



MONTE RIO FIRE PROTECTION DISTRICT

P.O. Box 279 • Monte Rio, CA 95462 • (707) 865-2067

Fire Chief • Steve Baxman • www.monteriofire.org

NOTICE & AGENDA OF THE BOARD OF DIRECTORS REGULAR MEETING Monday, November 16, 2020 6:00 PM

Consistent with the California Governor's Executive Order N-29-20 promoting social distancing, there will be no physical or in-person meeting location available to the public. Instead, the meeting will be conducted by teleconference. The meeting will be accessible for all members of the public to attend and give public comment.

Web URL: <https://uso2web.zoom.us> Meeting ID: 880 0429 4273 Passcode: 497517
Phone (audio only): (669) 900-6833 Meeting ID: 880 0429 4273 Passcode: 497517

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE
2. APPROVAL OF AGENDA (changes, additions, or deletions) (*Action Item*)
3. PUBLIC COMMENT ON ITEMS NOT AGENDIZED
*Any citizen wishing to speak to the Board on any item **not listed on the Agenda** may do so under public comment. All presentations made under public comment are normally restricted to three (3) minutes in length per meeting unless the Board Chair specifically authorizes additional time.*
4. APPROVAL OF MINUTES (*Action Item*)
 - a. October 19, 2020 Regular Meeting
5. CORRESPONDENCE
6. OLD BUSINESS
 - a. Policies & Procedures (*Discussion Item, possible Action Item*)
 - b. Consolidation Ad Hoc Committee Report (*Discussion Item*)
 - c. Forest Management (*Discussion Item, possible Action Item*)
7. NEW BUSINESS
 - a. Filling Board Vacancies (*Discussion Item, possible Action Item*)
8. TREASURER'S REPORT
9. CHIEF'S REPORT
10. PRESIDENT'S REPORT
11. DIRECTOR'S REPORT



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12. SECRETARY/CLERK'S REPORT

13. ADJOURNMENT

Accessible Meeting Information

The Monte Rio Community Center meeting room is accessible to persons using wheelchairs and other assistive mobility device.

Please make your requests for documents in alternative format (large font or Braille) or additional accommodations such as sign language interpretation or real-time captioning to District Administrative Staff, Tiffanie Palmer at (707) 823-1089 (Voice), call **711 for the free Telecommunications Relay Service**, or e-mail tpalmer@goldridgefire.org.

Requesting accommodations at least 72 hours prior to the meeting will help to ensure availability.

At the discretion of the Board, all items appearing on this agenda, whether or not expressly listed for action, may be deliberated and may be subject to action by the Board.

CERTIFICATION OF POSTING

I certify that I posted a copy of the foregoing agenda at the regular meeting place of the Board of Directors of the Monte Rio Fire Protection District at least 72 hours in advance of the meeting of the Board of Directors. (Government Code Section 54954.2).

/s/_____



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BOARD OF DIRECTORS MEETING MINUTES

Via Zoom Video Conference

Monday, October 19, 2020 6:00 p.m.

1. **CALL TO ORDER** – The regular meeting of the Board of Directors of the Monte Rio Fire Protection District was called to order by President Dan Fein at 6:05PM. Roll Call of Directors: Dan Fein, Tim Cahn, Josh Dale, and Geff Smith.
2. **APPROVAL OF AGENDA** – Motion to approve the agenda; motion passed unanimously.
3. **PUBLIC COMMENT ON ITEMS NOT AGENDIZED** – Michele McDonell and on behalf of her family; thanked Chief Baxman and the team for keeping everyone safe. Colleen from California Special Districts Association checking in to see if there are any additional services needed. Rhiann wanted to let the community know about the Wonderland Radio Hour Project upcoming program will have a segment to honor MRFPD 100-year anniversary!
4. **APPROVAL OF MINUTES**
 - a. September 21, 2020 Regular Board Meeting – Motion to approve Tim Cahn seconded by Geff Smith.
5. **CORRESPONDENCE**
 - a. Email exchange between Dan Fein and the county regarding filling the board vacancies.
6. **OLD BUSINESS**
 - a. Hiring Update – we have hired two people so far, we had three, but one backed out. We have 3-0 staffing almost every day.
 - b. Policies & Procedures – Tim have been working through the Lexipol documents; focusing on the personnel policies first then continue until all are done.
 - c. Consolidation Ad Hoc Committee Report – all meetings are on hold for the time being. There was a small meeting with Occidental but that seemed to have been a dead-end road. Cazadero and Fort Ross met with Mark Bramfitt from LAFCO and shared their concerns and wanted to know what the future might look like. There is nothing to happen with LAFCO for the rest of the year.
7. **NEW BUSINESS**
 - a. Filling Board Vacancies – deadlines for filing came and went so there was no election. Supervisor Hopkins can either appoint people or we can go through the normal vacancy procedures to appoint. Bill suggested that we post or vacancies and accept applications for board positions and go through normal procedures. Josh Dale motioned to approve Bill Ross' suggestion; this was seconded by Tim Cahn.
 - b. Surplus Vehicles – Chief Baxman suggested we surplus two apparatus that are not being used. One being 1994 Ford, engine number 5474 and 1992 International, engine



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number 5430. Josh motioned to approve to surplus these vehicles; seconded by Geff Smith.

- c. Forest Management – Josh Dale suggested we start trimming trees and fixing fire breaks. Possibly hiring dozers to come in and do it. Chief Baxman expressed concerns about the private property owners and getting the permission from landowners as well as the money to hire people to do this. Baxman suggested we try and partner with Fire Safe Sonoma to see what kinds of resources we can get.

8. TREASURER'S REPORT

9. CHIEF'S REPORT – Chief Baxman

- a. 603 calls to date. More vegetation fires than we have ever had.
- b. The association has really been helping purchased new lockers downstairs and upstairs.

10. PRESIDENT'S REPORT

- a. Nothing to report

11. DIRECTOR'S REPORT

- a. Nothing to report

12. SECRETARY/CLERK REPORT

- a. Nothing to report

13. ADJOURNMENT – Motion to approve: Director Josh Dale; motion passed unanimously. The Board was adjourned at 7:11PM

MINUTES READ, APPROVED & ACCEPTED

Respectfully submitted,

/s/ _____ President Fein

/s/ _____ Director Casini

/s/ _____ Director Dale

/s/ _____ Director Cahn

/s/ _____ Director Smith

Recruitment and Selection

1000.1 PURPOSE AND SCOPE

Best Practice

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

1000.2 POLICY

Best Practice

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

1000.3 RECRUITMENT

Best Practice

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

The strategy should include:

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

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

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

1000.4 SELECTION PROCESS

State

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Recruitment and Selection

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

- A comprehensive application for employment (including previous employment, references, current and prior addresses, education, and military record)
- Driving record
- Reference checks
- Employment eligibility, including U.S. Citizenship and Immigration Services (USCIS) Employment Eligibility Verification Form I-9 and acceptable identity and employment authorization documents consistent with Labor Code § 1019.1 (documentation may be requested upon hire)
- Information obtained from public internet sites
- Financial history consistent with the Fair Credit Reporting Act (FCRA) and Investigative Consumer Reporting Agencies Act (ICRAA) (15 USC § 1681 et seq.; Civil Code § 1786.12)
- Local, state, and federal criminal history record checks following a conditional offer of employment unless otherwise required by law
- Polygraph or voice stress analyzer examination (when legally permissible) (Labor Code § 432.2)
- Medical and psychological examination (may only be given after a conditional offer of employment)
- Review board or selection committee assessment

1000.4.1 VETERAN PREFERENCE

State

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

1000.5 EMPLOYMENT STANDARDS

Best Practice

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

Validated, job-related, and nondiscriminatory employment standards shall be established for each job classification and shall minimally identify the training, abilities, knowledge, and skills required to perform the position's essential duties in a satisfactory manner (see the Position Descriptions

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Policy). Each standard should include performance indicators for candidate evaluation. The Administration should maintain validated standards for all positions.

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

1000.5.1 STANDARDS FOR FIREFIGHTERS

Best Practice

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

- (a) Be at least 18 years of age by the closing date of the recruitment period.
- (b) Be in possession of a high school diploma or a General Equivalency Diploma (GED).
- (c) Have good vision in both eyes, with the ability to distinguish Occupational Safety and Health Administration (OSHA) color codes for hazardous materials (e.g., blue, red, yellow, white), and have no depth or peripheral vision impairment.
- (d) Meet the objectives and minimum standards established in the International Association of Fire Chiefs (IAFC)/International Association of Fire Fighters (IAFF) Fire Service Joint Labor Management Wellness-Fitness Initiative or similar validated health screening process.
- (e) Meet the minimum standards established by the National Fire Protection Association (NFPA).
- (f) Be in possession of, or have the ability to obtain, a valid state driver license in the class required for the position sought.
- (g) Be a U.S. citizen or have proof of a legal right to work in the U.S.

1000.6 BACKGROUND INVESTIGATION

Best Practice

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

1000.6.1 NOTICES

Federal

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

1000.6.2 CRIMINAL BACKGROUND INFORMATION

Best Practice

Criminal background information, whether directly from criminal offender record information (CORI) or provided by a third party, may have restrictions on the access, use, security, and release

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of the information. The Administration Division shall establish procedures to ensure compliance with any applicable requirements and security limitations (Government Code § 12952).

1000.6.3 REVIEW OF SOCIAL MEDIA SITES

State

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

The Administration Officer in Charge should consider utilizing the services of an appropriately trained and experienced third party to conduct open source, internet-based searches and/or review information from social media sites to ensure that:

- The legal rights of candidates are protected.
- Material and information to be considered are verified, accurate, and validated.
- The District fully complies with applicable privacy protections and local, state, and federal law.

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

1000.6.4 RECORDS RETENTION

Best Practice

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

1000.6.5 DOCUMENTING AND REPORTING

Best Practice

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

1000.7 DISQUALIFICATION GUIDELINES

Best Practice

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

- Age at the time the behavior occurred
- Passage of time
- Patterns of past behavior

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- Severity of behavior
- Probable consequences if past behavior is repeated or made public
- Likelihood of recurrence
- Relevance of past behavior to public safety employment
- Aggravating and mitigating factors
- Other relevant considerations

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

1000.8 TRAINING

State

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

1000.9 RETENTION

Best Practice

The primary focus should be on hiring those who are the best fit for a particular position. In order to retain quality members, the District should:

- Seek member input on retention strategies.
- Develop a workplace that respects, encourages, and enables a work/life balance.
- Facilitate training and career development opportunities.
- Develop and maintain quality supervisors.
- Provide regular and meaningful performance feedback.
- Promote an environment where members are able to speak freely.
- Treat members fairly, equitably, and consistently.
- Consider ways to reward excellent performance.
- Follow up on any feedback acquired during an exit interview process.

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

Performance Evaluations

1001.1 PURPOSE AND SCOPE

Discretionary

The objective of the evaluation system is to record work performance for both the District and the employee, giving recognition for good work and providing a guide for improvement where needed. The employee performance evaluation report is a gauge in measuring performance and is used for making personnel decisions relating to merit increase, promotion, reassignment, discipline, demotion and termination. The report also provides a guide for mutual work planning and review and an opportunity to convert general impressions into a more objective history of work performance based on job standards.

1001.2 POLICY

Discretionary

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

1001.3 PROCEDURE

Discretionary

Within one year of appointment to a supervisory position, all supervisors should attend an approved supervisory course that includes training on the completion of performance evaluations.

Each evaluation will cover a specific time period and should be based on the employee's performance during that period. At the beginning of the rating period, each supervisor should discuss the tasks of the position, standards of performance expected and the evaluation rating criteria with each employee. When a non-probationary employee's job performance falls below the established standards of the job, the supervisor should, as soon as practicable but at least 90 days prior to the end of the annual evaluation period, advise the employee in writing in order to provide an opportunity for the employee to improve performance. The involved employee should be provided the opportunity to initial any such writing and respond in writing within 30 days, if desired. Failure to meet established performance standards is justification for an unsatisfactory rating. Rating factors that are not observed are assumed to be performed at a standard level.

The performance evaluation report will be completed by the employee's immediate supervisor. Other supervisors directly familiar with the employee's performance during the rating period should be consulted by the immediate supervisor for their input.

