

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

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

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

If any concerns or complaints are directed at the Fire Chief, then any member has the right to report their concerns directly to the President of the Fire Board or in writing to the entire Fire Board.

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

Emergency Action Plan and Fire Prevention Plan

201.1 PURPOSE AND SCOPE

The purpose of this policy is to provide for member and visitor safety in the event of an emergency at any department facility and ensure compliance with state regulations mandating all employers to develop and maintain an Emergency Action Plan (EAP) and a Fire Prevention Plan (FPP) (Labor Code § 142.3; 8 CCR 3220; 8 CCR 3221).

201.2 POLICY

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

201.3 EMERGENCY ACTION PLAN AND FIRE PREVENTION PLAN

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

(a) The EAP shall be in writing and its elements shall include, but are not limited to (8 CCR 3220):

1. Emergency evacuation procedures, including escape procedures and emergency escape route assignments.
2. Procedures to be followed by members who remain to conduct critical facility operations before they evacuate.
3. Procedures to account for all members and visitors after an emergency evacuation has been completed.
4. Rescue and medical duties.
5. Means of reporting fires and other emergencies.
6. Names and regular job titles of persons or departments that can be contacted for further information or an explanation of duties under the plan.
7. The alarm system that will be used to notify members and visitors in the event of a fire or other emergency situation.
8. The types of evacuations to be used in emergency circumstances.

(b) The FPP shall be in writing and its elements shall include, but are not limited to (8 CCR 3221):

1. Potential fire hazards and their proper handling and storage procedures, potential ignition sources (e.g., welding, smoking) and their control procedures,

and the type of fire protection equipment or systems that can control a fire involving them.

2. Names and regular job titles of those responsible for maintaining the equipment and systems installed to prevent or control ignitions or fires.
3. Names and regular job titles of those responsible for controlling the accumulation of flammable or combustible waste materials.
4. Procedures to control the accumulation of flammable and combustible waste.
5. Maintenance procedures for heat-producing equipment to prevent accidental ignition of combustible materials.

(c) The written EAP and FPP shall be kept at each department workplace or facility and made available for member and visitor review.

201.4 TRAINING

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

Department Directives

202.1 PURPOSE AND SCOPE

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

202.2 POLICY

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

202.3 RESPONSIBILITIES

The Fire Chief shall issue all department directives.

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

Department directives will be rescinded upon incorporation into the manual.

Training Policy

203.1 PURPOSE AND SCOPE

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

203.2 POLICY

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

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

203.3 OBJECTIVES

The objectives of the training program are to:

(a) Enhance the level of emergency services to the public.

(b) Increase the technical expertise and overall effectiveness of department members.

(c) Provide for continued professional development of department members.

(d) Reduce risk and enhance safety.

203.4 TRAINING PLAN

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

203.5

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

California Fair Political Practices Commission Filings

204.1 PURPOSE AND SCOPE

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

204.2 POLICY

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

204.3 PROCEDURE

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

204.4 DEPARTMENT RESPONSIBILITIES

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

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

204.4.1 FILING REQUIREMENTS

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

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

204.4.2 FILING PROCESS

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

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

204.4.3 REPORTING REQUIREMENTS

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

204.4.4 DESIGNATED CLASSIFICATIONS

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

- Elected Officials
- Fire Chief ~~(Designated classifications)~~

Liability Claims

205.1 PURPOSE AND SCOPE

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

205.2 POLICY

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

205.3 RESPONSIBILITY

The Fire Chiefor his/her designate shall act as a ~~should designate a~~ risk manager to receive, investigate and evaluate any claim for loss or damage received by the Department.

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

205.4 RESPONSE TO CLAIMS

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

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

The risk manager should ensure the claim is accepted or rejected by the department's governing body within 45 days. Notice of acceptance or rejection should be given to the complainant in writing and in compliance with state law. If a claim is rejected because it was filed late, the notice should state that the claim was returned as untimely but that the claimant may apply promptly to the Department for a leave to file a late claim (Government Code § 912.4; Government Code § 913; Government Code § 911.3).

