

AGENDA
SOUTH PLACER FIRE DISTRICT
BOARD OF DIRECTORS
Wednesday, November 8th, 2023

1. **6:00 p.m. Regular Session –**

A. In Person at Station 17, Portable Conference/Training Room

B. To watch the meeting online, use the link <https://tinyurl.com/53nv5nfc>

- i. Any public member may provide written comment to the Board before the meeting by emailing the Secretary at kmedeiros@southplacerfire.org. If you are commenting on a particular item on the agenda, please identify the agenda item number and letter. Any comment of 500 words or less (per person, per item) will be read into the record if: (1) the subject line includes "COMMENT TO BOARD FOR [DATE OF] MEETING – PLEASE READ"; and (2) it is received by the Secretary by 5:00 p.m. the day of the meeting. Please be aware that any public comments requesting to be read aloud that do not specify a particular agenda item number will be read aloud during the general public comment portion of the agenda. Due to potential technological delays in transmission, the public is encouraged to submit any comments to the Secretary early to ensure they are received in time to be read into the record.

2. **Flag Salute**

3. **Public Comment**

Persons who wish to speak to the Board regarding an item not on tonight's agenda or wish to ask the Board to pull an item from the Consent Calendar may do so now. Please submit the Public Comment form to the Board Secretary before the commencement of the Board Meeting. When called upon, please come to the podium, state your name and address, and limit your remarks to three (3) minutes. Please be aware that the California Government Code prohibits the Board from taking any immediate action on an item that does not appear on the agenda unless the item meets stringent statutory requirements. However, your concerns can be referred to the Staff for review and reported back to the Board at a later date. Comments on agenda items, including items pulled from the Consent Calendar, will be allowed at this time or when the Board considers them.

4. **Consent Agenda (Single Motion Needed)**

All matters listed under the Consent Agenda are considered routine and will be enacted by one motion. There will be a separate discussion of these items if a member of the Board of Directors, audience, or Staff requests a specific item to be removed from the Consent Agenda for separate action. Any item removed will be considered after the motion to approve the Consent Agenda.

- A. Approval of the Agenda
- B. Approval of the Minutes
- C. Authorization of Deposits:

Ambulance	\$166,983.51
Consolidated Mitigation Fees	\$28,866.20
Plans/Inspections	\$20,831.00
Cell Tower Leases	\$1,350.00
MVA Fire Recovery	\$846.30
Workers Comp. Reimbursement	\$4,449.80
TOTAL	<u>\$223,326.81</u>

D. Approval of the November 2023 Expenditures: \$364,691.52

E. Personnel Items
Separations: None
Promotions: None
Reassignments: None
New Hires: None
Interns/Volunteers: None

5. **Special Presentation:** Cathy Dominico and Jeff Small from Capitol Public Finance Group to give presentation on community facilities districts for additional financing.

6. **Old Business:**

A. **South Placer Fire District Policy Updates:** Staff recommends review and approval of the proposed policy updates. PG#21

7. **New Business**

A. **South Placer Fire District Policy Updates:** Staff recommends a review of the proposed policy updates. PG#95

B. **Fiscal Year 2023/24 First Quarter Budget Report:** Staff recommends a short presentation on the Fiscal Year 2023/24 budget status. PG#226

C. **Gann Limit Report:** Staff recommends discussing and adopting the resolution setting the FY 2023/24 appropriations limit, per Article XIII B of the State Constitution (1979), and verifying compliance for 2023/23. PG#231

D. **South Placer Fire District Special Tax Reports 2022/23:** Staff recommends reviewing and approving the Fiscal Year 2022/23 Fire Suppression and Protection Special Tax Reports for the South Placer Fire District-Former Loomis Fire District (Division 1) and the South Placer Fire District (Division 2). PG#238

E. **Report on Retirement:** The Board requested a report on future staffing regarding near-term retirement concerns. PG#265

F. **Benefit Assessment Oversight Committee Membership:** Staff recommends discussion and action on the composition of the Loomis Benefit Assessment Oversight Committee. PG#267

G. **Authorization to Enter into an Agreement with Specialized Legal Counsel:** Staff recommends discussion and authorization to enter into a contract with legal counsel specializing in Emergency Medical Services issues. PG#268

8. Information and Discussion:

- A. **District Operational Update:** Staff recommends discussion about District operations after recent changes

9. Correspondence

PG#273

10. Chief's Report

11. Labor Report

12. Functions

13. Board/Staff Comments

14. Future Agenda Items

15. Closed Session

At any time during the regular Session, the legislative body may adjourn to a closed session to confer with real property negotiators, labor negotiators, or legal counsel regarding existing or anticipated litigation. The legislative body may also adjourn to a closed session to consider liability claims, threats to public services or facilities, public employee appointment, public employment, public employee performance evaluation, or public employee discipline/dismissal/release.

- A. Public employee appointment, employment, performance evaluation, discipline, dismissal, or release (Gov Code § 54957(b))

16. Statement of Action Taken During Closed Session

17. Adjournment

**Next Board Meeting:
December 13th, 2023 @ 6:00 PM**

SOUTH PLACER FIRE DISTRICT
BOARD OF DIRECTORS
Regular Board Meeting Minutes
October 11, 2023

REGULAR BUSINESS

The South Placer Fire District Board of Directors regular meeting was called to order on Wednesday, October 11, 2023, at 6:02 p.m. by President, Teresa Ryland.

Board Present:

Teresa Ryland, President
Chris Gibson, Vice President
Tracy Randall, Director
Gary Grenfell, Director
Mike Johnson, Director
Dan Bajtos, Director

Absent:

Ken Musso, Clerk

Staff in Attendance:

Fire Chief, Mark Duerr
Deputy Chief, Matt Feeley
Division Chief, Jeff Ingolia
Battalion Chief, Kelly Moretti
Battalion Chief, Matt Van Voltinburg
Division Chief, James Magnuson
Engineer Paramedic, Pat Patterson

Firefighter Paramedic, Calvin Cajias
Apprentice Firefighter, Mark Jansen

Public Comment: None

Consent Agenda: President Ryland asked to move the closed session to the end of the meeting and amend the current agenda. Director Grenfell made a motion to approve the requested change to the agenda item closed session. The motion was seconded by Director Randall.

Director Gibson made a motion to approve the amended consent agenda. The motion was seconded by Director Grenfell.

Ayes: Gibson, Grenfell, Johnson, Randall, Bajtos Noes: None Abstain: Ryland Absent: Musso

Carried

Special Presentation: Dane Wadle of the California Special Districts Association made a presentation to the Board regarding the active work of the membership in current and upcoming legislation being discussed and proposed that will greatly affect fire districts in California.

OLD BUSINESS

None

NEW BUSINESS

South Placer Fire District Policy Updates: Staff recommends review and approval of the proposed policy updates. Chief Duerr reported the policies from Chapters 9-Safety are presented for review with exception to policy 905 being pulled at this time as a better policy is currently being written for this update. Director Johnson inquired about policy 908 SCBA relevancy as Chief Duerr noted that

the policy needs to be in place should something go wrong. Director Johnson also inquired on policies 909, 911, 913 and 914, referring to typos and additional clarifications needed. Chief Duerr noted the corrections to be made and will bring back the corrected policies at the next meeting.

Adoption of the Consolidated South Placer Fire District Report for the Fire Impact Fee Program: Staff recommends approval of the resolution adopting the Fire Impact Fee Program annual report for fiscal year 2022/23. Chief Duerr began that the District is required by Govt. Code §66006(b) (1) and (2) to prepare an annual report regarding its Fire Impact Fee Program and has determined that the report is true and correct. Chief Duerr continued that there have been no requests made to the District for notification of the preparation. Director Gibson made a motion to approve Resolution No. 3-2023/24 adopting the Consolidated South Placer Fire District Fire Impact Fee Program Annual Report for Fiscal Year 2022/ 23. Director Bajtos made a second to the motion.

Ayes: Gibson, Grenfell, Johnson, Randall, Bajtos, Ryland Noes: None Abstain: None Absent: Musso
Carried

Rescission of the Appointment of the Fire Chief as Treasurer: Staff recommends the Board adopt a resolution rescinding the appointment of the Fire Chief as Treasurer to conform to Health and Safety Code 13854(b) and make the District eligible for dry period financing. Chief Duerr began by saying that this is a correction requested by the Placer County Treasurer to be in compliance with the California Constitution despite previous guidance given by the Placer County Auditor-Controller in 2021. In addition, it was noted that the District would need to discontinue utilizing the District's outside bank account for operational needs as all funds needed to be solely within the Placer County Treasury. Chief Duerr concluded that the District needed to rescind prior approved Resolution 8-2022/23, meet with the Placer County Treasurer to close outside bank accounts and work closely with the Auditor-Controller to establish access to make timely payment of all bills. Director Gibson made a motion to approve Resolution No. 4-2023/24 Rescinding Appointment of District Treasurer. Director Johnson made a second to the motion.

Ayes: Gibson, Ryland, Grenfell, Johnson, Randall, Bajtos Noes: None Abstain: None Absent: Musso
Carried

Reduction of the South Placer Fire District Board from Seven Members to Five: Staff recommends discussion on reducing the number of Board members from seven to five. The recent inquiry and report from the Grand Jury, along with community inquiry, has raised the question regarding the District Board composition. In the 2017 consolidation with Loomis Fire, the initial board recommendation was 7 members: 4 current members from South Placer and 3 current members from Loomis Fire. The newly formed board met within 60 days of the consolidated organization to determine the future composition of the Board of Directors. The board agreed in August 2017 that a seven-member board was appropriate for the newly consolidated district at that time. As times have progressed, a review and discussion on the composition of the board was requested. Director Ryland added that the Grand Jury report discussed the need for future consolidations in the County, and for that to be accomplished, she noted that the board should return to five members. She continued that the 2020 election was the first opportunity for attrition of the board. Director Randall noted that there was no discussion of board composition in the report and that the board should only review that under LAFCO's recommendation. Member of the public, Diane Will, added that the original LAFCO paperwork noted the board members should represent the population, which would be overwhelmingly higher representation in Division 2, noting that the composition should be 3 and 2, or 4 and 1 from Loomis. Director Johnson suggested the board look at the boundaries and census in future months. Director Ryland inquired with board members if there was any support to move forward with exploring the issue with the Placer County Elections Division. Board members each responded that they did not support moving forward with the issue.

INFORMATION AND DISCUSSION

District Operational Update: Staff recommends a discussion about District operations after recent changes. Chief Duerr began by saying that call volume for September was 346 calls, down from last year. Call volume is up for the District year over year, with 72% for rescues/medical. Medic 16, Engine 17, and Engine 18 are the busiest units. Station 18 had the most call volume by station, followed by Station 17. There were 6 fire responses, 4 mutual aids, and 1 electrical. Improved turn-out times with 1.27 average, down 20 seconds year over year. Travel times and response times were down and meeting the SSV goal response times of 98%.

Correspondence: Two PARS financial statements for the month of August due to the transition between the combo trust and original PARS account, one card of gratitude for the Station 16 crew, CSDA Take Action Brief, a letter from community member Diane Will in response to the Grand Jury report.

Chief's Report:

- One new Firefighter Paramedic
- Station 20 held an Open House
- Apprentice Firefighter testing
- Car seat installation certification class
- SCBA flow testing
- Worked with outside agencies for testing.
- 21-day deployment one Engineer
- Eggplant Festival Sat. Oct. 7th
- Stop the Bleed at GBHS
- Fire Prevention department: Total permits up, square footage down, fee revenue down, new starts up.
- Overtime: 2500 hours for September: 36% due to open positions, 12% sick leave, OES 15%, 12% Misc.
- Volunteer vs. mandatory overtime hours up but down from last year. Multiple people on Disability, deployments, and Academy Training. Leave usage is down from last year this time.
- Overtime totals averaging \$60,000 per pay period.

Labor Report: Battalion Chief Moretti reported that the SAFF 522 Battalion Chief Unit noted morale was down due to the recent separations and poor culture brought about a toxic environment. He continued that he'd like to have goals that are attainable and measurable and reiterated the need for SOC while noting a wave of retirements are coming. Engineer Pat Patterson reported for the SAFF 522 Firefighter's unit that the last two recently pinned firefighters have both separated from the District. He continued that the District is losing 4.7 years of service per year. Morale is a problem for the district, and there is a need to give the unit a plan for the future. Director Gibson inquired as to what was the recommended solution. Engineer Patterson responded that the newly formed committee recently formed to review hiring alternatives could speak to that issue, and he would like to revisit the uniform policy. Director Bajtos requested a list of the next five years of upcoming retirements.

Functions: 10/23 Master Plan Consultant on-site, Santa Pancake Breakfast at Station 17 on 12/16

Board/Staff Comments: Vice President Gibson thanked the volunteers for the recent pancake breakfast at Station 18 for the Eggplant Festival. Director Johnson thanked community member Diane Will for the information provided in her response to the Grand Jury report. President Ryland discussed the need for future labor reports to be submitted in writing within the packet and noted that

board meetings were not the time to discuss grievances. She continued that board meetings are not a meeting of the public and distributed the SPFD Board of Directors Charter to board members.

7:28 p.m. Adjourn to Closed Session: The Board of Directors adjourned to a closed session meeting for the following purposes:

(A) Real Property Transactions Govt. Code § 54956.8- 6900 Eureka Road Granite Bay; 8650 Horseshoe Bar Rd.; 5840 Horseshoe Bar Rd.

(B) Conference with Legal Counsel-Pending Litigation (Pursuant to Govt. Code § 54956.9(a)) – Jennings v. South Placer Fire Protection District, et al., S-CV-0050292

7:49 p.m. Return from Closed Session

Closed Session Report: President Ryland reported that the Board had met in closed session and unanimously approved the contracts for two real property transactions from Item (A) at 6900 Eureka Road and 5840 Horseshoe Bar Road, authorizing Chief Duerr to move forward with the contracts. No action has been taken at this time on the real property transaction for 8650 Horseshoe Bar Road. No action at this time for item (B) conference with legal counsel- pending litigation.

Future Agenda Items: Director Johnson asked to review policy 200 again for revisit and clean up. Director Randall asked to review the prior approved uniform policy.

There being no further business to come before the Board, the meeting adjourned at 7:51 p.m. The next regular meeting will be held on Wednesday, November 08, 2023.

Respectfully submitted,

A handwritten signature in black ink that reads "Kathy Medeiros". The signature is written in a cursive, flowing style.

Recording Secretary, Kathy Medeiros

Ranges: From: To: From: To:
 Checkbook ID First Last Number First Last
 Description First Last Date 10/4/2023 10/30/2023
 User-Defined 1 First Last Type Check Check

Sorted By: Date
 Include Trx: Reconciled, Unreconciled

* Voided transaction ^ Cleared amount is different than posted amount

Checkbook ID	Description	User-Defined 1	Current Balance				
Number	Date	Type	Paid To/Rcvd From	Reconciled	Origin	Payment	Deposit
PLACER COUNTY	County Of Placer					\$140,599.99	
24517	10/30/2023	CHK	AFLAC	No	PMCHK00001038	\$714.44	
24518	10/30/2023	CHK	Bank of New York Mellon	No	PMCHK00001038	\$112,701.25	
24519	10/30/2023	CHK	California Assn of Prefessio	No	PMCHK00001038	\$88.50	
24520	10/30/2023	CHK	California Assn of Prefessio	No	PMCHK00001038	\$1,268.50	
24521	10/30/2023	CHK	NGLIC C/O Superior Vision Se	No	PMCHK00001038	\$895.58	
24522	10/30/2023	CHK	P.E.R.S	No	PMCHK00001038	\$103,231.01	
24523	10/30/2023	CHK	PRINCIPAL MUTUAL	No	PMCHK00001038	\$6,875.78	
24524	10/30/2023	CHK	Sacramento Area Fire Fighter	No	PMCHK00001038	\$1,902.25	
24525	10/30/2023	CHK	Sacramento Area Fire Fighter	No	PMCHK00001038	\$1,902.25	
24526	10/30/2023	CHK	SPFAOA	No	PMCHK00001038	\$75.00	
24527	10/30/2023	CHK	SPFAOA	No	PMCHK00001038	\$75.00	
24528	10/30/2023	CHK	TASC/ Total Admin Service	No	PMCHK00001038	\$5,665.81	
24529	10/30/2023	CHK	TASC/ Total Admin Service	No	PMCHK00001038	\$5,665.81	
24530	10/30/2023	CHK	TASC/ Total Admin Service	No	PMCHK00001038	\$234.78	
24531	10/30/2023	CHK	Voya Financial Trust Co.	No	PMCHK00001038	\$15,231.63	
24532	10/30/2023	CHK	Voya Financial Trust Co.	No	PMCHK00001038	\$14,939.05	
16 Transaction(s)						\$271,466.64	\$0.00

WELLS FARGO OP	Wells Fargo Operating Account					(\$325,984.20)	
28284	10/18/2023	CHK	BURTONS FIRE APPARATUS	No	PMCHK00001037	\$1,241.50	
28285	10/18/2023	CHK	BART INDUSTRIES	No	PMCHK00001037	\$306.02	
28286	10/18/2023	CHK	Borshch, Ruvim	No	PMCHK00001037	\$157.65	
28287	10/18/2023	CHK	BCBS Federal of California	No	PMCHK00001037	\$11.02	
28288	10/18/2023	CHK	CURTIS L.N. & SONS	No	PMCHK00001037	\$1,886.09	
28289	10/18/2023	CHK	DAWSON OIL	No	PMCHK00001037	\$3,590.73	
28290	10/18/2023	CHK	Doepel, Bryan	No	PMCHK00001037	\$450.00	
28291	10/18/2023	CHK	Edwards, Stevens and Tucker,	No	PMCHK00001037	\$558.00	
28292	10/18/2023	CHK	FOLSOM LAKE FORD	No	PMCHK00001037	\$80.69	
28293	10/18/2023	CHK	Golden State Emergency Vehic	No	PMCHK00001037	\$203.84	
28294	10/18/2023	CHK	HARRIS INDUSTRIAL GASES	No	PMCHK00001037	\$968.25	
28295	10/18/2023	CHK	Interwest Consulting Group I	No	PMCHK00001037	\$28,174.38	
28296	10/18/2023	CHK	JRB Pest and Sanitation	No	PMCHK00001037	\$310.00	
28297	10/18/2023	CHK	KINCHELOE, TRACEY	No	PMCHK00001037	\$94.00	
28298	10/18/2023	CHK	Kingsley Bogard, LLP	No	PMCHK00001037	\$10,629.50	
28299	10/18/2023	CHK	LIFE ASSIST	No	PMCHK00001037	\$2,366.60	
28300	10/18/2023	CHK	Lee, James	No	PMCHK00001037	\$127.70	
28301	10/18/2023	CHK	Mission Uniform Services	No	PMCHK00001037	\$144.64	
28302	10/18/2023	CHK	Municipal Emergency Services	No	PMCHK00001037	\$3,853.25	
28303	10/18/2023	CHK	Magnuson, James	No	PMCHK00001037	\$201.00	
28304	10/18/2023	CHK	McKinley, Lance	No	PMCHK00001037	\$774.24	
28305	10/18/2023	CHK	NETWORK ENVIROMENTAL SYSTEM	No	PMCHK00001037	\$375.00	
28306	10/18/2023	CHK	NETWORK DESIGN ASSOC	No	PMCHK00001037	\$65.00	
28307	10/18/2023	CHK	Placer County Water Agency	No	PMCHK00001037	\$570.42	
28308	10/18/2023	CHK	PLACER COUNTY TAX COLLECTOR	No	PMCHK00001037	\$697.94	
28309	10/18/2023	CHK	Quill Corporation	No	PMCHK00001037	\$187.67	
28310	10/18/2023	CHK	Recology Auburn Placer	No	PMCHK00001037	\$969.05	
28311	10/18/2023	CHK	Romans Upholstery	No	PMCHK00001037	\$288.98	
28312	10/18/2023	CHK	Schultz, Janice	No	PMCHK00001037	\$117.42	
28313	10/18/2023	CHK	STERICYCLE INC	No	PMCHK00001037	\$303.88	

Checkbook ID	Description	User-Defined 1	Current Balance				
Number	Date	Type	Paid To/Rcvd From	Reconciled Origin	Payment	Deposit	
28314	10/18/2023	CHK	SACRAMENTO TRUCK CENTER	No	PMCHK00001037	\$159.45	
28315	10/18/2023	CHK	Sac Metro Fire	No	PMCHK00001037	\$2,761.30	
28316	10/18/2023	CHK	Consolidated Communications	No	PMCHK00001037	\$2,446.82	
28317	10/18/2023	CHK	SAMBA Holdings Inc	No	PMCHK00001037	\$82.17	
28318	10/18/2023	CHK	TIFCO INDUSTRIES	No	PMCHK00001037	\$295.22	
28319	10/18/2023	CHK	US Bank Corporate Payment Sy	No	PMCHK00001037	\$2,305.60	
28320	10/18/2023	CHK	VOYAGER	No	PMCHK00001037	\$57.18	
28321	10/18/2023	CHK	VALLEY POWER SYSTEMS NORTH,	No	PMCHK00001037	\$389.81	
28322	10/18/2023	CHK	WITTMAN ENTERPRISES, LLC	No	PMCHK00001037	\$10,079.28	
28323	10/18/2023	CHK	Warren, Greg	No	PMCHK00001037	\$3,300.00	
28324	10/18/2023	CHK	Woodside Homes	No	PMCHK00001037	\$336.52	
28325	10/30/2023	CHK	BURTONS FIRE APPARATUS	No	PMCHK00001039	\$1,083.86	
28326	10/30/2023	CHK	BART INDUSTRIES	No	PMCHK00001039	\$474.60	
28327	10/30/2023	CHK	CPS HR Consulting	No	PMCHK00001039	\$509.30	
28328	10/30/2023	CHK	FOLSOM LAKE FORD	No	PMCHK00001039	\$722.82	
28329	10/30/2023	CHK	Golden State Emergency Vehic	No	PMCHK00001039	\$48.36	
28330	10/30/2023	CHK	KIMBALL MIDWEST	No	PMCHK00001039	\$535.18	
28331	10/30/2023	CHK	NETWORK DESIGN ASSOC	No	PMCHK00001039	\$876.08	
28332	10/30/2023	CHK	Quill Corporation	No	PMCHK00001039	\$246.24	
28333	10/30/2023	CHK	TIFCO INDUSTRIES	No	PMCHK00001039	\$434.36	
28334	10/30/2023	CHK	T-Mobile	No	PMCHK00001039	\$453.49	
28335	10/30/2023	CHK	US Bank Corporate Payment Sy	No	PMCHK00001039	\$3,371.79	
28336	10/30/2023	CHK	Xerox Financial Services	No	PMCHK00001039	\$2,550.99	
53	Transaction(s)					\$93,224.88	\$0.00
69	Total Transaction(s)						

Ranges: From: To: From: To:
 Vendor ID First Last Checkbook ID PLACER COUNTY WELLS FARGO OP
 Vendor Name First Last Check Number First Last
 Check Date 10/4/2023 10/30/2023

Sorted By: Checkbook ID

Distribution Types Included: PURCH

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
A212	AFLAC	PLACER COUNTY	24517	10/30/2023	\$714.44
36802	672928	October premium			\$714.44
	Type Account	Description		Debit	Credit
	PURCH 0-000-1550-000	Agency Share Insurance		\$714.44	\$0.00
B174	Bank of New York Mellon	PLACER COUNTY	24518	10/30/2023	\$112,701.25
36803	36803	COP Bond			\$112,701.25
	Type Account	Description		Debit	Credit
	PURCH 0-000-1552-002	COP Debt Service - Interest		\$112,701.25	\$0.00
C273	California Assn of Professiona	PLACER COUNTY	24519	10/30/2023	\$88.50
36804	11/2023 NS LTD	11/2023 NSafety LTD			\$88.50
	Type Account	Description		Debit	Credit
	PURCH 0-000-0215-000	Group Insurance Payable		\$88.50	\$0.00
C273	California Assn of Professiona	PLACER COUNTY	24520	10/30/2023	\$1,268.50
36805	11/2023 LTD	11/2023 Safety LTD			\$1,268.50
	Type Account	Description		Debit	Credit
	PURCH 0-000-0215-000	Group Insurance Payable		\$59.00	\$0.00
	PURCH 0-000-0215-000	Group Insurance Payable		\$1,209.50	\$0.00
N115	NGLIC C/O Superior Vision Serv	PLACER COUNTY	24521	10/30/2023	\$895.58
36806	772098	November premium			\$895.58
	Type Account	Description		Debit	Credit
	PURCH 0-000-1550-000	Agency Share Insurance		\$895.58	\$0.00
P101	P.E.R.S	PLACER COUNTY	24522	10/30/2023	\$103,231.01
36807	17324058	November 2023 premium			\$103,231.01
	Type Account	Description		Debit	Credit
	PURCH 0-000-0215-000	Group Insurance Payable		\$19,555.49	\$0.00
	PURCH 0-000-0221-000	OPEB Obligation Payable		\$11,781.17	\$0.00
	PURCH 0-000-1550-000	Agency Share Insurance		\$60,125.49	\$0.00
	PURCH 0-000-1550-000	Agency Share Insurance		\$11,768.86	\$0.00
P159	PRINCIPAL MUTUAL	PLACER COUNTY	24523	10/30/2023	\$6,875.78
36808	11-2023 DENTAL	November 2023 dental premium			\$6,875.78
	Type Account	Description		Debit	Credit
	PURCH 0-000-1550-000	Agency Share Insurance		\$6,875.78	\$0.00
S043	Sacramento Area Fire Fighters	PLACER COUNTY	24524	10/30/2023	\$1,902.25
36809	PP07 UNION 2023	EE Union dues PP07			\$1,902.25
	Type Account	Description		Debit	Credit
	PURCH 0-000-0218-000	Union Dues Payable		\$1,902.25	\$0.00

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
S043 36810	Sacramento Area Fire Fighters PP08 UNION 2023	PLACER COUNTY EE Union dues PP08	24525	10/30/2023	\$1,902.25
	Type Account	Description		Debit	Credit
	PURCH 0-000-0218-000	Union Dues Payable		\$1,902.25	\$0.00
S233 36811	SPFAOA PP07 SPFAOA 2023	PLACER COUNTY SPFAOA dues PP07	24526	10/30/2023	\$75.00
	Type Account	Description		Debit	Credit
	PURCH 0-000-0218-000	Union Dues Payable		\$75.00	\$0.00
S233 36812	SPFAOA PP08 SPFAOA 2023	PLACER COUNTY SPFAOA dues PP08	24527	10/30/2023	\$75.00
	Type Account	Description		Debit	Credit
	PURCH 0-000-0218-000	Union Dues Payable		\$75.00	\$0.00
T160 36813	TASC/ Total Admin Service PP07 DC/MR 2023	PLACER COUNTY EE/ER DC/MR PP 07	24528	10/30/2023	\$5,665.81
	Type Account	Description		Debit	Credit
	PURCH 0-000-0216-000	Flexible Benefits Payable		\$926.87	\$0.00
	PURCH 0-000-1550-000	Agency Share Insurance		\$4,311.36	\$0.00
	PURCH 0-000-1550-000	Agency Share Insurance		\$427.58	\$0.00
T160 36814	TASC/ Total Admin Service PP08 DC/MR 2023	PLACER COUNTY EE/ER DC/MR PP 08	24529	10/30/2023	\$5,665.81
	Type Account	Description		Debit	Credit
	PURCH 0-000-0216-000	Flexible Benefits Payable		\$926.87	\$0.00
	PURCH 0-000-1550-000	Agency Share Insurance		\$4,311.36	\$0.00
	PURCH 0-000-1550-000	Agency Share Insurance		\$427.58	\$0.00
T160 36815	TASC/ Total Admin Service IN2892033	PLACER COUNTY December admin fees	24530	10/30/2023	\$234.78
	Type Account	Description		Debit	Credit
	PURCH 0-000-0215-000	Group Insurance Payable		\$234.78	\$0.00
V125 36816	Voya Financial Trust Co. PP07 DEF COMP 2023	PLACER COUNTY EE/ER Def Comp PP 07	24531	10/30/2023	\$15,231.63
	Type Account	Description		Debit	Credit
	PURCH 0-000-0214-000	457 Deferred Comp. Payable		\$14,308.43	\$0.00
	PURCH 0-000-0214-000	457 Deferred Comp. Payable		\$923.20	\$0.00
V125 36817	Voya Financial Trust Co. PP08 DEF COMP 2023	PLACER COUNTY EE/ER Def Comp PP 08	24532	10/30/2023	\$14,939.05
	Type Account	Description		Debit	Credit
	PURCH 0-000-0214-000	457 Deferred Comp. Payable		\$14,015.85	\$0.00
	PURCH 0-000-0214-000	457 Deferred Comp. Payable		\$923.20	\$0.00
B138 36728	BURTONS FIRE APPARATUS S62120	WELLS FARGO OP Shoreline 30A plugs	28284	10/18/2023	\$1,241.50
	Type Account	Description		Debit	Credit
	PURCH 0-000-2225-005	3505 Auburn Folsom Road		\$215.94	\$0.00

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
36729	S62147	Auto eject		\$711.52	
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-401	2002 Chevy		\$711.52	\$0.00
36730	S62156	Pac brackets		\$314.04	
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-000	Automotive Repairs/Supplies		\$314.04	\$0.00
B147	BART INDUSTRIES	WELLS FARGO OP	28285	10/18/2023	\$306.02
36724	6091-539201	Turn signal flasher		\$16.61	
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-818	2004 Spartan HiTec		\$16.61	\$0.00
36725	6091-539420	Blue DEF		\$289.41	
	Type Account	Description		Debit	Credit
	PURCH 0-000-2124-000	Fuel & Oil		\$289.41	\$0.00
B206	Borshch, Ruvim	WELLS FARGO OP	28286	10/18/2023	\$157.65
36727	36727	Boots reimbursement		\$157.65	
	Type Account	Description		Debit	Credit
	PURCH 0-000-2017-000	Uniform /Cell Phone Allowance		\$157.65	\$0.00
B209	BCBS Federal of California	WELLS FARGO OP	28287	10/18/2023	\$11.02
36726	300575	Ambulance refund		\$11.02	
	Type Account	Description		Debit	Credit
	PURCH 0-000-2025-000	Ambulance Billing Services		\$11.02	\$0.00
C146	CURTIS L.N. & SONS	WELLS FARGO OP	28288	10/18/2023	\$1,886.09
36734	INV751383	Replacement ladder		\$2,297.93	
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-301	Truck 17 100' Aerial		\$1,886.09	\$0.00
D101	DAWSON OIL	WELLS FARGO OP	28289	10/18/2023	\$3,590.73
36735	677953	Station 19 fuel		\$1,176.10	
	Type Account	Description		Debit	Credit
	PURCH 0-000-2124-003	Station 19 Fuel		\$1,176.10	\$0.00
36736	677954	Station 17 fuel		\$2,414.63	
	Type Account	Description		Debit	Credit
	PURCH 0-000-2124-001	Station 17 Fuel		\$2,414.63	\$0.00
D163	Doepel, Bryan	WELLS FARGO OP	28290	10/18/2023	\$450.00
36737	36737	S-290 class fee		\$450.00	
	Type Account	Description		Debit	Credit
	PURCH 0-000-2040-000	Education/Training		\$450.00	\$0.00
E136	Edwards, Stevens and Tucker, L	WELLS FARGO OP	28291	10/18/2023	\$558.00
36738	5208	September legal services		\$558.00	
	Type Account	Description		Debit	Credit
	PURCH 0-000-2043-000	Legal/Consulting Fees		\$558.00	\$0.00

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
F109 36739	FOLSOM LAKE FORD 762568	WELLS FARGO OP	28292	10/18/2023	\$80.69
	Oil cooler				\$80.69
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-205	2001 Ford F-350 Utility U17		\$80.69	\$0.00
G204 36740	Golden State Emergency Vehicle CI041726	WELLS FARGO OP	28293	10/18/2023	\$203.84
	Air seat switch				\$203.84
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-301	Truck 17 100' Aerial		\$203.84	\$0.00
H141 36741	HARRIS INDUSTRIAL GASES 0001919483	WELLS FARGO OP	28294	10/18/2023	\$968.25
	Steel fabrication supplies				\$475.50
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-000	Automotive Repairs/Supplies		\$475.50	\$0.00
36742	0001924126	Cylinder rental			\$268.25
	Type Account	Description		Debit	Credit
	PURCH 0-000-2130-000	Oxygen		\$268.25	\$0.00
36743	0001924156	Cylinder rental			\$172.25
	Type Account	Description		Debit	Credit
	PURCH 0-000-2130-000	Oxygen		\$172.25	\$0.00
36744	0001924267	Cylinder rental			\$52.25
	Type Account	Description		Debit	Credit
	PURCH 0-000-2130-000	Oxygen		\$52.25	\$0.00
I134 36747	Interwest Consulting Group Inc 88328	WELLS FARGO OP	28295	10/18/2023	\$28,174.38
	May 2023 services				\$9,055.00
	Type Account	Description		Debit	Credit
	PURCH 0-000-2043-001	Prevention Consulting Fees		\$9,055.00	\$0.00
36748	90630	August services			\$10,362.50
	Type Account	Description		Debit	Credit
	PURCH 0-000-2043-001	Prevention Consulting Fees		\$10,362.50	\$0.00
36749	91310	September services			\$8,756.88
	Type Account	Description		Debit	Credit
	PURCH 0-000-2043-001	Prevention Consulting Fees		\$8,756.88	\$0.00
J128 36750	JRB Pest and Sanitation 68294	WELLS FARGO OP	28296	10/18/2023	\$310.00
	Monthly billing				\$90.00
	Type Account	Description		Debit	Credit
	PURCH 0-000-2225-005	3505 Auburn Folsom Road		\$90.00	\$0.00
36751	68370	Monthly billing			\$90.00
	Type Account	Description		Debit	Credit
	PURCH 0-000-2225-001	6900 Eureka Road		\$90.00	\$0.00

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
36752	69259	Monthly billing			\$130.00
	Type Account	Description		Debit	Credit
	PURCH 0-000-2225-028	5840 Horseshoe Bar Rd		\$130.00	\$0.00
K121	KINCHELOE, TRACEY	WELLS FARGO OP	28297	10/18/2023	\$94.00
36753	36753	DMV physical			\$94.00
	Type Account	Description		Debit	Credit
	PURCH 0-000-2023-000	Employee Physicals & Wellness		\$94.00	\$0.00
K127	Kingsley Bogard, LLP	WELLS FARGO OP	28298	10/18/2023	\$10,629.50
36754	31685	August services			\$10,629.50
	Type Account	Description		Debit	Credit
	PURCH 0-000-2010-000	Labor Legal Fees		\$8,515.00	\$0.00
	PURCH 0-000-2043-000	Legal/Consulting Fees		\$2,114.50	\$0.00
L107	LIFE ASSIST	WELLS FARGO OP	28299	10/18/2023	\$2,366.60
36756	1368655	Various supplies			\$47.28
	Type Account	Description		Debit	Credit
	PURCH 0-000-2127-000	Medical Supplies		\$47.28	\$0.00
36757	1371358	Various supplies			\$2,319.32
	Type Account	Description		Debit	Credit
	PURCH 0-000-2127-000	Medical Supplies		\$2,319.32	\$0.00
L155	Lee, James	WELLS FARGO OP	28300	10/18/2023	\$127.70
36755	312311	Abmbulance refund			\$127.70
	Type Account	Description		Debit	Credit
	PURCH 0-000-2025-000	Ambulance Billing Services		\$127.70	\$0.00
M101	Mission Uniform Services	WELLS FARGO OP	28301	10/18/2023	\$144.64
36760	519990450	Weekly billing			\$36.16
	Type Account	Description		Debit	Credit
	PURCH 0-000-2042-000	Laundry Service/Shop Coveralls		\$36.16	\$0.00
36761	520039926	Weekly billing			\$36.16
	Type Account	Description		Debit	Credit
	PURCH 0-000-2042-000	Laundry Service/Shop Coveralls		\$36.16	\$0.00
36762	520075589	Weekly billing			\$36.16
	Type Account	Description		Debit	Credit
	PURCH 0-000-2042-000	Laundry Service/Shop Coveralls		\$36.16	\$0.00
36763	520121324	Weekly billing			\$36.16
	Type Account	Description		Debit	Credit
	PURCH 0-000-2042-000	Laundry Service/Shop Coveralls		\$36.16	\$0.00
M167	Municipal Emergency Services (WELLS FARGO OP	28302	10/18/2023	\$3,853.25
36764	IN1948382	Flow test and SCBA repairs			\$3,853.25
	Type Account	Description		Debit	Credit