1001.4 FULL-TIME PROBATIONARY EMPLOYEES

Discretionary

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Performance Evaluations

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

1001.5 FULL-TIME PERMANENT STATUS EMPLOYEES

Discretionary

Permanent employees are subject to three types of performance evaluations:

Regular - A performance evaluation report shall be completed once each year by the employee's immediate supervisor on the anniversary of the employee's date of hire, except for employees who have been promoted. In the case of promotion, a performance evaluation report shall be completed on the anniversary of the employee's date of last promotion.

Transfer - If an employee is transferred from one assignment to another in the middle of an evaluation period and less than six months have transpired since the transfer, an evaluation shall be completed by the current supervisor with input from the previous supervisor.

Special - A special evaluation may be completed any time the rater and the rater's supervisor believe one is necessary due to employee performance deficiencies. Generally, the special evaluation will be used to document areas of performance deemed less than standard when follow-up action is planned (e.g., action plan, remedial training, retraining). The evaluation form and associated documentation shall be submitted as one package.

1001.5.1 RATINGS

Discretionary

Outstanding - Performance that is well beyond that expected or required in the standards for the position. It is exceptional performance, definitely superior or extraordinary.

Exceeds standards - Performance that is better than expected of a fully competent employee. It is superior to what is expected or required by the standards for the position but is not of such rare nature to warrant outstanding.

Meets standards - Performance expected of a fully competent employee and meets the standards required of the position.

Needs improvement - Performance that is less than that expected of a fully competent employee and less than the standards required of the position. A needs improvement rating should be thoroughly discussed with the employee and include a structured plan intended to improve performance, with short interval interim evaluations.

Unsatisfactory - Performance that is inadequate or undesirable, intolerable and inferior to the standards required of the position.

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Performance Evaluations

Written comments should be used by the rater to document the employee's strengths, weaknesses and make any suggestions for improvement. Any job dimension rating marked unsatisfactory or outstanding should be substantiated in the rater comments section.

1001.6 EVALUATION INTERVIEW

Discretionary

When a supervisor has completed the preliminary evaluation arrangements shall be made for a private discussion of the evaluation with the employee. The supervisor should discuss the results with the employee and answer any questions the employee may have. If the employee has valid and reasonable protests of any of the ratings, the supervisor may make appropriate changes to the evaluation. Areas needing improvement and goals for reaching the expected level of performance should be identified and discussed. The supervisor should also provide relevant counseling regarding advancement and training opportunities. The supervisor and employee will sign and date the evaluation. Permanent employees may also write comments in the employee comments section of the performance evaluation report.

1001.6.1 DISCRIMINATORY HARASSMENT FORM

Discretionary

At the time of the annual evaluation, the reviewing supervisor shall require the employee to read the District and district harassment and discrimination policies. Following such a review, the supervisor shall provide the employee a form to be completed and returned by the employee, certifying:

- (a) That the employee understands the harassment and discrimination policies.
- (b) Whether any questions the employee has have been sufficiently addressed.
- (c) That the employee knows how and where to report harassment policy violations.
- (d) Whether the employee has been the subject of, or witness to, any conduct that violates the discrimination or harassment policy and that has not been previously reported.

The completed form should be returned to the supervisor (or other authorized individual if the employee is uncomfortable returning the form to the presenting supervisor) within one week.

The employee's completed form shall be attached to the performance evaluation report. If the employee has expressed any questions or concerns, the receiving supervisor or other authorized individual shall ensure that appropriate follow-up action is taken.

1001.7 EVALUATION REVIEW

Discretionary

After the supervisor finishes the discussion with the employee, the signed performance evaluation report should be forwarded to the rater's supervisor for review.

The second-level supervisor should review the evaluation for fairness, impartiality, uniformity, and consistency, and evaluate the first level supervisor on the quality of the ratings provided to employee.

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Performance Evaluations

1001.8 RECORDS MANAGEMENT

Discretionary **MODIFIED**

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

Promotions and Transfers

1002.1 PURPOSE AND SCOPE

Discretionary

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

1002.2 POLICY

Discretionary

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

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

1002.3 GENERAL REQUIREMENTS

Discretionary **MODIFIED**

The following conditions are guides for ~~will be used in~~ evaluating members for promotion and transfer:

- (a) Presents a professional, neat appearance
- (b) Maintains a physical condition which aids in their performance
- (c) Demonstrates the following traits:
 - 1. Emotional stability and maturity
 - 2. Stress tolerance
 - 3. Sound judgment and decision-making ability
 - 4. Personal integrity and ethical conduct
 - 5. Leadership
 - 6. Initiative
 - 7. Adaptability and flexibility
 - 8. Ability to conform to organizational goals and objectives in a positive manner

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Promotions and Transfers

1002.4 TRANSFERS

Discretionary

The following position is defined as a transfer and is not considered a promotion:

- Fire Chief

1002.4.1 DESIRABLE TRANSFER QUALIFICATIONS

Discretionary

The following qualifications are considered for transfer:

- Three years of experience
- Completion of the probationary period with the Monte Rio Fire Protection District
- Expressed interest in the transfer position
- Education, training and demonstrated abilities in areas related to the transfer position
- Completion of any local, regional, or national training or certification for the transfer position

1002.4.2 TRANSFER CRITERIA

Discretionary

The following criteria apply to transfers:

- (a) Administrative evaluation as determined by the Fire Chief. This shall include a review of supervisor recommendations. Each supervisor who has supervised or otherwise been involved with the candidate should submit these recommendations.
- (b) The supervisor recommendations should be submitted to the Officer in Charge for whom the candidate will work. The Officer in Charge should schedule interviews with each candidate.
- (c) Based on supervisor recommendations and those of the Officer in Charge after the interview, the Officer in Charge should submit his/her recommendation to the Fire Chief.
- (d) Transfers will be made by the Fire Chief.

The policy and procedures for all positions may be waived for temporary assignments, emergency situations or for training.

1002.5 PROMOTIONS

Discretionary

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

1002.6 FIRE CHIEF RESPONSIBILITIES

Discretionary

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Promotions and Transfers

It is the responsibility of the Fire Chief to maintain a training file on each member of the District. Any relevant training certificate or certification document submitted to the District by a member should be permanently retained in the member's training file.

Position Descriptions

1003.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to establish a comprehensive description of overall duties and responsibilities of each rank or job classification within the District.

1003.2 POLICY

Best Practice

It is the policy of the Monte Rio Fire Protection District to develop unique position descriptions for each assignment within an established rank or classification.

1003.3 PROCEDURE

Best Practice

The Administration will generally develop and maintain classification specifications (e.g., firefighter, fire captain, Duty Officer). Within the classification specifications there may be multiple assignments. The descriptions will detail the unique duties and responsibilities of each assignment.

Position descriptions may be included in collective bargaining agreements.

Position descriptions should be considered living documents and should be reviewed and evaluated for modification. This should occur at least annually and any time duties or expectations of a specific position substantially change.

Classification Specifications

1004.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to establish the origin and maintenance processes of the job classifications applicable to the Monte Rio Fire Protection District.

1004.2 POLICY

Best Practice

It is the policy of the Monte Rio Fire Protection District to coordinate with the Administration for the development of job classifications unique to fire service.

1004.3 PROCEDURE

Best Practice **MODIFIED**

The Fire Chief will develop, update and maintain the job classifications. These should identify the duties and responsibilities, authority, reporting requirements and chain of command for the member; and should include expected working hours, attire and working location.

1004.3.1 POSITION DESCRIPTIONS

Best Practice

Multiple position descriptions may be needed for each job specification (e.g., a captain assigned to the Administration will have the same job specification, but will have a considerably different position description than a captain assigned to the Operations Division). Position descriptions may be addressed in the contracts with the various employee groups or in the Position Descriptions Policy.

Career Tracks

1005.1 PURPOSE AND SCOPE

Discretionary

The purpose of this policy is to establish specific career tracks for each classification specification within the Monte Rio Fire Protection District.

1005.2 POLICY

Discretionary

It is the policy of the Monte Rio Fire Protection District to ensure that each member is provided to the full extent, and without any limitation, the same access to advancement available to other members in each classification specification. To increase member job satisfaction and retain quality members, the District shall ensure each member understands his/her career track and the opportunity for career advancement. A career track change may also be available, if the member obtains additional education, certification or licensing, which could open other opportunities.

1005.3 PROCEDURE

Discretionary

The Monte Rio Fire Protection District Administration shall maintain all information on classification specifications, promotional opportunities and career tracks.

Fire Officer Development

1006.1 PURPOSE AND SCOPE

Discretionary

The purpose of this policy is to define the required and recommended competencies in the Monte Rio Fire Protection District Fire Officer Development program.

1006.2 POLICY

Discretionary

It is the policy of the Monte Rio Fire Protection District to utilize national, state and regionally recognized standards and certification programs to train and develop members' knowledge, skills and abilities for supervisory roles.

Educational Incentives

1007.1 PURPOSE AND SCOPE

Discretionary

The purpose of this policy is to identify the educational incentives available to Monte Rio Fire Protection District members pursuant to the collective bargaining agreement and to establish a system of accessing the benefits.

1007.2 POLICY

Discretionary

It is the policy of the Monte Rio Fire Protection District that the educational incentives established in the collective bargaining agreements with its members shall be available to all members who meet the defined requirements.

Tuition Reimbursement

1008.1 PURPOSE AND SCOPE

Discretionary

The District appreciates and encourages members who are willing to devote their time to education and training. This tuition reimbursement policy is intended to encourage members to become better qualified for their present duties and to prepare for advancement within the Monte Rio Fire Protection District by taking courses from an accredited institution.

1008.2 POLICY

Discretionary

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

1008.2.1 ELIGIBILITY

Discretionary

Tuition reimbursement eligibility will be limited to full-time employees who have completed at least one probationary period. To be approved, a course must have as its purpose the objective of improving the capacity of the member to perform the duties to which he/she is assigned or to increase his/her readiness to assume broader responsibilities within the realm of public safety. Where practical, members will be encouraged to attend local, public education institutions.

1008.2.2 FUNDS AVAILABILITY

Discretionary

A portion of the employee's costs may be reimbursed in the amount specified by the District. This includes tuition, registration fees, laboratory or similar materials fees, and fees for parking. Specifically excluded are student body fees and fees levied for student services or social activities.

1008.2.3 MAXIMUM CREDIT HOURS PER YEAR

Discretionary

The maximum amount of credit hours that may be claimed for the purpose of tuition reimbursement is determined by the District. Programs with an accelerated course of study leading to a bachelor's, master's or a doctorate degree may be eligible for reimbursement as determined by the Fire Chief but in no case should exceed the limits outlined elsewhere in this policy.

1008.2.4 OTHER CONSIDERATIONS

Discretionary

Correspondence courses are not included in the scope or intent of this policy unless the training is of exceptional value to the District and is not available from any educational institution located within reasonable distance of the Monte Rio Fire Protection District.

Monte Rio Fire Protection District vehicles may not be used for transportation to and from a class and no allowance will be given for mileage or transportation costs.

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Tuition Reimbursement

Class attendance and assignments should be completed on the employee's own time. No compensation in any form will be authorized for class attendance or the completion of class assignments.

In order to request a tuition reimbursement, a grade of satisfactory (e.g., C or better) must be achieved for undergraduate courses and a grade of above average (e.g., B or better) must be achieved for graduate courses.

1008.3 PROCEDURE

Discretionary

Approval of the Fire Chief or the authorized designee should be obtained in advance of enrollment. To request reimbursement, satisfactory evidence of fees paid, other allowable expenses and proof of satisfactory completion of the course must be submitted to the Fire Chief for approval and then forwarded for processing of the payment. Copies of diplomas, certificates or grade notices shall be retained in the employee's file.

1008.4 RESPONSIBILITY

Discretionary

The Administration is responsible for District-wide administration and coordination of this policy. The District should use this policy for employee development in keeping with city goals and with the current and anticipated district needs. The Fire Chief should administer this policy for the employees within the limits of the funds that have been allocated for this purpose.

1008.5 RECORDS

Discretionary

The Fire Chief should retain all records of training completed by employees in accordance with established records retention schedules.

1008.6 TAX CONSIDERATIONS

Discretionary

It is highly recommended that employees receiving a reimbursement consult with their tax adviser. Tuition reimbursement may be considered taxable income in some instances. The District will report tuition reimbursement payments to the Internal Revenue Service (IRS) in accordance with state and federal tax codes.

Reporting for Duty

1009.1 PURPOSE AND SCOPE

Best Practice

This policy describes the district's expectations of its employees when reporting for duty, to ensure that all members are fully capable of functioning in their capacity.