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

Electronic Mail

206.1 PURPOSE AND SCOPE

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

206.2 POLICY

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

206.3 PRIVACY EXPECTATION

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

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

206.4 RESTRICTED USE

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

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

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

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

206.5 EMAIL RECORD MANAGEMENT

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

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

Administrative Communications

207.1 PURPOSE AND SCOPE

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

207.2 POLICY

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

207.3 PERSONNEL ORDERS

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

207.4 CORRESPONDENCE

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

207.5 MEMORANDUMS

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

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

Recommendations for a standardized department memorandum format: a standard heading including the name of the Department, the date of the memorandum, the intended recipient of the memorandum, the name, rank and division of the department member creating the memorandum, and a brief statement of the subject of the memorandum. See example below. In addition all memorandum should be initialed next to "From" by the sender.

To:

- From:

- Date:

- Re:

Subject/Content

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

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

Minimum Staffing Levels

208.1 PURPOSE AND SCOPE

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

208.2 POLICY

~~(Agency specific to be developed by the~~ Georgetown Fire Department~~)~~

Medic Units:

One Firefighter/EMT

One Firefighter/Paramedic

With the approval of the Fire Chief a BLS Medic Unit may be placed in service with 2 Firefighter/EMT's

For operational fire apparatus it is the goal of the Georgetown Fire Department to get appropriate fire units to a scene as quickly as possible. Personnel will be limited by department procedures on what activities they can complete on a scene given a number of appropriate personnel on the scene.

Engine (Type 1, 2, 3 or 6)

One Apparatus/Operator

Water Tender

Water Tender Driver

Support/Command Vehicle (Utility, Repair, Squad..etc.)

Department authorized driver

After Action Review

209.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a uniform ~~Post-Incident Analysis (PIA)~~ After Action Review (AAR) to identify strengths and weaknesses within the Department. This policy describes the various types of ~~PIA~~ /AAR ~~-~~that can be used in the evaluation of department performance. A AAR ~~PIA~~ may also be used to identify equipment needs, staffing deficiencies and training needs. The information collected during the AAR ~~PIA~~ process also may be useful in justifying future funding requests for equipment, personnel and/or training. AAR's may be performed at the discretion of Officer's of the Department or an IC of an incident.

209.2 POLICY

The ~~PIA~~ AAR is a valuable tool to improve the overall operations of the fire service. It is the policy of this department to use the AAR ~~PIA~~ as a tool for Incident Commanders (ICs), and all members of the department ~~Fire Marshals, s, Shift Commanders and command staff~~ to identify areas of strength and weakness within the Department on an incident-by-incident basis, for the purpose of continuous improvement.

The AAR ~~PIA~~ may additionally be utilized in department-wide training to communicate continuous improvement of emergency scene operations and fireground safety.

209.2.1 RESPONSIBILITIES

The ICs, and all members of the department ~~Fire Marshals,~~ N/A~~s, Shift Commanders and command staff~~ have shared responsibility for the overall effectiveness of the PIA process.

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

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

Any significant safety issue that is identified in the AAR ~~PIA~~ should be addressed immediately, if it was not already resolved prior to the AAR ~~PIA~~ being completed. If appropriate, a report should be sent to the International Association of Fire Chiefs (IAFC) Near-Miss Reporting System on any significant safety issues.

209.3 AFTER ACTION REVIEW

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

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

(a) An AAR ~~PIA~~ may include:

1. Evaluation of the overall operational effectiveness.
2. Evaluation of safety procedures.
3. Evaluation of the success or failure of tactical objectives.
4. Evaluation of the application and effectiveness of policies and/or procedures.
5. Specific knowledge that might be beneficial.

(b) The information gained from an AAR ~~PIA~~ should be used by company officers and staff teams to:

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

209.4 TYPES OF AFTER ACTION REVIEWS

209.4.1 HOT WASH

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

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

- Meet in a safe area, even if it requires relocating to another area.
- Ensure that the meeting area is inaccessible by the public and media.
- Consider the impact of company downtime.
- Consider public perception.

209.4.2 INFORMAL AAR

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

209.4.3 COMPANY-LEVEL AAR

A company-level AAR ~~PIA~~ is highly encouraged and should be a standard communication tool for all company officers. It is appropriate for significant incidents involving single companies as well as multiple-company stations where more than one company participated in the incident.