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
	PURCH 0-000-2226-000	SCBA/Stationary comp (maint/supplie		\$3,853.25	\$0.00
M178 36758	Magnuson, James 36758	WELLS FARGO OP DEEP, reimbursement	28303	10/18/2023	\$201.00
	Type Account	Description		Debit	Credit
	PURCH 0-000-1997-000	CFAA Expenditures		\$201.00	\$0.00
M179 36759	McKinley, Lance 36759	WELLS FARGO OP Smith River, reimbursement	28304	10/18/2023	\$774.24
	Type Account	Description		Debit	Credit
	PURCH 0-000-1997-000	CFAA Expenditures		\$774.24	\$0.00
N129 36766	NETWORK ENVIROMENTAL SYSTEM IN INV-01706	WELLS FARGO OP Fit testing	28305	10/18/2023	\$375.00
	Type Account	Description		Debit	Credit
	PURCH 0-000-2045-000	Pre-Employment Physicals/Background		\$375.00	\$0.00
N226 36765	NETWORK DESIGN ASSOC 89451	WELLS FARGO OP IT support	28306	10/18/2023	\$65.00
	Type Account	Description		Debit	Credit
	PURCH 0-000-2122-001	Software Support		\$65.00	\$0.00
P125 36772	Placer County Water Agency 36772	WELLS FARGO OP Monthly billing, Sta 20	28307	10/18/2023	\$570.42
	Type Account	Description		Debit	Credit
	PURCH 0-000-2041-005	Water - Station #20		\$93.92	\$0.00
36773	36773	Monthly billing, Sta 18		\$41.84	
	Type Account	Description		Debit	Credit
	PURCH 0-000-2041-028	Water - Station #28		\$41.84	\$0.00
36774	36774	Monthly billing, Sta 18		\$90.83	
	Type Account	Description		Debit	Credit
	PURCH 0-000-2041-028	Water - Station #28		\$90.83	\$0.00
36775	36775	Monthly billing, Sta 20		\$75.80	
	Type Account	Description		Debit	Credit
	PURCH 0-000-2041-005	Water - Station #20		\$75.80	\$0.00
36776	36776	Monthly billing, Sta 19		\$224.25	
	Type Account	Description		Debit	Credit
	PURCH 0-000-2041-003	Water - Station #19		\$224.25	\$0.00
36777	36777	Monthly billing, Sta 18		\$43.78	
	Type Account	Description		Debit	Credit
	PURCH 0-000-2041-028	Water - Station #28		\$43.78	\$0.00
P194 36767	PLACER COUNTY TAX COLLECTOR 36767	WELLS FARGO OP Pty Tax FY 23/24, Sta 19	28308	10/18/2023	\$697.94
	Type Account	Description		Debit	Credit
					\$139.10

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
	PURCH 0-000-2050-000	Property Tax Collection Fees		\$139.10	\$0.00
36768	36768	Pty Tax FY 23/24, Sta 19	\$139.10		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2050-000	Property Tax Collection Fees		\$139.10	\$0.00
36769	36769	Pty Tax FY 23/24, Sta 19	\$139.10		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2050-000	Property Tax Collection Fees		\$139.10	\$0.00
36770	36770	Pty Tax FY 23/24, Sta 19	\$131.10		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2050-000	Property Tax Collection Fees		\$131.10	\$0.00
36771	36771	Pty Tax FY 23/24, Sta 17	\$149.54		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2050-000	Property Tax Collection Fees		\$149.54	\$0.00
Q004	Quill Corporation	WELLS FARGO OP 28309		10/18/2023	\$187.67
36778	34816120	Toner	\$187.67		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2129-000	Office Supplies/Computer		\$187.67	\$0.00
R129	Recology Auburn Placer	WELLS FARGO OP 28310		10/18/2023	\$969.05
36779	71854012	Monthly billing, Sta 16	\$37.75		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2026-000	Garbage		\$37.75	\$0.00
36780	71852677	Monthly billing, Sta 17	\$616.38		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2026-000	Garbage		\$616.38	\$0.00
36781	71852479	Monthly billing, Sta 18	\$277.17		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2026-000	Garbage		\$277.17	\$0.00
36782	71963508	Monthly billing, Sta 20	\$37.75		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2026-000	Garbage		\$37.75	\$0.00
R169	Romans Upholstery	WELLS FARGO OP 28311		10/18/2023	\$288.98
36783	36783	Seat repair	\$288.98		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-017	2016 Ford BC Vehicle		\$288.98	\$0.00
S058	Schultz, Janice	WELLS FARGO OP 28312		10/18/2023	\$117.42
36792	94263	Ambulance refund	\$117.42		
	Type Account	Description		Debit	Credit
	PURCH 0-000-2025-000	Ambulance Billing Services		\$117.42	\$0.00

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
S145 36793	STERICYCLE INC 8004732438	WELLS FARGO OP	28313	10/18/2023	\$303.88
	Monthly billing				\$303.88
	Type Account	Description		Debit	Credit
	PURCH 0-000-2046-000	Medical Waste Disposal		\$303.88	\$0.00
S163 36789	SACRAMENTO TRUCK CENTER FA009142153:01	WELLS FARGO OP	28314	10/18/2023	\$159.45
	Seals				\$90.13
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-301	Truck 17 100' Aerial		\$90.13	\$0.00
36790	FA009153865:01	Oil filters			\$69.32
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-301	Truck 17 100' Aerial		\$69.32	\$0.00
S178 36784	Sac Metro Fire INV023737	WELLS FARGO OP	28315	10/18/2023	\$2,761.30
	GEMT adjustment				\$1.91
	Type Account	Description		Debit	Credit
	PURCH 0-000-2030-000	Memberships/Subscriptions		\$1.91	\$0.00
36785	2000008011	GEMT, FY 2018/19			\$336.39
	Type Account	Description		Debit	Credit
	PURCH 0-000-2030-000	Memberships/Subscriptions		\$336.39	\$0.00
36786	2000008183	GEMT, FY 2019/20			\$311.52
	Type Account	Description		Debit	Credit
	PURCH 0-000-2030-000	Memberships/Subscriptions		\$311.52	\$0.00
36787	2000009079	GEMT, FY 2020/21			\$871.35
	Type Account	Description		Debit	Credit
	PURCH 0-000-2030-000	Memberships/Subscriptions		\$871.35	\$0.00
36788	2000010064	GEMT, FY 2021/22			\$1,240.13
	Type Account	Description		Debit	Credit
	PURCH 0-000-2030-000	Memberships/Subscriptions		\$1,240.13	\$0.00
S282 36731	Consolidated Communications In 36731	WELLS FARGO OP	28316	10/18/2023	\$2,446.82
	Monthly billing				\$131.99
	Type Account	Description		Debit	Credit
	PURCH 0-000-2037-000	Telephone		\$131.99	\$0.00
36732	36732	Monthly billing			\$2,314.83
	Type Account	Description		Debit	Credit
	PURCH 0-000-2037-001	6900 Eureka Road		\$1,725.28	\$0.00
	PURCH 0-000-2037-003	7070 Auburn Folsom Road		\$200.86	\$0.00
	PURCH 0-000-2037-005	3505 Auburn Folsom Road		\$43.23	\$0.00
	PURCH 0-000-2037-006	4650 East Rsvl. Parkway		\$177.73	\$0.00
	PURCH 0-000-2037-016	Station 16 Olive Ranch		\$167.73	\$0.00
S286	SAMBA Holdings Inc	WELLS FARGO OP	28317	10/18/2023	\$82.17

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
36791	INV01254385	Driver monitoring		\$82.17	
	Type Account	Description		Debit	Credit
	PURCH 0-000-2030-000	Memberships/Subscriptions		\$82.17	\$0.00
T117	TIFCO INDUSTRIES	WELLS FARGO OP	28318	10/18/2023	\$295.22
36794	71910521	Wiring supplies		\$295.22	
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-000	Automotive Repairs/Supplies		\$295.22	\$0.00
U109	US Bank Corporate Payment Syst	WELLS FARGO OP	28319	10/18/2023	\$2,305.60
36795	36795	Sept billing, 2nd payment		\$2,305.60	
	Type Account	Description		Debit	Credit
	PURCH 0-000-2037-000	Telephone		\$969.89	\$0.00
	PURCH 0-000-2037-001	6900 Eureka Road		\$27.10	\$0.00
	PURCH 0-000-2037-003	7070 Auburn Folsom Road		\$135.94	\$0.00
	PURCH 0-000-2037-005	3505 Auburn Folsom Road		\$126.95	\$0.00
	PURCH 0-000-2037-016	Station 16 Olive Ranch		\$139.85	\$0.00
	PURCH 0-000-2037-028	Station 28		\$210.54	\$0.00
	PURCH 0-000-2053-000	Food/Drink-Incident Supplies		\$67.46	\$0.00
	PURCH 0-000-2131-000	Postage/Shipping		\$20.45	\$0.00
	PURCH 0-000-2135-000	Misc. Firefighting Equip/Supplies		\$555.98	\$0.00
	PURCH 0-000-2225-001	6900 Eureka Road		\$51.44	\$0.00
V102	VOYAGER	WELLS FARGO OP	28320	10/18/2023	\$57.18
36797	8691495672339	Fuel, CFAA deployment		\$57.18	
	Type Account	Description		Debit	Credit
	PURCH 0-000-1997-000	CFAA Expenditures		\$57.18	\$0.00
V103	VALLEY POWER SYSTEMS NORTH, IN	WELLS FARGO OP	28321	10/18/2023	\$389.81
36796	J37215	Repairs to fuel system		\$389.81	
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-829	2022 Pierce Freightlines		\$389.81	\$0.00
W121	WITTMAN ENTERPRISES, LLC	WELLS FARGO OP	28322	10/18/2023	\$10,079.28
36799	2309046	Monthly billing		\$10,079.28	
	Type Account	Description		Debit	Credit
	PURCH 0-000-2025-000	Ambulance Billing Services		\$10,079.28	\$0.00
W185	Warren, Greg	WELLS FARGO OP	28323	10/18/2023	\$3,300.00
36798	36798	Paramedic training reimburse		\$3,300.00	
	Type Account	Description		Debit	Credit
	PURCH 0-000-2040-000	Education/Training		\$3,300.00	\$0.00
W193	Woodside Homes	WELLS FARGO OP	28324	10/18/2023	\$336.52
36800	BLD23-05963	Refund, 3700 Fletcher Peak		\$178.60	
	Type Account	Description		Debit	Credit
	PURCH 0-000-8267-000	Consolidated Mitigation Revenue		\$178.60	\$0.00
36801	BLD23-05964	Refund, 3710 Fletcher Peak		\$157.92	
	Type Account	Description		Debit	Credit
	PURCH 0-000-8267-000	Consolidated Mitigation Revenue		\$157.92	\$0.00

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
B138 36820	BURTONS FIRE APPARATUS S62288	WELLS FARGO OP	28325	10/30/2023	\$1,083.86
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-000	Akron valve kits Automotive Repairs/Supplies		\$1,083.86	\$0.00
B147 36818	BART INDUSTRIES 6091-542466	WELLS FARGO OP	28326	10/30/2023	\$474.60
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-014	Heater hose, spark plugs 2008 Ford F150 4X4		\$285.93	\$0.00
36819	6091-542535	Spark plugs		\$188.67	
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-014	2008 Ford F150 4X4		\$188.67	\$0.00
C265 36821	CPS HR Consulting TR-INV003175	WELLS FARGO OP	28327	10/30/2023	\$509.30
	Type Account	Description		Debit	Credit
	PURCH 0-000-2040-000	Apprentice tests Education/Training		\$509.30	\$0.00
F109 36822	FOLSOM LAKE FORD 762992	WELLS FARGO OP	28328	10/30/2023	\$722.82
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-205	Rear caliper carrier bolts 2001 Ford F-350 Utility U17		\$136.36	\$0.00
36823	763076	Heater hose		\$42.44	
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-014	2008 Ford F150 4X4		\$42.44	\$0.00
36824	763196	Rear axles & bearings		\$544.02	
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-014	2008 Ford F150 4X4		\$544.02	\$0.00
G204 36825	Golden State Emergency Vehicle CI041733	WELLS FARGO OP	28329	10/30/2023	\$48.36
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-301	Frame crossmember bolts Truck 17 100' Aerial		\$48.36	\$0.00
K154 36826	KIMBALL MIDWEST 101559616	WELLS FARGO OP	28330	10/30/2023	\$535.18
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-000	Roto broach Automotive Repairs/Supplies		\$535.18	\$0.00
N226 36827	NETWORK DESIGN ASSOC 89630	WELLS FARGO OP	28331	10/30/2023	\$876.08
	Type Account	Description		Debit	Credit
	PURCH 0-000-2056-000	October software subscriptio Software Subscriptions		\$876.08	\$0.00
Q004 36828	Quill Corporation 35092335	WELLS FARGO OP	28332	10/30/2023	\$246.24
	Type Account	Description		Debit	Credit
	PURCH 0-000-2129-000	Shredder for Station 20 Office Supplies/Computer		\$246.24	\$0.00

Vendor ID	Vendor Name	Checkbook ID	Check Number	Check Date	Check Amount
Voucher Number	Invoice Number	Original Voucher Amount			
T117 36829	TIFCO INDUSTRIES 71912857	WELLS FARGO OP Various hardware	28333	10/30/2023	\$434.36
	Type Account	Description		Debit	Credit
	PURCH 0-000-2222-000	Automotive Repairs/Supplies		\$434.36	\$0.00
T150 36830	T-Mobile 36830	WELLS FARGO OP Monthly billing	28334	10/30/2023	\$453.49
	Type Account	Description		Debit	Credit
	PURCH 0-000-2037-000	Telephone		\$453.49	\$0.00
U109 36831	US Bank Corporate Payment Syst 36831	WELLS FARGO OP Monthly billing	28335	10/30/2023	\$3,371.79
	Type Account	Description		Debit	Credit
	PURCH 0-000-2023-000	Employee Physicals & Wellness		\$65.00	\$0.00
	PURCH 0-000-2030-000	Memberships/Subscriptions		\$535.18	\$0.00
	PURCH 0-000-2040-000	Education/Training		\$298.95	\$0.00
	PURCH 0-000-2056-000	Software Subscriptions		\$59.97	\$0.00
	PURCH 0-000-2120-000	Cleaning/Maintenance Supplies		\$759.83	\$0.00
	PURCH 0-000-2123-001	Prevention Misc. Supplies		\$962.03	\$0.00
	PURCH 0-000-2129-000	Office Supplies/Computer		\$97.06	\$0.00
	PURCH 0-000-2131-000	Postage/Shipping		\$9.80	\$0.00
	PURCH 0-000-2225-001	6900 Eureka Road		\$31.07	\$0.00
	PURCH 0-000-2225-005	3505 Auburn Folsom Road		\$552.90	\$0.00
X001 36832	Xerox Financial Services 4953977	WELLS FARGO OP Copier & DocuWare lease	28336	10/30/2023	\$2,550.99
	Type Account	Description		Debit	Credit
	PURCH 0-000-2056-000	Software Subscriptions		\$2,550.99	\$0.00

**SOUTH PLACER FIRE DISTRICT
INTEROFFICE MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: CHIEF MARK DUERR
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: WEDNESDAY, NOVEMBER 8TH, 2023
CC: BOARD SECRETARY KATHY MEDEIROS

Agenda Item: South Placer Fire District Policy Updates:

Action Requested: Staff recommends review and approval of the proposed policy updates.

Background: With the recent changes to operations and the Board's goal of updating and consolidating the District Policy Manual, staff presents the following policies for review and approval:

1. Chapter 9 – Training
 - a. 900 – Illness and Injury Prevention Program
 - b. 901 - Cal/OSHA Inspections
 - c. 902 – Cal/OSHA Notifications of Injury, Illness, or Death
 - d. 903 – High-Visibility Safety Vests
 - e. 904 – Soft Body Armor
 - f. 906 – Heat Illness Prevention Program
 - g. 907 – Respiratory Protection Program
 - h. 908 – Personal Alarm Devices
 - i. 909 – Health and Safety Officer
 - j. 910 – Vehicle Safety Belts
 - k. 911 – Fire Station Safety
 - l. 912 – Ground Ladder testing
 - m. 913 – Personal Protective Equipment
 - n. 914 – Personal Protective Equipment Use
 - o. 915 – Hazardous Energy Control
 - p. 916 – Hazard Communication
 - q. 917 – Roadway Incident Safety
 - r. 918 – Vehicle Accident Committee
 - s. 919 – Public Sharps Collection Program
 - t. 920 – Health and Safety Committee
 - u. 921 – Firefighting Hood Maintenance and Exchange Program

Impact: Policy update.

Attachments: Proposed policies

Mark Duerr
Fire Chief
South Placer Fire Protection District

Chapter 9 - Safety

Illness and Injury Prevention Program

900.1 PURPOSE AND SCOPE

The purpose of this policy is to establish an ongoing and effective plan to reduce the incidence of injury and illness for members of the South Placer Fire District, in accordance with the requirements of Labor Code § 6401.7 and 8 CCR 3203.

Although this policy provides the essential guidelines for a plan that reduces injury and illness, it may be supplemented by district procedures outside the Policy Manual.

This policy supplements but does not supersede any related Districtwide safety efforts.

900.2 POLICY

The South Placer Fire District will adopt an Illness and Injury Prevention Program (IIPP) in order to increase the safety of its members.

900.3 ILLNESS AND INJURY PREVENTION PROGRAM PLAN

The Health and Safety Officer (HSO) is responsible for developing an IIPP that shall include:

- (a) Workplace safety and health training programs.
- (b) Safety inspections.
- (c) Informing members of IIPP guidelines.
- (d) Recognizing members who perform safe work practices.
- (e) Member evaluation processes, including member safety performance.
- (f) A system ensuring that all safety and health policies and procedures are clearly communicated and understood by all members.
- (g) A communication system facilitating the continuous flow of safety and health information between supervisors and members. This system shall include:
 1. New member orientation, including a discussion of safety and health policies and procedures.
 2. Regularly scheduled safety meetings.
 3. Regular member review of the IIPP.
 4. Providing access to the illness and injury prevention plan to members or their representatives as set forth in 8 CCR 3203.
- (h) Establishing Division Safety Coordinators and defining their responsibilities.
- (i) Posting or distributing safety information.
- (j) A system for members to anonymously inform management about workplace hazards.
- (k) Availability of forms that address:

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SPFD Policy Manual

Illness and Injury Prevention Program

1. Identification, documentation, and correction of hazards, any unsafe condition or work practice, and actions taken to correct them.
 2. Investigations and corrective actions taken regarding individual incidents or accidents.
 3. Training records of each member, including the member's name or other identifier, training dates, type of training, and training providers.
- (l) Establishing a safety and health committee, which will:
1. Meet regularly.
 2. Prepare a written record of safety and health committee meetings.
 3. Review the results of periodic scheduled inspections.
 4. Review investigations of accidents and exposures.
 5. Make suggestions to command staff for the prevention of future incidents.
 6. Review investigations of alleged hazardous conditions.
 7. Submit recommendations to assist in the evaluation of member safety suggestions.
 8. Assess the effectiveness of efforts made by the District to meet standards.

The HSO must conduct and document a review of the IIPP at least annually.

900.3.1 REVIEW OF SAFETY MANDATES

The IIPP shall also include a process to review compliance with safety mandates. The process should include a review of safety mandates relating to:

- (a) Communicable diseases (see the Communicable Diseases Policy).
- (b) Respiratory protection (see the Respiratory Protection Program Policy).
- (c) Personal protective equipment (see the Personal Protective Equipment Policy).
- (d) Emergency Action Plan and Fire Prevention Plan (see the Emergency Action Plan and Fire Prevention Plan Policy).
- (e) Walking-Working Surfaces (see the Fire Station Living Policy).
- (f) Heat illness (8 CCR 3395).
- (g) Workplace Violence Prevention Plan (8 CCR 3342).
- (h) Hazards associated with wildfire smoke (8 CCR 5141.1).

900.4 INSPECTIONS

Safety inspections are crucial to a safe work environment. These inspections identify and evaluate workplace hazards and permit mitigation of those hazards. A hazard assessment checklist should be used for documentation and to ensure a thorough assessment of the work environment.

Illness and Injury Prevention Program

The Division Safety Coordinators shall ensure that the appropriate documentation is completed for each inspection.

900.5 HAZARDS

All members should report and/or take reasonable steps to correct unsafe or unhealthy work conditions, practices, or procedures in a timely manner. Members should make their reports to a supervisor (as a general rule, their own supervisors).

Supervisors should make reasonable efforts to correct unsafe or unhealthy work conditions in a timely manner based on the severity of the hazard. These hazards should be corrected when observed or discovered when it is reasonable to do so. When a hazard exists that cannot be immediately abated without endangering members or property, supervisors should protect or remove all exposed members from the area or item except those necessary to correct the existing condition.

Members who are necessary to correct the hazardous condition shall be provided with the necessary protection.

All significant actions taken and dates they are completed shall be documented on the appropriate form. This form should be forwarded to the [Division Chief EMS/Safety](#) via the chain of command.

The [Division Chief EMS/Safety](#) will take appropriate action to ensure the IIPP plan addresses potential hazards upon such notification.

900.6 RECORDS

Records relating to injury and illness prevention will be maintained in accordance with the established records retention schedule.

900.7 DIVISION SAFETY COORDINATORS

Division Safety Coordinator responsibilities include but are not limited to:

- (a) Ensuring member compliance with injury and illness prevention guidelines and answering questions from members about this policy.
- (b) Training, counseling, instructing, or making informal verbal admonishments any time safety performance is deficient. Supervisors may also initiate discipline when it is reasonable and appropriate under the Conduct and Behavior Policy.
- (c) Establishing and maintaining communication with members on health and safety issues. This is essential for an injury-free, productive workplace.
- (d) Completing required forms and reports relating to injury and illness prevention; such forms and reports shall be submitted to the [Division Chief EMS/Safety](#).
- (e) Notifying the HSO when:
 1. New substances, processes, procedures, or equipment that present potential new hazards are introduced into the work environment.

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2. New, previously unidentified hazards are recognized.
3. Occupational injuries and illnesses occur.
4. New and/or permanent or intermittent members are hired or reassigned to processes, operations, or tasks for which a hazard evaluation has not been previously conducted.
5. Workplace conditions warrant an inspection.

Cal/OSHA Inspections

901.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines and responsibilities for South Placer Fire District members to follow in the event that a California Division of Occupational Safety and Health (Cal/OSHA) inspector requests access to district property or work operations (Labor Code § 6314).

This policy does not address those inspections requested by the South Placer Fire District as part of a consultation service by Cal/OSHA.

901.2 POLICY

It is the policy of the South Placer Fire District for the Fire Chief or the authorized designee to designate one or more district representatives who will be responsible for facilitating a Cal/OSHA inspection. An adequate number of representatives shall be designated to accommodate the needs of the Cal/OSHA inspector without excessive delays. Designated representatives shall make every reasonable effort to promptly meet with the Cal/OSHA inspector once he/she has arrived (Labor Code § 6314(d)).

District members should work cooperatively with any Cal/OSHA inspector to provide access to all necessary areas, equipment and records to facilitate a cohesive inspection process. Failure on the part of the District to begin the inspection in a timely manner could result in the Cal/OSHA inspector obtaining an inspection warrant to enter district property. This could unnecessarily create an adversarial relationship and should be avoided if at all possible.

901.3 PROCEDURE

Cal/OSHA inspections may be unannounced (Labor Code § 6321). Typically inspections occur when there has been a serious accident, serious injury, occupational fatality, when a member has charged that a serious safety violation exists or at a worksite where an imminent danger has been identified.

Upon entering the district worksite, the inspector will present his/her identification and will ask to meet with the district representative. There will usually be an initial meeting during which the inspector will:

- Explain the nature and scope of the inspection.
- Request that a member/representative accompany the inspector.
- Ask to review appropriate safety records, plans and documentation.

Cal/OSHA inspectors are, by law, permitted to interview members in private, take photographs, conduct tests and collect environmental samples. District representatives should make reasonable accommodations to provide inspectors access to available members and materials required to complete the inspection. Any statements made to inspectors are admissible in judicial hearings. Questions of a sensitive nature or to which the member is unsure of how to respond may be

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Cal/OSHA Inspections

referred to the person at the District who is the subject matter expert on the topic (Labor Code § 6314(a)).

At the conclusion of the inspection, the Cal/OSHA inspector will hold a closing meeting with the district representative to discuss any alleged safety standard violations and any requirements for abatement.

Any time there is a Cal/OSHA inspection, violation and/or citation, the Fire Chief shall ensure that notifications are made to the district's Safety and Health Officer, risk manager and legal counsel, and that the District conducts an appropriate internal investigation and adequately addresses all Cal/OSHA findings.

Cal/OSHA Notification of Injury, Illness or Death

902.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the requirements for the District to immediately report to Cal/OSHA any death, serious injury or illness connected with the victim's employment (including members of this district). Immediately shall mean as soon as practicable, but generally no longer than eight hours after the District has knowledge of the injury, illness or death. If exigent circumstances exist, the time frame for the report shall be no longer than 24 hours after the incident (8 CCR 342(a)).

902.1.1 EMPLOYMENT RELATED DEATHS OR INJURIES

Any member of this district who responds to and determines that a death, serious illness or serious injury has occurred as a result of an accident at or in connection with the victim's employment shall ensure that the nearest office of Cal/OSHA is notified by telephone with all pertinent information (8 CCR 342(b)).

Cal/Osha 24 hour reporting number for the 95746 & 95650 zip codes and surrounding areas: [\(916\) 263-0704](tel:9162630704) ~~916-263-2800~~

Immediately - means as soon as possible, but no longer than 8 hours after the District knows or with diligent inquiry would have known of the death, serious injury, or illness.

Serious injury or illness - means any injury or illness occurring in a place of employment or in connection with any employment that requires in-patient hospitalization for a period of 24 hours for reasons other than medical observation, or in which an employee suffers any loss of any member of the body or any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by the commission of a Penal Code violation, except the violation of Section 385 of the Penal Code, or an accident on a public street or highway.

902.2 PROCEDURE

Cal/OSHA requires the following information, if available, to be submitted with the notification (8 CCR 342(c)):

- Time and date of the accident, injury, illness, or death
- Reporting district's name, address, and telephone number
- Name and job title of the person making the report
- Address of the incident
- Name of the person to contact at the site of the incident
- Name and address of the injured, ill, or deceased member
- Nature of the injury or illness
- The location where the injured member was transferred

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Cal/OSHA Notification of Injury, Illness or Death

- The names of any other fire or law enforcement agencies present at the site of the incident, including the names and badge numbers of personnel present.
- A description of the accident/incident and whether the accident scene has been altered
- If an instrument or machinery caused the accident/incident, whether that instrument or machinery has been altered

During normal business hours, the Battalion Chief shall provide the information to the Personnel / Human Resources directly when the illness or injury involves a member of this district. The Personnel / Human Resources reports the required information to Cal/OSHA at the 24-hour a-day, seven-days-a-week contact number. After normal business hours, the Battalion Chief reports the required information to Cal/OSHA 24 hours a day, seven days a week contact number. [Once Cal/OSHA has been notified, the Battalion Chief shall immediately email the Deputy Chief with the same information provided to Cal/OSHA.](#)

For incident-related responses not involving members of the South Placer Fire District and requiring telephonic notification to Cal/OSHA, the primary paramedic or company officer shall be responsible for the notification.

High-Visibility Safety Vests

903.1 PURPOSE AND SCOPE

The purpose of this policy is to describe the guidelines to protect members who may be exposed to hazards presented by passing traffic, construction vehicles and disaster recovery equipment and to comply with applicable safety regulations (Federal Manual on Uniform Traffic Control Devices, 23 CFR 655.601 and 8 CCR 1598).

903.2 POLICY

It is the policy of the South Placer Fire District that all personnel shall wear class II high-visibility safety vests in addition to required personal protective equipment (PPE) whenever the emergency scene is located on or near a roadway where firefighters are subject to the hazards of moving traffic, construction vehicles or disaster recovery equipment. Members who are working on roadways and are not directly exposed to fire, flame, excessive heat or hazardous materials are expected to wear a high-visibility vest. This includes pump operators, support personnel and command officers. When it is anticipated that the emergency scene will be located on a roadway, high-visibility safety vests should be donned along with other appropriate personal protective equipment (PPE) at the time of dispatch.

High-visibility vests should also be worn any time a member or a supervisor believes increased visibility would improve safety or efficiency.

903.3 PROCEDURE

Although the high-visibility safety vests that are currently available are fire resistant, they do not meet the same fire resistant standards set by the National Fire Protection Association (NFPA). Therefore, members who are directly engaged in fire suppression activities on or near roadways should not wear the vest over their PPE. Once the situation is under control, personnel can then don a vest for the remainder of the incident.

Should the need arise, other district personnel on-scene could easily remove (tear-away) the vest in reaction to unusual circumstances, to render assistance with direct firefighting.

903.3.1 ASSIGNMENT OF HIGH-VISIBILITY SAFETY VESTS

All members who may be exposed to hazards presented by passing traffic, construction vehicles and disaster equipment will be issued a high-visibility safety vest.

903.3.2 STORAGE AND CARE

High-visibility safety vests are part of the standard issue PPE and should be stowed so they are readily available for immediate use. Should cleaning be necessary for routine soiling, follow the manufacturer's care instructions or the Selection, Care and Maintenance of Firefighting PPE Policy.

Soft Body Armor

904.1 PURPOSE AND SCOPE

The South Placer Fire District is committed to reducing or eliminating occupational risks and hazards whenever possible in an effort to improve member safety. The purpose of this policy is to identify soft body armor as a practical safety measure that should be used to reduce some of the occupational risks and hazards confronting members.

904.2 POLICY

It is the policy of the South Placer Fire District to provide soft body armor to district members who may be exposed to any of the occupational risks and hazards the armor is designed to protect against. The South Placer Fire District authorizes members to utilize district-issued soft body armor whenever members believe it may be prudent or appropriate to do so. It is not the intent of the District to have members utilize soft body armor on a routine basis, but rather to have soft body armor available to personnel for situations that may be violent, potentially violent or otherwise a risk to safety that the use of body armor could reduce or eliminate.

A supervisor may mandate the use of soft body armor in any situation or circumstance that he/she feels may warrant the use of armor.

904.3 PROCEDURE

For the purposes of this policy a supervisor may be defined as follows:

- The Incident Commander directing any incident
- Any supervisor in the Incident Command System chain of command directing or supervising the activities of personnel assigned to him/her
- The captain in charge of any apparatus or crew
- The senior member of any crew or functional unit when no clear lines of rank or authority exist (e.g., the senior member of a two-person rescue unit crew)

In certain situations, supervisors and members of the District should strongly consider utilizing soft body armor. These situations include:

- Incidents involving mass civil disturbances, rioting or looting
- Incidents involving large-scale protesting or organized civil disturbances
- Incidents involving confrontations between rival street gangs, motorcycle gangs or other criminal enterprises
- Incidents involving gunshots fired when reports or personal observations indicate that shooting is ongoing
- Incidents involving groups or organizations with a known history of violent encounters or activities

Soft Body Armor

- Any incident when law enforcement representatives recommend the use of body armor

904.4 CONCEALMENT OF BODY ARMOR

Whenever members of the District utilize soft body armor, the armor should be covered by an over garment that effectively conceals the armor, such as a wildland jacket, from public view or recognition. In the event of an unexpected violent encounter during an incident, members may don soft body armor without regard to concealment.

904.5 STORAGE OF SOFT BODY ARMOR

All district-issued body armor should be stored in compliance with the manufacturer's guidance. Generally, all body armor should be stored such that it is not subject to direct sunlight or extreme temperatures and is protected from moisture or high humidity. Body armor should be stored in a location that is reasonably accessible to members as needed, preferably in the cab of the apparatus as space allows. During known or anticipated violent events, body armor may be temporarily moved to and stored in any location, making it more readily and quickly accessible to members.

904.6 MAINTENANCE AND SERVICE LIFE OF SOFT BODY ARMOR

All district-issued body armor shall be inspected and maintained in accordance with the manufacturer's instructions. All district body armor will be immediately removed from service at any time that it is obviously damaged, any time it fails the manufacturer's inspection criteria or when it has exceeded its rated service life.

Apparatus / Vehicle Backing

- (k) Practice skills as time permits.

Heat Illness Prevention Program

906.1 PURPOSE AND SCOPE

The purpose of this policy is to promote member health and safety by establishing a heat illness prevention program requiring member participation and implementing an effective training program (see Heat Illness Prevention Training Policy).

906.1.1 GUIDELINE

Definitions related to this policy include:

Fireground rehabilitation - A system for on-scene management of heat stress, dehydration, and fatigue. The primary goals of rehabilitation are rehydration, rest, and cooling; assessment of remaining work capacity; and recognition and treatment of heat strain injuries.

Heat exhaustion - A condition caused by the loss of large amounts of fluid by sweating. A worker suffering from heat exhaustion still sweats but experiences extreme weakness or fatigue, giddiness, nausea, or headache. In more serious cases, the victim may vomit or lose consciousness. Skin may be clammy or moist, pale, or flushed. Body temperature is normal to slightly elevated. Mild heat exhaustion will respond to copious water and a cool environment. Those with severe cases may require extended care for several days.

Heat stress - The aggregate of environmental and physical work factors that constitute the total heat load imposed on the body. Heat load is derived from two major sources:

- Internally generated metabolic heat, which is a by-product of chemical processes that occur within the cells, tissue, and organs of s exerting themselves in turnout clothing
- Externally imposed environmental heat, which influences the rate at which body heat can be exchanged with the environment and consequently the ease with which the body can regulate and maintain a normal temperature

Heat strain - The series of physiological responses to heat stress. These responses reflect the degree of heat stress. When the strain is excessive for the individual, a heat disorder (heat exhaustion or heat stroke) will follow.

Heat stroke - A condition where the body's temperature regulatory system fails, sweating becomes inadequate, and the body's only effective means of removing excess heat is compromised. Early recognition and treatment of heat stroke is the only means of preventing permanent brain damage or death. Signs and symptoms of heat stroke may include mental confusion, convulsions, an altered level of consciousness, and skin that is hot, usually dry, and red or spotted. Temperature is usually 104 or higher.