1009.2 POLICY

Best Practice

It is the policy of this district to maintain sufficient staffing levels to provide efficient and quality services to the community and to provide for the safety its members.

1009.3 PUNCTUALITY

Best Practice

All members should be punctual and be ready to immediately perform their duties at the assigned time. Those with unexcused absences of more than 60 minutes will be considered absent without leave.

It is the member's responsibility to contact his/her station and/or immediate supervisor if the member is not going to arrive in time to relieve the previous shift on time.

1009.4 RELIEF

Best Practice

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

Company supervisors shall remain on-duty until change-of-crew unless they are relieved or otherwise directed by a Duty Officer. Company supervisors may not be absent from their place of assignment without the specific permission of a Duty Officer.

1009.5 READINESS FOR DUTY

Best Practice

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

1009.6 PERSONAL APPEARANCE

Best Practice

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

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Reporting for Duty

1009.7 CLEANLINESS

Best Practice

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

1009.8 INABILITY TO REPORT FOR DUTY

Best Practice

Members should notify a supervisor of any inability to report for duty at the time required or to perform the full range of regular duties.

1009.9 EMERGENCY RECALL

Best Practice

Upon receipt of an emergency recall, without delay, members should secure and/or stabilize their home and family, and report for duty at the appropriate work location. Members shall recognize the potential for emergency recall and take measures in advance to properly prepare their families. Except when otherwise instructed, members should travel as safely as possible to their normal work assignment once they have received the notice of recall. Members may not refuse an emergency recall notice. Members shall not leave their duty assignments until properly relieved. Members shall follow the procedures detailed in the Emergency Recall Policy.

1009.10 RELIEVED FROM DUTY FOR VIOLATIONS

Best Practice

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

Emergency Recall

1010.1 PURPOSE AND SCOPE

Best Practice

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

1010.1.1 DEFINITIONS

Best Practice MODIFIED

Definitions related to this policy include:

Automatic aid - Apparatus and firefighters who are dispatched automatically by contractual agreement between two fire departments, communities or fire districts.

Mutual aid - Apparatus and firefighters who are dispatched, upon request, by the responding fire department based on a mutual aid contract - ~~Mutual aid is defined by a signed contractual agreement~~ between the Monte Rio Fire Protection District and neighboring jurisdictions.

1010.2 POLICY

Best Practice

It is the policy of the Monte Rio Fire Protection District to provide sufficient resources at the scene of an emergency to reasonably provide for the safety of the employee's working at the scene, and to ensure adequate resources are available for additional emergency calls. In some instances this may require the emergency recall of employees.

1010.3 PROCEDURES

Best Practice

The Fire Chief or any other Chief Officer or Duty Officer may initiate an emergency recall by providing the Dispatch Center or other designated resource with brief information regarding the emergency, where members are to report for duty and the name or names of personnel required.

1010.3.1 TRIGGERING INCIDENTS

Best Practice

The types of incidents that may require the initiation of an emergency recall include, but are not limited to:

- One major incident affecting a localized or widespread area.
- Two or more incidents causing a high demand for resources at different locations.
- Numerous incidents causing a peak demand on the entire resource system.
- Any time an emergency recall is ordered by the Fire Chief or the authorized designee.

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Emergency Recall

1010.3.2 THE DISPATCH CENTER RESPONSIBILITIES

Best Practice

The Fire Chief or the authorized designee should be responsible for developing and implementing an emergency recall procedure that complies with state and federal laws and collective bargaining agreements. Dispatch or another designated resource should follow the established procedure when implementing an emergency recall.

1010.3.3 FIREFIGHTER RESPONSIBILITIES

Best Practice

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

1010.3.4 EXCEPTIONS

Best Practice

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

1010.4 OTHER RESOURCES

Best Practice

If sufficient resources cannot be assembled by an emergency recall, the District may consider other options such as:

- Automatic aid
- Mutual aid
- Chief officers

Overtime

1011.1 PURPOSE AND SCOPE

Discretionary

The purpose of this policy is to identify the use and management of overtime by Monte Rio Fire Protection District members and to establish an overtime payment request process.

1011.2 POLICY

Discretionary

It is the policy of the Monte Rio Fire Protection District to maintain a degree of flexibility concerning the overtime policy due to the nature of fire service work and the needs of the District.

1011.3 PROCEDURE

Discretionary

Overtime may be available due to unforeseen personnel absences, emergency incidents or constant staffing requirements. The Fire Chief or the authorized designee should develop a plan for the fair distribution of both the workload and the income opportunity if a plan is not stipulated in the collective bargaining agreement. The plan should consider the District's interest in managing overtime costs.

Any instance of work that requires overtime payment shall be approved in advance by a supervisor. If circumstances do not permit prior approval, then approval shall be sought as soon as practicable during the overtime shift and in no case later than the end of shift in which the overtime is worked.

Members classified as non-exempt by the Fair Labor Standards Act (FLSA) are not authorized to volunteer work time to the District. Non-exempt members who work authorized overtime either by payment of wages as agreed and in effect through the collective bargaining agreement or by the allowance of accrual of compensatory time off should submit a request for overtime payment as soon as practicable after overtime is worked.

Short periods of work at the end of the normal duty day (e.g., less than one hour in duration) may be handled unofficially between the supervisor and the member by flexing a subsequent shift schedule to compensate for the time worked, rather than by submitting a request for overtime payment. If the supervisor authorizes or directs the member to complete an overtime request for such a period, the member shall comply.

The individual member may request compensatory time in lieu of receiving an overtime payment. However, the member may not exceed the number of hours allowed by the collective bargaining agreement or District rules and regulations.

1011.4 OVERTIME COMPENSATION REQUESTS

Discretionary

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Overtime

Employees should submit all overtime compensation requests to their immediate supervisor as soon as possible for verification and approval. Failure to submit an overtime compensation request in a timely manner may result in discipline.

Supervisors should verify the overtime worked prior to approving the request for compensation.

1011.5 ACCOUNTING FOR OVERTIME

Discretionary

Members should record the actual time worked in an overtime status. In some cases, a collective bargaining agreement may stipulate that a minimum number of hours will be paid. In such cases, the supervisor should enter the actual time worked.

1011.5.1 ACCOUNTING FOR PORTIONS OF AN HOUR

Discretionary

When accounting for less than a full hour, time worked shall be rounded up to the nearest quarter of an hour, as indicated below:

TIME WORKED	INDICATE ON CARD
1 to 15 minutes	¼ hour
16 to 30 minutes	½ hour
31 to 45 minutes	¾ hour
46 to 60 minutes	1 hour

1011.5.2 VARIATION IN TIME REPORTED

Discretionary

Where two or more members are assigned to the same incident or activity, and the amount of time for which payment is requested varies between the members, the Duty Officer or other approving supervisor may require each member to include the reason for the variation.

Discriminatory Harassment

1012.1 PURPOSE AND SCOPE

Federal

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

1012.2 POLICY

Federal **MODIFIED**

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

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

1012.3 DEFINITIONS

Federal

Definitions related to this policy include:

1012.3.1 DISCRIMINATION

Federal

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

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

Conduct that may, under certain circumstances, constitute discriminatory harassment can include making derogatory comments; making crude and offensive statements or remarks; making slurs or off-color jokes; stereotyping; engaging in threatening acts; making indecent gestures, pictures, cartoons, posters, or material; making inappropriate physical contact; or using written material or

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Discriminatory Harassment

district equipment and/or systems to transmit or receive offensive material, statements, or pictures. Such conduct is contrary to district policy and to a work environment that is free of discrimination.

1012.3.2 RETALIATION

Federal

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

1012.3.3 SEXUAL HARASSMENT

Federal

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

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

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

1012.3.4 ADDITIONAL CONSIDERATIONS

Federal

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

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

1012.4 RESPONSIBILITIES

Best Practice **MODIFIED**

This policy applies to all district members who shall follow the intent of these guidelines in a manner that reflects district policy, professional standards, and the best interest of the Monte Rio Fire Protection District and its mission.

Members are encouraged to promptly report any discriminatory, retaliatory, or harassing conduct or known violations of this policy to a supervisor. Any member who is not comfortable with reporting

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violations of this policy to the member's immediate supervisor may bypass the chain of command and make the report to a higher-ranking supervisor or manager. Complaints may also be filed with the Fire Chief, the Fire Chief, or the Board of Directors.

Any member who believes, in good faith, that the member has been discriminated against, harassed, or subjected to retaliation, or who has observed harassment, discrimination, or retaliation, is encouraged to promptly report such conduct in accordance with the procedures set forth in this policy.

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

1012.4.1 QUESTIONS OR CLARIFICATION

State

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

1012.4.2 SUPERVISOR RESPONSIBILITIES

Best Practice **MODIFIED**

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

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

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1012.4.3 SUPERVISOR'S ROLE

Best Practice

Supervisors and managers shall be aware of the following:

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

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

1012.5 INVESTIGATION OF COMPLAINTS

Best Practice **MODIFIED**

Various methods of resolution exist. During the pendency of any such investigation, the supervisor of the involved member should take prompt and reasonable steps to mitigate or eliminate any continuing abusive or hostile work environment. It is the policy of the Monte Rio Fire Protection District that all complaints of discrimination, retaliation, or harassment shall be fully documented, and promptly and thoroughly investigated.

1012.5.1 SUPERVISOR RESOLUTION

Best Practice

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

1012.5.2 FORMAL INVESTIGATION

Best Practice

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

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

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

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Discriminatory Harassment

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

1012.5.3 ALTERNATIVE COMPLAINT PROCESS

Best Practice

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

1012.6 DOCUMENTATION OF COMPLAINTS

Best Practice **MODIFIED**

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

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

1012.6.1 NOTIFICATION OF DISPOSITION

Best Practice

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

1012.7 TRAINING

Best Practice **MODIFIED**

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

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

1012.7.1 STATE-REQUIRED TRAINING

State

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

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

If the required training is to be provided by the DFEH online training courses, the Fire Chief should ensure that employees are provided the link or website address to the training course (Government Code § 12950).

1012.7.2 TRAINING RECORDS

State **MODIFIED**

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

1012.8 REQUIRED POSTERS

State

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

Conduct and Behavior

1013.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines to prevent activities or behaviors that may lead to disciplinary actions or dismissal.

1013.2 POLICY

It is the policy of this district that its members strive to attain the highest professional standard of conduct and discharge their duties in a courteous and professional manner.

1013.3 PROFESSIONAL CONDUCT

All members should be governed by the ordinary and reasonable rules of behavior observed by law-abiding and self-respecting citizens, and should conduct themselves at all times in such manner as to reflect favorably on the District. Conduct unbecoming a member shall include that which discredits the District or the person as a member of the District or which impairs the operation or efficiency of the District or its members.

All members should conduct themselves in a manner that will not impair the good order and discipline of the District. Members should not, while on-duty, indulge in offensive, obscene or uncivil language, verbal or physical altercations or threats thereof or conduct which might cause injury to another person.

All members of the District should be familiar with the expected standard of behavior, both on- and off-duty.

1013.4 INTERACTION WITH THE PUBLIC

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

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

1013.5 COURTESY TO MEMBERS

Members should be courteous and respectful in their relations with all members of the District. Members shall not use coarse, violent, profane, or insolent language or gestures, and shall not express prejudice or discrimination (Government Code § 12940 et seq.).

1013.6 CONFORMANCE TO LAWS

Members shall obey all laws of the United States and of any state and local jurisdiction in which the member is present.

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Conduct and Behavior

1013.7 DEROGATORY OR MALICIOUS STATEMENTS

Members should not be a party to any malicious gossip, report or activity which would tend to disrupt district morale or bring discredit to the District or any member thereof. Member questions concerning district policy, activities, officers and/or safety issues shall be submitted by official written communication to the member's immediate supervisor.

1013.8 POLITICAL ACTIVITY

Members should not engage in political activities of any kind while on-duty. Members are also prohibited from engaging in any political activity off-duty while wearing any uniform items or equipment that could identify them as members of the District.

1013.9 SEXUAL ACTIVITY

Members should not engage in any sexual activity while on-duty. This includes use of any electronic device to communicate or receive messages, photos or any other content of a sexual or provocative nature.

1013.10 ILLEGAL GAMBLING

Members should not engage or participate in any form of illegal gambling at any time while on-duty. This includes accessing gaming websites from computers or any electronic device, whether district-issued or owned by the member.