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

209.4.4 FORMAL AAR

(a) A formal AAR ~~PIA~~ should be conducted following all:

1. Multiple-alarm structure fires.
2. Multiple-alarm brush fires.
3. Multiple-alarm Emergency Medical Services (EMS) incidents.
4. Multiple-alarm special operations incidents.
5. Major disaster drills.
6. Unusual incidents identified by the IC or other staff officers.

(b) A formal AAR ~~PIA~~ should be considered for:

1. A building fire in which three or more rooms are severely damaged by fire, or where unusual extinguishment problems existed.
2. Any incident in which an unusual event occurs, (e.g., explosion, collapse).
3. Any fire resulting in a fatality.
4. Any fire resulting in injury to firefighters that is serious enough to require transport to a medical facility.
5. Any "close call" incident where firefighters could have been injured.
6. Any hazardous materials incident with multi-company involvement.
7. Any specialty rescue operation with multi-company involvement.
8. Any incident, at the IC's discretion or at the direction of a senior officer.

(c) The Fire Chief is responsible for scheduling and facilitating the presentation of all formal AAR ~~PIA~~s. This will include:

(a) Setting a presentation date and location within three days (whenever possible) of the incident.

(b) Supervising the completion of an incident analysis packet that should include a summary of the incident, drawings and identification of any lessons learned.~~Developing a written After Action Report (AAR) summarizing the P IA and submitting it to the for approval and distribution.~~

(c) Notifying Officers ~~Shift Commanders~~.

(d) Coordinating/scheduling with other departments or outside agencies that worked the incident.

(e) Arranging move-up and/or cover companies from other departments.

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

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

~~A copy of all PIAs and AARs shall be forwarded to the for approval prior to distribution, including any determinations or conclusions reached through the PIA presentations.~~

Annual Planning Calendar

210.1 PURPOSE AND SCOPE

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

210.1.1 DEFINITIONS

Definitions related to this policy include:

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

210.2 POLICY

The Georgetown Fire Department will make every effort to comply with all mandatory training requirements and inspections.

210.3 RESPONSIBILITIES

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

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

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

Solicitation of Funds

211.1 PURPOSE AND SCOPE

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

211.1.1 DEFINITIONS

Definitions related to this policy include:

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

211.2 POLICY

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

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

Members are prohibited from soliciting any goods or services from local businesses, groups or individuals for the purpose of providing incentives, prizes or give-aways to attendees of department-sponsored or hosted events, or to events when members attend as representatives of the Department. These activities are allowed by members of the Volunteer Department for events sponsored or hosted by the Georgetown Volunteer Fire Department.

211.3 PROCEDURES

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

(a) Compliance with applicable federal, state and local laws and regulations

(b) Compliance with department and governing-body policies

(c) A benefit to the Department that is consistent with the department mission

(d) An accurate description of the purpose for which funds are requested.

(e) A limitation on the frequency of solicitations to avoid placing undue pressure on donors

(f) Identification of the individual soliciting funds as a volunteer, a member of this department or a hired solicitor

(g) An admonishment that encourages donors to seek independent advice if there is reason to believe that a proposed gift might significantly affect the donor's financial position, taxable income or relationship with other family members.

(h) The assurance that donor requests to limit the frequency of contacts, to prohibit solicitation by telephone or other technology and to reduce or cease sending printed or electronically transmitted material concerning the Department will be honored

(i) Respect of the donors' privacy and a commitment that the Department will not sell or otherwise make available donors' names and contact information

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

211.4 DEPARTMENT-SPONSORED EVENTS

The following also apply to department-sponsored fundraising events:

(a) Fundraising events should be clearly identified by a sign indicating the name, product, service, price and purpose of the event.

(b) At least one member should be present during the entire event.

(c) Individuals participating in the event should be briefed and supervised to ensure their activities are consistent with this policy.

(d) Individuals participating in the event should not be compensated by a commission or a percentage of the amount collected.

(e) Funds raised should be deposited no later than the next business day.

(f) All donors should receive a receipt for the amount of their donation.