906.2 POLICY

It is the policy of the South Placer Fire District to require member participation in the heat illness prevention program and the accompanying training. The training provided shall comply with all state mandates (8 CCR 3395).

Heat Illness Prevention Program

New members shall receive this training prior to being assigned work that is reasonably anticipated to result in heat illness. Supervisory personnel shall receive specific heat illness training prior to being assigned any supervisory duties (8 CCR 3395).

906.3 PROCEDURE

This procedure shall apply to all emergency operations and training exercises where personnel are exposed to heavy physical exertion and/or extreme heat conditions.

A rehabilitation group will be established by the Incident Commander (IC) when conditions dictate that rest and rehabilitation are needed at an emergency scene. Rehabilitation considerations should include but are not limited to the following:

- **Length of the operation** - The two-bottle rule should generally be observed. After using two self-contained breathing apparatus (SCBA) air bottles or 45 minutes of strenuous activity, a firefighter should be evaluated in the rehabilitation area. Rehabilitation should generally be considered for second-alarm fires or greater. Prolonged motor vehicle incidents and heavy rescues in hot weather are other examples.
- **Amount of exertion** - Company officers should maintain an awareness of the exertion/exhaustion level of crews. The degree of exertion can vary greatly in each incident. Individuals who are under-hydrated or are on the first day back after any gastrointestinal illness are particularly susceptible to early onset of heat illness.
- **Adverse climatic conditions** - Temperatures over 90 degrees have historically produced early onset of heat exhaustion and/or collapse. Rehabilitation efforts should generally be established when the ambient air temperature is over 85 degrees, and there is a potential for extended operations. High humidity also plays a role and should be considered.
- **Communication** - It may be difficult for the IC to assess the exertion or exhaustion level of the firefighters. If a firefighter needs rest, they are responsible for communicating their needs to a supervisor. If one individual is experiencing heat exhaustion, supervisors should be aware that there may be additional firefighters in need of rehabilitation.

Rehabilitation should be implemented at all emergency operations and training exercises where strenuous physical activity and/or exposure to heat exist. A rehabilitation (rehab) unit will be requested for the following call types:

- Vegetation Fire / Working Structure Fire / High-Rise
- Technical Rescue / Confined Space / Multi-Casualty Disaster Response
- Level A HAZMAT Response

Incident Commanders have the discretion of requesting a rehabilitation unit on other call types, which is recommended for incidents requiring 30 minutes or longer of continuous physical exertion or during extreme weather conditions (i.e., veg fire beyond the initial attack).

Heat Illness Prevention Program

Safety Officer - The IC will designate a Safety Officer who will be responsible for Operations personnel and have the authority to refer them to the rehabilitation area.

- Vegetation Fire / Working Structure Fire / High-Rise
- Technical Rescue / Confined Space / Multi-Casualty Disaster Response
- Level A HAZMAT Response

It is the responsibility of every company officer to monitor the condition of all firefighters for signs of heat stress or fatigue. When these conditions are noted, the officer shall advise the IC and request the company's assignment to the rehabilitation group.

It is the responsibility of all personnel operating at an incident to report to their immediate supervisors if they are feeling the strain of overexertion. There is a point at which even the most physically fit individual becomes a liability rather than an asset due to intense physical exertion in turnout clothing. Taking 10 to 20 minutes in rehabilitation to cool down and rehydrate can prevent illness and injury.

Administrative Personnel - When dispatched to an emergency operation, Administrative personnel will obtain and set up rehabilitation materials by following the Rehabilitation Area Setup guideline (Attachment 1). The IC or Administrative personnel will announce by radio the establishment of a rehabilitation area and indicate its location.

906.4 ACCESS TO SHADE

ICs should attempt to locate rehabilitation in shaded areas when the temperature exceeds 80 degrees for members operating on emergency scenes or participating in training exercises. Shaded rehabilitation areas should be located in a safe zone near where the members are working and allow for members to sit without being crowded. Even when the temperature does not exceed 80 degrees, rehabilitation should be located in a shady area during warm-weather operations and should be readily accessible upon request of a member (8 CCR 3395).

Members should be allowed and encouraged to take a preventive cool-down rest and report to rehabilitation to protect themselves from overheating. A member who takes a preventive cool-down rest should be monitored by Emergency Medical Services (EMS) personnel assigned to rehabilitation and should be asked if he/she is experiencing symptoms of heat illness; should be encouraged to remain in the shade or cooling area; and should not be ordered back to work until any signs or symptoms of heat illness have abated (at least 5 minutes) (8 CCR 3395).

If a member exhibits signs or reports symptoms of heat illness during a preventive cool-down rest period, EMS personnel assigned to rehabilitation should provide appropriate first aid or emergency response (8 CCR 3395).

If rehabilitation has not been established, the member should be moved to a shaded area or area where alternative cooling measures and hydration can be safely administered, along with appropriate first aid or additional emergency medical response.

Heat Illness Prevention Program

Safe alternative cooling measures, such as misting machines, should be considered when providing shade is not feasible or is unsafe (8 CCR 3395).

906.5 EMERGENCY RESPONSE PROCEDURES

Emergency response procedures related to heat illness should include (8 CCR 3395):

- (a) Ensuring that effective communication by voice, observation, or radio is maintained so that members at the emergency scene or training evolution can contact a supervisor and have access to EMS when necessary.
- (b) Responding to signs and symptoms of possible heat illness, including but not limited to first aid measures and how EMS will be provided.
- (c) Contacting additional EMS and, if necessary, transporting members to a place where they can be reached by an emergency medical provider.

906.6 ACCLIMATIZATION

Members should be monitored during a heat wave. Consideration should be given to changing temperatures and how that may affect members over time (8 CCR 3395).

906.7 HEAT ILLNESS PREVENTION PROCEDURES

The Fire Chief or the authorized designee should develop a heat illness prevention plan to supplement this policy as needed. The plan should be made available at each station. The plan should contain supplemental information regarding (8 CCR 3395):

- (a) Procedures for the provision of water and access to shade.
- (b) Emergency response procedures.
- (c) Acclimatization methods.

The IC will establish a rehabilitation area when conditions indicate rest and rehabilitation is needed for personnel operating at an emergency operation or training exercise.

Establishment of Rehabilitation Area

Supervisors/line officers should consider rehabilitation during the initial planning stages of an emergency operation or training exercise. The climatic or environmental conditions of the scene should not be the sole justification for establishing the rehab area. Any activity/incident that is large in size, long in duration, and/or labor-intensive will rapidly deplete the energy and strength of personnel and, therefore, merits consideration for rehabilitation.

One climatic or environmental condition that indicates the need to establish a rehabilitation area is a heat index above 85 F. However, the IC may deem the necessity of establishing a rehabilitation area at any time, regardless of the heat index factors. ECC will monitor data from Remote Automated Weather Stations (RAWS) sites during incidents warranting such information.

Location of Rehabilitation Unit

Heat Illness Prevention Program

The IC will normally designate the location for the rehabilitation area. If a specific location has not been designated, Service Center personnel shall select an appropriate area based on the site characteristics and designations as follows:

- It should provide suitable protection from the prevailing environmental conditions. During hot weather, it should be in a cool, shaded area.
- It should enable personnel to be free of exhaust fumes from apparatus, vehicles, or equipment.
- It should be large enough to accommodate multiple crews, based on the size of the incident. It should be easily accessible by EMS units.
- It should allow prompt entry into the emergency operation or training exercise upon recuperation.
- Due to the complexity and size of major wildland firefighting incidents and difficulty in maintaining and supporting rehab functions, should the size and duration of the incident require a Base Camp and the establishment of a Medical Unit, the Rehab Unit will be placed at that location. Therefore, anyone on the fireline exhibiting signs/symptoms of heat illness could be rapidly transmitted to the location for assessment/treatment.

II. REHABILITATION UNIT SUPPLIES

Assigned personnel shall secure all necessary resources to supply the rehabilitation area adequately. The supplies should include:

- EZ Ups
- Collapsible benches
- Ice chests filled with ice Bottled water
- Towels
- Electrolyte/glucose replacement powder Granola bars/almonds/meal replacement powder Enter/exit signs.
- Fire tape (to mark the entrance and exit of the rehab area), Garbage bags
- Self-Contained Breathing Apparatus (SCBA) bottles

A critical factor in the prevention of heat illness is the management of water and electrolytes. Water must be replaced during exercise periods and at emergency incidents. During heat stress, the member should consume at least one quart of water per hour. The following guidelines should be used for hydration during extended emergency operations or training exercises:

- Drink water and an electrolyte replacement drink after approximately 30 minutes.
- Drink water for the first 30 minutes of the incident.
- Drink water and an electrolyte and glucose replacement drink after approximately 60 minutes.

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IV. NOURISHMENT RECOMMENDATIONS

The department should provide meal replacements at the scene of an extended incident when units are engaged for 2 hours or more. Almonds, meal-replacement bars, or meal-replacement drinks are highly recommended because it is digested much faster than sandwiches and fast food products. In addition, foods such as apples, oranges, and bananas provide supplemental forms of energy replacement. Fatty and/or salty foods should be avoided.

V. MANDATORY REST

The "two air bottle rule," or 45 minutes of work time, is recommended as an acceptable level before mandatory rehabilitation. Personnel shall rehydrate and cool while SCBA cylinders are being changed. Firefighters working for two full 30-minute rated bottles, or 45 minutes, shall be placed in the rehabilitation area for rehydration and cooling. The rest period duration shall be dependent upon the following medical criteria:

Ability to return to firefighting operations:

- Pulse# 110

Once a firefighter meets the above heart rate benchmark, the expectation is that they will reengage in firefighting/rescue operations in a timely manner.

Prior to demobilization and return to normal operations status, the following medical criteria must be met:

- Pulse# 110
- Blood Pressure # 160/100 SpO2 greater than 95%
- SpCO less than 10%

Firefighters exceeding the above medical criteria shall remain in the rehabilitation area until they meet the stated benchmarks. Should that occur, an ALS evaluation will be performed to determine if further treatment is required. If an ALS evaluation is necessary, the IC/designee shall notify the home agency and request additional resources through the appropriate dispatch center. The above medical criterion assumes that the firefighter is not experiencing signs/symptoms of heat illness. Should any signs/symptoms of heat illness be present, the IC will treat that individual as an incident within an incident and request the appropriate resources through ECC.

VI. COOLING MEASURES

The following cooling measures should be followed:

- Remove coat, helmet, and flash hood.
- Remove chemical protective clothing (if HazMat event). Cease all activity and sit in a shaded area under EZ Up.
- Take one wet towel at a time from the ice chest and place it on areas of the body with abundant blood supply (such as the back of the neck) and areas with efficient heat transfer (such as the head).

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- Place the used towel in a separate bucket or plastic bag, not in the ice chest, when done.

VII. ACCOUNTABILITY

Personnel assigned to the rehabilitation area shall enter and exit the rehabilitation area as a crew.

However, should one crew member not meet the benchmark, the remainder of the crew shall reengage. The crew designation, number of personnel, and the time of entry to and from the rehabilitation area shall be documented on the Rehabilitation Log (department check-in/ check-out sheet.). The Rehabilitation Logs shall be forwarded to EMS following the incident.

Fresh crews, or crews released from the rehabilitation area, shall be available in the staging area to ensure that fatigued personnel are not required to return to duty before they are rested, evaluated, and released.

References:

- OSHA

Attachments:

- [Attachment #1 - Rehab Log.pdf](#)

Respiratory Protection Program

907.1 PURPOSE AND SCOPE

The purpose of this policy is to identify the different types of respiratory protection equipment provided by the District, the requirements and guidelines for the use of respirators, and other mandates associated with their use (8 CCR 5144).

This policy applies to all members whose job duties could require them to use respiratory protection, due to exposure to atmospheres where there is smoke, low levels of oxygen, high levels of carbon monoxide, or the presence of toxic gases or other respiratory hazards. The policy is intended to ensure that the District complies with the mandates of 8 CCR 3409 and 8 CCR 5144 et seq.

907.1.1 DEFINITIONS

Definitions related to this policy include (8 CCR 5140):

Aerosol - Liquid or solid particles dispersed in a gaseous medium such as air, including mists, smokes, fumes, and dusts.

Dusts - Formed when solid materials are broken down, such as by drilling, sanding, or grinding. The smaller the dust particle, the longer it hovers in the air.

Fumes - Solid condensation particulates, usually of a vaporized metal.

Gas - A substance that is in a gaseous state at normal temperature and pressure; it has neither independent shape nor volume but tends to expand indefinitely.

Immediately dangerous to life or health (IDLH) - Any atmosphere that poses an immediate threat to life, would cause irreversible adverse health effects, or would impair an individual's ability to escape from a dangerous atmosphere. Interior atmospheric conditions at structure fires beyond the incipient stage are considered IDLH, as are a variety of rescue types (8 CCR 5144(b)).

Mists - Liquid particles generated by condensation of a substance from the gaseous state to the liquid state, or by breaking up a liquid into a dispersed state (e.g., spraying).

Personal Alarm Device - [A device designed to monitor responder movement and alert others to a lack of movement \(8 CCR 3408\).](#)

Respiratory protection - Any device that is worn by the user to reduce or eliminate exposure to harmful contaminants through the inhalation of those contaminants.

Vapors - The gaseous form of a substance that is normally a solid or liquid at room temperature and pressure. Liquids are changed into the vapor state and mixed with the surrounding atmosphere through evaporation.

907.2 POLICY

It is the policy of the South Placer Fire District to require members to use the proper level of respiratory protection, as described below, when working in hazardous conditions. The level of

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protection may be increased or decreased by a Captain or Incident Commander (IC), based on an evaluation of the hazard. Members shall not be required or allowed, to enter or work in hazardous conditions without proper respiratory protection and shall be trained in the proper use and care of the devices (8 CCR 3409; 8 CCR 5144).

907.3 RESPIRATORY PROTECTION PROGRAM ADMINISTRATOR

The Fire Chief will designate a program administrator with sufficient training or experience to oversee the objectives of this policy and ensure that the District meets any legal mandates related to respiratory protection (8 CCR 5144(c)).

The administrator shall:

- (a) Maintain, implement, and administer a written respiratory protection program.
- (b) Ensure the written respiratory protection program and related procedures are followed and appropriate.
- (c) Ensure the procedures and written respiratory protection program address relevant mandates (8 CCR 5144).
- (d) Ensure selected respirators continue to protect members effectively.
- (e) Have supervisors periodically monitor member respirator use to make sure members are using them properly.
- (f) Regularly ask members required to use respirators for their input on program effectiveness and whether they have problems with the following (8 CCR 5144(l)).
 - (a) Respirator fit during use.
 - (b) Any effects of respirator use on work performance
 - (c) Respirators being appropriate for the hazards encountered
 - (d) Proper use under current work site conditions
 - (e) Proper maintenance
- (g) Ensure the District covers the costs associated with respirators, medical evaluations, fit testing, training, maintenance, travel, and wages, as applicable.
- (h) Provide direction for respirator selection.
- (i) Require medical evaluations for members who use respiratory protection as outlined in 8 CCR 5144.

907.4 USE OF RESPIRATORY PROTECTION

Members exposed to harmful exposure in the course of their assigned activities shall use respiratory protection devices (8 CCR 3409).

Members using respiratory protection shall ensure that they have no facial hair between the sealing surface of the facepiece and the face that could interfere with the seal or the valve function.

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Members also shall ensure that they have no other condition that will interfere with the face-to-facepiece seal or the valve function (8 CCR 5144(g)).

Members shall not wear corrective glasses, goggles, or other personal protective equipment (PPE) that interferes with the seal of the facepiece to the face or that has not been previously tested for use with that respiratory equipment (8 CCR 5144(g)).

For all tight-fitting respirators, members shall perform a user seal check each time they put on the respirators, using the procedures in 8 CCR 5144, Appendix B-1 or other district-approved procedures recommended by the respirator manufacturer (8 CCR 5144(g)).

Captains shall monitor members using respiratory protection and their degree of exposure or stress. When there is a change in work area conditions or when a member's degree of exposure or stress may affect respirator effectiveness, the company officer shall reevaluate the continued effectiveness of the respirator and shall direct the member to leave the respirator use area when (8 CCR 5144(g)):

- (a) It is necessary for the member to wash his/her face and the respirator facepiece to prevent eye or skin irritation associated with respirator use.
- (b) The member detects vapor or gas breakthrough or when there is a change in breathing resistance or leakage of the facepiece.
- (c) The member must replace the respirator, filter, cartridge, or canister.

Members who detect vapor or gas breakthrough, changes in breathing resistance, or leakage of the facepiece shall replace or repair the respirator before returning to the work area.

907.4.1 USE OF SELF-CONTAINED BREATHING APPARATUS

Self-contained breathing apparatus (SCBA) are atmosphere-supplying respirators for which the breathing air source is designed to be carried by the user and which operate under positive pressure, allowing breathable air to escape from the facepiece while preventing contaminants from entering the facepiece (8 CCR 5144(b)).

Members shall use SCBA when entering an atmosphere that may be IDLH (8 CCR 5144(g)). These situations may include, but are not limited to:

- Entering an area that may be oxygen deficient such as confined spaces, trenches, unventilated structures, or septic tanks.
- Engaging in any firefighting operations, with the possible exception of a vegetation fire.
- Entering the hot zone of a hazardous materials incident.
- Entering any area where contaminant levels may become unsafe without warning, or any situation where exposures cannot be identified or reasonably estimated.
- Any time use is specified by the Captain or IC.

Facepieces should be donned and regulators attached before entering any smoke-filled area or IDLH environment. Use of SCBA shall not cease until approved by the IC.

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907.4.2 USE OF FULL-FACE RESPIRATORS

Full-face respirators are respirators that fit over the full face to protect the face and eyes from contaminants while they filter air.

Company officers or the IC may allow the use of full-face respirators in situations where, due to the duration of the incident and level of exposure, the use of SCBA is not necessary or practical. These situations may include, but are not limited to:

- (a) Hazardous materials incidents where members are not working in the hot zone.
- (b) Incidents involving weapons of mass destruction where members are outside of the hot zone and not directly exposed to any known hazard.
- (c) Certain emergency medical responses where additional protection is warranted.

Full-face respirators shall not be used when there is a potential for an oxygen-deficient atmosphere.

907.4.3 USE OF CARTRIDGE RESPIRATORS

Cartridge respirators are a type of air-purifying respirator that can be fitted with mechanical pre-filters or combination cartridge/filter assemblies for use in areas where gases, vapors, dusts, fumes or mists are present. Cartridge respirators provide limited air-purification capabilities, operate under negative pressure and allow some inward leakage of contaminated air around the sealing surfaces of the respirator. The correct cartridge must be selected prior to use.

A company officer or IC may specify the use of cartridge respirators in situations where the use of an SCBA or full-face respirator is not necessary. These incidents may include vegetation fires, exposure to a patient with a communicable disease and certain other incidents. Cartridge respirators shall not be used if there is a potential for an oxygen-deficient atmosphere or risk of exposure to the member's face or eyes.

Cartridge respirator filters shall be replaced whenever:

- The wearer begins to smell, taste or be irritated by a contaminant.
- The wearer begins to experience difficulty breathing due to filter loading.
- The cartridges or filters become wet.
- The expiration date on the cartridges or canisters has been reached.

907.4.4 USE OF N95 MEDICAL MASKS

N95 medical masks are a class of disposable respirators that are approved by the Food and Drug Administration and the National Institute for Occupational Safety and Health (NIOSH) as suitable for use where fluid resistance is a priority. The masks protect against particulate contaminants that are 0.3 microns or larger, and meet the Centers for Disease Control and Prevention guidelines for the prevention of tuberculosis exposure. Misuse of the N95 respirators may result in serious injury or death. N95 masks should only be used to protect the wearer from particulate contaminants and

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are not suitable in an oxygen-deficient atmosphere or where an unsafe level of carbon monoxide exists.

907.4.5 USE OF P100 MEDICAL MASKS

An aerosol transmissible disease (ATD) or aerosol transmissible pathogen (ATP) is a disease or pathogen for which droplet or airborne precautions are required, as listed in 8 CCR 5199, Appendix A (8 CCR 5199(b)).

P100 medical masks are disposable respirators that should be used when members may encounter cases or suspected cases of ATDs or ATPs. P100 masks should be used if the member suspects a patient may have an aerosolized infectious disease and when administering aerosolized medications. P100 masks should only be used to protect the wearer from particulate contaminants and are not suitable in an oxygen-deficient atmosphere or where an unsafe level of carbon monoxide exists (8 CCR 5199(g)(3)).

907.4.6 TRAINING

Members should not use SCBA, full-face respirators or cartridge respirators unless they have completed the mandatory training requirements for the selected device. Annual training on the proper use of respiratory protection devices is mandatory for members (see the Respiratory Protection Training Policy) (8 CCR 5144(k)).

907.5 EQUIPMENT ACQUISITION AND SPECIFICATIONS

907.5.1 SCBA REQUIREMENTS

South Placer Fire District's SCBA shall meet the standards found in the most current National Fire Protection Association (NFPA) publication and approved for use by NIOSH (8 CCR 5144(d)).

The South Placer Fire District shall use only the respirator manufacturer's NIOSH-approved breathing-gas containers, marked and maintained in accordance with the quality assurance provisions of the NIOSH approval for the SCBA as issued in accordance with the NIOSH respirator certification standard at 42 CFR part 84.1 (8 CCR 5144(i)).

907.5.2 COMPRESSED BREATHING AIR

Compressed breathing air used in SCBA should meet at least the requirements for Grade D breathing air as described in the American National Standards Institute (ANSI) Compressed Gas Association Commodity Specification for Air (G-7.1-2018; 8 CCR 5144(i)).

Compressed breathing air must contain:

- (a) An oxygen content of 19.5 percent to 23.5 percent.
- (b) A hydrocarbon (condensed) content of 5 milligrams per cubic meter of air or less.
- (c) A carbon monoxide (CO) content of 10 parts per million (ppm) or less.
- (d) A carbon dioxide content of 1,000 ppm or less.
- (e) A lack of noticeable odor.

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907.6 RESPIRATOR FIT TESTING

Fit tests are used to qualitatively or quantitatively evaluate the fit of a respirator on an individual (8 CCR 5144(b)). Each new member shall be fit tested before being permitted to use SCBA in a hazardous atmosphere. Fit tests may only be administered by persons determined to be qualified by the program administrator (8 CCR 5144(f)).

All members who are required to wear SCBA and rely on a mask-to-face seal shall complete fit testing for all respiratory protection devices they may use.

After initial testing, fit testing shall be repeated:

- (a) At least once every 12 months.
- (b) Whenever there are changes in the type of SCBA or facepiece used.
- (c) Whenever there are significant physical changes in the user (e.g., obvious change in body weight, scarring of the face seal area, dental changes, cosmetic surgery, any other condition that may affect the fit of the facepiece seal).

All members require initial fit testing for use of N95 or P100 masks to ensure a proper fit prior to responding to an incident that may expose them to a communicable disease.

907.6.1 RESPIRATOR FIT TESTING PROCEDURES

All respirator fit testing shall be conducted in accordance with Appendix A of 8 CCR 5144 including, but not limited to (8 CCR 5144(f)(5)):

- Qualitative testing for subjective sensation (e.g., taste, irritation, smell) of the respirator wearer to a particular contaminant.
- Quantitative instrument testing to measure face seal leakage.

Fit testing of tight-fitting respirators is to be done only in a negative-pressure mode. If the facepiece is modified for fit testing, the modification shall not affect the normal fit of the device. Such modified devices shall only be used for fit testing and not for field use (8 CCR 5144(f)).

Prior to the use of a respirator, the user shall also perform a user seal check to determine if the respirator is properly seated to the face (8 CCR 5144(b)). The user seal check shall be performed by conducting both positive and negative fit checks as follows:

- **Positive user seal check:** With palms over exhalation valve opening, exhale gently into the mask. Pressure should be felt in the facepiece.
- **Negative user seal check:** With palms over cartridge openings, inhale for 10 seconds. The mask should be felt pulling in toward the face.

907.6.2 FIT TESTING RECORDS

The Safety Officer shall be responsible for maintaining records of all fit testing.

Current fit test records shall be retained as required by the district records retention schedule, but in all cases at least until the next fit test is administered. Fit test records should include (8 CCR 5144(m)):

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- (a) Name of person tested.
- (b) Test date.
- (c) Type of fit test performed.
- (d) Description (type, manufacturer, model, style and size) of the respirator tested.
- (e) Results of fit tests (e.g., quantitative fit tests should include the overall fit factor and a print out or other recording of the test).
- (f) The written guidelines for the respirator fit testing program, including pass/fail criteria.
- (g) Instrumentation or equipment used for the test.
- (h) Name or identification of test operator.

907.7 RESPIRATOR MEDICAL EVALUATION QUESTIONNAIRE

All members who are required to use respiratory protection must complete a medical evaluation questionnaire upon initial fit testing and annually thereafter as well as if any of the following conditions arise between annual tests (8 CCR 5144(e)):

- (a) A member reports medical signs or symptoms that are related to the ability to use a respirator.
- (b) A Physician or Licensed Health Care Professional (PLHCP), a supervisor, or the respirator program administrator informs the employer that an employee needs to be re-evaluated.
- (c) Information from the respiratory protection program, indicates a need for an employee re-evaluation; this includes observations made during fit testing and program evaluation.
- (d) A change occurs in workplace conditions (e.g., physical work effort, protective clothing, temperature) that may result in a substantial increase in the physiological burden placed on an employee.

The questionnaires will be reviewed by a PLHCP selected by the District to determine which, if any, members need to complete physical examinations.

The Training Officer shall be responsible for maintaining records of all annual respirator medical evaluation questionnaires and any subsequent physical examination results pursuant to state law (8 CCR 5144(m)).

907.8 INSPECTION AND MAINTENANCE OF RESPIRATORS

Prior to each shift [but no later than 0900](#), members are required to physically inspect and operate all SCBA and respirators that are on frontline fire apparatus. If the equipment is not in daily use, it should be inspected at least once a week and after each cleaning. Inspection should include, but is not limited to (8 CCR 5144(h)):

- (a) All alarm devices on the SCBA should be tested for proper operation.
- (b) Any SCBA or respirator that is not operating properly or is below district standard air volume shall be taken out of service immediately until the problem is remedied. All

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in-service SCBA cylinders shall be maintained in a fully charged state and shall be recharged when the air pressure falls to 90 percent of the manufacturer's recommended pressure level.

- (c) Rubber facepiece:
 - 1. Excessive dirt
 - 2. Cracks, tears, holes
 - 3. Distortion from improper storage
 - 4. Cracked, loose, or scratched lenses (full facepiece)
 - 5. Broken or missing mounting clips
- (d) Head straps:
 - 1. Breaks or tears
 - 2. Loss of elasticity
 - 3. Broken or malfunctioning buckles or attachments
 - 4. Excessively worn serrations of the head harness which might allow the facepiece to slip
- (e) Inhalation and exhalation valves:
 - 1. Detergent residue, dust particles, or dirt on valve seal
 - 2. Cracks, tears, or distortion in the valve material or valve seal
 - 3. Missing or defective valve covers
- (f) Filter elements:
 - 1. Proper filter for the hazard
 - 2. Approved designation (NIOSH)
 - 3. Missing or worn gaskets
 - 4. Worn thread
 - 5. Cracks or dents in filter housing

907.8.1 MAINTENANCE, INSPECTION, AND ANNUAL SERVICE

Members should thoroughly clean and sanitize all SCBA and respirators after each use. Respirators should be cleaned and sanitized according to manufacturer recommendations.

All partially empty bottles should be replaced with full bottles. Members should perform the inspections noted above before placing an SCBA or respirator back in service.

Every SCBA shall be inspected monthly by the District and serviced on an annual basis by individuals who have been trained and certified by the SCBA manufacturer to perform such annual servicing. SCBA bottles shall be hydrostatically tested pursuant to applicable federal regulations, state standards, and manufacturer recommendations.

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Batteries for SCBA's will be changed out twice a year on the first Sunday in April and October. Replacement batteries will adhere to manufacturer recommendations and should be one of the following:

- [Duracell Alkaline MN1500](#)
- [Duracell Alkaline MX1500](#)
- [Duracell Alkaline PC 1500](#)
- [Duracell Quantum QU1500](#)
- [Energizer Alkaline EN91](#)
- [Energizer Alkaline E91](#)

Battery replacement will be logged in Vector Solutions Check-It for each SCBA when completed.

All maintenance, inspection, and cleaning mandates of 8 CCR 5144(h) shall apply.

907.8.2 STORAGE

Respirators in storage shall be protected against (8 CCR 5144(h)):

- Damage.
- Contamination.
- Dust.
- Sunlight.
- Extreme temperatures.
- Excessive moisture.
- Damaging chemicals.

Freshly cleaned respirators can be stored in reusable plastic bags or in a storage cabinet. Care must be taken so that distortion or deformation of the facepiece, exhalation valve, and rubber or elastic parts does not occur. Respirators shall not be stored in lockers or vehicles unless the respirators are stored in individual containers and are protected from damage.

All filters, cartridges, and canisters shall be properly labeled and color coded with NIOSH approval labels. Labels shall not be removed and must remain legible (8 CCR 5144(j)).

907.8.3 FLOW TESTING

The District shall conduct annual flow testing on all SCBA. A flow test, also known as a performance test, ensures that the SCBA is performing to the manufacturer's specifications. Unlike basic inspections and functional testing, flow testing requires specialized equipment. The District shall use NFPA standards or the SCBA manufacturer's requirements for flow testing, whichever is more stringent.

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Exposing SCBA to extreme temperatures, water, or chemicals can degrade SCBA performance. If an SCBA is exposed to any type of corrosive material that could lead to a component failure, it should be sent to a certified SCBA technician for testing. If a member suspects that an SCBA has been compromised or damaged, a flow test should be conducted to ensure that it is in good working order.

All annual flow testing must be performed by a certified SCBA technician.

907.9 FIRE INSPECTORS

Fire inspectors may be at risk for exposure to hazardous atmospheres during routine inspection activities. To avoid exposure, inspectors should employ common sense, awareness of potential hazards and their effects, and any necessary site-specific training.

Fire inspectors should not knowingly enter a room or area containing a hazardous atmosphere. If the inspector cannot verify the safety of the atmosphere, they should consult a representative of the location being inspected prior to entry to avoid accidental exposure.

907.10 PROGRAM EVALUATION

The District must conduct ongoing evaluations of the respiratory protection program to identify deficiencies and to make corrections as needed. The process of evaluating the effectiveness of the district respiratory protection program includes (8 CCR 5144(I)):

- (a) Verifying that there are no feasible alternatives to respirators.
- (b) Conducting regular workplace evaluations for respiratory hazards.
 1. These evaluations will determine whether the correct respirators are being used and worn properly.
 2. Such evaluations will also serve to determine whether the training program needs to be changed or updated.

907.11 EXPOSURES

Any member who is exposed to a hazardous atmosphere should immediately leave the room or area and move to an area containing fresh, uncontaminated air. Physical symptoms of hazardous atmosphere exposure may include, but are not limited to:

- Difficulty breathing.
- Dizziness, headache, or other distress symptoms.
- A sense of irritation.
- A smell or taste of contaminants.

If a member feels ill or impaired in any way, a supervisor should be notified, and emergency medical personnel summoned if not already available on-scene. Any time there is a doubt about the need for medical care, medical care shall be obtained. Any injury or exposure must be

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documented on an injury reporting form. Under most circumstances, the exposed member should not drive a vehicle.

An attempt should be made to identify the exposure agent by questioning the facility representative or by reviewing the hazardous materials inventory. A supervisor should attempt to make this determination. If possible, a Safety Data Sheet (SDS) for the exposure agent should be obtained.

Personal Alarm Devices

908.1 PURPOSE AND SCOPE

The purpose of this policy is to safeguard members who are engaged in interior structural firefighting activities or atmospheric hazards such as immediately dangerous to life and health (IDLH) atmospheres that require the use of a self-contained breathing apparatus (SCBA) by providing each member so engaged with a personal alarm device. Such devices may also be known as a Personal Alarm (or Alert) Safety System (PASS) device, an Automatic Distress Signal Unit (ADSU), or another telemetry system that is designed to monitor responder movement and alert others to a lack of movement (8 CCR 3408).

908.2 POLICY

It is the policy of the South Placer Fire District to provide all members engaged in interior structural firefighting activities or other emergency operations that require an SCBA with a personal alarm device.

908.3 USE OF PERSONAL ALARM DEVICES

All personal alarm devices shall meet the requirements of the National Fire Protection Association (NFPA) standard 1982 and 8 CCR 3408 and be labeled or otherwise certified to indicate compliance with the requirements (8 CCR 3408).

Members shall wear a personal alarm device any time they are directed by the Incident Commander (IC) or Incident Safety Officer or in atmospheres that are IDLH (8 CCR 3408).

The IC shall apply personnel accountability measures to track the entry and exit of members from hazardous areas. A personal alarm device should be viewed as a last resort for members to summon help when they are unable to notify others that they are in distress.

Health and Safety Officer

909.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the minimum qualifications for, and specify the duties and responsibilities of, the Health and Safety Officer (HSO).

909.2 POLICY

It is the policy of the South Placer Fire District that the HSO will be appointed by the Fire Chief or the authorized designee and shall be responsible for the duties described in this policy and other duties as assigned. When the HSO is unavailable, the Fire Chief or the authorized designee shall identify a replacement. [The current HSO shall be the Division Chief EMS/Safety](#)

909.3 QUALIFICATIONS

The district's HSO should be a member with qualifications and training that include:

- Knowledge of federal, state, and local laws regarding occupational health and safety applicable to the fire service.
- Knowledge of the physical and behavioral health and fitness factors unique to the fire service.
- Knowledge of health and safety hazards involved in firefighting and related activities.
- Experience in fire suppression, Emergency Medical Services (EMS), and instruction.
- Familiarity with the operation of the district's apparatus and equipment, including emergency communications equipment.
- Management skills appropriate to the operation of a safety and health program.
- The physical capability to conduct operations at an incident scene.
- The following certifications and courses:
 - CFSTES (California Fire Service Training and Education System)
 - Fire Instructor I (NFPA Instructor I)
 - NFPA Instructor II
 - NFPA Fire Officer I
 - Training Program Management
 - Incident Safety Officer
 - Safety and Health Officer

909.4 ADMINISTRATIVE RESPONSIBILITIES

The HSO's administrative responsibilities shall include but are not limited to the following:

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- Developing and maintaining the Illness and Injury Prevention Program (IIPP) and general district safety standards, and serving as the chair of the Health and Safety Committee. See the Illness and Injury Prevention Program Policy.
- Ensuring that safety and health regulations are followed and that any violations or deficiencies are immediately corrected and reported to the Fire Chief or the authorized designee.
- Ensuring that information provided to the Fire Chief or the authorized designee involving safety issues is also provided to the Health and Safety Committee for review.
- Conducting regular safety inspections.
- Serving as a resource for district officers regarding safety and health matters.
- Identifying, documenting, and notifying members of workplace safety hazards.
- Researching, identifying, and recommending appropriate safety equipment and personal protective equipment (PPE) (8 CCR 3401).
- Coordinating with the Training Officer for the development and implementation of behavioral and physical health and safety training topics.
- Providing safety supervision at training activities when requested.
- Developing and distributing safety information to members.
- Ensuring that accidents, exposures, and injuries are thoroughly investigated.
- Developing and maintaining accident, injury, and exposure statistics, reporting on trends, and making recommendations to prevent a reoccurrence.