1013.11 GIFTS AND GRATUITIES

Members should not solicit or accept any gift, including money, tangible or intangible personal property, or any service, gratuity, favor, entertainment, hospitality, loan, promise, or any other thing of value from any person, business, or organization that is doing business with, or seeking to do business with, the District or the District.

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

1013.12 OFFERS OF DONATIONS AND GIFTS OF THE HEART

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

At no time should a member accept any monetary donation from the public, without directing the donation to the appropriate charitable organization. If a citizen offers a gift of a non-monetary nature, such as food or product, the gift shall be placed in an area of the station or office to be shared by all members.

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

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Conduct and Behavior

1013.13 ABUSE OF POSITION

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

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

1013.14 PUBLIC STATEMENTS AND APPEARANCES

Members should not address public gatherings, appear on radio or television, prepare any articles for publication, act as correspondents to a newspaper or periodical, or release or divulge investigative information or information on any other matter of the District while presenting themselves or in any way identifying themselves as representing the District, without the prior, written approval of the Fire Chief.

1013.15 DISCRIMINATION, OPPRESSION, OR FAVORITISM

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

Personnel Complaints

1014.1 PURPOSE AND SCOPE

State **MODIFIED**

This policy provides guidelines for reporting, investigating, ~~tion~~ and disposing ~~tion~~ of complaints regarding the conduct of members of this district and the service provided by this district. This policy shall not apply to any questioning, counseling, instruction, informal verbal admonishment or other routine or unplanned contact of a member in the normal course of duty, by a supervisor or any other member, nor shall this policy apply to a criminal investigation.

This policy is intended to be applied in accordance with the procedures, rights or status that may be contained in any applicable collective bargaining agreement or policy established by the District's Administration.

The pre- and post-disciplinary procedures set forth in this policy do not apply to complaints against at-will members who are not covered by the Firefighters Procedural Bill of Rights Act (FBOR).

1014.2 POLICY

State

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

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

1014.3 PERSONNEL COMPLAINTS

Best Practice **MODIFIED**

Personnel complaints consist of any allegation of misconduct or improper job performance by any employee that, if true, would constitute a violation of district policy or rule or federal, state or local law. Allegations or complaints may be brought forward by a District member or by any member generated internally or by ~~of~~ the public.

Inquiries about employee conduct or performance that, if true, would not violate district policy or rule or federal, state or local law may be handled informally by a supervisor and shall not be considered a personnel complaint. Such inquiries ~~might generally~~ include clarification regarding policy, procedures or the district's response to specific incidents.

1014.3.1 CLASSIFYING COMPLAINTS

Best Practice

Personnel complaints shall be classified in one of the following categories:

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Personnel Complaints

Informal - A matter in which the member's Duty Officer is satisfied that appropriate action has been taken by a supervisor of rank greater than the accused member. The responsible supervisor shall have the discretion to determine the appropriate manner for resolving the complaint.

Formal - A matter in which a supervisor determines that further action is warranted. Such complaints may be investigated by a supervisor of rank greater than the accused member or referred to the designated district representative, depending on the seriousness and complexity of the investigation.

Incomplete - A matter in which the complaining party either refuses to cooperate or becomes unavailable after diligent follow-up investigation. At the discretion of the assigned supervisor or the designated district representative, such matters need not be documented as personnel complaints but may be further investigated or resolved as a complaint, depending on the seriousness of the complaint and the availability of sufficient information.

1014.4 AVAILABILITY AND ACCEPTANCE OF COMPLAINTS

Best Practice

1014.4.1 AVAILABILITY OF COMPLAINT FORMS

Best Practice MODIFIED

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

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

1014.4.2 SOURCES OF COMPLAINTS

Best Practice MODIFIED

- (a) Members of the public may make complaints **using in** any form **of communication**, including in writing, by email, in person or by telephone.
- (b) Any district member becoming aware of alleged misconduct shall **promptly immediately** notify a supervisor.
- (c) Supervisors shall initiate a complaint based upon **their** observed misconduct or receipt from any source alleging the misconduct of a member **based on personal knowledge** that, if true, could result in disciplinary action.
- (d) Anonymous complaints **and third-party citizen complaints** should **only** be **accepted and** investigated to the extent that sufficient **credible** information is provided.

1014.4.3 RECEIPT OF COMPLAINTS

Best Practice MODIFIED

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Personnel Complaints

All complaints will be courteously received **accepted** by any member and promptly given to the appropriate supervisor. Although written complaints are preferred, a complaint may also be provided **filed** –verbally, either in person or by telephoning the District, and will be received **accepted** by any supervisor. If a supervisor is not immediately available to take a verbal complaint, the receiving member shall obtain contact information sufficient for the supervisor to contact the complainant. The supervisor, upon contact of the complainant, shall complete and submit a complaint form as appropriate.

Although not required, complainants should be encouraged to file complaints in writing and in person so that proper identification, signatures, photographs or physical evidence may be obtained as necessary.

1014.5 COMPLAINT DOCUMENTATION AND TRACKING

Best Practice **MODIFIED**

Supervisors should **all** –ensure that all formal and informal complaints are documented on a complaint form. The supervisor should **all** ensure that the nature of the complaint is defined as clearly as possible.

All complaints and inquiries should be documented in a log that records and tracks complaints. The log shall include the nature of the complaint and the actions taken to address the complaint. On an annual basis, the District should audit the log and send an audit report to the Fire Chief or the authorized designee.

1014.6 DISCIPLINARY INVESTIGATIONS

Best Practice

All allegations of misconduct will be investigated as follows:

1014.6.1 SUPERVISOR RESPONSIBILITIES

State **MODIFIED**

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

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

Supervisors shall be responsible for the following:

- (a) District supervisors should respond to all complaints in a courteous and professional manner.
- (b) A supervisor receiving a formal complaint involving allegations of a potentially serious nature shall ensure that the Duty Officer, Officer in Charge and Fire Chief are notified as soon as practicable.

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- (c) A supervisor receiving or initiating any formal complaint shall ensure that a personnel complaint form has been completed as fully as possible. The original complaint form will then be directed to the Duty Officer of the accused member, via the chain of command. The Duty Officer will forward a copy of the complaint to the Officer in Charge to take any appropriate action and/or assign the complaint for investigation. In circumstances where the integrity of the investigation could be jeopardized by reducing the complaint to writing or where the confidentiality of a complainant is at issue, a supervisor may orally report the matter to the Duty Officer, Officer in Charge or Fire Chief.
- (d) A supervisor investigating any complaint should:
 - 1. Make reasonable efforts to obtain names, addresses and telephone numbers of additional witnesses.
 - 2. When appropriate, provide immediate medical attention and take photographs of alleged injuries as well as accessible areas of non-injury.
- (e) When the nature of a personnel complaint relates to sexual, racial, ethnic or other forms of prohibited harassment or discrimination, the supervisor receiving the complaint shall promptly contact the Administration and the Duty Officer for direction regarding his/her role in addressing the complaint.
- (f) Supervisors who receive a citizen complaint that can be resolved immediately should do so. Follow-up contact with the person who made the complaint should be made within 24 hours of the District receiving the complaint. If the matter is resolved and no further action is required, the supervisor will note the resolution on a complaint form and forward the form to the Duty Officer.
- (g) Unresolved citizen complaints shall be forwarded to the Duty Officer to determine whether to contact the person who made the complaint or assign the complaint for investigation.
- (h) The supervisor shall ensure that the procedural rights of the accused member are followed.
- (i) Within three days after assignment, the complainant should be informed of the investigator's name and the complaint number.
- (j) Interviews of the complainant should be conducted during reasonable hours.

1014.6.2 INVESTIGATION PROCEDURES

State

The following procedures shall also be followed with regard to any accused member covered by FBOR (Government Code § 3253):

- (a) Not less than 48 hours before an investigator begins an interview to obtain facts and statements, the District should:
 - 1. Provide the name and rank of the person in charge of the investigation and of those who will conduct any interviews.

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2. Provide the date, time and place of the interview and the names of all who will be present.
 3. Provide the member a written summary of the alleged misconduct and a description of the nature of the investigation.
- (b) Interviews of accused members should be conducted during reasonable work hours of the member and, if the member is off-duty, the member shall be compensated.
 - (c) Off-duty interviews should only be conducted based on the seriousness of the investigation and other factors when time is of the essence.
 - (d) An investigator should not interview a member at that person's home without the member's prior permission.
 - (e) No more than two interviewers should ask questions of an accused member to prevent confusion or misunderstandings.
 - (f) All interviews shall be for a reasonable period or duration and the member's personal needs shall be accommodated.
 - (g) No member shall be subjected to offensive or threatening language nor shall any promises, rewards or other inducements be used to obtain answers. Any member refusing to answer questions directly related to the investigation may be ordered to answer questions or be subject to discipline for insubordination. Nothing administratively ordered may be provided to a criminal investigator.
 - (h) Absent circumstances preventing it, the interviewer should record all interviews of members and witnesses. The member may also record interviews. If the member has been previously interviewed, a copy of that recorded interview should be provided to the member prior to any subsequent interview. The member shall also be entitled to a transcribed copy of any notes made by a stenographer or to any reports or complaints made by investigators or other persons, except those portions that are otherwise required by law to be kept confidential.
 - (i) If the allegations involve potential criminal conduct, the member shall be advised of his/her constitutional rights. This admonishment shall be given regardless of whether the member was advised of these rights during any separate criminal investigation.
 - (j) A member subjected to interviews that could result in punitive action shall have the right to have a representative of his/her choosing during any interrogation. However, in order to maintain the integrity of each individual member's statement, involved members shall not consult or meet with representatives or attorneys collectively or in groups prior to being interviewed.
 - (k) All members shall provide complete and truthful responses to questions posed during interviews.

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- (l) No member may be compelled to submit to a deception detection device/polygraph examination, nor shall any refusal to submit to such examination be mentioned in any investigation.

1014.6.3 INVESTIGATION FORMAT

Best Practice **MODIFIED**

Investigations of complaints should be timely, detailed, complete and **attempt to essentially** follow this format:

Introduction - Include the identity of the member, the identity of the assigned investigators, the initial date and source of the complaint.

Synopsis - Provide a very brief summary of the facts giving rise to the investigation.

Summary of allegations - List the allegations separately, including applicable policy sections, with a very brief summary of the evidence relevant to each allegation.

Evidence as to each allegation - Each allegation should be set forth with the details of the evidence applicable to each allegation and include comprehensive summaries of member and witness statements. Other evidence related to each allegation should also be detailed in this section.

Conclusion - A recommendation regarding further action or disposition should be provided.

Exhibits - A separate list of exhibits (e.g., recordings, photos and documents) should be attached to the report.

1014.6.4 ADMINISTRATIVE LEAVE

Best Practice

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

1014.7 POST-INVESTIGATION PROCEDURES

Best Practice

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

1014.7.1 OFFICER IN CHARGE RESPONSIBILITIES

Best Practice **MODIFIED**

Upon receipt of any completed personnel investigation, the Officer in Charge of the involved member **should all** -review the entire investigative file, the member's personnel file and any other relevant materials.

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

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

When forwarding any written recommendation to the Fire Chief, the Officer in Charge should all include all relevant materials supporting the recommendation. Actual copies of a member's existing personnel file need not be provided and may be incorporated by reference.

1014.7.2 RESPONSIBILITIES OF THE FIRE CHIEF

Best Practice **MODIFIED**

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

Once the Fire Chief is satisfied that no further investigation or action is required by staff, the Fire Chief shall determine the amount of discipline, if any, to be imposed. In the event that disciplinary action is proposed, the Fire Chief shall provide the member with written notice of the following information:

- (a) Access to all of the materials considered by the Fire Chief in recommending the proposed discipline
- (b) An opportunity to respond orally or in writing to the Fire Chief within five days of receiving the notice
 1. Upon a showing of good cause by the member, the Fire Chief may grant a reasonable extension of time for the member to respond.
 2. If the member elects to respond orally, the presentation shall be recorded by the District. Upon request, the member shall be provided with a copy of the recording.
- (c) Once the member has completed his/her response or, if the member has elected to waive any such response, the Fire Chief shall consider all information received in regard to the recommended discipline. The Fire Chief shall thereafter render a timely written decision to the member and specify the grounds and reasons for discipline and the effective date of the discipline.
- (d) Once the Fire Chief has issued a written decision, the discipline shall become effective.