(g) Fundraising activities should not delay emergency response or otherwise compromise the mission of the organization.

(h) Fundraising that takes place on public-owned or private property will be done with the knowledge and approval of the property custodian or owner.

(i) Fundraising that occurs on public ways or near roadways will be coordinated with the responsible law enforcement agency for the protection of pedestrians, motorists and event participants.

211.5 FUNDRAISING ON BEHALF OF OTHERS

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

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

(a) Written proof that the event is for a charitable purpose.

(b) Assignment of responsibility to the organizers for all direct costs incurred for the event.

(c) Assignment of responsibility to the organizers for the collection and reporting of any applicable taxes.

(d) Written instructions regarding the maintenance of funds raised on behalf of others. The funds shall be maintained in a separate fund and not commingled with other department funds.

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

Petty Cash and Credit Card Management

212.1 PURPOSE AND SCOPE

This policy provides for the establishment and administration of a department petty cash fund and department credit card use.

212.2 POLICY

The Department will establish, administer, and maintain the petty cash fund according to this policy.

212.2.1 DEFINITIONS

Custodian - The individual designated by the [Administrator] as having custody of and responsibility for maintaining the petty cash fund.

Petty Cash Fund - A reserve of money established to make small purchases when payment by purchase order or voucher is not practical.

212.3 RESPONSIBILITIES

212.3.1 [ADMINISTRATOR] RESPONSIBILITIES

The [Administrator] or the authorized designee is responsible for establishing and maintaining protocols for the operation of a petty cash fund. The protocols should include but are not limited to:

(a) Designation of a petty cash custodian.

(b) Initial and replenishment fund amounts. The petty cash fund should not exceed the amount established by the Department.

(c) Maximum dollar amount for purchases. Petty cash expenditures should be limited to no more than $~~1~~ 100.

(d) A sample petty cash voucher for use by members to request cash from the custodian. The petty cash vouchers should be sequentially numbered and include space for the following information:

1. The date of the disbursement
2. The amount disbursed or reimbursed
3. The budget expense account
4. The vendor name
5. The signature of the member receiving the cash

(e) An approved petty cash ledger for use by the custodian. The ledger may be maintained electronically or by hand and should require the following information for all transactions:

1. The name of the member receiving cash
2. The amount disbursed to the member

3. The reason for the disbursement
4. The amount of any cash returned
5. The amount of any cash received to replenish the account
6. A copy of any purchase receipt

(f) A requirement that the custodian provides a full accounting and reconciliation of all fund transactions to the [Administrator], which should then be reviewed and approved according to the Petty Cash Procedure before authorizing replenishment of the petty cash fund.

(g) A requirement that the petty cash fund is audited by the [Administrator]'s authorized designee at least quarterly and that the results of the audit are provided to the [Administrator].

(h) Established disciplinary guidelines for situations where the custodian has violated this policy or the Petty Cash Procedure, or where a member is found to have provided false information to obtain petty cash funds, including referral to law enforcement when the facts indicate that a crime may have occurred.

(i) Designation of a physical location for the petty cash fund. The fund should be secured in the following manner:

1. Use a lockbox with a key or combination lock.
2. The lockbox should then be stored in a safe, securable drawer, cabinet, or locker.
3. The safe, securable drawer, cabinet, or locker should be located in a securable room or office with restricted access.

212.3.2 PETTY CASH CUSTODIAN RESPONSIBILITIES

The custodian responsibilities should include but are not limited to the following:

(a) Maintaining the petty cash fund according to this policy and the Petty Cash Procedure.

(b) Requesting replenishment funds from the [agency_Treasurer] when the funds on the account fall below the established replenishment amount or requesting funds needed to bring the petty cash fund back to the maximum allowable amount. Requests should be made at any regular membership meeting. No "emergency" requests should be permitted or approved.

(c) Receiving funds for replenishment only from funds approved and allocated from department accounts or by the return of unused funds properly issued to members.

(d) Maintaining the petty cash ledger according to this policy and the Petty Cash Procedure.

(e) When someone other than the custodian will be handling the petty cash fund, accounting for all petty cash and vouchers before transferring petty cash responsibilities to an alternate custodian.