909.5 RESPONSE DUTIES

Whenever available, the HSO will respond to the following incidents and assume the position of Safety Officer to monitor scene safety and enforce appropriate safety and health practices:

- Working structure fires
- Greater alarm assignments
- Hazardous materials incidents
- Rescue response incidents, including trench, confined space, high angle, structural collapse, and water rescues
- Serious injury or death of an on-duty member
- Injuries to third parties that may result in hospitalization
- Upon the request of an Incident Commander due to special or unusual circumstances

909.6 SAFETY AND HEALTH INCIDENT REVIEW

The HSO should review safety and health incident reports and ensure copies are forwarded to the Health and Safety Committee (see the Illness and Injury Prevention Program Policy).

Vehicle Safety Belts

910.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that all members of the District wear safety belts while operating or riding in district vehicles or privately owned vehicles while conducting district business. The use of seat belts and other safety restraints significantly reduces the chance of death or injury in case of a traffic collision (Vehicle Code § 27315).

910.2 POLICY

It is the policy of the South Placer Fire District that all members shall wear properly adjusted safety restraints when operating or positioned in any vehicle owned, leased or rented by this district, or in any privately owned vehicle while on-duty. The member driving such a vehicle shall ensure that all occupants, including any non-members, are properly restrained (Vehicle Code § 27315).

910.3 INOPERABLE SAFETY BELTS

No person shall operate district vehicles in which the safety belt in the driver's position is inoperable. No person shall be transported in a seating position in which the seat belt is inoperable.

No person shall modify, remove, deactivate or otherwise tamper with the vehicle safety belts, except for vehicle maintenance and repair staff, who shall do so only with the express authorization of the Fire Chief.

Members who discover an inoperable restraint system shall report the defect to the appropriate supervisor. Prompt action will be taken to replace or repair the system.

Fire Station Safety

911.1 PURPOSE AND SCOPE

The purpose of this policy is to establish safety procedures for the South Placer Fire District members to follow, with the intent of reducing or eliminating injuries or illnesses to both members and the public.

911.2 POLICY

It is the policy of the South Placer Fire District that all members should be involved in daily activities that are designed to reduce or eliminate injuries or illnesses, both in the field and in the fire station. This policy addresses safety activities in the fire station. All members are expected to follow the procedures outlined in the policy for the safety of themselves, other members, and any visitors to the fire station. Safety practices specific to incident type or task are addressed in other policies.

911.3 PROCEDURE

For the safety of all occupants, the on-duty captain at each fire station is responsible for ensuring the following procedures are applied to activities conducted in the fire station:

- (a) Personal protective equipment (PPE)
 1. Use adequate eye and face protection when there is a risk of eye injuries, such as punctures, abrasions, contusions, or burns as a result of contact with flying particles, hazardous substances, or projections. This includes but is not limited to working with grinders, drills, saws, welding equipment, mowers, and edgers and while working under vehicles.
 2. Use hand protection when the work involves exposure to materials likely to cause cuts, burns, or exposure to chemicals (e.g., working with trimmers, pruners, and other tools or other operations).
 3. Wear hearing protection in compliance with the Hearing Conservation and Noise Control Training Policy.
- (b) Housekeeping and personal hygiene
 1. Maintain all rooms, kitchens, offices, hallways, stairways, storage rooms, and apparatus rooms in a clean, orderly, and sanitary condition.
 2. Clean and repair the source of water leaks quickly to avoid mold growth.
 3. Smoking is prohibited in the building or within 20 feet of an entrance, exit, or operable window, as provided in the Smoking/Tobacco Use Policy (Labor Code § 6404.5 and Government Code § 7596 et seq.).
 4. Avoid using compressed air to blow dirt, chips, or dust from clothing while it is worn.
 5. Maintain cooking appliances and eating utensils in good working order.

Fire Station Safety

6. Clean kitchen hoods and vents at least monthly. Ensure the hood light is installed and functioning.
 7. Provide and clearly label first-aid supplies.
 8. Post signs in all restrooms reminding employees/visitors to wash their hands.
- (c) Cooking
1. Use caution while cutting food with a kitchen knife. Be sure the item is secure on a flat surface before attempting to cut it.
 2. Use potholders to avoid burns when removing hot items from the oven and/or stovetop.
 3. Do not let pot handles extend over the counter.
- (d) Safe lifting
1. Store heavy or awkward objects at approximately waist level to prevent unnecessary lifting.
 2. Use team lifting for heavy or awkward objects that need to be lifted above the waist level. Do not attempt to lift or carry more than you can easily handle. Injuries frequently occur from lifting items such as out-of-county bags, drug boxes, and map boxes.
 3. Practice safe-lifting techniques: Use the legs to lift; keep the back straight and do not twist while lifting; keep the body as close as possible to the object being lifted.
- (e) Walking surfaces and exits
1. Ensure all primary exit routes are obvious, marked with an "Exit" sign, and free of obstructions.
 2. Remove any objects that block hallways and/or passageways.
 3. Clean up or repair potential slip or trip hazards immediately on apparatus bay floors, kitchen floors, bathroom floors, hallways, and outdoor walkways.
 4. Ensure stairways are in good condition with standard railings provided for every flight having four or more risers.
 5. Ensure handrails are of sufficient strength and proper design for all stairways and floor openings.
 6. Ensure all areas of the building are adequately illuminated.
 7. Ensure beds are located to cause minimum interference during dressing.
- (f) Apparatus floor
1. Mark ladders, pike poles, and other items projecting from the apparatus clearly with brightly colored flags, stripes, or other identification.
 2. Use caution and handrails when exiting the apparatus.
 3. Maintain apparatus doors in a safe, operable condition.

Fire Station Safety

4. Maintain adequate clearance for vehicles under apparatus doors.
- (g) Equipment machinery and tools
1. Observe safety precautions when operating all equipment, machinery, and tools.
 2. Avoid using defective equipment, such as ladders with broken rungs or power equipment, without proper safety protection. Repair or replace before use.
 3. Mount all equipment and machinery securely to the surface on which it sits.
 4. Ensure grinders and grinding wheels are adequately guarded. Guarding must include work rests, tool rests, eye shields, and spindle/nut/flange coverage.
 5. Work rests and tool rests on grinders shall be within 1/8 inch and 1/4 inch, respectively, to the grinding wheel.
 6. Ensure all power tools are adequately grounded.
 7. Store maintenance hand tools safely when not being used. They shall be maintained and periodically inspected to ensure they are in a safe and operable condition.
 8. Portable ladders shall be adequate for their purpose, in good condition, and have secure footing.
 9. Fixed ladders shall be equipped with side rails, cages, or special climbing devices.
- (h) Electrical wiring, fixtures, and controls
1. Maintain 36 inches of clear access around all electrical control panels.
 2. Label electrical switches and circuit breakers with their purpose.
 3. Ensure all electrical outlets have cover plates secured to the wall outlets.
 4. Ensure all extension cords are properly grounded and approved.
 5. Avoid using flexible cords and cables as a substitute for fixed wiring.
 6. Avoid hanging electrical cords on pipes or nail hooks.
 7. Check all electrical cords for fraying or exposed plug wiring.
 8. Ensure all electrical tools do not have damaged power cords or plugs, worn switches, defective ground circuits, or other faults that could render them unsafe.
- (i) Fire extinguishers and fire prevention
1. Ensure fire extinguishers are of the proper type for the expected hazards.
 2. Maintain portable fire extinguishers in a fully operable condition.
 3. Ensure fire extinguishers have a durable tag securely attached to show the maintenance or recharge date.
 4. Test the fire alarm system at least annually.
 5. Ensure a qualified person services the sprinkler system at least annually.

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6. Check smoke detectors periodically to ensure they are working properly.
 7. Maintain at least 18 inches of clearance below all sprinkler heads.
- (j) Hazardous materials and exposure prevention
1. Label all hazardous materials containers with the name of the hazardous material, applicable hazard warning, and the name and address of the manufacturer, importer, or responsible party.
 2. Evaluate the compatibility of hazardous materials before they are stored. Distance, partitions, dikes, berms, or secondary containment shall separate incompatible hazardous materials.
 3. Store hazardous materials separately from food, food preparation, and eating areas.
 4. Use safety containers with self-closing lids for the storage of flammable liquids and soiled oily rags.
 5. Store compressed gas cylinders in an upright position, away from combustible materials.
 6. Avoid wearing or storing turnout gear in the living quarters or buildings.
 7. Clean living quarters thoroughly regularly, including vacuuming or frequently washing blankets, drapes, and upholstered furniture.
 8. Wash clothing regularly, taking care not to spread contamination by taking clothing home.
 9. Use vehicle exhaust collection systems effectively by following all guidelines and manufacturer's recommendations.
 10. Perform regular vehicle inspection and maintenance to minimize diesel particulate and gas emissions.
- (k) Communicable diseases - If a member has been exposed to a hazardous material or a communicable disease, follow the reporting procedure in the Communicable Diseases Policy.
- (l) On-duty physical fitness activities - For safety guidelines during physical fitness, see the Physical Fitness and Wellness Program policies.
1. [Physical Fitness Equipment - The following standards will be adhered to while using District physical fitness equipment:](#)
 - (a) [Always clean, disinfect, and return equipment to the proper storage location after use.](#)
 - (b) [If you experience any pain, faintness, or shortness of breath while exercising or using equipment, immediately discontinue the activity and use of equipment. If symptoms persist, seek medical attention.](#)
 - (c) [Whenever lifting weights above the body or overhead, personnel shall utilize a spotter during the entire exercise.](#)

Fire Station Safety

- (d) [Always use safety devices on equipment when available](#)
 - (e) [Inspect all equipment before using.](#)
 - (a) [If equipment is faulty, do not use it and report it immediately to your supervisor. The Supervisors will mark the equipment out of service and report the situation through the chain of command.](#)
 - (f) [A list of personnel who have fulfilled the fitness training will be posted on the District SharePoint site, and only District personnel on the list shall be allowed to use the physical fitness equipment.](#)
 - (g) [Only District members who have completed the physical fitness training sponsored by the District can utilize District fitness equipment.](#)
 - (h) [Only members of the District are allowed to use the physical fitness equipment and facilities located on District property. Family and Friends are not allowed to use District fitness equipment or facilities.](#)
- (m) Visitor safety - For visitor safety guidelines, see the Public Education Policy.

Ground Ladder Testing

912.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that the ground ladders are periodically inspected and certified to be in compliance with the National Fire Protection Association (NFPA) standards. This is a safety measure designed to reduce or eliminate the risk of injury to district members when using ground ladders.

912.2 POLICY

It is the policy of the South Placer Fire District to perform testing and certification of all ground ladders for the safety of district members and to comply with NFPA standards.

912.3 PROCEDURE

All district-owned ground ladders ~~should~~ **shall** be tested and certified annually. The actual testing interval may exceed 12 months if that time is reasonably needed for scheduling and completion of the testing process. In addition to annual testing, all ground ladders should be tested under the following circumstances:

- (a) New ground ladders should be tested prior to being placed into service. If the manufacturer of any new ladder provides written documentation certifying that the ladder has been tested and is in full compliance NFPA standards, the ladder may be placed in service with no further initial testing.
- (b) Any time a ladder is suspected of being unsafe
- (c) Any time a ladder has been subjected to overloading, as defined by the NFPA standards
- (d) Any time a ladder has been subjected to impact loading or unusual conditions
- (e) Whenever a ladder has been exposed to or is suspected of having been exposed to direct flame
- (f) Whenever the heat sensor label affixed to a ladder has changed to indicate heat exposure
- (g) After any repairs have been completed, unless the only repair was replacing the halyard.

912.4 TESTING RECORDS

The Maintenance Division shall be responsible for maintaining comprehensive records of all ladder testing and certification for the service life of each ladder.

Personal Protective Equipment

913.1 PURPOSE AND SCOPE

The purpose of this policy is to reasonably protect South Placer Fire District members by providing personal protective equipment (PPE), safety devices, and safeguards for workplace activities (8 CCR 3401; 8 CCR 3380).

PPE information related to patient care is found in the Communicable Diseases Policy.

PPE information related to respiratory protection is found in the Respirator Protection Policy.

913.2 POLICY

It is the policy of the South Placer Fire District to provide PPE and safeguards of the proper type, design, strength, and quality needed to reasonably eliminate, preclude, or mitigate a hazard.

The South Placer Fire District adopts the National Fire Protection Association (NFPA) standard for the selection, care, and maintenance of PPE to reduce the safety and health risks associated with improper selection, poor maintenance, inadequate care, excess wear, and improper use.

[At no time shall Turnouts, \(structural firefighting PPE including trousers, boots, or jackets\) or wildland firefighting PPE \(including soiled, single-layer compliant pants\) of any kind be worn inside a fire station.](#)

913.3 PPE STANDARDS AND REQUIREMENTS

The District will provide approved PPE that is appropriate for the hazard to members who are located in a workplace where there is a risk of injury. Members shall wear appropriate PPE any time there is a risk of exposure to a hazard. The [District shall apply the following guidelines, requirements, and standards to all PPE.

- (a) The PPE provided shall meet nationally recognized standards and all state-required standards (NFPA 1971; NFPA 1977; NFPA 1851; 8 CCR 3380 et seq.; 8 CCR 3401 et seq.).
- (b) When no authoritative standard exists for a PPE or safety device, the use of such equipment shall be subject to inspection and acceptance or rejection by the Division Chief in charge of the division where the equipment will be used.
- (c) PPE shall be distinctly marked to facilitate easy identification of the manufacturer.
- (d) The Training Officer shall ensure that the member is properly instructed and uses PPE in accordance with the manufacturer's instructions.
- (e) Members are responsible for maintaining their assigned PPE in a safe and sanitary condition.
- (f) Supervisors are responsible for ensuring that all PPE is maintained in a safe and sanitary condition.

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- (g) PPE shall be of such design, fit, and durability as to provide adequate protection against the hazards for which they are designed.
- (h) PPE shall be reasonably comfortable and shall not unduly encumber member movements that are necessary to perform work.

913.3.1 HEAD PROTECTION

Members working in locations where there is a risk of head injuries from flying or falling objects and/or electric shock and burns shall wear an approved protective helmet. Each protective helmet shall bear the original marking required by the ANSI standard under which it was approved. At a minimum, the marking shall identify the manufacturer, the ANSI designated standard number and date, and the ANSI designated class of helmet. Where there is a risk of injury from hair entanglements in moving parts of machinery, combustibles, or toxic contaminants, members shall confine their hair to eliminate the hazard (8 CCR 3381; 8 CCR 3403; 8 CCR 3410.1).

913.3.2 FACE AND EYE PROTECTION

Members working in locations where there is a risk of eye injuries, such as punctures, abrasions, contusions, or burns from contact with flying particles, hazardous substances, projectiles, or injurious light rays that are inherent in the work or environment, shall be safeguarded by means of face or eye protection. Suitable screens or shields isolating the hazardous exposure may be considered adequate safeguarding for nearby members. The District shall provide and require that members wear approved face and eye protection suitable for the hazard and in accordance with 8 CCR 3382, 8 CCR 3403, and 8 CCR 3410.1.

Self-contained breathing apparatus with full facepiece shall be considered face and eye protection (8 CCR 3403).

913.3.3 BODY PROTECTION

Body protection may be required for members whose work exposes parts of their body that are not otherwise protected from hazardous or flying substances or objects. Clothing appropriate for the work being done shall be worn. Loose sleeves, tails, ties, lapels, cuffs, or other loose clothing that can be entangled in moving machinery shall not be worn. Clothing saturated or impregnated with flammable liquids, corrosive substances, irritants, or oxidizing agents shall be destroyed or removed and shall not be worn until properly cleaned (8 CCR 3383).

Body protection shall consist of structural or proximity fire protective garments. Body protection for other than structural fires shall be provided as appropriate for the potential hazards (8 CCR 3405).

Chainsaw protectors shall be provided to members using chainsaws in wildland fire fighting activities and shall meet the U.S. Department of Agriculture Forest Service Specifications as identified in 8 CCR 3410.1.

913.3.4 HAND AND WRIST PROTECTION

Hand protection shall be required for members whose work involves unusual and excessive exposure of hands to cuts, burns, harmful physical or chemical agents, or radioactive materials that are encountered and capable of causing injury or impairment. Protective gloves shall be

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worn when exposed to the hazards of structural and proximity firefighting activity and wildland fire activity (8 CCR 3384; 8 CCR 3406; 8 CCR 3410.1).

Hand protection (e.g., gloves) shall not be worn where there is a danger of the hand protection becoming entangled in moving machinery or materials. Use of hand protection around smooth-surfaced rotating equipment does not constitute an entanglement hazard if it is unlikely that the hand protection will be drawn into the danger zone.

Wristwatches, rings, or other jewelry should not be worn while working with or around machinery with moving parts in which such objects may be caught or around electrical equipment (8 CCR 3384).

913.3.5 FOOT PROTECTION

Appropriate foot protection shall be required for members who are exposed to foot injuries from electrical hazards; hot, corrosive, or poisonous substances; falling objects; crushing or penetrating actions; or who are required to work in abnormally wet locations. Footwear that is defective or inappropriate to the extent that its ordinary use creates the possibility of foot injuries shall not be worn. Footwear shall be appropriate for the hazard and shall comply with 8 CCR 3385.

The use of foot protection shall be coordinated with the wearing of the protective clothing system to ensure full body protection (8 CCR 3407; 8 CRR 3410.1).

913.3.6 EAR AND NECK PROTECTION AND PROTECTIVE HOOD INTERFACE

[Members working in an IDLH environment or in a location where a risk of injury from heat or burns shall wear an NFPA 1971 compliant hood. The hood shall be designed to cover and provide protection to the head, face, and neck areas but not including the face opening specified for the SCBA facepiece. The hood shall be donned properly, in accordance with the manufactures instructions, and worn at all times when operating in hazardous environments.](#)

Protection equipment against burns or injury to the ears and neck suitable to the hazard shall be provided to members by one or more of the following (8 CCR 3404; 8 CCR 3410.1):

- (a) Ear flap attachment to the helmet
- (b) Hood or shroud
- (c) For wildland firefighting a flared neck shield to be attached to the brim of helmet, shroud, or high collar with throat strap.

913.3.7 WILDLAND FIRE SHELTERS

Fire shelters shall be provided and made immediately available for each member engaged in wildland firefighting activities and shall meet the U.S. Department of Agriculture Forest Service Specifications as identified in 8 CCR 3410.1.

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913.3.8 PERSONAL FALL PROTECTION SYSTEMS

Members working in assignments where there is a risk of fall (e.g., climbing to, operating at, or rappelling from unsafe heights) shall use appropriate fall protection equipment such as ropes, harnesses, or other devices (8 CCR 1670).

913.4 SELECTION, CARE, AND MAINTENANCE OF PPE

PPE exists to provide the member with an envelope of protection from multiple hazards and repeated exposures. For structural firefighting, PPE is a system of components designed to work as an ensemble. Typical firefighting PPE consists of a hood, helmet, jacket, trousers, gloves, wristlets, and footwear. A program for selection, care, and maintenance of PPE consists of the following.

913.4.1 SELECTION

The PPE selection process should be conducted consistent with the protocols developed by the Health and Safety Officer (see the Health and Safety Officer Policy).

The PPE selection process should include (8 CCR 3380; 8 CCR 3402.3):

- (a) A written risk assessment at least every two years to include expected hazards, frequency of use, past experiences, geographic location, and climatic conditions.
 1. The assessment should include a review of the current risk assessment and necessary changes.
- (b) The evaluation of comparative information on all ensemble elements to ensure they will interface and perform based on the risk assessment.
- (c) The following considerations:
 1. PPE performance expectations, including thermal and physiological effects
 2. Style and design for user comfort and wear performance
 3. Construction for quality, durability, and garment life
 4. Manufacturer ability to meet performance demand requirements, technical information, service, warranty, and customer support needs
 5. Any necessary changes in operating procedure.

913.4.2 INSPECTION

NFPA standards define two primary types of PPE inspection:

Routine inspection - Each firefighter shall conduct a routine inspection of their issued PPE at the beginning of each shift, after each use, and anytime the PPE has been exposed or is suspected of being exposed to damage or contamination.

PPE should be inspected to determine the level of cleaning necessary. The inspection should include the following as applicable:

- (a) Coat, trousers, gloves, and hood should be checked for the following:
 1. Soiling

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2. Contamination from hazardous materials or biological agents
 - (a) If the garment is contaminated by blood or other potentially infectious material, the garment should be handled per 8 CCR 5193 (blood-borne pathogens)
 3. Physical damage, such as:
 - (a) Rips, tears, holes, cuts, and any other irregularities
 - (b) Damaged/missing hardware and closure systems
 - (c) Thermal damage, such as charring, burn holes, and melting
 - (d) Damaged or missing reflective trim
 - (e) Shrinkage
 - (f) Loss of elasticity or flexibility at openings
 - (g) Excessive wear to liners
- (b) Helmets should be checked for the following:
1. Soiling
 2. Contamination from hazardous materials or biological agents
 3. Physical damage to the shell, such as:
 - (a) Cracks, crazing (small cracks), dents, and abrasions
 - (b) Thermal damage to the shell, such as bubbling, soft spots, warping, or discoloration
 4. Physical damage to ear flaps, such as:
 - (a) Rips, tears, and cuts
 - (b) Thermal damage, such as charring, burn holes, and melting
 5. Damaged or missing components of suspension and retention systems
 6. Damaged or missing components of the goggle system including:
 - (a) Discoloration
 - (b) Crazing (small cracks)
 - (c) Scratches to goggle lens, limiting visibility
 7. Damaged or missing reflective trim
- (c) Footwear should be checked for the following:
1. Soiling
 2. Contamination from hazardous materials or biological agents
 3. Physical damage, such as:
 - (a) Cuts, tears, and punctures

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- (b) Thermal damage, such as charring, burn holes, and melting
 - (c) Exposed or deformed steel toe, steel midsole, or shank
 - (d) Loss of water resistance
- (d) Fall protection should be checked for the following:
- 1. Soiling
 - 2. Contamination from hazardous materials or biological agents
 - 3. Physical damage, such as:
 - (a) Cuts, tears, and punctures
 - (b) Thermal damage, such as charring, burn holes, and melting
 - (c) Excessive stretching
 - (d) Distorted or damaged hardware

Advanced inspection - Advanced inspection of PPE ensembles and elements shall be conducted a minimum of every 12 months or whenever routine inspections indicate a problem may exist.

Advanced inspections shall only be conducted by trained and certified members or from a manufacturer-approved vendor certified to conduct advanced inspections. All findings from advanced inspections shall be documented on an inspection form. Universal precautions shall be observed, as appropriate, when handling elements. Advanced inspections shall include, at a minimum, the inspection criteria outlined in the nationally recognized standards.

913.4.3 CLEANING AND DECONTAMINATION

The following rules and restrictions shall apply to the cleaning and decontamination of PPE:

- (a) Soiled and contaminated PPE elements shall undergo a routine/preliminary exposure reduction (PER), an advanced cleaning, or a specialized cleaning.
- (b) Soiled and contaminated PPE elements shall not be taken home, washed in the home, or washed in public laundries unless the business is dedicated to handling firefighting protective clothing.
- (c) Commercial dry cleaning shall not be used.
- (d) The District will examine the manufacturer's label and user information for specific cleaning instructions.
- (e) Chlorine bleach or chlorinated solvents shall not be used to clean or decontaminate PPE elements.
- (f) Scrubbing or spraying with high-velocity water jets, such as a power washer, shall not be used.
- (g) All contract cleaning or decontamination businesses shall demonstrate procedures for cleaning and decontamination that do not compromise the performance of PPE ensembles and elements.

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- (h) NFPA standards identify and define three primary types of cleaning: routine/PER, advanced, and specialized.
 - 1. **Routine cleaning/PER** - Any soiled elements shall receive routine cleaning after each use. It is the firefighter's responsibility to routinely clean their PPE ensemble or elements using the following process:
 - (a) When possible, initiate cleaning at the incident scene.
 - (b) Brush off any dry debris.
 - (c) Gently rinse off debris with a water hose.
 - (d) If necessary, scrub gently with a soft bristle brush and rinse off again. Spot clean utilizing a utility sink.
 - (e) Inspect for soiling and contamination and repeat the process if necessary.
 - (f) All elements shall be air-dried in an area with good ventilation. Do not dry in direct sunlight or use a machine dryer.
 - 2. **Advanced cleaning** - Should routine cleaning fail to render the elements clean enough to be returned to service, advanced cleaning is required. In addition, elements that have been issued, used, and soiled shall undergo advanced cleaning every six months, at a minimum.
 - (a) The Health and Safety Officer (HSO) shall perform or manage all advanced cleaning utilizing a qualified contract cleaner.
 - (b) Advanced cleaning will be coordinated with the safety officer by the crew or the individual. Loaner PPE will be provided for any member scheduled to work.
 - (c) Station laundering machines designed for cleaning station uniforms and other standard items shall not be used to clean PPE elements.
 - 3. **Specialized cleaning** - PPE elements contaminated with asbestos, opioid drugs, bedbugs, hazardous materials, or biological agents shall undergo specialized cleaning to remove the specific contaminants.
 - (a) The PPE elements that are contaminated or suspected to be contaminated shall be isolated, tagged, bagged, and removed from service until they undergo specialized cleaning to remove the specific contaminant. All bagged PPE shall include the member's name, company, and shift. Universal precautions shall be observed when handling known or suspected contaminated PPE elements. For more information on decontamination of PPE after exposure, refer to the Communicable Diseases Policy.
 - (b) The district's HSO shall manage all specialized cleaning and utilize a qualified contract cleaner. The District, if possible, shall identify the suspected contaminant and consult the manufacturer for an appropriate decontamination agent and process.

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- (c) PPE components contaminated with blood, bodily fluids, or other biological contaminants should be sanitized (e.g., clothing, fabrics) or disinfected (e.g., helmet shells and other hard surfaces).

913.4.4 REPAIR OF PPE

Damaged PPE shall not be used. The district's HSO shall manage all PPE repairs utilizing a manufacturer-recognized repair facility. All elements shall be subject to an advanced or specialized cleaning before any repair work is done. Loaner PPE is available to employees while repairs are being made.

913.4.5 ISSUING PPE

All PPE ensembles or elements shall be issued through the district's HSO or their designee. All fittings shall be completed by the HSO, their designee, and/or by a manufacturer representative.

- Members shall only use district-issued or approved PPE, including accessories.
- Members shall minimize the public's exposure to soiled or contaminated PPE and avoid wearing PPE to non-fire related emergencies.
- Members shall not wear PPE inside station living quarters or other district facilities.

913.4.6 STORAGE OF PPE

The parameters for the storage of all PPE ensembles or elements include the following:

- (a) PPE shall not be stored in sunlight (direct or indirect) ; or exposed to ultraviolet radiation or fluorescent lighting when it is not worn.
- (b) PPE shall be clean, dry, and well-ventilated before storage.
- (c) PPE shall not be stored in airtight containers unless the container is new and unused.
- (d) PPE shall not be stored below 40 degrees F or above 180 degrees F.
- (e) If stored in compartments or trunks, PPE shall be stored in a protective case or bag to prevent damage.
- (f) PPE shall not be subjected to sharp objects, tools, or other equipment that could damage the ensemble or elements.
- (g) PPE shall not be stored inside living quarters, with personal belongings, or taken or transported within the passenger compartment of personal vehicles unless stored in a protective case or bag.
- (h) PPE shall not be stored with hydraulic fluids, solvents, hydrocarbons, hydrocarbon vapors, or other contaminants.
- (i) Proximity PPE (i.e., specialized PPE designed to protect workers from high levels of radiant heat) shall not be stored folded.

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913.4.7 PPE TRAINING

The [Deputy Chief](#) should verify that members receive and demonstrate an understanding of PPE training consistent with their duties before performing work requiring the use of the PPE. This should include (8 CRR 3380; 8 CCR 3410):

- (a) Determining when PPE is necessary and what kind should be used.
- (b) How to properly wear, adjust, and remove PPE.
- (c) The limitations of the PPE.
- (d) Upon issue, all members shall be provided training on this policy along with the manufacturer's written instructions on the care, use, and maintenance of their PPE, including any warnings issued by the manufacturer.
- (e) New firefighters shall receive training in the care, use, and maintenance of their PPE before participating in any hands-on training or operations. All other firefighters shall receive training as needed when PPE ensembles or elements are upgraded or changed.
- (f) The useful life and disposal of PPE.
- (g) Inspection procedures and frequencies.
- (h) Storage of the PPE.

Supervisors who believe a member does not have the understanding and skill required for PPE use, whether or not the member has received training on the PPE, should take appropriate steps to have the member retrained.

913.4.8 PPE RECORD KEEPING

District's shall maintain or require contracted vendors to maintain records on all structural firefighting ensembles or elements to include:

- (a) The name of the member to whom the element is issued.
- (b) The date and condition of the element when issued.
- (c) The manufacturer, model name, or design.
- (d) The manufacturer's identification number, lot number, or serial number.
- (e) The month and year of manufacture.
- (f) The dates and findings of all advanced inspections.
- (g) The dates and findings of complete liner inspections.
- (h) The dates of advanced cleaning, specialized cleaning, or decontamination, and by whom it was performed.
- (i) The date of any repairs, the person who repaired the PPE, and a brief description of the repair.
- (j) The date the element was removed from service (retirement).
- (k) The date and method used to dispose of the element.

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The District shall maintain records on its structural and proximity firefighting protective ensemble and ensemble elements for three years from the date of retirement (8 CCR 3402.3).

913.4.9 PPE RETIREMENT

PPE ensembles and elements shall be retired as follows:

- (a) When worn or damaged to the extent that the District deems that it is not possible or cost-effective to repair.
- (b) When no longer useful for emergency operations.
- (c) Helmets shall be retired 10 years from the date of manufacture that do not meet the requirements of NFPA 1971(8 CCR 3402.3).
- (d) Wildland firefighting protective garments shall be retired 10 years from the date of manufacture (8 CCR 3410).
- (e) If more than 10 years old, except for the reflective outer shell of proximity PPE, which should be retired after five years.

Retired PPE ensembles and elements shall be destroyed or disposed of by the District in a manner assuring that they will not be used in any firefighting or emergency activities, including training. Retired PPE may only be used for training when that training does not include live fire. Any PPE used for training shall be clearly marked: "Training only. No live fire."

913.4.10 SPECIAL INCIDENT PROCEDURE

If any member of the South Placer Fire District suffers a serious injury or death while wearing PPE, the following procedure should be followed:

- (a) The PPE shall immediately be removed from service.
- (b) Custody of the PPE will be maintained by the Fire Chief or the authorized designee, and the PPE shall be kept in a secure location with controlled, documented access.
- (c) All PPE shall be non-destructively tagged and stored only in paper or cardboard containers to prevent further degradation or damage. Plastic airtight containers shall not be used.
- (d) The PPE shall be made available to the district's investigation team (see Line of Duty Death Investigation Policy) or outside experts as approved by the Fire Chief or the authorized designee, to determine the condition of the PPE.
- (e) The Fire Chief or the authorized designee shall determine the retention period for storage of the PPE.

913.4.11 WILDLAND FIREFIGHTING PPE SELECTION

Wildland firefighting PPE selection shall consist of the following (8 CCR 3410):

- (a) Prior to the selection of PPE for wildland firefighting a risk assessment shall be performed in writing to include but not limited to the hazards that can be encountered by wildland firefighters based on the following:
 1. Types of duties performed while wearing wildland firefighting PPE

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2. Identification and characterization of hazards of the duties
 3. Geographic location, elevation, and climate
 4. Seasonal effect
 5. Garment configurations of the wildland firefighting PPE (single-layer or multi-layer garment)
 6. Organizational experience and lessons learned with current wildland firefighting PPE
 7. Proximity and location of private residences and other habitable structures in relation to wildland vegetation and areas of refuge
- (b) Operational requirements shall be documented in writing in relation to the assessment and consist of the following:
1. Identify the garment configuration and garment component that comprise the wildland firefighting PPE system
 2. Specify performance criteria for each wildland firefighting PPE garment and its components

913.4.12 CBRNE-CONTAMINATED PPE

All PPE elements that have been contaminated by chemical, biological, radiological, nuclear, or explosive (CBRNE) agents shall be removed as soon as possible, bagged, and permanently removed from service. Such PPE elements shall be disposed of pursuant to [to](#) district procedures.

913.4.13 MEMBER-PROVIDED PPE

Members who desire to use personally owned PPE are required to have the PPE approved and inspected by the HSO prior to use. All personally owned PPE is subject to the requirements of this policy.

913.4.14 WILDLAND FIREFIGHTING PPE RECORD KEEPING

The District shall maintain training records that reflects the member training on wildland firefighting use of PPE for a minimum of three years. Records of retired firefighting PPE shall also be maintained for a minimum of three years (8 CCR 3410).

913.4.15 REPORTING

The HSO should report all PPE health and safety concerns caused by, or suspected to have been caused by, element failure to the PPE element manufacturer and certifying organization.

Personal Protective Equipment Use

914.1 PURPOSE

The purpose of this policy is to define the approved type and use of District issued and employee purchased, personal protective equipment, and clothing for safety personnel.

914.1.1 PERSONAL PROTECTIVE CLOTHING ENSEMBLE

The primary level of protective clothing utilized must at a minimum meet the incident specific requirements for protective clothing. Incidents may require additional protective clothing beyond the minimum requirements.

Personal protective clothing and equipment will be used when required to work in a hazardous environment that may be encountered during firefighting or EMS activities, during training activities, or daily station operations.

914.2 EMERGENCY MEDICAL SERVICES

Emergency medical protective clothing is defined as the appropriate level of medical personal protective equipment (PPE) to protect the employee from exposure to blood and airborne pathogens. The minimum level of protection on all emergency medical calls will be a general work uniform, eye protection, and disposable medical gloves. [Structural and Wildland PPE are not to be worn during EMS calls unless there is a specific threat of fire. If that is the case, refer to the use of Structural or Wildland PPE below.](#)

~~The EMS fanny pack will be worn by all personnel on all EMS calls.~~

Emergency medical protective clothing will be worn on all medical calls and any other situation where similar anticipated hazards may be present.

Emergency medical protective clothing ensemble:

- Class B uniform - Employee purchased
 - Pants - Nomex III Workrite Firefighters Pants Midnight Blue
 - Exception: ISO 9001 UL rated NFPA 1975 and NFPA 1977 dual compliant single layer wildland pant: WORKRITE (BDU style) FP-62MN or (Non BDU style) FP-32MN may be worn during wildland season as determined by [the Fire Chief CalFire \(Northern Operations\)](#) as part of the general work uniform.
 - Shirts - Nomex III Workrite Fire Officer Shirt (long or short sleeve)
 - Leather boots - Boots must be a minimum height of 6" from the bottom of the heel to the top of the boot and must meet the American Society for Testing Materials (ASTM)F 2413-05/Cal OSHA Title 8 (standard for impact and compression testing) or the highest current safety standard of NFPA 1971 or NFPA 1977
- Disposable medical gloves - District provided
- EMS fanny pack - District issued

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- Minimum contents: N95, P100, eye protection, face shield, scissors, pen light and a disposable gown
- High visibility vest - District issued
- Working in or near traffic; A high visibility safety vest meeting ANSI/ISEA 107: 2015 edition class 2 shall be worn. When exposed to flame, fire, high heat or hazardous materials, the employee is exempt from wearing the high visibility vest. When the exposure threat is mitigated, the employee will don the vest.