1014.8 PRE-DISCIPLINE MEMBER RESPONSE

Best Practice

The pre-discipline process is intended to provide the accused member with an opportunity to present a written or oral response to the Fire Chief after having had an opportunity to review the

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supporting materials and prior to imposition of any recommended discipline. The member shall consider the following:

- (a) This response is not intended to be an adversarial or formal hearing.
- (b) Although the member may be represented by an uninvolved representative or legal counsel, the response is not designed to accommodate the presentation of testimony or witnesses.
- (c) The member may suggest that further investigation could be conducted or the member may offer any additional information or mitigating factors for the Fire Chief to consider.
- (d) In the event that the Fire Chief elects to cause further investigation to be conducted, the member shall be provided with the results of such subsequent investigation prior to the imposition of any discipline.
- (e) The member may thereafter have the opportunity to further respond orally or in writing to the Fire Chief on the limited issues of information raised in any subsequent materials.

1014.9 RESIGNATIONS/RETIREMENTS PRIOR TO DISCIPLINE

Best Practice

In the event that a member tenders a written retirement or resignation prior to the imposition of discipline, it shall be noted in the file. The tender of a retirement or resignation by itself shall not serve as grounds for the termination of any pending investigation or discipline.

1014.10 POST-DISCIPLINE APPEAL RIGHTS

State

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

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

1014.11 AT-WILL AND PROBATIONARY MEMBERS

Best Practice

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

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

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Outside Employment

1015.1 PURPOSE

Best Practice

The purpose of this policy is to establish guidelines to be followed by any Monte Rio Fire Protection District members considering outside employment.

1015.2 POLICY

Best Practice

It is the policy of this district to allow members to engage in employment other than with the District if the Fire Chief determines that such outside employment is not in conflict with his/her duties and the duties, functions and responsibilities of the District.

1015.3 PROCEDURE

Best Practice

No member shall be employed or self-employed in any manner outside of District employment without prior written authorization from the Fire Chief.

Any member requesting authorization for outside employment must submit the request in writing and provide sufficient detail to enable to the Fire Chief to determine whether to approve the request. At a minimum the request should include the number of hours, types of duties and the physical demands of the proposed employment.

1015.3.1 REVIEW OF FINANCIAL RECORDS

Best Practice **MODIFIED**

~~Prior to providing written approval for outside employment, the - may request that a member provide his/her personal financial records for review/audit if the - has reason to believe a conflict of interest exists. Failure of the member to provide the requested personal financial records could result in denial of the outside employment approval.~~

~~If, after approving a request for outside employment, the - has reason to believe that a conflict of interest exists based on a financial reason, the - may request that the member provide his/her personal financial records for review/audit. If the member does not provide the requested records, his/her outside employment approval may be revoked.~~

1015.4 PROHIBITED OUTSIDE EMPLOYMENT

Best Practice

The Fire Chief, at his/her discretion, may deny any outside employment request submitted by a member seeking to engage in any activity which (Government Code § 1126 through Government Code § 1129):

- (a) Involves the member's use of district time, facilities, equipment or supplies, or the use of the district badge, uniform, prestige or influence for private gain or advantage.

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- (b) Involves the member's receipt or acceptance of any money or other consideration from anyone other than this district for the performance of an act which the member, if not performing such act, would be required or expected to render in the regular course of employment or as a part of the member's duties as a member of this district.
- (c) Involves the performance of an act in other than the member's capacity as a member of this district that may later be subject directly or indirectly to the control, inspection, review, audit or enforcement of any other member of this district.
- (d) Involves time demands that would render performance of the member's duties for the District less efficient.
- (e) Involves time demands that would affect the member's regular work shift or ability to respond to emergencies or mandated overtime.
- (f) Involves employment with an individual or organization that does business with the District.
- (g) Would otherwise compromise the ability of the District to conduct its business in an efficient manner.
- (h) Would give the appearance of impropriety or otherwise appear inconsistent, incompatible or in conflict with the member's employment with the District.

1015.5 WITHDRAWAL OF APPROVAL FOR OUTSIDE EMPLOYMENT

Best Practice

Any outside employment approval may be withdrawn under the following circumstances:

- (a) Should a member's performance at the District decline to a point where it is evaluated by a supervisor as needing improvement to reach an overall level of competency, the Fire Chief may, at his/her discretion, withdraw approval for any outside employment.
- (b) Withdrawal of approval of outside employment may be included as a term or condition of sustained discipline.
- (c) If, at any time a member's conduct or outside employment conflicts with the provisions of district policy, the approval for outside employment may be withdrawn.
- (d) When a member is unable to perform at a full-duty capacity due to an injury or other condition, approval of outside employment may be withdrawn until the member has returned to full-duty status for any of the following reasons:
 - 1. The outside employment is medically detrimental to the total recovery of the disabled member, as indicated by the district's medical advisers.
 - 2. The outside employment performed requires the same or similar physical ability as would be required of an on-duty member.

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Outside Employment

3. The member fails to make timely notice of his/her intention to continue outside employment to his/her supervisor.

1015.6 APPEALS

Best Practice

If a member's outside employment request is denied or withdrawn, the member should be informed of the action and reason in writing.

The member may file a written notice of appeal to the Fire Chief within 10 days of the date of the written denial or withdrawal.

If the member's appeal is denied, the member may file a grievance pursuant to the procedure set forth in the current collective bargaining agreement and/or the Grievance Procedure Policy.

1015.7 CHANGES IN OUTSIDE EMPLOYMENT STATUS

Best Practice

If a member terminates his/her outside employment, the member should promptly submit written notification of such termination to the Fire Chief. Any subsequent request for renewal or continued outside employment should be processed and approved through normal procedures set forth in this policy.

Members should also promptly submit in writing to the Fire Chief any material changes in outside employment, including any change in the number of hours, types of duties or demands of any approved outside employment. Members who are uncertain whether a change in outside employment is material should report the change.

District members, who are engaged in outside employment while on full duty and are placed on disability leave or temporary modified duty due to illness or injury, should inform their immediate supervisor in writing within five days regarding whether they intend to continue to engage in outside employment while on leave or modified-duty status.

1015.8 PROHIBITED USE OF DISTRICT RESOURCES

Best Practice

Members are prohibited from using any district equipment or resources in the course of or for the benefit of any outside employment. This includes access to official records or databases of this district or other agencies through the member's position with this district.

Personal Projects On-Duty

1016.1 PURPOSE AND SCOPE

Discretionary

The purpose of this policy is to establish the specific conditions in which privileges may be granted to conduct some personal projects while on-duty.

1016.2 POLICY

Discretionary

It is the policy of the Monte Rio Fire Protection District to consider granting privileges to members to conduct personal projects while on-duty in some circumstances. Firefighters assigned to a fire station may experience downtime during their shift and have an opportunity to engage in some personal projects. When this opportunity arises, permission may be granted, subject to the following conditions:

- (a) Personal projects shall not interfere with emergency response demands.
- (b) Personal projects shall not interfere with other assigned station duties.
- (c) At their discretion, the company officer or Duty Officer may deny or revoke permission for a personal project while on-duty.
- (d) District equipment or resources shall not be used for personal projects.
- (e) Office supplies and office equipment (e.g., copiers, fax machines) shall not be used for personal projects.
- (f) All district policies must be followed while engaged in the personal project.

1016.3 PROHIBITED PERSONAL PROJECTS

Discretionary

For the purposes of this policy, the following personal projects are prohibited:

- (a) Any project for which someone other than the District is compensating the member.
- (b) Any project that has no association to the District and/or the fire service.
- (c) Any project that has no personal, career-related or promotional value.
- (d) Any project that has the potential to cause injury or illness to anyone, or the potential to create risk or liability for the District.

On-Duty Voting in Statewide Elections

1017.1 PURPOSE AND SCOPE

Best Practice

Although members are encouraged to use alternative voting methods, such as absentee ballots or early voting, this policy provides guidelines to enable members to vote in all statewide elections.

1017.2 POLICY

Best Practice

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

1017.3 PROCEDURES

State

Polls are generally open from 7:00 a.m. to 8:00 p.m. each election day for statewide elections. Members scheduled to be at work during that time may take up to two hours off to vote without losing any pay (Elections Code § 14000).

Employees who need time off to vote must notify their supervisor at least two working days prior to the election.

Supervisors shall allow members time off to vote according to the following:

- (a) Employees may take as much time as needed to vote but only two hours of that time will be paid.
- (b) Authorized time off for voting should be at the beginning or end of a regular work shift, whichever allows the most free time for voting and the least time off from the regular working shift.
- (c) Members working 24-hour shifts ending on the day of the election will not be relieved early to vote.

1017.4 POSTED NOTICE

State

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

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

Personnel Records

1018.1 PURPOSE AND SCOPE

State

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

1018.1.1 PERSONNEL RECORDS DEFINED

Best Practice

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

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

1018.1.2 EMPLOYEE RECORD LOCATIONS

Best Practice **MODIFIED**

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

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

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

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

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

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

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

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Personnel Records

1018.2 POLICY

State **MODIFIED**

It is the policy of the District to maintain the confidentiality of its members' personnel records in accordance with all prevailing laws.

1018.3 REQUESTS FOR DISCLOSURE

State

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

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

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

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

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

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

1018.4 RELEASE OF CONFIDENTIAL INFORMATION

State

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

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

1018.5 MEMBER ACCESS TO OWN FILE

State

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Personnel Records

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

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

Any member seeking the removal of any item from his/her personnel file shall submit a written request to the Fire Chief via the chain of command. The District shall thereafter remove any such item, if appropriate, or within 30 days provide the member with a written explanation why the contested item will not be removed (Government Code § 3256.5).

The request and the district's written response shall be retained, with the contested item, in the personnel file. Nothing herein shall require the removal of any item from the file.

Members may be restricted from accessing files containing any of the following information:

- Ongoing investigations, to the extent the District, in its sole discretion, determines that disclosure could jeopardize or compromise the investigation, pending final disposition or notice to the member of the intent to discipline.
- Confidential portions of an investigation which have not been sustained against the member.

Commendations and Meritorious Service

1019.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to provide guidelines for reporting and collecting reports of exceptional public service and for the evaluation and process for district awards.

1019.2 POLICY

Best Practice

It is the goal of the Monte Rio Fire Protection District to recognize members through an awards system for exceptional performance.

1019.3 PROCEDURES

Best Practice

Community and district members may report acts of exceptional public service through any district supervisor.

1019.3.1 TYPES OF AWARDS

Best Practice

The types of awards offered by the Monte Rio Fire Protection District include:

- (a) Letter of Appreciation from a citizen or coworker
- (b) Letter of Appreciation from the Fire Chief
- (c) Company Citation
- (d) Commendation
- (e) Meritorious Service Award

1019.3.2 SUBMITTING AWARD NOMINATIONS

Best Practice

Any member may report, in writing, to any supervisor, the exemplary performance of another member.

Any member of the public may submit a nomination by completing an Award Nomination Form, available at and all fire stations during normal business hours, and submitting it to the Administration division.

1019.3.3 AWARD CRITERIA, APPROVAL AND PRESENTATION

Best Practice

The Fire Chief should appoint a review committee to review each report of exemplary performance or award nomination. Each report and nomination should be reviewed for merit and further investigated, if necessary, for additional factual details. In determining factual details, resources

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that may be used include, but are not limited to, copies of audio or recordings, copies of incidents, interviews with additional members or witnesses or other information.

Each report and nomination should be evaluated on its own merit, with the following criteria as a guideline:

- (a) If a report or nomination is determined to be for individual performance expected during the normal course of a member's assigned job duties, the review committee may elect to present the member with a copy of the report and nomination and place a copy in the member's personnel file. A Duty Officer should approve this presentation. A supervisor should present the letter to the member in the presence of the company or station members.
- (b) If a nomination is determined to be for individual performance beyond what is expected during the normal course of a member's assigned job duties, the review committee may choose to have a Letter of Appreciation drafted to the member, for the Fire Chief's signature, detailing the specifics of the incident and how the member excelled. A Duty Officer should approve this award before sending the letter to the Fire Chief for signature. The Duty Officer should present the Letter of Appreciation to the member in the presence of the company or station members.
- (c) If an award nomination is determined to be for team performance beyond what is expected during the normal course of a company's assigned job duties, the review committee may elect to have a Company Citation drafted to the company, for the Fire Chief's signature, detailing the specifics of the incident and how the company excelled. A Duty Officer should approve this award before sending the letter to the Fire Chief for signature and should present the letter to the company in the presence of other members of the battalion, if practicable.
- (d) If an award nomination is determined to be for individual or team performance well beyond what is expected during the normal course of assigned job duties, the review committee may elect to have a Commendation drafted for the Fire Chief's signature, detailing the specifics of the incident. The Fire Chief should approve this award. The Fire Chief should present this award, at his/her discretion, in a manner befitting the circumstances.
- (e) If an award nomination is determined to be for individual or team performance extraordinarily beyond what is expected during the normal course of assigned job duties, such as life-saving at significant risk of injury or death to the member, the review committee may elect to have a Meritorious Service Award conferred by the Fire Chief. The Fire Chief should approve this award. This award should typically be conferred publicly, at the discretion and direction of the Fire Chief.