212.4 PETTY CASH VOUCHERS

The [Administrator] should maintain an appropriate stock of petty cash vouchers and provide them to the custodian as requested from time to time.

Petty cash vouchers should be sequentially numbered.

212.5 Credit Cards

Department Credit Cards will be issued with the approval of the Fire Chief. Credit Cards may be issued for a specific responsibility or for assignments, such as a wildfire response deployment.

All charges to department credit cards must be approved by the Fire Chief either before an expense, or in the case of wildland deployment, upon return from the assignment.

Physical Asset Management

213.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for maintaining a system of inventory and accountability over the department's physical assets.

213.1.1 DEFINITIONS

Definitions related to this policy include:

Physical assets – Any tangible items of value, including but not limited to:

- Materials.
- Machinery.
- Tools and equipment.
- Apparatus, ambulances, and command and support vehicles.
- Office supplies.
- Furniture.
- Firefighting tools and appliances, including hose, power tools, and communications devices.

Physical asset management – The process of tracking and maintaining the department's physical assets.

213.2 POLICY

It is the policy of the department to accurately inventory, track, maintain, and dispose of its physical assets owned by the Department in a manner that controls costs, avoids waste, and promotes the department's mission.

FIRE CHIEF

213.3 RESPONSIBILITIES

The [Administrator] or the authorized designee should be responsible for the inventory, maintenance, and disposal of department physical assets, including:

(a) Maintaining compliance with federal, state law, and local laws regarding physical asset management, inventory control, and reporting requirements.

(b) Maintaining compliance with any grant requirements associated with physical asset purchases.

(c) Developing procedures for the implementation of this policy, including:

1. Procedures for disposal of all department-owned physical assets in accordance with federal, state, and local law.
2. Procedures for safe disposal of hazardous waste.
3. Procedures for handling surplus and obsolete physical assets.

4. Procedures to inventory assets according to internal reporting deadlines (e.g., quarterly, annually).

(d) Developing a physical asset management plan to track the department's physical assets and maintain accurate and complete records related to these assets. The plan should include:

1. A minimum value of the physical assets that are subject to this policy, the plan, and the implementing procedures.
2. An inventory control and recordkeeping system to account for the movement, storage, maintenance, use, loss, damage, destruction, and disposal of the department's physical assets.
3. Routine internal and external audit practices.
4. Procedures to access physical assets for reuse, transfer, recycling, or disposal.

(e) Designating members as appropriate to assist with inventory under the physical asset management plan.

(f) Annual physical asset acquisition planning.

213.4 IDENTIFICATION AND TAGGING

Physical assets should be tagged using a bar code or other system to identify and locate the items. Tags should be affixed in the same manner and location on each item, when feasible. The following information regarding the tagged item should be maintained using the inventory control system and method of recordkeeping established in the physical asset management plan:

(a) A description of the item, including but not limited to:

1. Make, model, and serial number
2. Physical dimensions and weight
3. Color, material, and other physically distinct qualities
4. Warranty and/or recall information, if any

(b) The specific location where the item can be found

(c) The acquisition date of the item, as well as the amount and funding source for the acquisition

(d) The intended and actual use of the item

(e) The expiration of an item's lease or loan terms

213.5 SURPLUS OR OBSOLETE ASSETS

When the department no longer utilizes a physical asset, the asset should be identified as surplus or obsolete. If the physical asset retains value, the item should be stored as surplus or handled in accordance with the procedures established pursuant to this policy. If the physical asset is deemed obsolete, the item shall be disposed of in accordance with this policy.

213.5.1 STORAGE

When practicable, physical assets that retain value but are not being utilized should be stored in lieu of disposal. Physical assets in storage are subject to routine inventory and revaluation. If the physical asset's value is less than the cost of storage, the Department should pursue disposal of the item in accordance with this policy.

213.5.2 TRANSFERS

When a physical asset is transferred from one department to another, the value of the physical asset should transfer with the asset. Interdepartment transfers shall be documented through the inventory control and recordkeeping system implemented by the physical asset management plan.

213.6 LOSS, DAMAGE, OR DESTRUCTION

Loss, damage, or destruction of department physical assets shall be handled in accordance with the procedures established pursuant to this policy and the Use of Department-Owned and Personal Property Policy, as applicable.