914.3 STRUCTURAL FIREFIGHTING

Structural firefighting protective clothing will be worn on all structure, auto, flammable or hazardous material responses, including auto extrication or any incident with similar anticipated hazards.

Structural firefighting protective clothing will be worn when operating forcible entry or extrication equipment.

Goggles or safety glasses will be worn anytime personnel are engaged in operations where an eye injury is a reasonable possibility. Helmet flip down shields (Bourke's) do not meet this requirement.

Structural firefighting protective clothing ensemble: NFPA 1971 Compliant

- Helmet with eye protection - District issued
 - Optional employee-purchased helmets must meet the highest current safety standards of NFPA 1971 Standard on Protective Clothing Ensembles for Structural Firefighting and Proximity Fire Fighting.
 - [Employees are responsible for maintaining their personally purchased helmets to the highest NFPA 1971 standard including all required parts and pieces.](#)
 - [The District will reserve the right to remove any artwork or unapproved stickers, lettering, or paint](#)
 - [The District reserves the right to remove any personally purchased helmet from service if the above guidelines are not met or maintained.](#)
 - Helmet shields shall be of the appropriate rank color and style as set forth by the District.
 - The leather badge fronts shall be 1 of 2 types. District issued hand tooled, and stamped leather helmet shield from 2-Eleven Shields, South Placer Fire District spec. or District-issued Paul Conway Shield with the colors as follows:
 - Chiefs: White shield, white trim, and black lettering (Chief on top, SPFD on bottom,
 - Medallion signifying rank in the middle).
 - Captains: Black shield, red trim, and black lettering (Captain on top, SPFD on bottom;
 - Medallion signifying rank in the middle).

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- Engineers: Black shield, white trim, and black lettering (Engineer on top, SPFD on bottom)
 - Medallion signifying rank in the middle).
 - Firefighter: Black shield, white trim, and black lettering (Firefighter on top, SPFD on bottom)
 - Medallion signifying rank in the middle).
 - *Probationary firefighters will have a probationary shield during their probationary period
- Anytime a helmet is worn during emergencies, the chinstrap will be secured against the chin.
 - Turnout coat - District issued
 - Turnout pants - District issued
 - Turnout boots - District issued
 - Gloves - District issued ~~Optional - employee purchased gloves must meet the highest current safety standards of NFPA 1971 Standard on Protective Clothing Ensembles for Structural Firefighting and Proximity Fire Fighting.~~
 - Protective hood - District issued
 - Hearing protection - District issued

914.4 WILDLAND FIREFIGHTING

Wildland firefighting protective clothing will be worn on all wildland fires and any other situation where similar anticipated hazards may be present. [Wildland PPE will not be worn when this level of protection is not necessary.](#)

Wildland firefighting protective clothing ensemble: NFPA 1975 and NFPA 1977 Compliant

- Helmet with goggles and full face shroud - District issued
 - Anytime a helmet is worn during emergencies, the chinstrap will be secured against the chin.
- Wildland coat - District issued
- Wildland pants - District issued
 - Exception: ISO 9001 UL rated NFPA 1975 and NFPA 1977 dual compliant single layer wildland pant: WORKRITE (BDU style) FP-62MN or (Non BDU style) FP-32MN may be worn during wildland season as determined by [the Fire Chief CalFire - \(Northern Operations\)](#) as part of the general work uniform.
- Leather boots - Employee purchased. Boots must be a minimum height of 6" from the bottom of the heel to the top of the boot and must meet the American Society for Testing Materials (ASTM)F 2413-05/Cal OSHA Title 8 (standard for impact and

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compression testing) or the highest current safety standard of NFPA 1971 or NFPA 1977

- ~~Gloves - District issued~~ ~~Optional - employee purchased gloves must meet the highest current safety standards of NFPA 1977 Standard on Protective Clothing and Equipment for Wildland Fire Fighting~~
- Fire shelter - District issued
- Hearing protection - District issued

914.5 INCLEMENT WEATHER APPAREL

During periods of inclement weather, the employee may choose to wear additional apparel with the general work uniform. All general work uniform components including inclement weather apparel shall be kept in a neat and clean condition, free from rips or tears, and be discarded or replaced at the expense of the employee if the components become damaged or faded. [For clarification on acceptable items - see South Placer Fire District Policy Manual: 1029.4 CLASS B UNIFORM Uniform](#)

~~Optional Inclement weather apparel:~~

- ~~Foul Weather Jacket - 511 Tactical Responder Parka dark navy in color - The foul weather jacket outer shell and liner is approved to wear on duty and in inclement weather. The foul weather jacket does not replace the use of the District issued hi-visibility traffic safety vest when operating on roadways as per CAL OSHA regulations.~~
 - ~~Name badge - A dark navy name badge shall be attached with Velcro to the outer shell and inner liner on the right breast. The format of the name badge shall be embroidered, white block lettering; first initial and last name.~~
 - ~~SPFD Panel - If an employee chooses to purchase a 511 Tactical Responder Parka, the District shall provide a reflective SPFD panel to be worn on the back of the outer Gortex shell. The panel is affixed with a Velcro tab.~~
 - ~~Patch - The outer shell shall have a Velcro affixed South Placer Fire District patch on the left breast pocket just below the pocket zipper.~~
 - ~~Patch - The inner liner shall have a Velcro affixed South Placer Fire District patch on the left and right shoulder sleeve 3/4" below the shoulder crown.~~
 - ~~Paramedics shall have the approved paramedic patch Velcro affixed on the right shoulder sleeve of the liner in lieu of the District patch, 3/4" below the shoulder crown.~~
- ~~Long sleeve Job Shirt - A non-hooded, long sleeve 511 Tactical Job Shirt with canvas shall be dark blue in color with approved logo and white block lettering signifying name and rank may be worn during periods of inclement weather over the general work uniform t-shirt.~~
 - ~~Paramedics must include "Paramedic" in the titling.~~
 - ~~Job shirts are not to be worn for public education events, occupancy inspections, departmental training or similar district activities.~~

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- ~~Sweatshirt – A non-hooded South Placer Fire District with the generic SPFD logo or UPC approved insignia over the left breast may be worn during periods of inclement weather over the general work uniform t-shirt.~~
- ~~Sweatshirts are not to be worn for public education events, occupancy inspections, departmental training (class room) or similar district activities.~~

Hazardous Energy Control

915.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the minimum control requirements mandated by 29 CFR 1910.147 and 8 CCR 3314. The control requirements are intended to isolate a machine or equipment from all energy sources to prevent the start-up of the machine or equipment or the release of stored energy, both of which could cause injury.

The control requirements apply to the servicing or maintenance of machines and equipment used in a fire station or on an apparatus. This policy includes member training and periodic control and inspection requirements.

915.1.1 DEFINITIONS

Definitions related to this policy include:

Affected member - A member whose job duties require him/her to work in an area where hazardous energy exposure could result from cleaning, repairing, servicing, setting up or adjusting machines or equipment under lockout or tagout.

Authorized member - A member who is qualified to perform lockout or tagout of machines or equipment, in order to clean, repair, service, set up or adjust its operations. An affected member becomes an authorized member when that member's duties include performing the maintenance operations covered in this policy.

Hazardous energy - The unexpected energization or activation of equipment, or the release of stored energy, that could potentially cause injury.

Lockout or tagout - The use of devices, positive methods and procedures that result in the effective isolation or securing of machinery and equipment from all hazardous energy sources (e.g., mechanical, hydraulic, pneumatic, chemical, electrical or thermal).

915.2 POLICY

It is the policy of the South Placer Fire District to implement and maintain a written hazardous energy control program that is in compliance with state and federal regulations and includes, but is not limited to, the following:

- (a) Guidelines and procedures that specifically outline the scope, purpose, authorization, rules and techniques to be utilized when working in proximity to, and for the control of, hazardous energy and the means to enforce compliance, including, but not limited to:
 1. A statement of the intended use of the procedure.
 2. Procedural steps for shutting down, isolating, blocking and securing machines or equipment to control hazardous energy.
 3. The procedural steps for the placement, removal and transfer of lockout and tagout devices.

Hazardous Energy Control

4. The requirements for testing a machine or equipment to determine and verify the effectiveness of lockout, tagout and other hazardous energy control devices.
- (b) As needed, the District shall develop separate procedural steps for the safe lockout or tagout of each machine or piece of equipment affected by the hazardous energy control program.
- (c) The District shall develop and maintain a list of all machines or equipment affected by the hazardous energy control program. The list may include, but is not limited to, the following:
 1. Hurst® tools
 2. Chain saws
 3. Hydraulic systems (e.g., rack, jacks)
 4. Complex electrical systems (e.g., generators, pumps, radios, etc.)

915.3 LOCKOUT AND TAGOUT

An authorized member shall be responsible for the following, before working on de-energized electrical equipment or systems, unless the equipment is physically removed from the wiring system (8 CCR 2320.6 and 8 CCR 3314(e)):

- (a) Notification of all involved personnel.
- (b) Locking the disconnecting means in the “open” position with the use of lockable devices (e.g., padlocks or combination locks), or disconnecting the conductor or other positive methods or procedures. This will effectively prevent unexpected or inadvertent energizing of a designated circuit, machine or appliance.
- (c) Tagging the disconnect means with appropriate accident prevention tags. Lockout is not required when the tagging procedures are used as specified here and where the disconnect means is accessible only to personnel trained in tagout procedures.
- (d) Blocking the operation or dissipation of energy of all stored energy devices that present a hazard (e.g., capacitors or pneumatic, spring-loaded mechanisms).

915.4 INSPECTIONS

The South Placer Fire District shall conduct a periodic inspection of the hazardous energy control program components at least annually to evaluate its continued effectiveness and to determine the necessity for updating any methods or procedures (8 CCR 3314).

- (a) The periodic inspection shall be performed by an authorized member other than the members utilizing the hazardous energy control procedures that are being inspected.
- (b) Where lockout and/or tagout are used for hazardous energy control, the inspector shall provide a review of roles and responsibilities to the authorized members.

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- (c) The Safety and Health Officer shall certify that the periodic inspections have been performed. The certification shall identify the machine or equipment that was inspected, the date of the inspection, the authorized members included and the name of person performing the inspection.

915.5 TRAINING

The Training Officer shall be responsible for ensuring that members receive training on hazardous energy control methods and procedures, based on the reasonably expected workplace exposure. Members shall receive training prior to any work assignment in which a potential hazard exists. Training should include, but is not limited to, the following topics (8 CCR 2320.1, 8 CCR 2320.9 and 8 CCR 3314):

- (a) Definitions of hazardous energy
- (b) Workplace hazards
- (c) Work techniques, hazards and injuries involved in energized equipment
- (d) Lockout and tagout procedures, equipment and its proper use
- (e) Authorized and affected employees
- (f) Safety precautions required when energized electrical equipment is not under the control of an authorized member
- (g) Refresher training on an annual basis, depending on the results of the annual inspection process

915.6 TRAINING RECORDS

The Training Officer shall document the hazardous energy control training provided to members both initially and annually and shall retain those records for one year. Documentation shall include the following (8 CCR 3203):

- (a) The dates of the training sessions
- (b) A list of the topics or a summary of the content of the training sessions
- (c) The name or other identifier and rank of the members who received the training
- (d) The names, certificate number and qualifications of persons conducting the training

Hazard Communication

916.1 PURPOSE AND SCOPE

The purpose of this policy is to protect the health and safety of district members who may be occupationally exposed to hazardous substances in the workplace (8 CCR 5194).

916.2 POLICY

It is the policy of the South Placer Fire District to develop, implement, and maintain a written hazard communication program for members to use as a reference. The program shall minimally describe how district members will receive information and training on the criteria specified for labels and other forms of warning and Safety Data Sheets (SDS) (8 CCR 5194).

916.3 PROCEDURE

The Fire Chief shall appoint an officer to develop, implement, and maintain a written hazard communication program that includes but is not limited to (8 CCR 5194):

- (a) A list of hazardous substances that uses an identifier referenced on the appropriate SDS. The list may be compiled for the workplace as a whole or for individual work areas.
- (b) The methods the District will use to inform members of the hazards of non-routine tasks and the hazards associated with substances in unlabeled containers.
- (c) The District shall make the written hazard communication program available, upon request, to members, to their designated representatives, and to the National Institute for Occupational Safety and Health (NIOSH).
- (d) The District shall ensure that each container of a hazardous substance is labeled, tagged, or marked with the following information:
 1. Identity of the hazardous substance
 2. Appropriate hazard warnings
 3. Name and address of the manufacturer, importer, or other responsible party

916.4 SAFETY DATA SHEETS

The District shall have an SDS for each hazardous chemical that is in use in the workplace. The SDS concerning a hazardous chemical shall be readily accessible to members and prepared in accordance with 8 CCR 5194(g).

916.4.1 CLEANING PRODUCT RIGHT TO KNOW ACT

Printable information regarding the ingredients of air care products, automotive products, general cleaning products, or polish or floor maintenance products used primarily for janitorial, domestic, or institutional cleaning purposes used by the District shall be readily accessible to members (Labor Code § 6398.5; Health and Safety Code §108952(f); Health and Safety Code § 108954.5(c)).

Hazard Communication

916.5 TRAINING REQUIREMENTS

See the Hazard Communication Program Training Policy.

Roadway Incident Safety

917.1 PURPOSE AND SCOPE

The purpose of this policy is to set forth district Fire Chief responsibilities for development of practices used by members who are engaged in any operations occurring on roadways.

917.2 POLICY

It is the policy of the South Placer Fire District to provide traffic incident management (TIM) practices for the protection of members, personnel responding from other agencies, and victims operating on roadways.

917.3 FIRE CHIEF RESPONSIBILITIES

The Fire Chief should ensure that the District adopts TIM procedures. Procedures should include but not be limited to:

- Use of the Incident Command System at all roadway incidents.
- Coordination and cooperation with law enforcement on-scene, including establishing a unified command, depending on the location, size, and complexity of the incident.
- Scene identification and size-up.
- Establishing a temporary traffic control zone including:
 - Placement of apparatus.
 - Use of traffic control devices.
 - Personnel assigned to TIM duties.

917.3.1 MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MUTCD)

Procedures should also include any requirements in the manual of uniform traffic control devices adopted by the state, including but not limited to the following (8 CCR 1598):

- Use of emergency vehicle lighting
- Safe positioning of emergency vehicles
- Use of traffic flaggers

Vehicle Accident Committee

918.1 POLICY

It is the policy of the South Placer Fire District to review the circumstances of vehicle accidents involving on-duty Fire Department employees who are operating a District vehicle at the time of the accident.

918.2 DEFINITIONS

A: **Vehicle Accident/Collision** - An SPFD employee operating a District-owned motor vehicle is involved in an unintended collision that causes damage or injury. Such collision can involve a fixed object, pedestrian, bicyclist, animal, or at least one other motor vehicle.

- a a

B: The Vehicle Accident Committee is a group of Fire District ~~Department~~ - employees who convene at the discretion of the Fire Chief or his designee to review the circumstances of on-duty vehicle accidents by District ~~Department~~ employees.

918.3 PURPOSE

A. Committee Purpose

- (a) The purpose of the Vehicle Accident Committee (VAC) is to review the circumstances and causes of employee-involved vehicle accidents and determine how each vehicle accident shall be classified.

B. Committee Composition

1. A Battalion Chief shall chair the committee. Four other sworn Department employees will be selected to sit on the committee, including one representative from Local 522.
2. The Deputy Chief of Operations will attend the VAC meeting merely to provide technical advice and will not have a vote on the matter.
3. The District Secretary ~~Administration-Executive Assistant~~ will attend and record the Committee findings and determinations.

918.4 PROCEDURE

1. Vehicle Accident Review Committee
 - (a) The Vehicle Accident Committee shall convene **quarterly, or whenever needed**, to review recent vehicle accidents.
 - (b) Each committee member will receive a copy of the involved accident report when available and any other supportive documents and photographs, if available, at least a week prior to the scheduled committee meeting.
 - (c) The involved employee will be notified of the VAC meeting date and time at least ten (10) days in advance via email. The email will indicate who the committee members will be. If the involved employee believes that one of the

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committee members cannot be impartial, the employee will immediately notify the Committee Chair Battalion Chief of such belief. The committee chair will then contact the ~~Operations Section~~ Deputy Chief ~~Deputy Chief~~, or if they are ~~he or she is~~ unavailable, the ~~Division Chief EMS/Safety Administration Section Deputy Chief~~ of the situation. That Deputy Chief will decide if a replacement committee member is needed. The involved employee can appear before the VAC to explain what occurred during the vehicle accident. The employee can bring one representative to the committee meeting if desired. **Note -**

- (d) Committee members will review and discuss the facts of each accident and consider any statements presented by the involved party prior to issuing a ruling.
 - (a) No more than two members of the committee shall ask questions of the involved employee who appears before the committee.
 - (b) The involved employee can present any relevant information or evidence not present in any official report or dispute information in such reports.
2. After reviewing and discussing any written and/or oral information pertaining to the accident, the committee will decide how to classify the accident using one of the following classifications:
 - (a) **Hazard of the Job** - The collision was unavoidable based on the circumstances and the driver's actions were otherwise proper, lawful, justified and followed Distirct ~~Department~~ procedures.
 - (b) **Unpreventable** - The collision could not have been prevented based on the evidence reviewed by the committee.
 - (c) **Preventable** - The collision could have been prevented based on the evidence reviewed by the committee.
3. If the committee determines an employee's vehicle accident was preventable, the committee chair will forward the following information to the Deputy Chief:
 - (a) A copy of any law enforcement investigation (CHP 555);
 - (b) All Department related forms;
 - (c) A memorandum detailing the committee's findings;
 - (d) A copy of the involved employee's vehicle accident history maintained by the Division of Safety.

918.5 ROLES AND RESPONSIBILITIES

- (a) The Vehicle Accident Committee will be responsible for:
 - (a) Reviewing employee-involved vehicle accidents;
 - (b) Deciding regarding the cause of the vehicle accident.
- (b) The Division of Safety will be responsible for:
 - (a) Conducting any follow-up investigation requested by the Vehicle Accident Committee.

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- (b) Maintaining Records of:
 - (a) The classification of reviewed vehicle accidents;
 - (b) Records of all employee vehicle accidents.
- (c) Preparing an annual report to the Fire Chief that lists all employee vehicle-related accidents for that period, including causes, types of vehicles involved, etc., and the findings of the Vehicle Accident Committee.
- (c) The Deputy Chief will be responsible for:
 - (a) Reviewing the Vehicle Accident Committee's submitted packet to ensure completeness;
 - (b) Making recommendations for discipline and/or appropriate training
 - (c) Reviewing the annual VAC report submitted by the Division of Safety with the Fire Chief regarding all employee-involved vehicle accidents to determine if any special or additional training is needed to reduce vehicle accidents.

918.6 RECORDS RETENTION

1. The Division of Safety will retain records related to employee vehicle accidents in accordance with current Department Records Retention rules.
 - (a) Employee vehicle accident records will normally be kept for a period of five (5) years and then destroyed, unless there is civil litigation pending related to the accident.
 - (b) If the employee accident results in disciplinary action that exceeds five years, the Vehicle Accident Committee records will be kept in accordance with the retention period related to that discipline.

Public Sharps Collection Program

919.1 DEFINITION OF SHARPS

[Sharps include the following medical supplies: lancets, hypodermic needles, syringes, and scalpel blades.](#)

919.2 SOUTH PLACER FIRE DISTRICT SHARPS DROP OFF LOCATION

[Fire Stations 17 & 18 are the two designated collection sites for the District's Public Sharps Collection program. Station 17 is located at 6900 Eureka Rd, Granite Bay, CA 95746. Station 18 is located at 5840 Horseshoe Bar Rd. Loomis, Ca 95650](#)

- [Sharps containers may be dropped off only if a Fire Department attendant is present to accept it.](#)
- [Sharps will only be accepted if they are sealed in an approved sharps container, or unused, and in the original, sealed package.](#)
- [Replacement sharps containers are available at pharmacies and other drug stores.](#)
- [Drop-off hours are during normal business hours 0800-1700 M-F.](#)

919.3 OTHER PLACER COUNTY DROP-OFF LOCATIONS

[Western Placer Waste Management Authority 3033 Fiddymnt Rd. Roseville, CA 916-543-3960](#)

[Recology Auburn Placer 12305 Shale Ridge Rd. Auburn, CA 530-885-3735](#)

Health and Safety Committee

920.1 DEFINITION

A safety committee is a team whose purpose is to gather and analyze data to develop strategies to create an incident-free organization. Information and analysis may include incident investigations, loss history, safety survey assessments, recommendations, and training.

920.2 PURPOSE

- Create a team of employees to develop strategies to create a safe environment for the staff, students, and community.
- Represent all levels of the organization.
- Stimulate administration and staff safety awareness, commitment, and participation.
- To monitor, inform, educate, and investigate current health and safety programs, new standards, and research
- Provide an opportunity for employees to make suggestions and recommendations.
- Reduce worker's compensation premium through a reduction in employee incidents. #
- Reduce student injuries from reviews of incidents.

920.3 PROGRAM

The Health and Safety Program is an all-encompassing effort and requires the participation of all employees to ensure positive results. While recognizing the importance of participation, the fire department administration and Local 522 agree that participation in some aspects of the program is mandatory to ensure that the individuals are trying to improve their health. Several standard operating guidelines (SOGs) and policies and procedures (PPM) are mentioned. All personnel must be familiar with ALL SOGs and PPM, not only the ones specified in this document. The program consists of three (3) elements:

1. Key personnel and the individual responsibilities
2. Comprehensive health and safety plan
3. Provide a method of individual feedback to track results

A true health and safety program has been developed by expanding these three elements. It will provide a good basis for improving the health and safety of fire department employees from the most to least senior. The program will be reviewed annually and updated as needed, creating a dynamic plan that will adapt to the ever-changing needs of the fire service and South Placer Fire District employees.

920.4 KEY PERSONNEL AND INDIVIDUAL RESPONSIBILITIES

1. Health and Safety Officer

Health and Safety Committee

2. Incident Safety Officer
3. Health and Safety Committees
4. Personnel and Supervisors

Each of these personnel has important roles in ensuring the program's success. A partnership between these four people or groups is essential to achieve the program goal. It is the responsibility of the Fire Chief to ensure the policy is implemented, the Division Chief of EMS and Safety to ensure it is enforced, and the responsibility of each fire department employee to ensure it is complied with daily. As with any departmental program, compliance from the top down ensures success.

Health and Safety Officer

The Districts Health and Safety Officer (HSO) is the Division Chief of EMS and Safety. The HSO is responsible for ensuring all aspects of the program are functioning.. Regular communications will ensure compliance, provide program review for changes or updates, and ensure continued implementation. The HSO will meet the qualifications for an HSO as outlined in NFPA 1521 Standards for Fire Department Safety Officers. Other responsibilities will include risk management assessments, ensuring Federal, State, and Local laws, as well as industry standards, District policies, and SOGs, are being followed, ensuring proper training on various safety topics is completed for each member, accident prevention methods are developed, and accident investigations are completed thoroughly. The HSO will also work with the Health and Safety Committee to keep policies and SOGs on safety and health regularly updated and current. Routine visits to training sites, drills, incident scenes, and fire stations will also be a regular duty so any safety issues can be corrected. The HSO will oversee record-keeping for the HSP. Documentation is an important aspect of the program, and ensuring quality data can be extracted from the records management system is vital to evaluating information for trends and preventative efforts. Documentation of accidents, injuries, exposures, and close calls will be part of the HSP.

Incident Safety Officer (ISO)

The ISO is the individual on the scene of emergency or non-emergency activities, ensuring overall safety goals are met. All individuals expected to perform as an ISO will be trained to meet NFPA 1521 Standards for Fire Department Safety Officers, with periodic refresher training. The ISO is an important part of daily activities and should not be overlooked. The incident commander will serve as ISO if a direct appointment is not made. On emergency scenes consulting with the incident commander, monitoring radio traffic, and carefully watching the scene is the responsibility of the ISO. The ISO shall constantly monitor compliance with safety policies and SOGs such as 2 in 2 out, RIT, and working around moving traffic. Ensuring proper rehab is established, monitoring safety and collapse zones, providing the incident commander with feedback on scene conditions, and ensuring compliance with a safe incident action plan are all duties of an incident safety officer. The incident safety officer has the authority to stop any act they deem unsafe. Ideally, this is done through the incident commander. On large incidents, one incident safety officer may not be enough, and consideration should be given to additional safety officers, depending on the scope

Health and Safety Committee

of the scene. The incident safety officer on special operations incidents must be trained to the level of the response on scene.

Health and Safety Committee

The District health and safety committee will meet quarterly or as needed to determine the plan's effectiveness and recommend any needed changes. The health and safety committee will gather information from the crews and bring that information to meetings for discussion. The plan's success depends on regular communication, making the committee's responsibility crucial. The HSO will regularly interact with and attend meetings.. The health and safety committee will review the supervisor's incident reports minus personal information to determine any safety program changes that need to take place, implement, monitor, and recommend changes to the physical fitness program, assist with implementing the life safety initiatives of the Everyone Goes Home program, distribute various articles and reports on fire service safety issues, and implement a "close calls" reporting system for the Department.

Personnel and Supervisors

It is the overall responsibility of each individual to know and comply with District policies and procedures and standard operating guidelines. Safety is of utmost importance in everything we do. All personnel should be vigilant in noticing and reporting safety violations or concerns. It is each of our responsibility to maintain a safe work environment for our co-workers. All personnel should know all policies and procedures, SOGs, and District policies. Personnel should constantly check the status of their personal protective equipment; monitor their driving practices, lifestyle choices, and overall health. The HSP strives to provide a framework, outline training and education, and put safety and health measures in place, but personnel must be aware of what is happening around them and with them. This document does not replace the sound judgment and common sense of our personnel and supervisors, nor does it negate each person's responsibility to make sound decisions in performing their duties.

Firefighting Hood Maintenance and Exchange Program

921.1 PURPOSE AND SCOPE

Several studies have shown that carcinogens and other toxic materials can accumulate on Personal Protective Equipment (PPE) during fire suppression activities. Firefighting hoods are one of the most problematic pieces of PPE as the hood sits directly on skin which is highly permeable (Cancer Among U.S. Firefighters). In an effort to decrease the amount of carcinogens and other toxic agents to which firefighters are exposed, The South Placer Fire District has implemented a hood maintenance and exchange program. The purpose of the program is to maintain and immediately replace contaminated firefighting hoods with clean replacements after exposure to the products of combustion.

921.2 POLICY

It is the Policy of the South Placer Fire District to adopt and maintain a firefighting hood exchange program that addresses the proper care, inspection, donning, doffing, and hood exchange program.

921.3 DEFINITIONS

- Contamination/Contaminated - The process by which ensembles and ensemble elements are exposed to hazardous materials, bodily fluids, or CBRN terrorism agents (NFPA 1851, 3.3.15).
- Manufacturer - The entity that directs and controls any of the following: compliant product design, compliant product manufacturing, or compliant product quality assurance; or the entity that assumes the liability for the compliant product or provides the warranty for the compliant product (NFPA 1851, 3.3.58).
- Soiled/Soiling - The accumulation of materials that are not considered hazardous materials, body fluids, or CBRN terrorism agents but that could degrade the performance of the ensemble or ensemble element (NFPA 1851, 3.3.87).

921.4 PROCEDURES

- A. Structural Firefighting Hoods
 1. Personnel may only wear protective hoods that the District issues
 2. All firefighters issued personal protective equipment (PPE) are responsible for inspecting their protective hoods at the beginning of each shift and after each use.
 3. Do not attempt to repair your hood. Immediately report the damage to your supervisor, and the District will replace it. Use form FD13 to make the report.

South Placer Fire District

SPFD Policy Manual

Firefighting Hood Maintenance and Exchange Program

4. Protective hoods shall be replaced when they are no longer compliant with NFPA standards state law or are 10 years old.
 5. Store hoods in a clean, dry, ventilated area away from direct sunlight and heat.
 6. For questions about the hood or its users, refer to the user guide - hoods.
- B. Hood Inspections
1. Before first use
 - (a) Before using the hood for the first time, ensure the hood does not have any construction flaws, is not damaged, and is a proper fit.
 2. Routine Inspection
 - (a) Before the employee places the hood into services, inspect the hood for:
 1. Soiling and/or contamination
 2. Physical damage such as, but not limited to, rips, holes, tears, frays, or cuts
 3. Thermal damage such as, but not limited to, charring, burn holes, or melted stitches.
 4. Elastic face opening - Assess whether the face opening is still elastic and has not become overstretched. The face opening of the hood must fit securely around your SCBA facepiece each time you wear it. There will be no modifications to the hood.
 5. Label legibility - labels shall not be removed, and information/markings should be legible.
 - (b) If the above conditions exist upon inspection, contact your supervisor, and the District will replace them. Utilize the FD 13 form for those processes.
 3. Advanced inspections
 - (a) The protective hood must be subject to an advanced inspection at least every 12 months or when there is concern about its overall condition.
- C. 1. Hood exchange program
- (a) Battalion Chiefs will store at least 20 clean hoods in their vehicle.
 - (b) On all incidents with some exposure, the IC will exchange hoods as crews are released from the scene.
 - (c) This will be a one-for-one exchange at the command post before crews leave the scene.
 - (d) Hood exchange triggers:
 1. Final exit from a structure fire and exchange is mandatory for all crew members.
 2. Completion of suppression efforts on all vehicles, dumpsters, or other miscellaneous fires.

South Placer Fire District

SPFD Policy Manual

Firefighting Hood Maintenance and Exchange Program

3. Training fires that utilize materials other than propane.
 4. Any time a member feels their hood may be contaminated with carcinogens.
- (e) All dirty hoods will be placed into a plastic bucket and kept in the BC vehicle.
 - (f) The BC will then exchange a clean hood when the dirty hood is placed in the bucket.
 - (g) The BC will launder all hoods upon return to quarters.
 - (h) Laundered hoods will be placed in the clean hood container for the next use.
 - (i) Personnel will not mark or personalize hoods as they will be rotated in and out of service when used and cleaned.

**SOUTH PLACER FIRE DISTRICT
INTEROFFICE MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: CHIEF MARK DUERR
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: WEDNESDAY, NOVEMBER 8TH, 2023
CC: BOARD SECRETARY KATHY MEDEIROS

Agenda Item: South Placer Fire District Policy Updates:

Action Requested: Staff recommends a review of the proposed policy updates.

Background: With the recent changes to operations and the Board's goal of updating and consolidating the District Policy Manual, staff presents the following policies for review and discussion:

Impact: Policy update.

Number	Policy	Adopted Date
200	Organizational Structure	05/10/2023
300	Incident management	9/2/2019
301	Emergency Response	4/30/2021
302	Fire Ground Accountability	9/2/2019
303	Rapid Intervention/Two in Two Out	4/11/2019
304	Urban Search and Rescue	7/22/2019
305	Tactical Withdrawal	8/4/2019
306	Response Time Standards	New
307	Aircraft Operations	New
308	Atmospheric Monitoring for Carbon Monoxide	New
309	Staging	8/4/2019
310	High Rise Incident Management	9/2/2019
311	Elevator Entrapments	7/26/2019
312	Elevator Restrictions During Emergencies	7/26/2019
313	Swiftwater Rescue and Flood Search and Rescue	9/2/2019
314	Confined Space Rescue Response	New
315	Trench Rescue	New
316	Wildland Firefighting Notifications	9/2/2019
317	Carbon monoxide Detector Activations	4/29/2019
317	Safely Surrendered Baby Law	New
319	Abandoned Infants	4/30/2021

320	Hazardous Materials Response	11/14/2019
321	News Media Relations	New
322	Scene Preservation	11/14/2019
323	Disposition of Valuables	9/13/2019
324	Performance of Duties	4/30/2021
325	Traffic Collisions	7/26/2019
326	Line of Duty Death Investigations	9/20/2019
327	National Fire Incident Reporting System	4/11/2019
328	Volunteer Program	New
329	Volunteer Firefighter Response	New
330	Ride Along Program	11/6/2019
331	Grocery Shopping on Duty	New
332	Chaplin's	New
334	Active Shooter and Other Violent Incidents	New
335	Apparatus Inventories and Accountability	New
336	CA Fire Foundation - SAVE Program	New
337	Station Crew and Duty Officer Movement	New
338	Unit and Personnel Radio Identification	New
339	Handling of Emergencies by Fire Suppression Units	New

Attachments: Proposed policies:

Mark Duerr

Fire Chief

South Placer Fire Protection District

Organizational Structure

Effective Date:	
Revised Date:	05/10/2023
Issuing Authority:	

200.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the organizational structure of the South Placer Fire District. This policy also provides guidance regarding the district's reporting process through the chain of command.

200.2 POLICY

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

200.3 DIVISIONS

The Fire Chief is responsible for managing the South Placer Fire District. The following divisions make up the South Placer Fire District:

- Administration Division
- Operations Division
- Fire Prevention Division
- EMS/Safety Division

See attachment: [Org Chart 23.pdf](#)

200.3.1 ADMINISTRATION DIVISION

The Administration Division is directed by a Deputy Chief and/or Business Manager; provides administrative support to the Fire Chief; acts as liaison with Personnel / Human Resources regarding recruitment, promotion, and performance appraisals; manages information technology systems and payroll functions; provides logistical support and fleet maintenance; reviews, prepares and presents staff reports to the district, the District staff and District officials.

It is the responsibility of the Fire Chief or authorized designee to prepare and maintain a current organizational chart.

Organizational Structure

200.3.2 OPERATIONS DIVISION

The Operations Division is directed by a Chief Officer. The Operations Division monitors response to all fire, rescue and medical aid calls for service; manages major disaster responses; and modifies the shift schedule to meet district needs..

The Operations Division may also oversee the management of EMS, training, and safety

200.3.3 FIRE PREVENTION DIVISION

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

The Fire Prevention Division performs inspections of businesses and occupancies as mandated by applicable law.

The Fire Prevention Division will provide an investigation of all major fires occurring within the jurisdiction of the South Placer Fire District.

200.3.4 EMS/SAFETY DIVISION

The EMS/Safety Division is directed by a Division Chief of EMS/Safety. The EMS/Safety Division's mission is to manage the delivery of Emergency Medical Services to the community by ensuring all members of the District have current certifications and appropriate training. Additionally, the EMS/Safety Division will ensure a safe workplace by meeting or exceeding all Federal, State, and local laws and regulations.

200.4 UNITY OF COMMAND

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

200.5 CHAIN OF COMMAND

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

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

Members of the South Placer Fire District shall generally conduct district business through the established chain of command. Members shall consult with and report to their commanding

Organizational Structure

officer/supervisor when making recommendations for changes, alterations or improvements concerning district matters. Members shall forward all reports and recommendations through the chain of command. The submission should include written comments from the member's immediate supervisor to indicate whether he/she approves of the recommendation. No memo or recommendation should be stopped in the chain of command before it reaches its intended destination/officer.