1019.4 REVIEW DISPOSITIONS

Best Practice

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Commendations and Meritorious Service

The review committee should review award reports and nominations at least quarterly. Each nomination should be given a disposition of:

- (a) Copy of nomination placed in the member's file
- (b) Letter of Appreciation, approved/disapproved
- (c) Company Citation, approved/disapproved
- (d) Commendation, approved/disapproved
- (e) Meritorious Service Award, approved/disapproved

Grievance Procedure

1020.1 PURPOSE AND SCOPE

Best Practice MODIFIED

This policy establishes processes for resolving disputes or concerns regarding conditions of employment or conduct alleged to be , unethical, wasteful or ~~other~~ inappropriate ~~conduct~~.

This policy does not apply to complaints related to alleged acts of discrimination or harassment or complaints of discrimination on the basis of other protected categories subject to the Discriminatory Harassment Policy. This policy also does not apply to complaints consisting of any alleged misconduct or improper job performance by any member that, if true, would constitute a violation of federal, state or local law, or a violation of district policy or the standards established in the Personnel Complaints Policy.

This policy does not prohibit adverse administrative action taken for legitimate non-discriminatory or non-retaliatory reasons, including for-cause discipline.

The procedures set forth herein are intended to supplement and not limit a member's access to other applicable remedies. Nothing in this policy shall diminish the rights or remedies of a member pursuant to any applicable federal law, provision of the U.S. Constitution, state law, local ordinance or collective bargaining agreement.

1020.1.1 GRIEVANCE DEFINED

Best Practice MODIFIED

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

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

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

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

1020.2 POLICY

Best Practice MODIFIED

It is the policy of this district that all grievances be handled quickly and fairly without retaliation against a member who files a grievance, ~~whether or not there is a basis for the grievance~~. It is the philosophy of this district is to promote free verbal communication between members and supervisors.

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Grievance Procedure

1020.3 RETALIATION PROHIBITED

Best Practice MODIFIED

No member may retaliate against any person for reporting or making a complaint under this policy or for opposing a practice reasonably believed to be improper, unethical, wasteful, retaliatory or participating in any investigation pursuant to this policy or any other policy in this policy manual.

Employees found to be in violation of this policy are subject to discipline. Supervisors who condone or ignore violations of this policy or otherwise fail to take appropriate action to enforce this policy are also subject to discipline.

1020.4 PROCEDURE

Best Practice

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

1020.4.1 COMMUNICATING GRIEVANCES

Best Practice MODIFIED

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

Any member who feels threatened in any manner or is otherwise concerned about reporting to his/her immediate supervisor may report this information directly to the Fire Chief or Administration without first reporting the information to their immediate supervisor or following the chain of command.

This alternate process should ~~all~~ not be used to circumvent or avoid addressing issues through the normal chain of command.

1020.4.2 GRIEVANCE RECEIPT

Best Practice MODIFIED

Upon receipt of an oral or written grievance, the receiving supervisor will promptly document the grievance, initiate the investigative process and ensure that the appropriate supervisor and the Administration are notified.

Investigations are generally more effective when the identity of the aggrieved ~~grieving~~ member is known, thereby allowing investigators to obtain additional information from them ~~reporting~~ ~~member~~. However, a grievance may be initiated ~~made~~ anonymously.

All reasonable efforts should be made to protect the reporting member's identity, even if they are not also the aggrieved member. However, confidential information may be disclosed to the extent required by law or to the degree necessary to conduct an adequate investigation and make a determination regarding a grievance. In some situations, the investigative process may not be

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Grievance Procedure

complete unless the source of the information and a statement by the member is produced as part of the process.

The supervisor receiving the grievance should explain to the reporting ~~grieving~~ member how the matter will be handled.

1020.4.3 RESOLVING GRIEVANCES

Best Practice **MODIFIED**

- (a) Supervisors receiving grievances should attempt to resolve the issue through informal discussion with member(s).
- (b) If after a reasonable amount of time, ~~generally seven days~~, the grievance cannot be settled by the immediate supervisor, the member may request a meeting with the Duty Officer.
- (c) If a successful resolution is not found with the Duty Officer, the member may request a meeting with the Fire Chief.
- (d) If the member and the Fire Chief are unable to arrive at a mutual solution, then the member shall proceed as follows:
 1. Submit in writing a written statement of the grievance and deliver one copy to the Fire Chief and another copy to the immediate supervisor and include the following information:
 - (a) The basis for the grievance
 - (b) What remedy or goal is being sought by this grievance
- (e) The Fire Chief will receive the grievance in writing. The Fire Chief and the District executive will review and analyze the facts or allegations and respond to the member ordinarily within 30 ~~14~~ calendar days. The response shall identify any corrective measures or other remedies as appropriate. The decision of the District executive is considered final.

1020.5 RESPONSIBILITIES

Best Practice

1020.5.1 MEMBER RESPONSIBILITIES

Best Practice **MODIFIED**

This policy is intended to support efforts to identify and remediate when appropriate, workplace issues. Members are encouraged to identify workplace issues to bring about positive change in the District. Members should ~~all~~ act in good faith and not file trivial grievances or grievances intended to harass or deflect scrutiny or blame to another.

Members shall make reasonable efforts to verify facts before making a grievance. Members shall not report or threaten to report information or a grievance knowing it to be false, with willful or reckless regard for the truth or falsity of the information or otherwise made in bad faith.

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Grievance Procedure

When making a grievance, members should provide as much information as possible and should cooperate fully with all investigations. Members shall maintain the confidentiality of any statements made in conjunction with an active grievance pursuant to this policy. This provision is not intended to diminish a member's rights or remedies afforded by applicable federal law, constitutional provision or collective bargaining agreement.

Any employee who believes that he/she has been subjected to reprisal or retaliation should immediately report the matter to a supervisor in the member's chain of command or to the Administration.

1020.5.2 SUPERVISORS

Best Practice **MODIFIED**

Supervisors should make reasonable efforts to identify and remediate workplace issues and bring about positive change in the District before issues escalate to the grievance level. Once a member has made the decision to file a grievance, supervisors shall not attempt to discourage the member, shall accept grievances and shall ensure that reasonable efforts are made to reach a prompt and fair resolution.

Supervisory personnel are expected to will:

- (a) Document all grievances received and all steps taken to resolve the issue.
- (b) Forward the documentation to the Administration Officer in Charge through the chain of command.
- (c) Monitor the work environment to ensure that any member making a grievance is treated with respect and no differently than non-complaining employees.
- (d) Communicate to all members the obligation not to engage in retaliation and follow-up periodically with the grieving member to ensure that retaliation is not occurring.

1020.5.3 COMMAND STAFF

Best Practice **MODIFIED**

Command staff are expected to cooperate to **should** ensure prompt resolution of all grievances, including helping with the following tasks:

- (a) Timely grievance recognition and acceptance
- (b) Appropriate documentation of the process and investigation
- (c) Remediation of any inappropriate conduct or condition and the implementation of measures to minimize the likelihood of reoccurrence
- (d) Timely communication of the outcome to the grieving member

1020.6 MEMBER REPRESENTATION

Best Practice **MODIFIED**

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Grievance Procedure

Members are entitled, at their own cost, to have representation during the grievance process and may seek advice, counsel or the assistance of other employees or representatives in their presentation of a grievance.

1020.7 GRIEVANCE RECORDS

Best Practice

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

1020.8 GRIEVANCE AUDITS

Best Practice **MODIFIED**

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

Wellness and Fitness Program

1021.1 PURPOSE AND SCOPE

Best Practice **MODIFIED**

The purpose of this policy is to establish the guidelines for a the -Wellness and Fitness Program that will assist members in developing greater stamina and strength, decreasing the risk of injury, disability or death from disease or injury, improving performance, increasing energy and recovering more quickly from strenuous and exhaustive work.

1021.1.1 POLICY

Best Practice

It is the policy of the Monte Rio Fire Protection District that the wellness and fitness of its members is an organizational priority.

1021.2 PROGRAM COMPONENTS

Best Practice

1021.2.1 MEDICAL EXAMINATIONS

Best Practice

All firefighting members should have an annual medical examination. Medical examinations specifics should be established by a qualified health care professional but may include:

- Medical history
- Blood draw/analysis
- Vital signs
- Cardiovascular
- Pulmonary
- Gastrointestinal
- Genitourinary, hernia exam
- Lymph nodes exam
- Neurological exam
- Musculoskeletal
- Urinalysis
- Vision test
- Hearing
- Chest X-ray (initial baseline with repeat every five years or as required)
- Cancer screening

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Wellness and Fitness Program

1021.2.2 FITNESS EVALUATIONS

Best Practice

All firefighting members should have an annual fitness evaluation consisting of an assessment questionnaire (developed by a qualified health care professional) and testing to evaluate the following:

1021.2.3 IMMUNIZATION AND DISEASE SCREENING

Best Practice

All firefighting members should have an annual immunization and disease screening to ensure all recommended vaccinations against work-related exposures are current and that members are free from work-related disease. Specific vaccinations and diseases should be identified by a qualified medical professional but may include:

- Tuberculosis
- Hepatitis C
- Hepatitis B
- Tetanus/diphtheria vaccine (booster every 10 years)
- Measles, mumps, rubella (MMR)
- Polio
- Influenza
- H1N1
- HIV (optional)

1021.2.4 PHYSICAL FITNESS AND CONDITIONING

Best Practice

A physical fitness and conditioning program should correspond to the physical movement patterns and aerobic capacity required in the performance of firefighter duties. The program should also provide, for example, fitness equipment in fire stations with the available space or a fitness club membership to a facility that is within the fire station's response area. The fitness and conditioning program should be developed in coordination with a trained and certified fitness and conditioning trainer and should comply with the Physical Fitness Policy.

1021.2.5 PEER FITNESS TRAINERS

Best Practice **MODIFIED**

Volunteers may should be solicited to serve as peer fitness trainers (PFTs). Selected PFTs shall receive specialized fitness and conditioning training and education sufficient to pass certification requirements. PFTs will assist in the promotion of the Wellness and Fitness Program and be capable of assisting firefighters on a one-to-one basis to increase levels of fitness.

Physical Fitness

1022.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to provide firefighters with on-duty physical fitness guidelines. The District provides on-duty time for firefighter physical fitness to assist personnel in achieving and maintaining optimal health and physical fitness.

1022.2 POLICY

Best Practice

It is the policy of the Monte Rio Fire Protection District to establish guidelines for physical fitness activities that are designed to prevent injuries while maintaining fitness. The ultimate goals of this policy are to:

- Meet the physical demands required on emergency responses.
- Reduce the risk of member injury or illness.
- Enhance the overall health, fitness and safety of members.

Physical fitness activities should not interfere with primary job duties, (e.g., emergency responses, public education, training activities or other legal responsibilities), nor should physical fitness activities delay an emergency response in any way.

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

1022.3 PROCEDURE

Best Practice

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

All Operations members should be allowed to participate in physical fitness activities during the course of their shift. Members who choose not to participate in physical fitness activities shall conduct duties as assigned by the company officer during the designated physical fitness period. Members who have provided the District with written physical restrictions from a qualified health care provider shall not participate in any physical activity that conflicts with the restriction.

Members participating in on-duty physical fitness activities shall comply with the Uniform Regulations Policy.

At the discretion of the District, one or more of the following may apply:

- (a) Station physical fitness equipment

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Physical Fitness

1. Physical fitness equipment is available for the use of members at fire stations with adequate space. Members assigned to these stations should utilize the fitness equipment for their on-duty physical fitness activities.
- (b) Fitness club membership
 1. Members assigned to fire stations that are not equipped with physical fitness equipment may be provided, at the district's discretion, with fitness club memberships for on-duty physical fitness activities.