213.7 USAGE MONITORING

Physical asset performance should be regularly monitored for functionality, utility, wear-and-tear, and cost-effectiveness. Usage monitoring of the department's physical assets should include the duration of use (e.g., daily use and number of hours in use), user satisfaction, costs of operating the asset, and the asset's contribution to employee performance and overall productivity.

213.8 MAINTENANCE

Routine maintenance of physical assets should be proactive to limit interruption of the department's daily operations. Employees should report any physical asset performance issues to a supervisor.

Maintenance requests and reports shall be recorded in the inventory control and recordkeeping system implemented by the physical asset management plan. The Executive Board or the authorized designee shall routinely evaluate maintenance expenditures to determine whether continued maintenance is beneficial.

213.9 DISPOSAL

Physical assets slated for disposal should be evaluated for salvage value (e.g., items containing reusable materials like aluminum or copper) or transferred or disposed of in accordance with the procedures established pursuant to this policy.

213.10 INVENTORY AND REPORTS

Routine inventory of physical assets should be conducted for purposes of loss control, revaluation, retagging, documenting asset movement and condition, disposition and acquisition planning, and obtaining adequate insurance coverage.

All internal controls and inventories related to physical asset management shall be accurately documented and subject to both internal and external audit. Inventory reports should include an explanation of any discrepancies from the previous period.

All inventory documentation shall be retained and stored in accordance with the records retention schedule.

213.11 TRAINING

Members and supervisors accountable for the proper care, use, transfer, maintenance, storage, loss, and disposition of all department physical assets should receive training regarding their responsibilities under the physical asset management plan.

Purchasing and Procurement

214.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the purchasing and procurement of goods and services.

214.2 POLICY

It is the policy of the department to conduct purchasing and procurement in an efficient and cost-effective manner consistent with federal, state, and local laws, rules, and requirements in order to protect the integrity of the department and maintain public trust.

214.3 PURCHASING COORDINATOR

The [Administrator] should designate a member to coordinate department purchases. The member's responsibilities should include:

(a) Remaining familiar with and updating agency practices in accordance with applicable federal, state, and local purchasing and procurement laws, rules, and requirements.

(b) Obtaining authorization from the Fire Chief or the authorized designee for each purchase.

(c) Reviewing proposed purchases to determine the most appropriate method of procurement.

(d) If the procurement method selected is one other than competitive bidding, documenting why another method was selected.

(e) Assisting other members involved with the purchasing and procurement of goods or services in following purchasing requirements and rules applicable to the method of procurement.

(f) Forwarding all contracts and purchase orders to the Fire Chief or the authorized designee for review, approval, and execution.

214.4 REVIEWS FIRE CHIEF

The [Administrator] should ensure that a review of purchasing and procurement activities is conducted annually to determine compliance with any applicable federal, state, and local laws, rules, and requirements.

7 B

GEORGETOWN FIRE

Employee Group Negotiations

- Retiree Health Care
  - Include the specific verbiage to define "Retiree Health Care" as including Medical, Dental, and Vision for all members currently under "Lifetime Healthcare" as long as the total cost does not exceed the benefit amount received before retirement, currently $1,100 per month
  - This is not retroactive. There will be no back payment or retroactive coverage to retirees who have not previously received dental or vision.

- Increase 56-hour Employee Holiday Pay to Match 40-hour Holiday Pay
  - 40-hour employees are compensated 5 hours per Holiday (50%), while 56-hour employees are compensated 11.2 hours per Holiday (46%). Request to increase 56-hour employees to 12 hours per Holiday (50%).

- Holiday Pay Averaging
  - Average ten actual Holidays for the Calendar year and pay the employees each paycheck rather than each Holiday. This does not include floating holidays. Averaging will add 4.3 hours at 11.2 or 4.6 hours at 12 per pay period for 56-hour employees / 1.92 hours per pay period for 40-hour employees / 1.54 hours per pay period for 40-hour administrative employees.