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

200.6 DIRECTIVES AND ORDERS

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

200.7 ALTERNATE CHANNELS OF COMMUNICATION

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

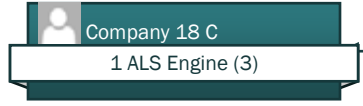
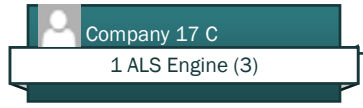
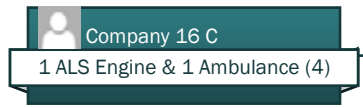
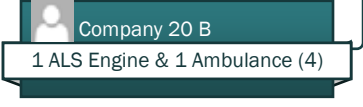
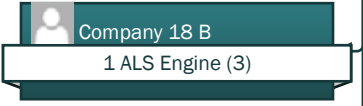
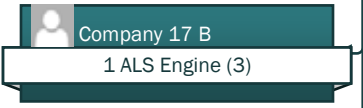
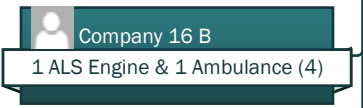
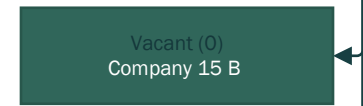
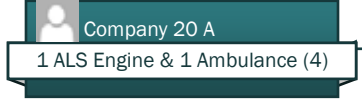
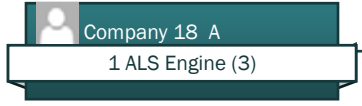
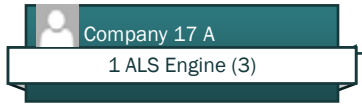
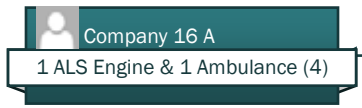
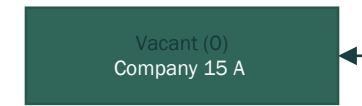
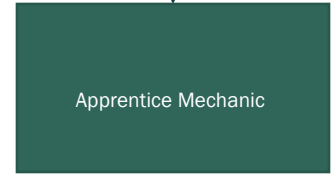
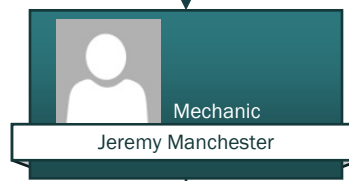
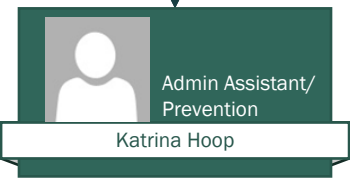
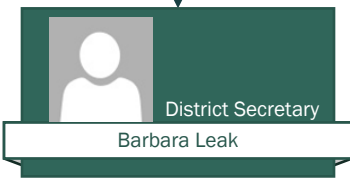
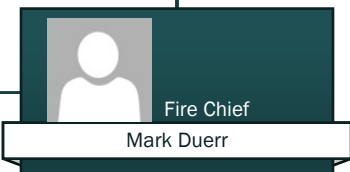
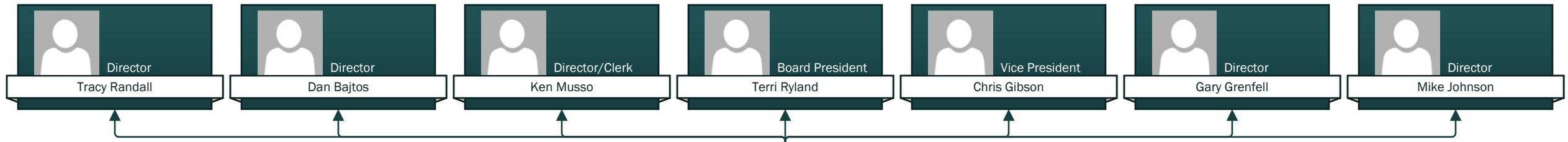
As a general matter, any concern about a workplace situation should first be raised with the member's immediate supervisor. It is recognized, however, that there may be occasions where the use of the normal chain of command may not be appropriate. If an issue is of a personal nature, involves a sensitive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

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

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

Attachments

Org Chart 23.pdf



South Placer Fire District
FY 2022/2023



Chapter 3 - General Operations

Incident Management

300.1 PURPOSE AND SCOPE

The purpose of this policy is to establish operational guidelines for members of the District to use in the management and mitigation of all-hazards emergency incidents.

300.1.1 DEFINITIONS

Definitions related to this policy include:

All-hazards - An incident, natural or manmade, that warrants action to protect life, property, the environment, and public health or safety, and to minimize disruptions of government, social or economic activities.

300.2 POLICY

It is the policy of the South Placer Fire District to utilize the Incident Command System (ICS) or other National Incident Management System (NIMS)-compliant incident management system for managing all emergency incidents. All incident-related activities should be managed in accordance with established ICS/NIMS methods and procedures.

300.3 PROCEDURES

The Operations Division should ensure the District adopts written ICS/NIMS procedures that are compatible with neighboring jurisdictions.

- [ICS Resource Center](#)
- [National Incident Management System Resources](#)

Emergency incidents shall be managed utilizing trained and qualified personnel for the specific tactical, supervisory or command level assignments.

Whenever an emergency incident occurs in the jurisdiction of the South Placer Fire District, it is the responsibility of the Incident Commander (IC) to assess the potential for the incident to involve property, structures or persons within either a State Responsibility Area (SRA) ~~or a Federal Responsibility Area (FRA)~~. If the incident involves or threatens to involve any SRA ~~or FRA~~, the IC shall immediately notify the California Department of Forestry and Fire Protection (CAL FIRE) ~~or the United States Forest Service (USFS)~~ and Placer Dispatch of the incident.

The IC may also send notification through the chain of command to the on-duty Battalion Chief, the [Deputy Chief](#) and the Fire Chief.

The IC should assess the potential for the incident to involve or negatively impact any persons or property in neighboring jurisdictions. If the IC determines that the potential exists, he/she shall immediately direct Placer Dispatch to notify the appropriate jurisdiction of the incident.

Incident Management

300.4 RESPONSIBILITY

- A. The Officer in charge/Duty Officer shall institute the ICS and should appoint ICS positions based on these factors:
 - 1. Complex tactical situations
 - 2. When the Incident Commander (IC) forecasts a situation that will exceed a reasonable span of control (3-7 units)
 - 3. When the IC can no longer effectively manage the number of companies involved in the operation or the complexity of the incident
 - 4. Multi-agency responsibilities under Unified Command
- B. It will be the ongoing responsibility of the IC to assign organizational positions as required for effective incident operations. The number of companies assigned to an organizational position depends on conditions within the assignment. The optimum span of control for any position is typically five (5) units but could be as few as three or as many as seven, depending on the complexity of the assignment and the incident.

300.5 ASSIGNING POSITIONS

The first arriving unit on scene shall initially be in charge of the incident. This person will provide a brief initial radio report to include the following:

- A. Unit identification
- B. Name of Command
- C. Confirmation of the location of the incident
- D. Report on conditions
- E. Operating Mode
 - 1. Investigative - These situations generally require investigation by the first arriving unit before committing resources. While in investigation mode, the Officer or person in charge will communicate the conditions on scene to incoming units via portable radio. The command function will remain with the person in charge of the first arriving unit.
 - 2. Attack - Situations that dictate immediate action to stabilize the incident. The first in Officer or member in charge shall retain command until it is transferred to another arriving unit. The second unit on scene may take command or engage in firefighting/rescue operations. The third in unit must take command unless or until a Chief Officer arrives on scene.
 - 3. Command - Situations that call for immediate command actions based on size, complexity, or potential should be addressed by the first in Officer assuming command until a ranking officer arrives. The person assuming command will assign the remaining crew member as needed.
- F. Location of the command post

Incident Management

300.6 TRANSFER OF COMMAND

- A. The ranking officer assuming command should meet face to face with the officer being relieved and formally communicate the transfer of command via radio to the units on scene and Dispatch.
- B. The radio designation IC or command shall be used with a brief description of the incident location
- C. The officer being relieved will brief the officer assuming command on the following:
 - 1. General situation status
 - 2. Fire location and extent
 - 3. Conditions and effectiveness of control
 - 4. Number of victims
 - 5. Additional resources needed or en route

300.7 PRIMARY STAGING

Primary staging pertains to normal day-to-day operations where the initial assignment can handle the incident. The procedures for primary staging are:

- A. The first in apparatus will respond directly to the scene and operate to its best advantage. The engineer should do their best to provide a view of three sides of the structure and reserve the address or front of the structure for a Truck company.
- B. The duty officer or first-in-chief officer will respond directly to the scene and place themselves in an effective command position, but be aware of the need for additional incoming units.
- C. The Second due until may respond to the scene or position themselves for a water supply depending on initial reports of the incident.
- D. The third due until must secure a water supply if not addressed by the first two units on scene. Once a water supply is secured, the third unit shall report to the first unit on scene and request an additional assignment.
- E. All other units should stage in their direction of travel and ask for an assignment from command either over the radio or face-to-face.
 - 1. Every effort should be made to approach the structure from multiple directions to ensure adequate access.

Emergency Response

301.1 PURPOSE AND SCOPE

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

301.1.1 DEFINITIONS

Definitions related to this policy include:

Emergency response - Any call for service or assistance involving fire, explosion or violent rupture; human rescue; human entrapment; illness or injury; hazardous materials release or threat of contamination; flooding; threatened or actual acts of violence; any explosive, bomb or threatened bombing; any act of terrorism; any natural disaster; any release, spill or threat of release of radioactive materials; any spill, release or threat of release of any active biological agent; or any other circumstance that presents a threat to life-safety or to property.

301.2 POLICY

It is the policy of the South Placer Fire District to appropriately respond to all emergency calls.

301.3 EMERGENCY CALLS

Only authorized personnel shall operate District vehicles

Personnel shall not ride on the running boards or tailboard of the apparatus.

Personnel riding in the apparatus shall wear hearing protection provided

Vehicle operators shall not release the parking brake until all personnel are seated and have fastened their seatbelts. The vehicle operator shall receive a signal that all personnel are ready to respond.

Fire personnel dispatched to an emergency shall proceed immediately, shall continuously operate all emergency lighting equipment, including, at a minimum, a steady forward-facing red light, and shall sound the siren as reasonably necessary (Vehicle Code § 21055). The PA is not a recognized warning device.

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

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

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

Emergency Response

[When responding code three \(3\), vehicle operators shall not pass on the right side unless there is no alternative route. When passing on the right, speed shall be reduced and extra caution taken.](#)

301.4 MULTIPLE EMERGENCY VEHICLE RESPONSES

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

[An emergency vehicle traveling Code 3 shall not pass another emergency vehicle traveling Code 3 unless it is safe to do so, there is clear communication between the drivers, and the passing maneuver is coordinated.](#)

[Vehicular traffic is ordinarily passed to the left. When this is not possible, with emergency warning lights and siren operating, pass with caution by an alternate lane of travel and only when it is safe to do so. Bear in mind that a driver who will not initially pull to the right for emergency vehicles may react unpredictably.](#)

[To ensure safe vehicle operation, when approaching an intersection, emergency vehicles traveling in an east-west or west-east direction shall be vigilant for north-south or south-north emergency vehicles that, customarily, have the right-of-way.](#)

301.5 INITIATING AN EMERGENCY RESPONSE

If the company officer or duty officer believes an emergency response to any call is appropriate, the company officer or duty officer shall ensure Placer Dispatch is immediately notified.

301.6 RESPONSIBILITIES OF RESPONDING PERSONNEL

[Vehicle operators shall abide by the California State Vehicle Code and operate vehicles under the Basic Speed Law.](#)

Emergency vehicle operators shall exercise sound judgment and care, with due regard for life and property, while operating a vehicle en route to an emergency response. [The maximum speed for code three driving shall be no more than 15 m.p.h over the posted speed limit. Adverse weather conditions may necessitate slower speeds.](#)

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

The decision to continue an emergency response is at the discretion of the emergency vehicle operator or company officer. If, in the judgment of either individual, the roadway conditions or traffic congestion does not permit such a response without unreasonable risk, the response may

Emergency Response

be continued without the use of red lights and sirens at the legal speed limit. In such an event, the vehicle operator or the company officer should ensure Placer Dispatch is promptly notified. Personnel shall also discontinue the emergency response when directed by any supervisor, another dispatch center, or by personnel at the scene.

It is the Driver's responsibility to operate the vehicle in a safe manner, but the Captain is ultimately responsible for ensuring safe operations.

The Driver of the vehicle will make sure that all doors are closed, all equipment is secured, and there is nothing under or in the way of the vehicle.

personnel shall not don protective clothing (structure or wildland) while en route to an emergency. Personnel shall don protective clothing before responding or after the vehicle arrives at the scene of the emergency.

301.7 FAILURE OF EMERGENCY EQUIPMENT

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

Fire Ground Accountability

302.1 PURPOSE AND SCOPE

The purpose of this policy is to increase firefighter safety by establishing accountability systems for keeping track of all personnel operating at the scene of an emergency incident.

302.1.1 DEFINITIONS

Definitions related to this policy include:

Personnel Accountability Report (PAR) - A roll call of all operations members assigned to an incident at specified times; a PAR is designed to account for each member's location and activity and to verify their safety.

302.2 POLICY

It is the policy of this district that supervisors **periodically** account for members working under their direction at emergency incidents and that all members participate in accountability systems.

302.3 RESPONSIBILITIES

A personnel accountability system **shall should** be used primarily to track personnel, not resources. However, on small incidents one individual may be responsible for tracking both personnel and resources.

A written personnel accountability system, such as the Incident Command System (ICS) Form I-201 for Incident Commanders, and a status board should be maintained. Individual crew names must be posted in a conspicuous location in the cab of district vehicles.

- [ICS Form 201](#)

Supervisors are responsible for tracking all personnel on emergency incidents. Personnel should be accounted for from the time of dispatch to the time of demobilization.

Supervisors should implement sufficient tracking methods for personnel at the individual, company, division, group and unit levels to account for personnel during all phases and at all locations of an incident, including travel between locations and assignments.

The Incident Commander should designate an accountability officer to monitor who is in charge of each area; what crews are assigned to each area; where each area is located; and the area assignment.

Area supervisors should be assigned to keep track of all crews assigned to their area. Company officers should know the location and assignment of each firefighter in their crew.

All members are responsible for participating in the accountability system, including checking in at approved locations, including members who arrive on-scene individually or in privately-owned vehicles.

Fire Ground Accountability

302.4 REPORTING

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

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

302.4.1 PERSONNEL ACCOUNTABILITY REPORTS (PAR)

A PAR should be conducted within the first 20 minutes of an incident and every 20 minutes thereafter for personnel at the scene. In addition, PARs should be conducted after any change in conditions that may alter or affect firefighter safety, such as an increase in fire conditions or after ordering an emergency evacuation of an area.

A PAR should be conducted for each division, group, and organizational element where operations personnel are working. If any person involved in the operation is unaccounted for, emergency procedures should be initiated.

The Incident Commander may discontinue regular PARs when incident stabilization is achieved, and hazards [are](#) sufficiently reduced.

Rapid Intervention/Two-In Two-Out

303.1 PURPOSE AND SCOPE

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

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

303.1.1 DEFINITIONS

Definitions related to this policy include:

Immediately dangerous to life and health (IDLH) - An atmospheric concentration of any toxic, corrosive or asphyxiant substance that to an unprotected person poses an immediate threat to life, would cause irreversible adverse health effects or would impair an individual's ability to escape from a hazardous area. Interior atmospheric conditions at structure fires beyond the incipient stage are considered IDLH, as are a variety of rescue types.

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

Rapid intervention crew (RIC) - A formalized designated group of individuals or companies whose sole function is to prepare, monitor and provide for effective emergency rescue of responders in IDLH atmospheres.

303.2 POLICY

It is the policy of the South Placer Fire District to ensure that adequate personnel are on scene before interior operations begin in any IDLH environment. However, nothing in this policy is meant to preclude firefighters from performing emergency rescue activities before an entire team has assembled.

[The South Placer Fire District shall assign four \(4\) engines and two \(2\) trucks on the initial alarm for structure fires. To provide for the safety of SPFD personnel, a RIC shall be assigned from the First Alarm Assignment at every working structure fire. In the event of a Rescue, the RIC may be utilized as a tactical resource.](#)

Rapid Intervention/Two-In Two-Out

303.3 PRE-DEPLOYMENT

Prior to initiating any fire attack in any IDLH environment with no confirmed rescue in progress, members should ensure that there are sufficient resources on-scene to establish two-in/two-out procedures (29 CFR 1910.134(g)(4)).

- (a) Members ~~shall~~ ~~should~~ ensure that at least two firefighters using self-contained breathing apparatus (SCBA) enter the IDLH environment and remain in voice or visual contact with one another at all times.
- (b) At least ~~three~~ ~~two~~ ~~additional~~ firefighters should be located outside the IDLH environment with one member being a company officer and two (2) or more members being firefighters. :
 1. One of the ~~three~~ ~~two~~ outside firefighters may be assigned to an additional role so long as the individual is able to perform assistance or rescue activities without jeopardizing the safety or health of any firefighter working at the incident.
 2. Each RIC reports directly to the RIC Group Supervisor (RGS) or the IC if RGS has not been established.

303.4 INITIAL DEPLOYMENT

A written personnel accountability system will be maintained whenever companies are operating at IDLH incidents. Individual crew names will be posted in a conspicuous location in the cab of district vehicles.

During the initial phase of an incident, confirmed rescues should take priority. When a confirmed rescue is in progress during the initial phase of an incident, emergency rescue activities may be performed before a designated IRIC has assembled.

All members operating in IDLH environments should be tracked and accounted for at all times, except when it would preclude firefighters from performing emergency rescue activities during the initial phase of the incident.

303.5 RIC DUTIES

The RIC should be assembled from resources at the scene, whose sole function is to prepare for, monitor and provide effective emergency rescue for responders.

- (a) To the extent possible, visual, voice and signal line communication should be maintained between those working in the IDLH environment and the RIC outside the IDLH environment. :
- (b) RIC shall report to the Incident command post and communicate face to face with the Inceinde commander, if possible.
- (c) RIC members shall monitor the assigned tactical channel.
- (d) RIC Members shall assemble needed equipment to include secondary air supply, irons, search rope, thermal imaging camera, RIC bag, and any other equipment required to adequately prepare for a rescue.

Rapid Intervention/Two-In Two-Out

1. [A potential hose line should be identified in case of rapidly changing fire conditions.](#)
- (e) RIC members should not be involved in any other duties that divert attention or resources away from their primary mission of responder rescue.
 1. Acceptable duties may include [performing reconnaissance](#), identifying and preparing access and emergency rescue egress points from affected areas ([commonly referred to as "softening the building"](#)), the pre-positioning of exterior ladders, forcible entry, and other rescue equipment as needed at strategic locations.
 2. [RIC crews should avoid the automatic removal of windows or doors as this could disrupt the flow path and change interior fire conditions.](#)
- (f) Additional companies may be assigned to the RIC as conditions warrant. For large incidents with multiple points of entry, multiple RICs should be considered.

303.6 EMERGENCY DEPLOYMENT OF A RIC

~~When a -down or- -missing broadcast is transmitted, all non-emergency radio traffic should be cleared from the radio channels that the missing or trapped is using. Non-affected personnel should switch to other tactical frequencies. At least two individuals should be dedicated solely to monitoring the tactical channel. One person should be responsible for gathering information on the identity, location and condition of trapped or missing , while the second person should communicate and offer support on the tactical channel.~~

~~For an emergency deployment of a RIC, a Rescue Group Supervisor position should be activated to coordinate the rescue as well as any fire activities in support of the rescue effort. Other divisions and groups may support the Rescue Group Supervisor's efforts by diverting fire spread through horizontal or vertical ventilation to draw fire away from the affected rescue areas and by placing hose streams to check fire spread and protect rescue efforts.~~

~~The RIC supervisor should notify the Rescue Group Supervisor before making entry for emergency rescue. The Rescue Group Supervisor should provide any assistance that is appropriate to the situation. Additional resources should be ordered as needed, including additional RICs , medical treatment and transportation groups or other organizational elements.~~

~~Upon notification or knowledge of a down [firefighter and activation of the RIC, the IC will~~

- (a) [Clear the tactical channel of all radio traffic by broadcasting, "Clear the radio for emergency traffic."](#)
- (b) [Attempt to contact the \[firefighter via radio to have them provide information based on the acronym "WHO-WHAT-WHERE-AIR."](#)
 1. [WHO - Name, Unit, and position](#)
 2. [WHAT - Nature of emergency, which might include:](#)
 - (a) [Lost](#)

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- (b) [Out of air](#)
- (c) [Entangled](#)
- (d) [Trapped](#)
- (e) [Etc](#)
- 3. [WHERE - Location within the fire building if possible. If not, division, group, or last assignment](#)
- 4. [AIR - Remaining air supply in 1/4 increments.](#)
- (c) [Confirm the channel the downed member is transmitting on and assign a different tactical channel to all other work groups and divisions for the duration of the RIC operation.](#)
- (d) [The IC shall designate a RIC Group Supervisor \(RGS\)](#)
 - 1. [The RGS shall brief and deploy the RIC to the last known location of the lost, missing, injured, trapped, or disoriented firefighter](#)
 - (a) [Entry should be made at the closest, quickest, safest entry point based on the last known location](#)
 - (b) [The officer of the RIC shall lead the rescue operation](#)
- (e) [Confirm an additional alarm and EMS](#)
- (f) [A medical group shall be established to assess, care for, and transport any patients.](#)
- (g) [A Personnel Accountability Report \(PAR\) shall be conducted on the operational channel to account for all personnel and confirm tactical operations.](#)
 - 1. [This communication shall not impede RIC operations](#)
- (h) [Establish additional RICs as incident needs dictate](#)
- (i) [The IC shall establish a workforce pool and announce its location](#)
 - 1. [Personnel at the scene without an assignment shall report to the workforce pool with tools and equipment appropriate for the incident.](#)

When the firefighter is located:

- (a) [Disable the downed firefighters' PASS device](#)
- (b) [Notify the IC using WHO-WHAT-WHERE-AIR](#)
- (c) [Check the firefighters ABC's](#)
- (d) [If the firefighter is not breathing, remove them immediately by the most expedient means available. Additional resources may be needed.](#)
- (e) [If the firefighter is breathing, check the SCBA air supply and change or fill from the RIC pack as necessary.](#)
- (f) [Attempt to drag, carry, or extricate the firefighter to a safe location](#)

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- (g) [If the rescue requires more than a drag and go, advise the RGS of additional needed resources.](#)

The incident commander must

- (a) [Command must continue all essential fire ground operations](#)
- (b) [Heavy equipment may be needed](#)
- (c) [Utilize a dedicated time clock to track RIC operations](#)

303.7 RIC OPERATIONS - KEY FACTORS

- A. [Do NOT ask the firefighter in distress to change the radio channel](#)
- B. [Maintain radio contact with the RIC officer and firefighter in distress](#)
- C. [Use a functional accountability system](#)
- D. [When searching:](#)
 - 1. [The use of ropes is highly recommended and must be considered when searching.](#)
 - 2. [Look for evidence of building structures or locations that were described by the distressed firefighter\(s\)](#)
 - 3. [Listen for the sounds of](#)
 - (a) [PASS alarms](#)
 - (b) [Low air alarm on SCBA](#)
 - (c) [Shouts for help](#)
 - (d) [Tapping sounds](#)
 - 4. [Be alert and look for equipment that may have been used by a firefighter\(s\) and will help locate them.](#)
- E. [Assign a scribe to RGS.](#)

Urban Search and Rescue (USAR)

304.1 PURPOSE AND SCOPE

The purpose of this policy is to describe the Federal Emergency Management Administration (FEMA) Urban Search and Rescue (USAR) Response System as a resource for disaster response.

304.2 POLICY

It is the policy of the South Placer Fire District to utilize the FEMA USAR resources in the event of an urban disaster, as appropriate.

304.3 RESOURCES

USAR is a multi-hazard discipline and may be used for a variety of disasters, including hurricanes, earthquakes, typhoons, storms, tornadoes, floods, dam failures, technological accidents, terrorist activities and hazardous material releases.

USAR task forces have four areas of specialization: searches, to find victims who are trapped after a disaster; rescues, which include safely digging victims out of collapsed concrete or metal; technical: structural specialists who help make rescues safe for the rescuers; medical: caring for victims before and after a rescue.

If a disaster warrants national USAR support, FEMA may deploy task forces within six hours of notification and can provide additional teams as necessary to support the South Placer Fire District's efforts to locate victims and manage recovery operations.

The following resources are generally available from the FEMA USAR Response System:

- Air Search Team (fixed-wing)
- Airborne Reconnaissance (fixed-wing)
- Canine - Avalanche/Snow
- Canine - Disaster Response
- Canine - Land/Cadaver
- Canine - Water
- Canine - Wilderness
- Canine - Wilderness Tracking and Trailing
- Cave Search and Rescue Team
- Collapse Search and Rescue Team
- Mine and Tunnel Search and Rescue Team
- Mountain Search and Rescue Team

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- Radio Direction Finding Team
- Swift Water and Flood Search, and Dive Rescue Team
- USAR Incident Support Team
- USAR Task Force
- Wilderness Search and Rescue Team

More information about the specific capabilities and sustainability of USAR resources may be obtained on the FEMA website.

304.4 USAR RESPONSE - SPFD OES RESOURCE

The South Placer Fire District houses ~~one two~~ OES resources: OES-~~4106 380~~, a USAR Type ~~1~~ ~~3~~ engine ~~which and an OES USAR trailer RT-14 that~~ may be deployed upon request. Notification at the district level will be through Placer Dispatch. The nature of the request and expected response time are as follows:

- Initial attack - respond immediately without delay
- Immediate Need - respond within 30 minutes
- Planned Need - respond within two hours

~~The will provide a vehicle capable of towing a minimum of 10,000 lbs. in the event RT-14 is deployed.~~

304.5 MINIMUM STAFFING AND QUALIFICATIONS OES

OES 4106 will deploy with four (4) qualified personnel provided by the District. Personnel assigned to OES 4106 shall meet the minimum qualifications:

- Current Incident Qualification "red" card

Vacancies in the [City County caused by deployment of personnel shall be filled using the District 's staffing policy to maintain minimum staffing.

Tactical Withdrawal

305.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for tactical withdrawals from any scene or location when confronted by violent individuals or threatening situations, circumstances or events. The violence or threat need not be specifically directed at district members to justify the application of this policy.

305.2 POLICY

The South Placer Fire District is committed to the safety of its members. It is the policy of the South Placer Fire District to allow members to withdraw from the scene or general location of an emergency call for service when they are confronted by violent individuals, violent or potentially violent situations or any other circumstance presenting a real or perceived imminent threat to member safety.

305.3 THREAT ASSESSMENT

All members of the District are expected to continually evaluate their surroundings while responding to incidents or participating in the mitigation of emergency or non-emergency events. The actions and conduct of persons at an event should be a primary element of the ongoing scene-safety evaluation. Certain types of events, certain actions taken by individuals involved in events and a variety of other circumstances should trigger a heightened awareness and consideration of personnel safety. Situations or circumstances that should initiate such consideration include:

- (a) Gang-related activity, particularly any event involving violent encounters, confrontations or conflicts between members of rival gangs.
- (b) Any situation involving shots fired, or on any scene where shooting occurs or is heard in the immediate vicinity.
- (c) Any time a subject challenges or threatens members of the District with violence or harm.
- (d) Any scene where members of the District are attacked in any way. Examples include rocks, bottles or other projectiles thrown or launched at members or district vehicles or apparatus; individuals attempting to gain access to district vehicles or apparatus; or any direct act of violence committed against members of this district.
- (e) Any event involving civil disturbance, large-scale demonstrations or protests. This includes any event involving a large gathering of people where the nature of the activity appears to include violent confrontation or the perceived threat of violent confrontation between opposing groups, or between the protesters and law enforcement personnel or other government representatives.

Any member who believes that there is a threat of violence to personnel at any incident should promptly relay that information to the Placer County Sheriff's Dispatch Center or appropriate law enforcement agency and the appropriate supervisor as quickly as possible.

Tactical Withdrawal

The Incident Commander (IC), scene supervisor or senior ranking member has the authority to initiate a tactical withdrawal and the responsibility for ensuring that all members on-scene or at risk due to the threat are notified of the action. Authority for the decision resides primarily with on-scene personnel and should not be delayed while seeking approval or confirmation from a higher authority, who may not be at the incident scene.

In the event that a credible threat to personnel is discovered at a level of the incident command structure above an on-scene supervisor, a tactical withdrawal may be ordered and initiated down the chain of command to the on-scene supervisor. In that event, the supervisor has the responsibility for ensuring that all members on-scene or at risk due to the threat are notified of the initiation of a tactical withdrawal.

305.4 CONDUCTING TACTICAL WITHDRAWALS

305.4.1 WITHDRAWAL OPTIONS

The following guidelines should be applied when the decision has been made to initiate a tactical withdrawal:

- (a) During the response to an incident:
 - 1. If a tactical withdrawal occurs during the response phase of an incident the district member responsible for initiating the withdrawal is responsible for notifying all responding units and Placer Dispatch of the withdrawal action. The relay of the withdrawal decision to individual units may be conducted by the member, or he/she may choose to have Placer Dispatch notify all responding units to cancel their response or to respond to a defined staging area.
- (b) After arrival at an incident:
 - 1. When units are on-scene at an incident and a decision is made to initiate a tactical withdrawal, the IC or ranking supervisor is responsible for notifying all involved units (including those assigned to the incident but that have not yet arrived) of the withdrawal action. The IC should also notify Placer Dispatch of the tactical withdrawal, and if time and circumstances allow, the situation and reason for the withdrawal. Individual unit supervisors are responsible for notifying all of their assigned personnel of the withdrawal.

305.4.2 WITHDRAWAL GUIDELINES

The following guidelines should be applied when the decision has been made to initiate a tactical withdrawal:

- (a) Whenever a tactical withdrawal is initiated, a defined staging area will be established at a safe location away from the incident scene and all involved units and personnel should withdraw to that staging area. Whenever practicable, all involved units should withdraw from the incident scene as a single group. If that is not practicable, individual

Tactical Withdrawal

units should attempt to congregate together, forming the fewest and largest groups practicable, and withdraw in those groups.

- (b) After all units have been initially notified of a tactical withdrawal, individual unit supervisors are responsible for personnel accountability ensuring all members of their crew are accounted for and withdrawing as directed. The on-scene supervisor is responsible for accounting for all units assigned to the call and ensuring that all units are withdrawing as directed.
- (c) Whenever a tactical withdrawal is initiated, Placer Dispatch should immediately notify and request an immediate response by the appropriate law enforcement agency to provide security for the withdrawing units.
- (d) Once the IC or scene supervisor believes that all units and personnel have withdrawn from an incident, he/she should conduct a Personnel Accountability Report (PAR) of all units assigned to the incident to confirm they have safely withdrawn. Individual unit supervisors shall confirm that all members of their crew are accounted for and safe.
- (e) Once all involved units have gathered at the staging area, the IC or scene supervisor should again conduct a PAR to confirm that all personnel are safe. If any person involved in the operation is unaccounted for, emergency procedures should be initiated.

305.5 PATIENT CARE CONSIDERATIONS

Special consideration should be taken when a tactical withdrawal is initiated after members have begun providing medical assessment or medical care at an incident scene. If a tactical withdrawal is initiated at a time that members are providing medical services to sick or injured patients, those members should, whenever practicable, attempt to maintain their care of medical patients and evacuate those patients as part of the withdrawal process.

In the event that violence or the threat of violence forces members to abandon any patient under their care, the involved member should immediately notify the appropriate law enforcement agency of the location of the patient and request immediate assistance in securing the scene to allow for safe and timely medical treatment and evacuation of the patient. The members should remain on the call and wait for law enforcement clearance or other information indicating that it is safe to enter the incident scene. Once it is safe to do so, the members should attempt to locate the patient and resume medical evaluation, treatment and transport per protocol. In the event that law enforcement personnel and district members are unable to relocate the patient, the patient may be deemed to have self-extracted and the appropriate documentation should be prepared.

305.6 NOTIFICATIONS

Whenever a tactical withdrawal is initiated, the circumstances of the incident, including the incident location, will be relayed up the chain of command to the on-duty Battalion Chief. The Battalion Chief should ensure that all district personnel are immediately notified of the location and circumstances of the incident.

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The Battalion Chief should coordinate with Placer Dispatch and law enforcement to ensure additional calls for service to the affected area are screened and determined safe for entry.

Response Time Standards

306.1 PURPOSE AND SCOPE

The purpose of this policy is to establish turnout, travel and response time goals and objectives for emergency incidents.

306.1.1 DEFINITIONS

Definitions related to this policy include:

Dispatch processing time (CPT) - The time elapsed between receipt of the alarm or telephone call and the dispatch of emergency response units.

Total reflex time (TRT) - The time elapsed between the dispatch center receiving the first notification of the emergency and the arrival of the first emergency response unit. Response time combines dispatch, processing, turnout and travel times.

Total Travel time (TTT) - The time elapsed between the emergency response unit beginning travel to the emergency and when the emergency response unit arrives.

Turnout time (TT) - The time elapsed between dispatch notifying firefighters of the emergency and when the emergency response unit begins travel.

306.2 POLICY

It is the policy of the South Placer Fire District to document all district response times to emergency incidents and establish response time baselines and performance objectives.

306.3 PERFORMANCE OBJECTIVES

Response times should be measured at 90 percent of fractile time and reported against an established district Standards of Cover.

Given the study of risk in fire, the number of firefighters needed by critical task, and using total reflex time, prior performance data, and prior community expectations. The following are adopted performance measures for the district based on risk and total reflex times.

- (a) One minute or less for dispatch processing time.
- (b) Turnout time:
 1. One minute or less for turnout time for Emergency Medical Services (EMS) incidents ninety percent of the time..
 2. One minute 30 seconds or less for turnout time for non-EMS incidents ninety percent of the time.
- (c) The first unit shall arrive within seven minutes total reflex time, ~~ninety~~ **eighty** -percent of the time.
- (d) The second unit shall arrive within ~~nine ten~~ -minutes total reflex time, ~~ninety~~ **eighty** -percent of the time.

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- (e) The remaining units, including the Incident Commander shall arrive within twelve minutes total reflex time, ~~ninety eighty~~ percent of the time.
- (f) ~~One minute or less for turnout time for Emergency Medical Services (EMS) incidents.~~
- (g) ~~One minute 30 seconds or less for turnout time for non-EMS incidents.~~

Structure Fire - Low level

- Expectation: To stop the escalation of a serious fire where found. This typically means conducting a search and rescue for any known victims of the fire, confining the fire damage near or to the room of origin, plus limiting heat and smoke damage to the area or floor of fire origin.
- Goal: A minimum effective response force of fifteen ~~twenty~~ (15-20) on duty personnel, and one chief officer deployed via four engines, ~~two one~~ trucks, one (AMR) ambulance, and if needed; one (1) water tender, shall respond.
- The first unit shall arrive within ~~eight seven~~ (8 7) minutes total reflex time, ~~ninety eighty~~ ~~(9 80)~~ percent of the time. The second unit shall arrive within ~~nine ten~~ ~~(9 10)~~ minutes total reflex time, ~~ninety eighty~~ ~~(80)~~ percent of the time. The remaining units, including the Incident Commander shall arrive within twelve (12) minutes total reflex time, ~~ninety eighty~~ ~~(9 80)~~ percent of the time.