1022.4 PHYSICAL FITNESS GUIDELINES

Best Practice

Physical fitness activities designed to maintain or improve flexibility, muscular strength, endurance and anaerobic and aerobic capacity may include, but are not limited to, the following:

- Stretching
- Running, jogging, walking or rowing
- Weight training (with spotter present)
- Stationary aerobic training (e.g., stair-climber, treadmill, stationary bicycle)
- Core strengthening
- Firefighter specific activities (e.g., hose drag, simulated ventilation, dummy drag)
- Physical fitness activities as recommended by the district Wellness and Fitness Program and/or peer fitness trainers (PFTs)

Member participation in competitive or contact sports is not recommended while on-duty.

1022.5 INJURY PREVENTION

Best Practice

When participating in approved on-duty physical fitness activities, reasonable precautions should be taken to avoid injury. Common reasons for injuries sustained during physical activity include, but are not limited to, the following:

- Insufficient warm-up
- Poor core stabilization
- Exceeding physical capabilities
- Improper equipment use
- Defective equipment
- Lack of proper instruction

Members who are participating in physical fitness activities are expected to:

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Policy Manual

Physical Fitness

- Allow sufficient time to warm up muscles prior to engaging in exercise for optimum performance and to reduce the risk of injury.
- Develop sufficient trunk muscle strength to keep the spine and body stable in order to remain strong and balanced.
- Maintain realistic goals and limits for physical fitness routines.
- Develop an understanding of how to use fitness equipment properly and safely.
- Check equipment prior to use to ensure safe operation, report defective or broken equipment to the safety officer as soon as practicable and disable equipment to prevent others from using it if necessary.
- Develop and maintain sufficient fitness training knowledge, accounting for fitness level, age and previous injuries or limitations, to avoid fitness-related injuries.

Critical Incident Stress Debriefing

1023.1 PURPOSE AND SCOPE

Best Practice MODIFIED

The purpose of this policy is to establish a Critical Incident Stress Debriefing **Practice ogram**. The Monte Rio Fire Protection District recognizes that during the course of performing job duties, members may become involved in or be exposed to incidents that have the potential to cause various forms of short- or long-term emotional trauma.

1023.1.1 DEFINITIONS

Best Practice

Definitions related to this policy include:

Critical incident stress - A strong emotional, cognitive or physical reaction that has the potential to interfere with daily life, including physical and emotional illness, loss of interest in the job, personality changes, marital discord and loss of ability to function.

Critical Incident Stress Debriefing (CISD) - A standardized approach using a group format to provide education, an atmosphere and opportunity for emotional release through discussion, and support for members who are involved in emergency incidents under conditions of extreme stress. CISD is not a diagnostic or treatment process like that provided in counseling sessions by a mental health professional. Instead, it is a service that provides education and support.

1023.2 POLICY

Best Practice MODIFIED

It is the policy of the Monte Rio Fire Protection District to implement a CISD **Practice ogram** to provide support and professional intervention to members of this district following exposure to situations that are likely to create unusually strong emotional reactions.

1023.3 CISD PROGRAM

Best Practice MODIFIED

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

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

- Providing input and assistance to the development and implementation of **the CISD Program**.
- Recommending the type and content of critical incident-related programs, workshops or seminars.
- Distributing CISD-related information to members.

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Policy Manual

Critical Incident Stress Debriefing

- Providing the administrative and technical support needed to implement CISD activities.
- Assisting in the recruitment and training of peer support personnel.
- Coordinating and following-up on requests for CISD.

1023.3.1 CALIFORNIA FIREFIGHTER PEER SUPPORT AND CRISIS REFERRAL SERVICES ACT

State **MODIFIED**

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

1023.4 CISD COMPONENTS

Best Practice **MODIFIED**

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

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

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

1023.4.1 ACTIVATION

Best Practice **MODIFIED**

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

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

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Critical Incident Stress Debriefing

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

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

Debriefing may be conducted anywhere there is ample space, privacy and freedom from distractions. Consideration should be given to including responders from other agencies who were involved in the incident including, but not limited to, communications personnel, law enforcement officers and paramedics or ambulance personnel.

Any member may request peer support or professional help as needed, on an individual basis.

1023.4.2 CISD PROVIDERS

Best Practice **MODIFIED**

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

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

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Critical Incident Stress Debriefing

- (d) Members involved in the-CISD Program as peer support personnel should have the following qualities:
1. Good negotiating skills
 2. Ability to communicate effectively
 3. The respect and trust of peers
 4. Ability to maintain confidentiality
 5. Ability to adhere to established limits and criteria
 6. Ability to learn about the psycho-social process
 7. Good listening skills
 8. Good rapport with fellow emergency workers
 9. Sensitivity to the problems of others
 10. Be an emergency service provider or a member of a related service
 11. Experience and knowledge about the types of incidents and situations to which members may be exposed

Peer support personnel should participate in both initial and continuing education and training regarding CISD principles and procedures.

1023.5 DEBRIEFING

Best Practice

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

Common formats for CISD include:

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

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Critical Incident Stress Debriefing

resolved. The follow-up debriefing may include the entire group or a portion of those originally involved.

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

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

Following any intervention, should members feel a need for additional assistance, contact may be made with peer support personnel or a CISD committee member to obtain information regarding a referral.

1023.6 ATTENDANCE

Best Practice

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

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

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

1023.7 ROTATION OF PERSONNEL

Best Practice

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

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

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

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Policy Manual

Critical Incident Stress Debriefing

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

1023.8 CONFIDENTIALITY

Best Practice

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

The only exceptions to confidentiality should be when:

- (a) There is reasonable evidence to assume a risk of harm to the member or to others. If the risk is to another person, that person is identifiable and there are means to contact the person.
- (b) Participants divulge information that falls under any applicable state mandatory reporting duties.

1023.8.1 CONFIDENTIAL COMMUNICATIONS OF PEER SUPPORT TEAM MEMBERS

State

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

1023.9 RECORD-KEEPING

Best Practice

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

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

Names of participants should not be recorded.

1023.10 PEER SUPPORT AND CRISIS REFERRAL PROGRAM TRAINING

State

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

**Monte Rio Fire Protection District
Bank Accounts Register
As of October 31, 2020**

12:09 PM

11/13/20

Accrual Basis

Type	Date	Num	Name	Memo	Split	Debit	Credit	Balance
105 · Community First Operating								
Check	10/15/2020		Innovative Business Soluti...	September 2020	6540 · Payroll Servi...		98.60	145,404.10
Check	10/15/2020		Innovative Business Soluti...	September 2020 PR Taxes	-SPLT-		24,747.67	145,305.50
Check	10/15/2020		Innovative Business Soluti...	PR September 2020 DD	-SPLT-		9,507.97	120,557.83
Check	10/15/2020	50249	James C. Baier		-SPLT-		8,705.40	111,049.86
Check	10/15/2020	50250	James Jacobs		-SPLT-		8,554.12	102,344.46
Check	10/15/2020	50251	Karlie Kaasch		-SPLT-		1,478.99	93,790.34
Check	10/15/2020	50252	Klayton Kaasch		-SPLT-		8.85	92,311.35
Check	10/15/2020	50253	Kyle Lewis (2)		5911 · Volunteer Pay		267.81	92,302.50
Check	10/15/2020	50254	Zachary J. McGunagle		-SPLT-		138.52	92,034.69
Check	10/15/2020	50255	Dominic A. Mendoza		5913 · Stipend		5,324.85	91,896.17
Check	10/15/2020	50256	Dave J. Pelzer		-SPLT-		525.77	86,571.32
Check	10/15/2020	50257	Matthew Simmons		5913 · Stipend		6,229.15	85,045.55
Check	10/15/2020	50258	Ryan Wilson (2)		-SPLT-		235.49	79,816.40
Check	10/19/2020	50259	Shawn B Johnson		5911 · Volunteer Pay		1,154.02	79,580.91
Check	10/19/2020	50260	James D. Jacobs		5914 · Strike Team		343.54	78,426.89
Check	10/19/2020	50261	Karlie Kaasch		5914 · Strike Team		680.18	78,083.35
								77,403.17
			Total 105 · Community First Operating			68,000.93		77,403.17
109 · Community First Savings Account								
			Total 109 · Community First Savings Account					50.00
119 · Sonoma County Pooled Cash								
			Total 119 · Sonoma County Pooled Cash					400,000.00
200 · Summit State Bank *0784								
Check	10/01/2020	9893	Karlie Kaasch	VOID: duplicate	7201 · Gas/Cil			247,736.83
Bill Pmt -Check	10/01/2020	9890	FASIS	MON001	20000 · Accounts P...		7,757.00	247,736.83
Bill Pmt -Check	10/01/2020	9891	Quality Signs and Design		20000 · Accounts P...		314.30	239,979.83
Bill Pmt -Check	10/01/2020	9892	River Auto Parts		20000 · Accounts P...		41.10	239,665.53
Bill Pmt -Check	10/07/2020	9894	Samba Safety		20000 · Accounts P...		67.03	239,624.43
Bill Pmt -Check	10/07/2020	9895	Weis Fire & Safety Equipm...		20000 · Accounts P...		3,855.38	239,557.40
Bill Pmt -Check	10/08/2020	9896	Law Offices of William D R...	VOID:check damaged in mail, will ...	20000 · Accounts P...			235,702.02
Check	10/09/2020	9897	BUSINESS CARD	5472 0635 7575 6917	20000 · Accounts P...		2,207.25	233,494.77
Bill Pmt -Check	10/09/2020	9898	AT&T - Circuit	195210871	0485 · Bank of Ame...		78.80	233,415.97
Bill Pmt -Check	10/09/2020	9899	Enhanced Communication...	2309453	20000 · Accounts P...		16.58	233,399.39
Bill Pmt -Check	10/09/2020	9900	L N Curtis & Sons	Cust. # C1615	20000 · Accounts P...		211.60	233,187.79
Bill Pmt -Check	10/09/2020	9901	Pat's Equipment Repair		20000 · Accounts P...		3,826.00	229,361.79
Bill Pmt -Check	10/09/2020	9902	Santa Rosa Uniform & Car...		20000 · Accounts P...		34.83	229,326.96
Bill Pmt -Check	10/09/2020	9903	Verizon	971310118-00001	20000 · Accounts P...		97.95	229,229.01
Bill Pmt -Check	10/09/2020	9904	WEX BANK	0405-00-865174-7	20000 · Accounts P...		1,720.90	227,508.11
Bill Pmt -Check	10/12/2020	9905	Bodega Bay Fire Protectio...		20000 · Accounts P...		55,666.80	171,841.31
Bill Pmt -Check	10/13/2020	9907	North Bay Vehicle Registra...		20000 · Accounts P...		125.00	171,716.31
Bill Pmt -Check	10/14/2020	9906	Randy Hanson Auto Body ...		20000 · Accounts P...		1,394.13	170,322.18
Bill Pmt -Check	10/14/2020	9908	C and J Tireworks		20000 · Accounts P...		340.29	169,981.89
Bill Pmt -Check	10/19/2020	9909	KME Fire Apparatus		20000 · Accounts P...		960.00	169,021.89
Bill Pmt -Check	10/19/2020	9910	L N Curtis & Sons	Cust. # C1615	20000 · Accounts P...		324.09	168,697.80
Check	10/21/2020	9911	North Bay Fire	Reimbursement for Payroll Checks...	6410 · Postage		70.12	168,627.68
Bill Pmt -Check	10/21/2020	9912	CSDA	ID #180	20000 · Accounts P...		1,457.00	167,170.68
Bill Pmt -Check	10/21/2020	9913	Law Offices of William D R...		20000 · Accounts P...		1,070.00	166,100.68
Bill Pmt -Check	10/23/2020	9914	Marin/Sonoma Mosquito ...		20000 · Accounts P...		28.26	166,072.42
Bill Pmt -Check	10/23/2020	9915	Nick Rosso		20000 · Accounts P...		1,762.79	164,309.63