_____

President, Craig Davis — Date
Georgetown Fire Protection District

_____

Fire Chief, Glenn Brown — Date
Georgetown Fire Protection District

Courtesy photo

Needle Nellies members present a check to the Georgetown Volunteer Fire Department. From left, Bradley King, Rob Poseley, Beth Donley, Donna Hood, Mary Dolce, Phyllis Smith, Claudine Matulich, Thomas McGrady and Megan Cardenas.

Needle Nellies raises $5,600 for Georgetown Fire volunteers

News release

The Needle Nellies visited the Georgetown Volunteer Fire Department's Oct. 9 training meeting to present yet another donation to the volunteers.

With this year's donation of $5,600, the Needle Nellies have donated a grand total of $96,000 to the volunteers throughout the years.

Georgetown Fire says, "We certainly will miss their contributions to the Volunteers and the Divide and wish them all the best in their upcoming adventures."

Courtesy photo

Georgetown Fire Chief Glenn Brown, left, and Garden Valley Fire Chief Wes Norman will lead the El Dorado Regional Fire Authority.

Brown, Norman named inaugural heads of regional fire authority

News release

The El Dorado Regional Fire Authority (Garden Valley, Georgetown, Mosquito and Rescue fire protection districts) on Oct. 3 named Georgetown Fire Chief Glenn Brown its inaugural fire chief and Garden Valley Fire Chief Wes Norman was named assistant fire chief.

"It is always an honor to be the first of anything and especially so in the fire service," said Brown.

"We are all very excited of the upcoming opportunities to work together and continue to build on the great relationships we have with each other and for me personally to work with my friend Chief Norman."

This new fire authority was developed to take advantage of improved communication and partnerships that will reduce expenses and increase productivity and services to the residents of the four fire districts.

Oct. 3 saw the second meeting of EDRFA. The next meeting is scheduled for Nov. 7 at 9:30 a.m. with the site to be determined. It will be posted on the EDRFA website, EDRFA.com.

Hearts 4 Heroes: Pawed healers bring relief

Kat Mendenhall
Nov 2, 2023

Roy the fire dog hangs out with handler Garden Valley Fire Chief Wes Norman. Photo by Kat Mendenhall
Kat Mendenhall

There are times when something new comes along that is so great those who benefit wonder, "Where have you been all of my life?"

Hearts 4 Heroes USA nonprofit is one of those.

To say that H4H supports the mental health of first responders using special therapy dogs as part of its Paw Platoon Placement Program minimizes the amazing transformative work these dogs perform. For those who have pets — those who have had times when animals have inexplicably healed a heart in a moment — there are no words. These dogs have an innate understanding of what is needed. When doing their work they have been described as "working a room" and know who needs their help and they have gone to that person.

In physiological terms a dog's presence lowers blood pressure, reduces anxiety and stress and can technically be described as oxytocin release. They are like antidepressants without needing a pill. When going into a group environment where tensions may be high, the pawed healers act like an ice breaker as people are drawn to them and often forget about the aggravation they may have entered with.

Having witnessed a moment when Roy, the H4H dog serving the Garden Valley Fire Protection District interacted with his handler Garden Valley Fire Chief Wes Norman, it was such a peaceful, loving and tender moment. Roy laid his head on the chief's lap and the pain of the world diminished.

These dogs are not traditional service dogs as service dogs assist with their owner's special needs 24/7. H4H dogs are dogs specially trained and called into service when necessary.

These dogs are trained at a very young age to respond to their environment and handlers in a particular way. For example, when these dogs are in service at a fire house they have been trained to deal with the chaos when there is a call, they know when to go crate themselves, they know how to deal with the related emotion.

At the Rescue Fire Department H4H dog Ash is at Capt. Brett Jones' side. "This program is lifesaving," said Jones, who became a firefighter more than 20 years ago and added, "Mental health was not talked about. About five years ago we recognized we had to find ways to cope." First responders see events in their daily work that most people won't see in their lifetime and it's important to find ways to handle this stress.

H4H was founded by Shelley Martell, the wife of a Contra Costa County first responder who has been in service more than 40 years. They lost their dog through a traumatic experience and it had a profound effect on her husband. As a result, she saw the need for help for first responders, something deeper than traditional therapy and peer work, and found the answer was a unique category of dogs.