Structure Fire - High level

- Expectation: To stop the escalation of a serious fire where found. This typically means conducting a search and rescue for any known victims of the fire, confining the fire damage near or to the room of origin, plus limiting heat and smoke damage to the area or floor of fire origin.
- Goal: A minimum effective response force of ~~eighteen- twenty~~ ~~twenty to twenty-three~~ (18-20 20-23) on-duty personnel, and two (2) chief officers deployed via four engines, two trucks, one (AMR) ambulance, and if needed; one water tender, shall respond.
- The first unit shall arrive within ~~eight seven~~ ~~(8 7)~~ minutes total reflex time, ~~ninety eighty~~ ~~(9 80)~~ percent of the time. The second unit shall arrive within ~~nine ten~~ ~~(9 10)~~ minutes total reflex time, ~~ninety eighty~~ ~~(9 80)~~ percent of the time. The remaining units, including the Incident Commander shall arrive within twelve (12) minutes total reflex time, ~~ninety eighty~~ ~~(9 80)~~ percent of the time.

Medical Emergency

- Expectation: To stop the escalation of a serious medical emergency where found. This typically means providing rapid basic life support supported by advanced life support and or minor rescue as necessary with prompt transportation to the nearest medical facility.
- Goal: A minimum effective response force of four (4) on duty personnel deployed via one engine and one ambulance (ALS capable) shall respond.
- The first unit shall arrive within ~~eight seven~~ (8 7) minutes total reflex time, ~~ninety eighty~~ ~~(9 80)~~ percent of the time. The second unit including Advanced Life Support shall arrive within ten (10) minutes total reflex time, ~~ninety eighty~~ (9 80) percent of the time.

Response Time Standards

Wildland Fire

- Expectation: To stop the escalation of a serious wildland fire where found. This typically means controlling the fire to the area of origin without spreading to adjacent structures or escalating to a size requiring additional resources to obtain control before the fire consumes more than three acres.
- Goal: A minimum effective response force of twelve to fourteen (12-14) on duty personnel, and one (1) incident commander deployed via four wildland units and if needed, one water tender shall respond.
- The first unit shall arrive within ~~eight seven (8 7)~~ minutes total reflex time, ~~ninety eighty~~ ~~(9 80)~~ percent of the time. The second unit shall arrive within ten (10) minutes total reflex time, ~~ninety eighty~~ ~~(9 80)~~ percent of the time. The remaining units, including the Incident Commander shall arrive within twelve (12) minutes total reflex time, ~~ninety eighty~~ ~~(9 80)~~ percent of the time.

306.4 EVALUATIONS

The District shall annually evaluate its level of service, deployment delivery and response time objectives. The evaluation shall be based on data relating to level of service, deployment and the achievement of each response time performance objective in the geographic area of the jurisdiction.

Aircraft Operations

307.1 PURPOSE AND SCOPE

This policy describes standards for the safe operation of firefighting and medical evacuation aircraft that may be working with ground personnel at any incident involving the tactical use of aircraft.

307.2 DEFINITIONS

Air Ambulance Coordination Center – An emergency dispatch center designated by S-SV EMS for the purpose of coordinating air ambulance requests within the S-SV EMS region. The following EMS Aircraft Coordination Centers have been designated by S-SV EMS:

- CAL FIRE Grass Valley Emergency Command Center – Colusa, Nevada, Placer, Sutter and Yuba counties

Public Safety Answering Point (PSAP) – A designated public safety dispatch center where a 911 call is first received (primary PSAP) or where a 911 call is transferred/relayed for the purpose of dispatching resources (secondary PSAP).

ALS Rescue Aircraft: Primary function is not prehospital emergency medical transport. Minimum of (1) ALS licensed attendant (Paramedic).

- AIR RESCUE: CHP: Paramedic, Night Vision, VFR, FLIR, Search, Short Haul (1660 Lbs.), External Hoist (500 Lbs. 165' cable length) and technical rescue capable H-20/24 (Auburn), skids, can reconfigure for 1 patient capability, L side load.

Air Ambulance – Any aircraft specially constructed, modified or equipped and used for the primary purpose of responding to emergency incidents and transporting critically ill and/or injured (life or limb) patients whose medical flight crew has, at minimum of (2) ALS licensed attendants (normally Paramedic/RN configuration). Generally have an expanded scope of practice.

- Calstar:RN/RN, Night Vision, VFR, IFR Calstar 3 (Auburn), skids, 2 patient capability, rear load.
- REACH:CFRN/Paramedic, Night Vision REACH 17 (Sacramento), skids, 1 patient capability, IFR, rear load.

Rescue Aircraft – Aircraft whose usual function is not prehospital emergency patient transport, but may be utilized for emergency prehospital patient transport when the use of an air or ground ambulance is inappropriate or not readily available.

- CAL FIRE: Available during fire season only Vina and Columbia: Short haul, 1 patient capability.
- Sacramento Metro Fire Department: SAR, external hoist (600 lb.) Fire Copter 1 (Sacramento), 1 patient capability.

Aircraft Operations

307.3 POLICY

The South Placer Fire District will follow Incident Command System (ICS) standards when firefighting or medical evacuation aircraft are in tactical use at any emergency incident.

EMS aircraft shall be requested by the Incident Commander (IC), or designee. The request shall be made to the PSAP of the agency having jurisdiction over the incident.

307.4 ICS STANDARDS

Members should follow the district's ICS standards for managing firefighting aircraft operations, including the identification, establishment and management of aircraft landing zones any time that firefighting or medical evacuation aircraft are in tactical use at any emergency incident.

307.5 MEDICAL EVACUATION LANDING ZONE CONSIDERATIONS

EMERGENCY LANDING ZONE (ELZ) REQUIREMENTS: Setting up a SAFE landing zone will ensure the safety of the critical care crew and all individuals on the ground.

- Emergency Landing Zone (ELZ) Day & Night: 100 ft x 100 ft or 100 ft in diameter.
- ELZ area should be a firm, flat landing surface free of obstacles, hazards, and debris. Be prepared for 60-80 mph winds from rotor wash that would cause debris to be blown around. Consider FIRE POTENTIAL! Always coordinate landing efforts with the pilot.
- If watering a site is required, attempt to use as little as possible to achieve the task. If the ELZ is too slippery to walk in comfortably, it is too slippery to operate safely.
- If sloped, the site should NEVER exceed ten (10) degrees.
- When choosing an ELZ, remember that the aircraft will typically land and take off INTO the wind. These flight paths should be clear of wires, trees, towers, poles, and signs.
- The pilot will use all vehicle lights to locate the ELZ. Be prepared to shut off lights as requested by the pilot. Some areas may use ELZ kits.
- Never direct lights toward the aircraft unless requested by the pilot through the Designated ELZ Officer.
- Consideration should be given to ingress/egress by ground resources.
- The pilot remains the final authority on the acceptance of the ELZ.

[S-SV EMS Agency Regional EMS Aircraft Resource Guide](#)

Atmospheric Monitoring for Carbon Monoxide

308.1 PURPOSE AND SCOPE

This policy establishes procedures for measuring atmospheric concentrations of carbon monoxide (CO) at an incident for the safety of members working in potentially hazardous conditions.

308.1.1 DEFINITIONS

Definitions related to this policy include:

Calibration - The process of resetting the values for each sensor in the instrument.

Spanning - The process of using the calibration gasses to check the calibration of the instrument, also known as bump testing.

308.2 POLICY

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

308.3 RESPONSIBILITIES

All front-line fire engines/trucks will be equipped with a CO monitor.

Personnel assigned to apparatus equipped with atmospheric monitoring instruments should ensure that the instruments are spanned or calibrated to the manufacturer's specifications on a monthly basis, if they have not been used, and prior to use. Personnel shall also check the expiration date of the monitor/sensors and ensure the device/sensors are not expired. If a member finds an expired device, they shall contact their supervisor for a replacement device/sensor.

The instruments should be stored in operating condition.

The Incident Commander or the authorized designee is responsible for measuring atmospheric concentrations of CO at any location containing or suspected of containing elevated levels of CO.

308.4 PROCEDURES

Carbon monoxide may be present as a by-product of combustion, an emission from internal combustion engines, a chemical reaction or a leak from an industrial process. Carbon monoxide has approximately the same vapor density as air. When measuring for atmospheric concentrations of CO at an incident, instruments do not have to be placed near the floor or ceiling to obtain accurate readings.

Positive pressure ventilation may be used to reduce the CO concentration, as well as the presence of other toxic gases in the atmosphere. Gasoline-powered smoke ejectors should not be used to positive-pressure ventilate.

All members shall use self-contained breathing apparatus (SCBA) in any atmosphere containing 35 parts per million or greater of CO (National Institute for Occupational Safety and Health

Atmospheric Monitoring for Carbon Monoxide

(NIOSH)). An atmospheric concentration of CO that is below the threshold limit value (TLV) does not necessarily indicate an adequate level of oxygen or eliminate the possibility of other toxic gases or products of combustion being present.

Members shall also use a SCBA in any atmospheric concentration of CO that is below the TLV where there is also the presence of visible smoke and in any atmosphere containing less than 19.5 percent oxygen (8 CCR 5144; 29 CFR 1910.134). [The Battalion Chief shall carry a device for monitoring O2 levels and will be requested for any incident that requires O2 monitoring.](#)

308.5 EMERGENCY MEDICAL TREATMENT

A person with acute CO exposure may exhibit the signs and symptoms of headache, flushing, nausea, vertigo, weakness, irritability, unconsciousness, and in persons with pre-existing heart disease and atherosclerosis, chest pain, and leg pain.

An affected or incapacitated person should be removed from further exposure and have appropriate emergency medical procedures implemented, including any listed on the Safety Data Sheet (SDS) for CO.

All personnel with the potential for becoming exposed to CO or being present during an exposure should be familiar with emergency procedures, the location and proper use of emergency equipment, and the methods of protecting themselves during rescue operations.

308.6 DOCUMENTATION

Each time an atmospheric monitoring instrument is spanned or calibrated, the testing will be entered on a log. The testing and calibration should be documented monthly and retained per established records retention schedules. The log documents will serve as a history of an instrument's performance. [The log can be found on the Districts SharePoint site - South Placer Online.](#)

Staging

309.1 PURPOSE AND SCOPE

An incident scene can quickly become congested with emergency equipment if the equipment is not managed effectively. The purpose of this policy is to provide guidelines for staging at emergency incidents.

309.2 POLICY

It is the policy of the South Placer Fire District to safely stage resources at emergency incidents.

309.3 RESOURCE STAGING

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

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

309.3.1 REGULAR STAGING

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

- (a) During initial attack operations or on smaller, short-term incidents, identifying and selecting a primary staging location for incoming units should be based primarily on placing incoming resources in a safe location while providing for their rapid deployment when needed. Generally, resources will stage in the vicinity of the incident until assigned by the IC.
- (b) During extended attack or multiple-alarm incidents, the IC should establish a secondary staging location early and assign a staging area manager. A radio designation of "staging" should be utilized. Additional location factors should be considered when identifying and establishing staging areas:
 1. **Private property** - Whenever practicable, staging areas should be established using public property as opposed to private property.
 2. **School property** - Whenever practicable, if school property is utilized, the staging area should be configured to create the least possible disruption to scheduled school activities, including traffic flow in and around the school and the orderly movement of vehicles carrying students. When school property is used for long term staging purposes, the local media may be notified. The notification should emphasize that the school property is being used to support an incident occurring away from the school and that the school is not involved in the emergency.

Staging

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

309.4 STAGE OPTION

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

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

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

- (a) Whenever possible, Placer Dispatch should determine if violent subjects are involved in any call for service and, if so, include that information in the initial dispatch. The responding units should be advised to stage away from the scene. Any time Placer Dispatch or any of the responding crews receive additional information indicating that violent subjects are at the scene of a call, the response should stage away from the incident.

Staging

- (b) The officer of the first-in responding unit will normally identify a staging point for all responding units. The staging point should be located, out of direct line of sight of the incident, and should not require that the responding units drive by the incident to reach the staging point. The company officer should also confirm with Placer Dispatch that law enforcement is responding to the incident.
- (c) All responding units should acknowledge the call to stage and confirm the staging location via radio while en route to the incident. All units should avoid driving by or through the line of sight of the incident until it is determined to be safe to enter the scene.
- (d) All units should report “arrived at staging” upon arrival at the staging point.
- (e) All units should remain staged away from the incident scene until notified that law enforcement has determined that the scene is safe to enter or until reliable information is received confirming that no violent subjects remain at the scene.

In the event that the first-in unit arrives at an incident scene and encounters unanticipated violence or violent subjects, the officer or senior member of that crew should immediately notify Placer Dispatch of the circumstances and request law enforcement support. All other responding units should be directed to stage-away unless members of the first-in unit determine it is safe for additional personnel to respond directly to the scene.

High-Rise Incident Management

310.1 PURPOSE AND SCOPE

The purpose of this policy is to adapt normal operating procedures and systems to incidents occurring in a high-rise environment. Any incident in a high-rise environment is complicated by the difficulties of access, the construction of the building and the number of occupants potentially inside the structure.

310.1.1 DEFINITIONS

Definitions related to this policy include:

High-rise - For the purposes of this policy a high-rise as any building more than 75 feet tall measured from the lowest point accessible by Fire Department vehicles to the floor of the highest story that is designed for occupancy. This shall be the threshold for the activation of the high-rise incident command structure.

310.2 POLICY

It is the policy of the South Placer Fire District to utilize the Incident Command System (ICS) for high-rise incident management.

310.3 PROCEDURES

All incident-related activities should be performed in accordance with the established ICS methods and procedures as specified in the Incident Management Policy.

Upon the initial arrival of units and apparatus, the assumption of a concealed fire should be made by the Incident Commander unless an initial size-up indicates otherwise. Initial-arriving units should:

- Make all necessary efforts to provide for the safety and evacuation of any building occupants in immediate danger and for the continued safe exit of all other building occupants.
- Identify the fire floor or sector, and provide a size-up of the conditions on both the fire floor and also the floor above.
- Establish a water supply for the initial attack. If the building has multiple standpipes, the member on the fire floor must identify which riser requires water and advise incident command.
- Deploy an attack on the fire floor using at least two companies.
- Make reasonable efforts to provide for the safety of any person in immediate danger.
- Establish lobby, elevator, stairway and alarm system control and stairwell support if necessary for a sustained fire attack.

Elevator Entrapments

311.1 PURPOSE AND SCOPE

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

311.2 POLICY

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

311.3 RESPONSIBILITIES

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

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

Fire prevention personnel are responsible for tracking elevator entrapment responses, identifying problematic installations and working with building owners and vendors to resolve further responses.

311.4 PROCEDURE

On-scene personnel should consider the following:

- Is the elevator inoperative?
- If so, are people inside?
- What is the condition of the people inside?
- Has an elevator repair person been notified and what is the estimated time of arrival?
- What is the location of the inoperative elevator? Is it between floors or at a landing?
- What is the type of elevator? Is it hydraulic or cable?
- Where is the elevator equipment room? (Generally, above for a cable elevator and below for a hydraulic elevator).

Various methods may be utilized to extricate people from an inoperative elevator. Use of a specific method should be based on the unique circumstances of each incident and the expertise of the fire personnel on scene. Elevator entrapment rescue procedures typically include, but are not limited to, the following:

- Moving the elevator car

Elevator Entrapments

- Use of an adjacent elevator car
- Forcing the elevator doors open
- Breaching the elevator shafts
- Use of roof or side emergency exits

311.5 TRAINING

The Training Officer should ensure that written procedures with diagrams are available for each elevator entrapment rescue procedure, including hydraulic or cable elevators and elevators with multiple-door configurations. The Training Officer is responsible for ensuring that all personnel are properly trained in district-approved elevator entrapment rescue procedures.

Elevator Restrictions During Emergencies

312.1 PURPOSE AND SCOPE

This policy provides guidelines for elevator use during emergency incidents.

312.2 POLICY

Extreme caution shall be used when determining whether to use an elevator during a response to a fire emergency. Only elevators that have been determined to be uninvolved and equipped with fire service operation controls shall be used.

312.3 USE OF STAIRWELLS

The operation of elevators under fire conditions can be erratic and dangerous. Elevators are subject to serious malfunction from the effects of heat, smoke and water on drive machinery and/or control equipment.

At every emergency incident in a high-rise building, when there is a potential for elevators and/or firefighters to be exposed to the effects of heat, smoke, flame, chemicals, explosion or water (e.g., reported fires, fire alarms, smoke investigations), stairwells will be used to gain access to above-ground locations.

The initial fire attack/investigation teams shall use stairwells to reach the reported emergency location and make a visual assessment of actual conditions that might affect elevator use.

These teams shall advise the Incident Commander which stairwell is being used and shall describe the stairwell by identification number and the geographical location in the building. Information regarding the safety of elevators and the floor conditions of the reported fire floor and all preceding floors shall be relayed immediately to the Incident Commander, who shall make the final determination of whether the elevators are safe to use.

312.4 USE OF ELEVATORS

Most high-rise building incidents will only require an investigation. Elevators may be used by the initial investigation team only when building personnel, such as engineering or security employees, are on the reported fire floors and the following conditions are met:

- They have checked the floor where the report or alarm originated, as well as the floors immediately above and below that floor.
- They are in contact with lobby personnel via radio or phone.
- They are able to provide information that conditions are safe.

Swiftwater Rescue and Flood Search and Rescue Responses

313.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidance for operating at a swiftwater or flood search and rescue incident.

313.2 POLICY

It is the policy of the South Placer Fire District to utilize the Incident Command System (ICS) for managing swiftwater or flood search and rescue incidents.

313.3 PROCEDURE

Upon notification of a potential water rescue incident, district members and Placer Dispatch personnel are authorized to order and should dispatch or request the appropriate specialized water rescue resources immediately. Ordering of resources should not be delayed pending the verification of a water rescue situation or the confirmation that a victim has been seen or located.

Rescuers conducting search and rescue operations around flood waters, and particularly around swiftly moving water, are confronted with a unique set of challenges and face risks not encountered in other types of rescue operations. Operating in a swiftwater environment requires specialized knowledge, training and equipment to ensure the safety of both rescuers and victims. Tools, equipment and procedures routinely used in other types of rescue situations may not be appropriate when confronting a swiftwater rescue and may even exacerbate the situation and increase risks to the safety of rescue personnel.

District members should apply the following guidelines when responding to swiftwater or flood search and rescue incidents:

- (a) Members should not wear structural firefighting personal protective equipment (PPE) (e.g., turnouts, bunker gear, bunker boots) or wildland fire PPE when responding to, or participating in, a swiftwater or flood search and rescue incident.
- (b) Only properly trained members currently certified for in-water rescues should approach or enter any body of water, whether still or moving, and only when sufficient equipment and trained personnel are available to safely conduct the operation.
- (c) Non-certified, not currently certified, non-equipped or under-equipped members may utilize ropes, throw-bag ropes, rescue rings, floatation devices or other appropriate equipment to attempt water rescues, as long as the attempt does not require the member to enter the water in any way.
- (d) District members should use extreme caution when parking or positioning fire apparatus alongside swiftly moving water and should remain vigilant for any signs

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of erosion or changing conditions that could threaten apparatus or personnel at the incident.

Confined Space Rescue Response

314.1 PURPOSE AND SCOPE

This policy provides guidance on various confined space entries.

314.1.1 DEFINITIONS

Definitions related to this policy include:

Confined space - An area with limited access and egress, with the possible existence of hazards such as oxygen deficient, flammable or toxic atmosphere or physical hazards (e.g., tanks, pipes, culverts, sewers, vaults, manholes, voids in a structural collapse or any area not intended for continuous human occupancy).

Confined space entry - Entry occurs when any part of an entrant's body breaks the plane of an opening to a confined space.

Confined space entry permit - An Occupational Safety and Health Administration (OSHA) required list of all hazards inherent to a confined space and the protections necessary for an entrant.

314.2 POLICY

It is the policy of the South Placer Fire District to provide training and equipment to members to reasonably ensure their safety while performing confined space rescues.

314.3 PROCEDURES

District members should be trained to identify and measure atmospheric hazards within confined spaces. Reasonably practicable attempts at self-rescue or nonentry rescue should be made prior to any entry rescue operation.

District members should adhere to National Institute for Occupational Safety and Health (NIOSH) safety standards when performing a confined space rescue.

Any time there is questionable action or lack of movement by the worker inside the confined space, a verbal check should be made. If there is no response, district rescue personnel should conduct a survivability profile and a risk analysis, based on the information documented on the entry permit.

314.3.1 PRECAUTIONS

No ignition sources should be introduced into the confined space when atmospheric hazards are attributable to flammable or explosive substances or lighting and electrical equipment.

Members should perform continuous atmospheric monitoring during all confined space rescue operations. If atmospheric conditions change adversely, members should exit the confined space until appropriate precautions for any new hazards are developed and implemented.

Work-time should be closely monitored because heat stress emergencies may be caused by a warm atmosphere inside a confined space.

Confined Space Rescue Response

314.4 TACTICAL GUIDELINES

314.4.1 PRIMARY ASSESSMENT

- Upon arrival, the first-in company should establish command and provide a Report of Conditions.
- Assess immediate hazards to rescuers, contact witnesses or otherwise look for clues as to the cause of the confined space emergency.
- Conduct a survivability profile of the victims, including the number, location and condition of the victims and how long they have been trapped.
- Establish communication with the victims, if possible.
- If applicable, locate any confined space permit indicating information about the space.
- Make a determination whether the operation will be a rescue or a recovery.

314.4.2 SECONDARY ASSESSMENT

- Determine the type of confined space and what type of products are used or stored in the space.
- Identify any known hazards that are present (e.g., electrical, mechanical, stored energy).
- Determine the stability of the confined space and conduct a hazardous materials size-up.

314.4.3 INCIDENT COMMANDER RESPONSIBILITIES

- Determine if adequate technician-level trained personnel are on-scene to safely complete the rescue [and if not, order the appropriate resources.](#)
- Determine if the proper equipment is at the scene to safely complete the rescue (e.g., atmospheric monitoring equipment, explosion-proof lighting and communications, self-contained breathing apparatus (SCBA), ventilation equipment and victim removal equipment) [and if not, order the appropriate resources.](#)
- Establish a perimeter and ventilation, if needed, and make assignments that include a hazards officer.
- Ensure all utilities are locked-out, including electrical, gas and water.
- Evaluate the structural stability of the confined space and surrounding area.
- Remove or restrict the flow of any product in or flowing into the confined space.
- Ensure all entry and back-up personnel are wearing the proper level of personal protective equipment (e.g., helmet, gloves, proper footwear, eye protection, appropriate skin protection, a Class III harness and safety tag line, SCBA and any additional equipment deemed necessary for the safety of personnel, given the totality of the circumstances.
- Ensure the appropriate method of extrication is determined and constructed.

Confined Space Rescue Response

- Ensure district-approved procedures are followed to perform the rescue.

314.4.4 VICTIM ASSESSMENT

- If possible, the entry team should bring a supply of breathable air for the victims.
- Rescuers shall not remove their SCBA and give it to the victims.
- If indicated and practicable, complete C-spine precautions should be taken.
- After treatment for immediate life-threatening injuries, the victims should be packaged appropriately for extrication (e.g., backboard, rescue basket).

314.4.5 VICTIM TRANSFER

Immediately after reaching the point of egress, the victims should be transferred to awaiting medical personnel.

314.5 TERMINATION OF THE RESCUE

At the conclusion of the rescue, the Incident Commander should:

- Ensure all rescue personnel are accounted for.
- Ensure all tools and equipment used for the rescue/recovery are removed (unless there has been a fatality, then consideration may be given to leaving tools and equipment in place for investigative purposes).
- Ensure proper decontamination procedures are implemented if personnel or equipment have been contaminated during the operation.
- Determine if a formal critical incident stress debriefing or a routine debriefing and critique are warranted, and if so, implement as appropriate.

Trench Rescues

315.1 PURPOSE AND SCOPE

Trench rescue operations involve a complex system of shoring, digging and special resources, and can be a critical danger to fire personnel. The purpose of this policy is to minimize member exposure to hazardous conditions during trench rescues through the safe and efficient management of operations (29 CFR 1926 Subpart P).

315.1.1 DEFINITIONS

Definitions related to this policy include:

Excavation - Any man-made cut, cavity, trench or depression in the ground.

Trench - A narrow (in relation to length) excavation made below the surface of the ground that is generally deeper than it is wide and is not wider than 15 feet (29 CFR 1926.650(b)).

315.2 POLICY

It is the policy of the South Placer Fire District to use standardized procedures and relevant training to minimize the exposure to hazardous conditions to rescue personnel during trench or excavation rescues.

315.3 PROCEDURES

Secondary collapse must always be considered as a potential hazard during trench rescues. Suffocation, extreme pressure and trauma can all occur due to the weight of a cave-in. There may be times when it is necessary to place the safety of the firefighter above the rescue of a victim, who clearly has no chance of survival.

- (a) Using the Incident Command System (ICS), the first-in company shall attempt to determine the following:
 1. Who is in charge at the site and what happened?
 2. How many victims are trapped and where are they located?
 3. Is a rescue possible or is this a body recovery?
 4. What kind of material is covering the victims (e.g., dirt, sand, rock)?
- (b) An extrication and safety officer should be assigned to:
 1. Determine what kind of material is covering the victims (e.g., dirt, sand, rock).
 2. Monitor the status of all personnel involved in the rescue.
 3. Monitor the site for signs of potential secondary collapse (e.g., surface cracks, shoring with signs of bending, falling debris).
- (c) A hazard zone should be established within a 50-foot perimeter around the incident site using ICS methods. Apparatus, equipment, traffic and staging should be set at a distance that will minimize vibrations at the site.

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- (d) Minimally, the equipment required to be available for rescue personnel to enter a trench or excavation should include (29 CFR 1926.651(g)(2)(i)) the following:
 - 1. A self-contained breathing apparatus (SCBA)
 - 2. A safety harness or line, or a basket stretcher
 - 3. A helmet
- (e) When determining whether the trench or excavation is safe for emergency responders to enter, the following will be considered:
 - 1. Adequate ventilation has been established (29 CFR 1926.651(g)(1)(iii)).
 - 2. When ventilation is in place, the air quality is being periodically tested (29 CFR 1926.651(g)(1)(iv)).
 - 3. If water accumulation is a factor, protection from water hazards is in place (29 CFR 1926.651(h)).
 - 4. Adequate protection for people working in the trench or excavation, in the form of shields, supports or sloping, and benching systems have been established (29 CFR 1926.652(a); 29 CFR 1926.652(g)).
 - 5. [If crews on scene hav adequate training to affect a rescue. If not, order the needed resources.](#)
- (f) If the rescue effort is protracted, personnel may need to be rotated and/or additional alarms requested for appropriate relief.

Wildland Firefighting Notifications

316.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance for wildland firefighting incidents.

316.2 POLICY

It is the policy of the South Placer Fire District to utilize the Incident Command System (ICS) methods and procedures for managing wildland firefighting operations.

316.3 INCIDENTS INVOLVING STATE RESPONSIBILITY AREA

Whenever a wildland fire event occurs in the jurisdiction of the South Placer Fire District it is the responsibility of the Incident Commander to assess the potential for the fire to involve a State Responsibility Area (SRA). If the incident involves or threatens to involve [a the](#) SRA, the Incident Commander shall immediately notify the California Department of Forestry and Fire Protection (CalFire) through Placer Dispatch of the incident.

Whenever a wildland fire event occurs in the jurisdiction of the South Placer Fire District it is also the responsibility of the Incident Commander to assess the potential for the fire to involve areas in bordering jurisdictions. If the Incident Commander determines any potential for the incident to involve bordering jurisdictions, they should immediately direct Placer Dispatch to notify the appropriate jurisdiction.

[SRA Viewer Interactive Map](#)

Carbon Monoxide Detector Activations

317.1 PURPOSE AND SCOPE

This policy establishes guidelines for the safe and efficient handling of calls associated with carbon monoxide (CO) detector activations.

317.2 POLICY

Exposure to CO can be hazardous to health. It is the policy of the South Placer Fire District to respond to all reports and alarms indicating the presence of CO and mitigate the health risks associated with exposure to CO by its members and the public.

317.3 RESPONSIBILITIES

317.3.1 PLACER DISPATCH RESPONSIBILITIES

Any dispatcher who determines that a call for service involves a CO detector activation should inform responding personnel of this information via voice over the radio and by a notation in the electronic event (if the responding apparatus are equipped with Mobile Data Computers). The dispatcher should attempt to ascertain if people at the scene are displaying symptoms of CO poisoning and consider whether a medical aid response should also be dispatched. The responding medical aid personnel should also be advised of the CO detector activation.

317.3.2 ARRIVING UNITS

Arriving units should establish National Incident Management System/Incident Command System (NIMS/ICS) practices according to the Incident Management Policy. In addition, arriving units shall:

- (a) Assess for necessary rescue and safely move potential victims from the affected location. Activate a medical response if necessary.
- (b) Evaluate the situation through interviews prior to entering the building.
- (c) Assess airflow ventilation conditions and general building conditions.
- (d) Wear structural turnouts and self-contained breathing apparatus (SCBA) to investigate the building using a CO detector, if available.
 1. Atmospheric monitoring results require the use of SCBA pursuant to the Atmospheric Monitoring for Carbon Monoxide Policy ([Policy 308](#)).
- (e) Have face pieces on and air flowing:
 1. Whenever information is inadequate to rule out toxic levels of CO.
 2. If anyone has displayed symptoms of CO poisoning.

317.3.3 INVESTIGATING PERSONNEL

Personnel investigating a reported CO detector activation should take the following actions:

- (a) Remove occupants and unnecessary personnel from the affected area.

Carbon Monoxide Detector Activations

- (b) Examine the activated detector to ensure that it is a CO detector and is in good condition.
- (c) Determine if the activated detector is low-oxygen or CO-detecting, if possible.
- (d) Interview the occupant and/or reporting party to obtain background information on the activation, the past history of the activated detector and activities in the building at the time of the activation.
- (e) Check the premises and adjoining areas for CO sources, such as vehicles, open flame devices or closed fireplace dampers.
- (f) Check appliances for improper use, poor maintenance or obvious faulty installation or operation.
- (g) If responding personnel carry a CO detector, it may be used to assist in determining a source of CO.
- (h) If the source of CO is identified, personnel should take the following actions:
 - 1. If the source is a vehicle, open flame device or other source not intended for interior use, remove the source from the building or shut off the device and ventilate the building thoroughly.
 - 2. If the source is an improperly operating appliance, shut off the appliance and the appliance's main line valve and ventilate the building thoroughly.
 - (a) Encourage the occupant to have the appliance serviced by a reputable service technician or a plumbing and heating contractor.
 - (b) Do not attempt to repair or alter an appliance or heating unit.
 - 3. Do not ventilate the building with gasoline-powered smoke ejectors.
 - 4. Do not shut off the building's main gas valve unless necessary to control the problem.
- (i) If the source of CO is not identified, personnel should take the following actions:
 - 1. Consider requesting a response by the gas company. If it is necessary to leave the scene prior to arrival of the gas company, the occupants should be advised to remain out of the building until a gas company representative arrives.
 - 2. Complete any required property notification and provide a copy to the property owner or tenant.

Safely Surrendered Baby Law

317.1 PURPOSE AND SCOPE

This policy establishes the guidelines to comply with the Safely Surrendered Baby (SSB) Law (Health and Safety Code § 1255.7).

This policy addresses infants who are less than 72 hours old and are surrendered under the terms of the SSB Law pursuant to Penal Code § 271.5 and Health and Safety Code § 1255.7. This policy does not address illegal desertion or abandonment of an infant as defined in Penal Code § 271. For an abandoned infant, see the Abandoned Infants Policy.

317.1.1 DEFINITIONS

Definitions related to this policy include:

Coded identification bracelets - Two small coded bracelets to be placed on the ankles of the surrendered infant and one large coded bracelet provided to the person surrendering the infant.

Medical questionnaire - The SSB Law requires that a medical questionnaire be offered to the person surrendering the infant for the purpose of collecting medical information critical to the health and survival of the infant.

Safe-surrender site - Any district facility designated by the local governing body (Health and Safety Code § 1255.7).

317.2 POLICY

It is the policy of the South Placer Fire District to provide an option to protect infants by allowing parents or persons with lawful custody to safely and confidentially surrender infants at any fire station that has been designated as a safe-surrender site (Health and Safety Code § 1255.7).

317.3 PROCEDURE

The Fire Chief shall identify personnel qualified to take custody of surrendered infants and ensure that such qualified personnel are available to receive any surrendered infants (Health and Safety Code § 1255.7).

The [Deputy Chief](#) shall ensure that district facilities designated as safe-surrender sites display the California state-approved Infant Safe logo.

The following procedures will be used by personnel at all district facilities that have been designated as safe-surrender sites (Health and Safety Code § 1255.7).

(a) Site preparation:

1. All district facilities designated as safe-surrender sites will display the California state-approved Infant Safe logo near the front door, adjacent to a 9-1-1 call box if possible. In addition, fire station lobbies should display public outreach brochures obtained from the state or the local child welfare agency.

Safely Surrendered Baby Law

2. Each safe-surrender site shall have a person designated as responsible to order, maintain and inventory, on a monthly basis, Safe Surrender Kits that contain coded identification bracelets, the medical information questionnaire and a fact sheet regarding the SSB Law.
 3. Each designated safe-surrender site shall have a person responsible for maintaining any donated blankets and maintaining current contact information for the local child welfare agency.
- (b) Accepting a surrendered infant:
1. Qualified personnel shall accept a surrendered infant, even if the infant appears older than 72 hours. If the infant appears to be older than 72 hours, the receiving personnel should immediately notify law enforcement and the appropriate child welfare agency, as provided in the Abandoned Infants Policy.
 2. The receiving personnel shall notify the Placer Dispatch of a "medical aid" at the station and request an ambulance and a paramedic unit, if one is not available in quarters. Avoid radio traffic declaring an "infant safe surrender," to maintain confidentiality.
 3. If it appears that the infant has been the victim of child abuse or neglect, law enforcement personnel should be requested.
- (c) Following acceptance of an infant:
1. Receiving personnel shall open a Safe Surrender Kit and place the small coded bracelets on the infant's ankles and make a good faith effort to give the large coded bracelet to the person surrendering the infant to facilitate reclaiming the infant.
 2. Receiving personnel shall make a good faith effort to provide the fact sheet from the kit to the surrendering person. The law requires that the medical questionnaire also be offered to the surrendering person. This is a voluntary document, however, and can be declined by the surrendering person.
 3. The surrendering person should be encouraged to accompany the infant to the hospital to give the medical history directly to the hospital staff and should be reassured that the same protection from prosecution and the ability to surrender the child is available at the hospital.
 4. If the surrendering person does not wish to accompany the infant to the hospital, the surrendering person should be encouraged to complete the medical questionnaire and should be given assistance, if needed.
 5. If the surrendering person is unwilling to complete the questionnaire and unwilling to accompany the infant to the hospital, personnel should make a good faith effort to provide the surrendering person the following items from the kit:
 - (a) The business reply envelope containing the medical questionnaire, which can be filled out later and returned by mail.
 - (b) The fact sheet

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- (c) The surrendering person's copy of the coded bracelet
- (d) Medical assessment and documentation:
 - 1. A qualified health care professional shall assess the infant to identify any immediate treatment needs and complete a Pre-Hospital Care Report (PCR) for the infant. The bracelet code number shall be included on the infant's PCR in the patient name field.
 - 2. If the surrendering person is the birth mother, a qualified health care professional should attempt to assess and treat her as necessary and pursuant to established Emergency Medical Services (EMS) protocols. If treated, the mother should be listed as "Jane Doe" to protect her anonymity.
 - 3. **DO NOT** use the parent's name on the PCR (Health and Safety Code § 1255.7(d)(2)).
- (e) Transportation to the hospital:
 - 1. Paramedics shall accompany the infant and surrendering person (if the person is willing to accompany the infant) to the nearest emergency room with labor and delivery capabilities.
 - 2. The receiving hospital will take custody of the infant and make immediate notification to the local child welfare agency.
 - 3. District personnel will coordinate with the hospital to confirm that the above required notification has been made as soon as possible but in no event later than 48 hours after the District has taken custody of the infant.
- (f) Additional notifications and media concerns:
 - (a) The receiving personnel shall notify their appropriate supervisor as soon as practicable.
 - (b) The supervisor will notify the Battalion Chief, ~~duty officer~~ [Deputy Chief](#) and the PIO.
 - (c) The PIO may, as circumstances dictate, provide the following limited facts to the media:
 - (a) Date, time and fire station where the infant was surrendered
 - (b) Local child welfare agency representative's name and telephone number
 - (c) Under no circumstances shall the surrendering person's name be released to the public or media (Health and Safety Code § 1255.7(k))
- (g) Individuals who return to claim an infant:
 - 1. If a parent or individual who voluntarily surrendered an infant requests return of the infant while the District still has physical custody, the infant shall either be returned to the parent or individual or the receiving personnel should contact the local child welfare agency if any personnel at the safe-surrender site know or reasonably suspect that the child has been the victim of child abuse or neglect. The voluntary surrender of an infant is not in and of itself a sufficient basis for

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reporting child abuse or neglect. Possession of the ankle bracelet identification, in and of itself, does not establish a right to custody of the child and members may seek assistance from the child welfare agency.