**Monte Rio Fire Protection District
Bank Accounts Register
As of October 31, 2020**

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Accrual Basis

Type	Date	Num	Name	Memo	Split	Debit	Credit	Balance
Bill Pmt -Check	10/23/2020	9916	PG&E - Jenner 316-8	0684318316-8	20000 · Accounts P...		10.63	164,299.00
Bill Pmt -Check	10/23/2020	9917	PG&E - Sta 2-062-1	3309316062-1	20000 · Accounts P...		82.15	164,216.85
Check	10/26/2020	9889	Karlie Kaasch		7201 · Gas/Oil		57.86	164,158.99
Check	10/27/2020	9918	Stephen K. Baxman	Cust. # C1615	6180 · Maint. - Buil...		300.00	163,858.99
Total 200 · Summit State Bank *0784								
205 · Summit State Bank ICS								
Deposit	10/31/2020		Interest		4105 · Interest Inco...	42.47		500,115.02
Total 205 · Summit State Bank ICS								
TOTAL						42.47	151,878.77	1,141,469.65

Monte Rio Fire Protection District
Profit & Loss Budget vs. Actual
July 1 through November 13, 2020

	TOTAL				
	Oct 20	Jul 1 - Nov 13, 20	Budget	\$ Over Budget	% of Budget
Income					
10 · Tax Revenue					
1000 · Property - CY Secured	0.00	15,353.21	488,000.00	-472,646.79	3.15%
1001 · Direct Charges - CY	0.00	9,215.50	500,000.00	-490,784.50	1.84%
1008 · RDA Increment	0.00	0.00	-200,000.00	200,000.00	0.0%
1011 · SB2557 Prop Tax Admin	0.00	0.00	-4,000.00	4,000.00	0.0%
1014 · RDA Pass Through	0.00	513.61	70,000.00	-69,486.39	0.73%
1017 · Residual - RPTTF	0.00	72,325.57	78,000.00	-5,674.43	92.73%
1020 · Supplemental Prop Taxes - CY	0.00	4,331.83	5,000.00	-668.17	86.64%
1040 · Property - CY Unsecured	0.00	480.47	0.00	480.47	100.0%
1042 · CollectCost Del CY Unsecured	0.00	0.00	13,000.00	-13,000.00	0.0%
1060 · Property - PY Secured	0.00	-7.83	0.00	-7.83	100.0%
1080 · Supplemental Prop Taxes - PY	0.00	-8.69	0.00	-8.69	100.0%
1100 · Property - PY Unsecured	0.00	249.88	255.00	-5.12	97.99%
10 · Tax Revenue - Other	0.00	0.00	0.00	0.00	0.0%
Total 10 · Tax Revenue	0.00	102,453.55	950,255.00	-847,801.45	10.78%
17 · Use of Money/Property	0.00	0.00	0.00	0.00	0.0%
20 · Intergovernmental Revenues					
2440 · State HOPTR	0.00	1,498.75	1,700.00	-201.25	88.16%
2470 · Timber Yield Tax	0.00	50.78	80.00	-29.22	63.48%
2490 · State - Other In-lieu tax	0.00	0.00	0.00	0.00	0.0%
2500 · Intergovernmental Rev. - State	0.00	0.00	1.00	-1.00	0.0%
2510 · Equip Rental	0.00	0.00	0.00	0.00	0.0%
2970 · RDA Asset Distribution	0.00	0.00	0.00	0.00	0.0%
20 · Intergovernmental Revenues - Other	0.00	0.00	0.00	0.00	0.0%
Total 20 · Intergovernmental Revenues	0.00	1,549.53	1,781.00	-231.47	87.0%
30 · Charge for Services	0.00	0.00	0.00	0.00	0.0%
40 · Miscellaneous Revenues					
4040 · Misc. Income	0.00	0.00	0.00	0.00	0.0%
4102 · Donations/Grants	0.00	0.00	0.00	0.00	0.0%
4105 · Interest Income	42.47	897.20	1,000.00	-102.80	89.72%
4200 · Other Revenue	0.00	0.00	0.00	0.00	0.0%
40 · Miscellaneous Revenues - Other	0.00	0.00	0.00	0.00	0.0%
Total 40 · Miscellaneous Revenues	42.47	897.20	1,000.00	-102.80	89.72%
Total Income	42.47	104,900.28	953,036.00	-848,135.72	11.01%
Cost of Goods Sold					
50000 · Cost of Goods Sold	0.00	0.00	0.00	0.00	0.0%
Total COGS	0.00	0.00	0.00	0.00	0.0%
Gross Profit	42.47	104,900.28	953,036.00	-848,135.72	11.01%
Expense					
50 · Payroll Expenses					
5910 · Permanent Positions	0.00	26,867.16	151,389.50	-124,522.34	17.75%
5911 · Volunteer Pay	720.00	3,803.07	10,000.00	-6,196.93	38.03%
5913 · Stipend	8,659.00	39,162.94	180,000.00	-140,837.06	21.76%
5914 · Strike Team	53,645.84	193,875.64	1.00	193,874.64	19,387,564.0%
5922 · FICA-Retirement	3,772.51	12,898.62	29,047.75	-16,149.13	44.41%
5924 · Medicare	882.29	3,016.64	4,950.15	-1,933.51	60.94%
5930 · Health Insurance	0.00	0.00	34,920.00	-34,920.00	0.0%
5935 · Unemployment	222.69	1,406.40	18,900.00	-17,493.60	7.44%

**Monte Rio Fire Protection District
Profit & Loss Budget vs. Actual**

July 1 through November 13, 2020

	TOTAL				
	Oct 20	Jul 1 - Nov 13, 20	Budget	\$ Over Budget	% of Budget
5940 · Workers' Compensation	7,757.00	15,514.00	38,220.00	-22,706.00	40.59%
50 · Payroll Expenses - Other	0.00	0.00	0.00	0.00	0.0%
Total 50 · Payroll Expenses	75,659.33	296,544.47	467,428.40	-170,883.93	63.44%
60 · Services/Supplies					
6021 · Clothing/Personal	0.00	0.00	2,000.00	-2,000.00	0.0%
6022 · Safety Clothing - PPE	5,910.06	14,362.77	25,000.00	-10,637.23	57.45%
6040 · Communications	237.94	4,726.21	10,000.00	-5,273.79	47.26%
6060 · Food	0.00	255.18	1,000.00	-744.82	25.52%
6080 · Household Expense	580.26	799.74	1,500.00	-700.26	53.32%
6100 · Insurance	0.00	23,391.00	23,000.00	391.00	101.7%
6140 · Maint - Equipment	11,211.46	35,511.13	50,000.00	-14,488.87	71.02%
6180 · Maint. - Building	912.32	12,927.47	50,000.00	-37,072.53	25.86%
6261 · Medical Supplies	0.00	163.27	10,000.00	-9,836.73	1.63%
6280 · Membership/Subscriptions	1,471.00	1,513.00	9,000.00	-7,487.00	16.81%
6300 · Amador Contract Dept of Forestr					
6310 · Contract Expense	0.00	0.00	0.00	0.00	0.0%
6330 · Reimbursements	0.00	0.00	0.00	0.00	0.0%
6300 · Amador Contract Dept of Forestr - Othe	0.00	0.00	0.00	0.00	0.0%
Total 6300 · Amador Contract Dept of Forestr	0.00	0.00	0.00	0.00	0.0%
6400 · Office Expense	0.00	194.97	3,000.00	-2,805.03	6.5%
6410 · Postage	70.12	187.12	600.00	-412.88	31.19%
6461 · Supplies	0.00	1,930.08	10,000.00	-8,069.92	19.3%
6500 · Professional Services	243.26	3,725.98	10,000.00	-6,274.02	37.26%
6510 · Administrative Services	0.00	17,624.99	52,000.00	-34,375.01	33.89%
6521 · County Services	0.00	0.00	3,200.00	-3,200.00	0.0%
6526 · Dispatch Services					
6527 · Reimbursement	0.00	0.00	0.00	0.00	0.0%
6526 · Dispatch Services - Other	0.00	0.00	0.00	0.00	0.0%
Total 6526 · Dispatch Services	0.00	0.00	0.00	0.00	0.0%
6540 · Payroll Services	98.60	801.10	12,000.00	-11,198.90	6.68%
6587 · LAFCO	0.00	920.00	1,048.00	-128.00	87.79%
6610 · Legal Services	1,070.00	4,070.00	15,000.00	-10,930.00	27.13%
6630 · Audit/Accounting	0.00	0.00	10,000.00	-10,000.00	0.0%
6634 · Bank Service Charges	0.00	50.00	100.00	-50.00	50.0%
6800 · Public/Legal Notices	0.00	0.00	250.00	-250.00	0.0%
6820 · Lease - Fire Truck	0.00	0.00	0.00	0.00	0.0%
6830 · Lease - SB	0.00	0.00	0.00	0.00	0.0%
7005 · Election Expense	0.00	0.00	0.00	0.00	0.0%
7053 · Vehicle Registration	125.00	125.00	14,000.00	-13,875.00	0.89%
7060 · Board Expense	0.00	0.00	5,000.00	-5,000.00	0.0%
7120 · Training-In-Service	417.92	3,764.12	5,000.00	-1,235.88	75.28%
7201 · Gas/Oil	1,567.93	5,864.07	20,000.00	-14,135.93	29.32%
7300 · Transportaion/Travel	0.00	0.00	1,000.00	-1,000.00	0.0%
7320 · Utilities	741.30	3,557.14	20,000.00	-16,442.86	17.79%
7330 · Maint - Creekside JPA	0.00	0.00	5,000.00	-5,000.00	0.0%
7490 · Reconciliation Discrepancies	0.00	0.00	0.00	0.00	0.0%
7920 · Interest Expense	0.00	0.00	0.00	0.00	0.0%
60 · Services/Supplies - Other	0.00	0.00	0.00	0.00	0.0%
Total 60 · Services/Supplies	24,657.17	136,464.34	368,698.00	-232,233.66	37.01%

Monte Rio Fire Protection District
Profit & Loss Budget vs. Actual

July 1 through November 13, 2020

	TOTAL				
	Oct 20	Jul 1 - Nov 13, 20	Budget	\$ Over Budget	% of Budget
85 - Capital Assets					
8520 · Fixed Assets - Bldgs	0.00	0.00	0.00	0.00	0.0%
8560 · Fixed Assets - Equipment	0.00	0.00	0.00	0.00	0.0%
8590 · Fixed Assets - WIP Fire Station	0.00	0.00	0.00	0.00	0.0%
8595 · Depreciation Expense	0.00	0.00	0.00	0.00	0.0%
85 · Capital Assets - Other	0.00	0.00	0.00	0.00	0.0%
Total 85 · Capital Assets	0.00	0.00	0.00	0.00	0.0%
90 · Appropriations					
9000 · Contingencies	0.00	0.00	116,909.60	-116,909.60	0.0%
90 · Appropriations - Other	0.00	0.00	0.00	0.00	0.0%
Total 90 · Appropriations	0.00	0.00	116,909.60	-116,909.60	0.0%
Total Expense	100,316.50	433,008.81	953,036.00	-520,027.19	45.44%
Net Income	-100,274.03	-328,108.53	0.00	-328,108.53	100.0%

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Accrual Basis

Monte Rio Fire Protection District

Balance Sheet

As of September 30, 2020

	Sep 30, 20
ASSETS	
Current Assets	
Checking/Savings	
105 · Community First Operating	145,404.10
109 · Community First Savings Account	50.00
119 · Sonoma County Pooled Cash	400,000.00
200 · Summit State Bank *0784	247,736.83
205 · Summit State Bank ICS	500,115.02
Total Checking/Savings	1,293,305.95
Accounts Receivable	
11050 · Due from Other Government	27,342.14
Total Accounts Receivable	27,342.14
Total Current Assets	1,320,648.09
TOTAL ASSETS	1,320,648.09
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	61,162.19
Total Accounts Payable	61,162.19
Credit Cards	
0485 · Bank of America CC *0485	2,410.45
Total Credit Cards	2,410.45
Other Current Liabilities	
24000 · Payroll Liabilities	
24050 · Tax Withholding	-4,343.01
24100 · FICA	-3,057.84
24150 · Medicare	-715.15
24000 · Payroll Liabilities - Other	15,667.80
Total 24000 · Payroll Liabilities	7,551.80
25000 · Low Value Parcel Tax Refunds	-40,269.00
Total Other Current Liabilities	-32,717.20
Total Current Liabilities	30,855.44
Total Liabilities	30,855.44
Equity	
30000 · Opening Balance Equity	384,455.63
35200 · Unrestricted Net Assets	1,050,690.77
Net Income	-145,353.75
Total Equity	1,289,792.65
TOTAL LIABILITIES & EQUITY	1,320,648.09