H4H dogs are trained as puppies and carefully selected for the traits that work perfectly in the program. It was determined Bernedoodles, Labradoodles, goldendoodles and goldendoodle minis fit the bill. These dogs weigh 30-50 pounds and they are the ideal size for the work. Their coats are hypoallergenic, enabling them to be around allergy-sensitive people. The breeds are friendly, intelligent, easy to train and they love people. Trainers start working with puppies as young as eight weeks. H4H pups have been placed with fire departments, police departments and hospitals.

Meet Roy and Ash

Roy the firehouse dog is an 8-month-old mini goldendoodle and was donated to Garden Valley Fire by H4H. Roy was named after loved and respected Garden Valley Fire Chief Roy Buchmiller, who passed away last year. Roy has been with Norman and GVF since February and comes to work with Norman every day. He has thoroughly planted his sweet loving spirit in the hearts of those at the fire station and in the community. Roy will sometimes remain at the department overnight to accompany the overnight duty watch. The plan is to get Roy trained so he is certified as a peer support therapy dog, also to get Roy fully certified as a full-fledged service dog. This training usually takes a year or two.

When seeing Roy at the park he is pure puppy but when his fire dog vest goes on he knows it's time to work. "Roy is very smart and he has been easy to train," noted Norman. Roy has fit in well with Norman's family too. They have kids and a family dog at home, and Roy fits right in.

All services necessary for Roy are supplied on the Divide. The community has been very generous in its support of Roy; Garden Valley Feed donated food and Black Oak Animal Hospital has been been generous in grooming Roy, a task that is a necessity every few weeks.

Ash is a Bernedoodle. Jones has had Ash since December 2022 and she is with him every day, even joining in on family vacations. Ash and Jones attend therapy dog training every Saturday at Foothill Dog Rescue. Every couple weeks they are part of a group that visits public venues so the dogs can be used to being around each other.

Ash is very much part of Jones' family life, with his 16-year-old daughter being in love with the pooch. The family's two miniature schnauzers are buddies with Ash; they are a lot smaller than Ash, so Ash dictates play time.

But Like Roy, Ash knows when she is on the job. "One thing I noticed when she has her vest on she is in work mode then we go home and she is in puppy mode and wants to play," Jones shared. "The only training I did with her was sit and stay. She learned to go in the crate on her own."

When there is a fire or Jones goes on a call where Ash is not able to accompany him, she will go into her crate. If Jones has to leave for an extended period of time his wife is the backup handler and she will tend to Ash.

Ash and Jones are working on getting an evaluation from Pet Partners that would certify the Rescue Fire's pup to visit hospitals.

As fire departments often struggle with funding these days one of the big jobs H4H makes sure of is that ongoing care of these dogs is handled through fundraisers and the fire departments don't pay anything. H4H pays for insurance for the dog and handler, food, grooming, vet bills and more

Individual handlers also have found donors to help. Jones has been taking his dogs to Wiggles Dog Grooming for years and Wiggles now donates grooming care for Ash. The Rescue Volunteer Fire Association has fallen in love with Ash and sponsors her dog food.

The H4H organization is growing and Martell is setting up chapters in other states.

Hearts 4 Heroes USA welcomes donations. Each dog in the program has its own Instagram account. Find Ash @ashthefiredog83 and Roy @firedogroy. Find more information on the organization's website at hearts4heroesusa.org or call (916) 803-3289.

Photo courtesy of Georgetown Fire

Fire Chief Glenn Brown, left, and Engineer Andrew Gregory model Breast Cancer Awareness shirts and gloves.

Georgetown Fire goes pink for cancer awareness

News release

October is Breast Cancer Awareness month. Georgetown firefighters have changed their colors for October. Many firefighters have chosen to wear uniform shirts that have swapped out the normal red lettering "GEORGETOWN FIRE" for pink lettering. They have also swapped out their normal blue medical gloves for pink.

"This is a small way for us to recognize and honor those that have fought and will continue to fight the breast cancer fight," stated Georgetown Fire Chief Glenn Brown. "This is very near and dear to me. I lost my mom to breast cancer in January of 1994."