2. If a parent or individual who voluntarily surrendered an infant requests return of the infant after the District has given up physical custody, the person should be directed to call the child welfare agency that has custody of the infant. District personnel should assist the person with the telephone call, as needed.
 3. Notify Placer Dispatch that the company is engaged in a "public assist" at the fire station.
 4. The identity of the surrendering individual must still be kept anonymous and confidential.
 5. Do not make any judgments about time frames or the individual's ability to care for the infant. The local child welfare agency will determine whether the infant is released to the individual.
- (h) Community donations:
1. Community groups, volunteers, foundations and individuals may express interest in helping with this program. Some may want to donate baby supplies, such as baby food, diapers or blankets, directly to the fire station. The following guidelines are established:
 - (a) The only item a fire station may accept is a small, new baby blanket in the original wrapper. Donated blankets may be stored with the Safe Surrender Kits.
 - (b) Donors who wish to donate any other baby-related items, such as clothes, baby food or diapers, should be directed to a local social service agency and/or reputable charities.

Abandoned Infants

319.1 PURPOSE AND SCOPE

This policy provides guidance to South Placer Fire District personnel who encounter abandoned infants or children. This policy does not apply to infants who are surrendered within 72 hours of birth under the Safely Surrendered Baby Law (Health and Safety Code § 1255.7), as provided in the Safely Surrendered Baby Policy.

319.1.1 DEFINITIONS

Definitions related to this policy include:

Abandoned child - Any child, who is not in the care of a parent or guardian, an adult family member, a responsible sibling, a responsible caregiver, a law enforcement officer, a social services representative or another person who is providing a safe environment for the child, except those surrendered within the guidelines of the Safely Surrendered Baby Policy (Health and Safety Code § 1255.7).

319.2 POLICY

It is the policy of the South Placer Fire District to make the safety, health and well-being of an abandoned child a primary consideration. Notification to the appropriate law enforcement agency regarding the child should be the secondary consideration.

319.3 MEDICAL PROCEDURE

Abandoned children who have apparent medical needs or are unable to provide information regarding their health history or acute medical conditions, nutrition and allergy history or other significant health information should be treated as medical patients, receive the appropriate pre-hospital medical evaluation and be delivered to an appropriate medical facility for further evaluation.

319.4 MANDATED REPORTER REQUIREMENTS

Non-volunteer firefighters, paramedics, EMT 1 and II and other district members certified under Health and Safety Code Division 2.5 § 1797 et seq. are designated as mandated reporters (Penal Code § 11165.7). Mandated reporters shall notify a police or sheriff's department or a child welfare agency as soon as practicable and shall send a written report concerning the abandoned child to that same agency within 36 hours (Penal Code § 11166(a)).

If a mandated reporter of this district relinquishes control of an abandoned child to a law enforcement officer and, by mutual agreement, the officer assumes responsibility for complying with the mandated reporter requirements, the district mandated reporter may forego submitting a written report (Penal Code § 11166(h)).

Abandoned Infants

319.5 RELINQUISHING CONTROL

District members may relinquish control of an abandoned child at any time to a law enforcement officer or to a representative of a child welfare agency having jurisdiction over abandoned children. Members may also relinquish control of an abandoned child to a physician, nurse or social services representative at a receiving medical facility or to a representative from a licensed children's shelter or other facility approved by the child welfare agency having jurisdiction over abandoned children.

Members should not release an abandoned child to a parent, family member, guardian or other person without first notifying a law enforcement officer and a representative of a child welfare agency having jurisdiction over abandoned, abused or neglected children.

Hazardous Materials Response

320.1 PURPOSE AND SCOPE

Hazardous materials HAZMAT may include toxic, flammable, corrosive, explosive, radioactive, or reactive materials; materials that can cause health hazards; or a combination of these materials. The purpose of this policy is to provide a general framework for handling a HAZMAT incident.

Training related to HAZMAT response is addressed in the Hazardous Materials Training Policy.

320.2 POLICY

It is the policy of the South Placer Fire District to protect the safety of the public and responders to HAZMAT incidents and to comply with all applicable state and federal laws during the management and mitigation of all HAZMAT incidents (29 CFR 1910.120).

320.3 INCIDENT ACTION PLAN

The primary goal of the IAP will be to protect the safety of the public and responders. The initial IAP should focus on identifying a safe approach for other arriving units, determining the type of hazard and the scope of the incident, isolating the area and denying entry to the public, determining incident-specific personal protective equipment (PPE), and initiating notifications. The initial IAP may be a written document or may be notes kept and controlled by the Incident Commander (IC). The initial IAP should include the following minimum information:

- (a) Incident name, agency or unified command, and command post location.
- (b) Information for responding units on the best route of travel, staging locations, and minimum isolation distances to maintain the safety of responding members.
- (c) The information available on the products involved or an indication that the products are not yet known.
- (d) The incident control objectives and goals.
- (e) An incident site safety plan and designation of an Incident Safety Officer.
- (f) A communications plan including radio frequencies and contact telephone numbers. When a HAZMAT incident response will be prolonged and will extend beyond an initial operational period, a written IAP should be developed. The written IAP should utilize standard NIMS/ICS forms that may include but are not limited to:
 - ICS-201 Incident Briefing.
 - ICS-202 Incident Objectives.
 - ICS-203 Organization Assignment List.
 - ICS-204 Assignment List.
 - ICS-205 Incident Radio Communications Plan.
 - ICS-206 Medical Plan.

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- ICS-207 Incident Organization Chart.
- ICS-208 Safety Message/Plan.

320.4 RESPONSIBILITIES

All HAZMAT responses should be managed using the National Incident Management System (NIMS) and the Incident Command System (ICS) in accordance with California regulations for emergency response and applicable federal laws.

320.4.1 INITIAL ACTIONS

If available, information should be provided by Placer Dispatch to the units responding to a HAZMAT incident including the name and type of the material involved (e.g., hydrochloric acid and corrosive), the size and quantity of the containers involved, the nature of the problem (e.g., spill, leak) and any known dangerous properties of the materials.

The first arriving unit approaching the incident should use caution, approach from upwind and upgrade of the incident, establish Incident Command (ICS), and begin a size-up of the situation. The purpose of the size-up by the first-in company is to determine the nature and severity of the HAZMAT incident and formulate an initial Incident Action Plan (IAP). While it may be necessary to take immediate action to make a rescue or evacuate an area, any action should be taken with an awareness of the risk to district personnel and making appropriate use of available protective equipment. It is important to avoid the premature commitment of personnel to potentially hazardous locations. In some cases, isolating the incident and denying entry until more resources arrive may be the safest approach.

In assessing the incident, all available references should be used to determine the hazards that are or potentially could be present. These references may include, but are not limited to, the U.S. Department of Transportation (DOT) Emergency Response Guidebook, the National Institute for Occupational Safety and Health (NIOSH) Pocket Guide to Chemical Hazards, Safety Data Sheets (SDS), HAZMAT business plans, manifests, or bills of lading, National Fire Protection Association (NFPA) placards, U.S. DOT placards, and United Nations substance identification numbers. Other sources of information may be available, such as the Chemical Transportation Emergency Center (CHEMTREC®), facility personnel, district specialists, or manufacturers of the materials involved.

The hazards presented by a HAZMAT incident may change significantly as the materials interact with other materials, the surrounding environment, and the actions taken by responders. Responders should consider site topography, surroundings, other potential hazards, and prevailing weather conditions. The initial perimeter established for the incident may need to be expanded to establish the appropriate control zones for the response (e.g., exclusion zone, contamination reduction zone, support zone).

320.5 RESOURCE CONSIDERATIONS

Most HAZMAT incidents will require the Incident Commander IC to request additional resources in order to implement the IAP and safely mitigate the hazard.

Hazardous Materials Response

The response to a HAZMAT incident may require numerous specialized resources to achieve incident stabilization and return to normal operations. The IC should consider involving:

- (a) Specialized HAZMAT teams at the technician and/or specialist levels for assistance with mitigating the release of material. Teams may be operated by local or regional fire agencies, military, or private industry.
- (b) Specialized operators or contractors to address post-response mitigation, removal, cleanup, and required disposal of material.
- (c) Local law enforcement for assistance with scene security and evacuation, if necessary.
- (d) Activation of local or regional California HAZMAT emergency response teams for assistance.
- (e) United States Coast Guard assistance for spills affecting waterways.
- (f) Public works and road departments for diking, diversion, or other activities.

Resources shall be coordinated using NIMS/ICS as the response is reinforced. It is important that duties assigned to personnel are suitable for their level of training under federal regulations and California law (Government Code § 8607). It is also important to consider the limitations of available (PPE) and the limitations of chemical detection or monitoring equipment on hand when preparing to commit personnel to a potentially hazardous area.

320.6 NOTIFICATIONS

Managing the response to a HAZMAT incident may involve required notifications to various local, regional, state, or federal agencies. ICs should consider notifying the following agencies when applicable or required:

- (a) The public, media, and other affected entities, such as schools and businesses
- (b) Adjoining jurisdictions that may be impacted by incident activities
- (c) Local and regional elected officials and emergency management personnel
- (d) California Governor's Office of Emergency Services
- (e) California Office of the State Fire Marshal
- (f) California State Department of Public Health
- (g) California Environmental Protection Agency
- (h) California State Department of Transportation
- (i) California Highway Patrol
- (j) United States Environmental Protection Agency National Response Center

News Media Relations

321.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for communicating with representatives of the media and to establish procedures for interacting with media representatives at emergency scenes. Additionally, this policy establishes an operating framework for integration of the PIO into the incident management system.

321.2 POLICY

It is the policy of the South Placer Fire District to establish and maintain a positive working relationship with the media in order to effectively communicate timely and accurate information.

321.3 PIO DESIGNATION

As soon as practicable after basic fire and rescue operations are completed on the fireground or at any significant fire incident, the Incident Commander will designate a PIO if the District does not have a full time PIO. The PIO shall interface with and provide timely and relevant information to representatives of the media during critical command stages. A single PIO will be designated for each incident, including incidents operating under Unified Command and multijurisdictional incidents. [If the Incident Commander does not designate a PIO, they will retain those duties until such time a PIO is designated.](#)

In multiagency or multijurisdictional incidents, it may be necessary to establish a joint information center with a PIO and Assistant PIO. In all cases, the PIO shall be responsible for coordinating the dissemination of information to the media.

Upon arrival at the scene of the incident, the designated PIO will report to the Incident Commander, obtain an incident briefing, and be assigned the PIO radio designator for the incident.

321.4 DISSEMINATION OF INFORMATION

The PIO should gather and disseminate the following information as deemed appropriate:

- (a) Incident response information, including the number of units and personnel on scene
- (b) Appropriate human interest or safety information
- (c) Nature of the incident and expertise of the fire personnel deployed (e.g., high rise, technical rescue)
- (d) A description of any particular hazards present at the incident
- (e) Identification of life-saving or heroic acts that may have occurred including any rescue scenarios
- (f) Projected duration of the incident

If appropriate, the PIO may coordinate a brief interview with the company officer or a crew member.

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321.5 RESTRICTED INFORMATION

The PIO shall ensure that legally protected information is not released to the media. The PIO should consult with the Fire Chief or the authorized designee about any issues or concerns regarding legally protected information.

Refer to the Line-of-Duty Death and Injury Notification and Communication Policy for additional considerations regarding communication with the media concerning a line-of-duty death.

321.6 MEDIA INQUIRIES

All media inquiries received by incident personnel shall be forwarded to the PIO for a response. [SPFD members are not to provide information to the media without the permission of the Fire Chief or their designee.](#) The PIO will endeavor to provide accurate information that is available at the time while clearly communicating that any such information is preliminary. The following communication strategies may be employed:

- (a) Reporters should be directed to assemble in a designated staging area to wait until additional information can be obtained.
- (b) If necessary to remain with media representatives, the PIO may request assistance from the Incident Commander in gathering information. Media representatives may be allowed to take photographs and video, provided they do not interfere with incident operations or create a safety hazard.
- (c) Prior to releasing the names or identifying information of persons seriously injured or deceased, the PIO shall confirm that the next of kin has been notified. Next of kin notifications are generally handled by law enforcement and/or hospital personnel. The PIO should contact the Placer Dispatch supervisor to confirm that notification has been made.
- (d) The names of deceased or seriously injured persons shall not be transmitted over the radio.

The PIO or the authorized designee should not speculate as to the cause of an incident. The PIO may escort media representatives on a tour of a fire-damaged area following knockdown after receiving authorization from the Incident Commander and in coordination with operations personnel. The PIO will be responsible for ensuring that all media personnel wear proper protective clothing as warranted.

[Any contact with the media will be memorialized in an email to the Fire Chief and include the following information:](#)

- [Who made contact with the media](#)
- [Name of the media representative and their agency/affiliation](#)
- [The nature of the inquiry](#)
- [What, if anything, was discussed](#)

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- [Date, time, and location of discussion](#)
- [Contact information for the media](#)
- [Any other pertinent information](#)

[This information will be forwarded as soon as practicable but in no instance later than 24 hours after contact.](#)

321.7 MEDIA ACCESS

Authorized members of the media shall be provided access to scenes of floods, storms, fires, earthquakes, explosions, and other emergency scenes. Access by the media is subject to the following conditions (Penal Code § 409.5(d)):

- (a) The media representative shall produce valid press credentials that shall be prominently displayed at all times while in areas otherwise closed to the public. Media representatives may not bring or facilitate the transport of an unauthorized person into a closed area unless it is for the safety of the person.
- (b) Media representatives may be prevented from interfering with emergency operations and criminal investigations.
 1. Reasonable effort should be made to provide a safe staging area for the media that is near the incident and that will not interfere with emergency or criminal investigation operations. All information released to the media should be coordinated through the PIO or other designated spokesperson.

321.7.1 TEMPORARY FLIGHT RESTRICTIONS

If the presence of media or other aircraft pose a threat to public or personnel safety or significantly hamper incident operations, the Incident Commander should consider requesting a Temporary Flight Restriction (TFR). All requests for a TFR should be routed through a Battalion Chief. The TFR request, either for a pre-planned operation or an unplanned incident, should include specific information regarding the perimeter and altitude necessary for the incident. The TFR should be requested through the appropriate control tower. If the control tower is not known, the Federal Aviation Administration should be contacted (14 CFR 91.137).

321.8 NEWS RELEASES

News releases are documents specifically prepared for release to the media. News releases should generally be authored by the PIO and approved by the Fire Chief or the authorized designee, prior to release. News releases should be structured to facilitate use by the print media, typically containing no more than two pages of concise information. News releases should be formatted in accordance with the approved district standard.

321.9 NEWS CONFERENCES

A news conference is a pre-scheduled event intended to highlight a newsworthy event such as a promotion, the opening of a new fire station, or if a public appearance by a representative of the

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District is desired. The Fire Chief will determine the purpose and scope of the conference. Any accompanying news release will include details, such as the date, time, and location, and may reference other officials, dignitaries, or agencies that may be in attendance.

The PIO should prepare the news release and/or a prepared statement for the district spokesperson. The PIO shall make arrangements for the site, obtain required equipment, arrange for availability of the news release, identify photo locations, and provide escorts, as necessary. The conference may include a moderator or the PIO, who should make introductory remarks and introductions, assist with any question-and-answer period that may follow, and conclude the conference.

Specific information should not be released prior to the conference. The PIO should notify appropriate district personnel of the date, time, and location of all news conferences. District members attending should wear their dress uniform as specified in the Uniform Regulations Policy. Attendance requirements will be determined by the Fire Chief.

321.10 THIRD-PARTY REQUEST TO INTERVIEW PERSONNEL

Upon approval from ~~a supervisor~~ [Fire Chief](#) [or their designee](#), district employees may be authorized to participate in official interviews regarding work-related activities when conducted by law enforcement or other regulatory agencies, such as the California Division of Occupational Safety and Health (Cal/OSHA).

Scene Preservation

322.1 PURPOSE AND SCOPE

The purpose of this policy is to provide district members with guidance on performing emergency mitigation tasks when working in and around scenes where evidence may be present. Members of the District are often confronted with opposing priorities when performing duties at scenes containing potential evidence. They must balance the need to provide timely and effective life-saving and property-preserving services while minimizing the disturbance of any items of evidentiary value. In some instances district members must evaluate whether to enter a scene or to initiate mitigation activities.

322.1.1 DEFINITIONS

Definitions related to this policy include:

Evidence - Any item or arrangement of items that may provide relevant information to an investigation.

Scene - Any location where items of evidentiary value may be found. A scene need not be the location where a criminal act occurred, it need only be a location where items of evidentiary value are available for collection or documentation.

322.2 POLICY

It is the policy of the South Placer Fire District to minimize the disturbance of conditions and evidentiary items when providing emergency mitigation services in and around scenes.

322.3 SCENE IDENTIFICATION

District members must be mindful of encountering potential evidence at a scene whenever they respond to calls for service. The potential for evidence at a scene may be identified in a number of ways, including but not limited to:

- (a) The location of any incident that involves a physical assault or results from an act of violence. Such a location should be assumed to be a crime scene. Examples include shooting incidents, stabbing incidents, any incident involving a medical patient injured by the act of another person, suicides, bomb incidents or any act of terrorism.
- (b) Any incident that law enforcement personnel have identified as a crime scene and have notified district members of that determination.
- (c) Any unattended death scene.
- (d) All fire incidents.
- (e) Any incident where district members believe or have a reasonable suspicion that a crime has taken place. The type of suspected criminal activity may be severe, as in the case of a robbery or burglary, or less severe, as in the case of vandalism.
- (f) Transportation incidents, including traffic collisions and rail, aircraft, shipping and boating incidents.

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- (g) Industrial accidents.

322.4 ENTERING SCENES

When district members determine that a scene containing potential evidence is involved, they should promptly evaluate the need to enter the scene prior to approval of investigators. For the purposes of district members, scenes may be categorized into two distinct types: stable or unstable.

322.4.1 STABLE SCENE

A stable scene exists when there is no apparent immediate or ongoing threat to the safety, health or well-being of district members, the public or property. Examples of stable scenes include incidents where the victim or victims are obviously deceased, incidents involving obviously failed incendiary devices and fire incidents where the fire is clearly extinguished prior to the arrival of district members.

When district members encounter a stable scene and it is apparent that no threat to safety or property exists, they should remain outside the scene until cleared to enter by the appropriate investigator or law enforcement personnel. If there is a confirmed or suspected threat to life or public safety, district members should take whatever actions reasonably appear necessary to stabilize the scene and then withdraw pending approval from investigators or law enforcement personnel to re-enter.

322.4.2 UNSTABLE SCENE

An unstable scene exists whenever there appears to be an ongoing or imminent threat to the health, safety or well-being of district members, the public or property that necessitates immediate mitigation. Examples of unstable scenes include incidents involving injured or entrapped persons, active fire or threat of imminent fire, imminent structural collapse endangering lives, the release or imminent threat of the release of hazardous materials or any incident where immediate mitigation is required to preserve life.

When district members encounter an unstable scene they are authorized to take appropriate corrective action to mitigate the threat.

322.5 PRESERVATION OF EVIDENCE AT CRIME SCENES

Whenever practicable, district members should avoid touching, moving, manipulating or otherwise altering anything located at a scene where the potential for evidence exists. In some circumstances, the need to move items may be unavoidable. In those instances, district members should note what items were moved, who moved them and the location from which they were moved. Members should not attempt to move displaced items back to their original location; rather the items should be left in the place to which they were moved. The appropriate investigator or law enforcement personnel should be informed of any items that were moved and the location where the items originally were found.

Scene Preservation

In instances where an obvious item of evidence must be moved, an investigator or law enforcement representative should be consulted prior to moving the item, if practicable. For example, if a weapon is located beside or underneath a victim and an investigator is available, the investigator should be called to relocate the weapon. Life-preserving care should not be unreasonably delayed awaiting the arrival of an investigator or law enforcement personnel to move items of evidence.

322.6 MEDICAL SUPPLIES AND DEBRIS

When district members provide medical care in or around a scene where evidence may be located, any discarded medical material, wrapping material, used bandaging, containers or other debris should be left at the scene when the crews depart. Reusable tools, medical equipment and other durable supplies may be collected but care should be taken by district members to minimize any disturbance to other items or material at the scene. Hazardous items and other material, such as medical sharps, controlled substances or surplus medications, should be collected and handled appropriately. If investigators or law enforcement personnel direct that any hazardous materials be left in place, district members should clearly identify all such materials to the controlling authority at the scene.

Disposition of Valuables

323.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a process by which all valuables found at emergency incidents are inventoried and held securely by the District until the items can be returned to the owner or otherwise legally released for disposition.

323.2 POLICY

The South Placer Fire District will take reasonable measures to safeguard valuables found at incident scenes. The District does not have appropriate facilities for storing valuables for safekeeping. Therefore, alternatives to removing valuables from the scene of emergencies will be taken whenever practicable.

323.3 PROCEDURE

Any member encountering unsecured valuables, such as cash or jewelry, should immediately report it to the incident commander, or the member's commanding officer.

If the valuables cannot be secured and they belong to a medical patient who is transported to a hospital, the member may deliver the valuables to the hospital with the patient at their request.

If the property or valuables cannot be secured at the location or with a responsible person at the scene, the member should request any on-site law enforcement officer to take the valuables for safekeeping. The member should document the disposition of such valuables, including the identity of any receiving officer and include it in the report of the call.

Members should document in the incident report, the disposition of any reasonably identifiable valuables.

Performance of Duties

324.1 PURPOSE AND SCOPE

This policy establishes daily performance expectations.

324.2 POLICY

It is the policy of the South Placer Fire District to provide safe and appropriate responses to emergency calls and for its members to provide professional and competent services.

324.3 RESPONSIBILITIES

All members should be familiar with and obedient to the policies, standard operating procedures, classification specifications, duties as assigned and any other lawful instruction or order from a superior officer.

324.4 EMERGENCY RESPONSE

All members, upon receipt of any emergency alarm, shall immediately cease all activities and without delay report to their assigned apparatus, respond immediately to the fire or other emergency dispatched, and exert reasonable effort to perform to the best of their ability, given the totality of circumstances.

324.5 COMPETENT PERFORMANCE

Members should perform their duties in a manner which will maintain the highest standards of efficiency in carrying out the functions and objectives of the District.

Unsatisfactory performance may include, but not be limited to, the following:

- Excessive or unauthorized leave
- Tardiness
- Demonstration of a lack of knowledge
- Failure to conform to the work standards established for the member's classification, grade or position
- Any other failure to demonstrate good conduct

324.6 SAFETY

All members will exercise reasonable precautionary measures and good judgment to avoid injury to themselves or others while on-duty. Members who witness or are made aware of unsafe behavior should take appropriate steps to report or prevent such actions.

Performance of Duties

324.7 DRIVER LICENSE

All members shall possess a valid state-issued driver license of the class required for their assigned duties (Vehicle Code § 12500(d)).

All members should be familiar with the state vehicle code, the Fire Apparatus Driver-Operator manual, [District Memorandum of Understanding](#), and all other applicable district policies and procedures.

All members shall [immediately](#) report to their supervisor any change in their driver license status. Failure to maintain a valid driver license in accordance with an employee's current classification specification may result in disciplinary action (e.g., being placed on unpaid leave status until license reinstatement, or termination if reinstatement is not possible).

324.8 PROPER COMPLETION OF WRITTEN COMMUNICATION

All members shall complete and submit all necessary [checks](#), reports, forms, and memos on time and in accordance with any other applicable district policy or procedure.

Reports, forms, and memos submitted by members shall be truthful and complete. No member shall knowingly enter or cause to be entered any inaccurate, incomplete, false, or improper information.

324.9 FIRE DEPARTMENT IDENTIFICATION

Members shall carry their badges and identification cards on their persons while on-duty and in accordance with the Badges Policy, except when impractical or dangerous to their safety or a risk to an investigation.

Members shall furnish their name and district identification number to any person requesting that information, other than in situations in which the member's personal safety is at risk.

324.10 LOSS OF EQUIPMENT

Members shall report to their supervisor the loss or recovery of any district badge, identification card, manual, key, or equipment. In the case of an equipment loss, a police report should be filed in the jurisdiction where the loss occurred, [and the completion of form SPFD-13, which can be found on the District SharePoint site - South Placer Online](#) .

Traffic Collisions

325.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for reporting and investigating traffic collisions involving district vehicles and district personnel on official business. This policy applies to collisions involving any district-owned vehicle and to collisions any time district business is being conducted, regardless of who owns the vehicle involved.

325.2 POLICY

It is the policy of this district to investigate all district traffic collisions, with the intent of learning the cause of the collision, identifying contributing factors and implementing corrective measures when appropriate.

325.3 DEFINITIONS COLLISION LEVELS

Traffic collisions subject to this policy will be classified, investigated and reviewed as follows.

- (a) A Level I collision is any traffic collision involving:
 - 1. Minor injury to any district member, a contract employee or an employee of another public agency when the injury does not result in treatment at an emergency treatment facility or in subsequent hospitalization.
 - 2. Minor damage to district property or vehicles.
 - 3. Minor damage to non-district property or vehicles while conducting district business.
- (b) A Level II collision is any traffic collision involving:
 - 1. Any injury to persons other than district members, except contract and other public agency employees noted in Level I.
 - 2. Any injury requiring immediate transport and treatment of any district member, contract employee or an employee of another public agency at an emergency treatment facility.
 - 3. Major damage to a vehicle owned or operated by the District or major damage to district property.
- (c) A Level III collision is any traffic collision involving:
 - 1. The death or anticipated disabling injury of a member of this district.
 - 2. The death or anticipated disabling injury of other than a member of this district, a contract employee or other public agency employee when the traffic collision involves any district member, vehicle or property.

325.4 REPORTING RESPONSIBILITIES

All members involved in any level of collision will submit and complete a SPFD Report of Accident to their supervisor. If the on-duty Battalion Chief is involved in any collision, then they shall submit

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~~the report to the Division Chief EMS/Safety~~ ~~Division Chief of Safety~~ . ~~The SPFD Report of Accident form is found in SharePoint in the Safety Folder .~~ ~~The - SPFD -Report of Accident form is found in -SharePoint in the -Safety Folder .~~ All information will be forwarded to the Division Chief EMS/Safety.

All district members involved in a level II or level III traffic collision in a vehicle owned by the District or while conducting district business, regardless of who owns the vehicle, shall immediately report the collision to the appropriate local law enforcement agency and notify an on-duty supervisor. See attachment: SPFD_Injury-ExposureReport_May22.pdf

All district members involved in a traffic collision shall also complete and submit to the supervisor a report of the collision, in addition to any report taken by law enforcement. If the member is incapable, the immediate supervisor shall complete the form. Supervisors are responsible for notifying the Battalion Chief of traffic collisions. See attachment: SPFD Report of Accident Form.pdf

Once notified of a traffic collision, the Battalion Chief is responsible for ensuring that the district investigation and review occurs in a timely manner.

325.5 COLLISION REPORTS

~~The o investigation team leader is responsible for the preparation and completion of a written report that describes the traffic collision, any contributing factors, all persons and equipment involved and recommendations for preventing a recurrence.~~

Reports involving Level I collisions will be submitted through the chain of command to the Battalion Chief in charge of the involved member and then forwarded to the Division Chief EMS/Safety. Reports involving Level II and Level III collisions will be submitted through the chain of command to the Division Chief EMS/Safety ~~Division Chief of Safety~~ , Deputy Chief ~~the Deputy Chief of Operations~~ , and the Fire Chief ~~Fire Chief.~~

Following review by the Fire Chief or Division Chief, the completed report and all related documentation from the investigation will be forwarded to the district. ! Vehicle Accident Committee (VAC) for review. ~~s-custodian-of-records-for-filing.~~

A completed report should include the following:

- (a) Investigation methods: Identify the members of the investigation team and the agencies involved in the investigation and describe the process of the investigation, including the names of any persons interviewed.
- (b) People, vehicles and equipment: List and identify all people, vehicles and equipment involved in the traffic collision.
- (c) Collision scene and environmental conditions: Describe the location, roadways, vehicle positioning, weather conditions, road/ground surface condition and/or visibility. Include diagrams, drawings, photographs and reports from any investigating law enforcement agencies.

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- (d) Collision description: Describe the collision based on the facts gathered. Provide time frame sequence, movements, relative positioning, performance of vehicles and equipment and the actions of persons involved.
- (e) Policies and procedures assessments and recommendations: Identify any district policies and procedures that are relevant to the collision. Assess the effectiveness of such policies and procedures as applied to the collision and, with the intent of preventing future injury, property loss or liability, make recommendations regarding changes.
- (f) If it is determined that an employee may have violated any district policies or procedures, the Battalion Chief should recommend that the matter be submitted for the initiation of possible administrative action.

325.6 VEHICLE ACCIDENT REVIEW COMMITTEE

A. Committee Purpose

- (a) The purpose of the Vehicle Accident Committee (VAC) is to review the circumstances and causes of employee-involved vehicle accidents and determine how each vehicle accident shall be classified.

B. Committee Composition

- (a) A Battalion Chief shall chair the committee. Four other sworn Department employees will be selected to sit on the committee, including one representative from Local 522.
- (b) The Deputy Chief of Operations will attend the VAC meeting merely to provide technical advice and will not have a vote on the matter.
- (c) The Administration Executive Assistant will attend and record the Committee findings and determinations

C. Vehicle Accident Review Committee

- (a) The Vehicle Accident Committee shall convene **quarterly, or whenever needed**, to review recent vehicle accidents.
- (b) Each committee member will receive a copy of the involved accident report when available and any other supportive documents and photographs, if available, at least a week prior to the scheduled committee meeting.
- (c) The involved employee will be notified of the VAC meeting date and time at least ten (10) days in advance via email. The email will indicate who the committee members will be. If the involved employee believes that one of the committee members cannot be impartial, the employee will immediately notify the Committee Chair Battalion Chief of such belief. The committee chair will then contact the Operations Section Deputy Chief, or if he or she is unavailable, the Administration Section Deputy Chief of the situation. That Deputy Chief will decide if a replacement committee member is needed. The involved employee has the option of appearing before the VAC to explain what occurred during the vehicle accident. The employee has the option of bringing one representative to the committee meeting if desired. **Note -**

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- (d) Committee members will review and discuss the facts of each accident and consider any statements presented by the involved party prior to issuing a ruling.
 - 1. No more than two members of the committee shall ask questions of the involved employee who appears before the committee.
 - 2. The involved employee can present any relevant information or evidence not present in any official report or dispute information in such reports.
- (e) After reviewing and discussing any written and/or oral information pertaining to the accident, the committee will decide how to classify the accident using one of the following classifications:
 - 1. **Hazard of the Job** - The collision was unavoidable based on the circumstances and the driver's actions were otherwise proper, lawful, justified and followed Department procedures.
 - 2. **Unpreventable** - The collision could not have been prevented based on the evidence reviewed by the committee.
 - 3. **Preventable** - The collision could have been prevented based on the evidence reviewed by the committee.
- (f) If the committee determines an employee's vehicle accident was preventable, the committee chair will forward the following information to the Deputy Chief:
 - (a) A copy of any law enforcement investigation (CHP 555);
 - (b) All Department related forms;
 - (c) A memorandum detailing the committee's findings;
 - (d) A copy of the involved employee's vehicle accident history maintained by the Division of Safety.

325.6.1 VEHICLE ACCIDENT REVIEW COMMITTEE ROLES AND RESPONSIBILITIES

- (a) The Vehicle Accident Committee will be responsible for:
 - 1. Reviewing employee-involved vehicle accidents;
 - 2. Making a determination regarding the cause of the vehicle accident.
- (b) The Division of Safety will be responsible for:
 - 1. Conducting any follow-up investigation requested by the Vehicle Accident Committee.
 - 2. Maintaining Records of:
 - (a) The classification of reviewed vehicle accidents;
 - (b) Records of all employee vehicle accidents.
 - 3. Preparing an annual report to the Fire Chief that lists all employee vehicle-related accidents for that period including causes, types of vehicles involved, etc., and the findings of the Vehicle Accident Committee.
- (c) The Deputy Chief will be responsible for:

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- (a) [Reviewing the Vehicle Accident Committee's submitted packet to ensure completeness;](#)
- (b) [Making recommendations for discipline and/or appropriate training](#)
- (c) [Reviewing the annual VAC report submitted by the Division of Safety with the Fire Chief regarding all employee-involved vehicle accidents to determine if any special or additional training is needed to reduce vehicle accidents.](#)

325.7 CONFIDENTIALITY OF DISTRICT COLLISION INVESTIGATION

All internally generated reports, statements, photographs, diagrams and other materials shall be considered confidential and may not be released except as required by law. Copies of any collision reports obtained from involved law enforcement agencies shall also be considered confidential and subject to release only as authorized by law (Vehicle Code § 20012).

325.8 RECORDS RETENTION

- (a) [The Division of Safety will retain records related to employee vehicle accidents in accordance with current Department Records Retention rules.](#)
 - 1. [Employee vehicle accident records will normally be kept for a period of five \(5\) years and then destroyed, unless there is civil litigation pending related to the accident.](#)
 - 2. [If the employee accident results in disciplinary action that exceeds five years, the Vehicle Accident Committee records will be kept in accordance with the retention period related to that discipline.](#)

Line-of-Duty Death Investigations

326.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the investigation of a line-of-duty death, the documentation of the events leading to the death and to make recommendations directed toward preventing similar occurrences in the future.

326.2 POLICY

It is the policy of the South Placer Fire District to identify the causal factors pertaining to any event involving a line-of-duty death, and to document and secure evidence which may be a factor in any regulatory actions or litigation resulting from the event. An investigation into the circumstances of the line-of-duty death is separate and distinct from any investigation being conducted regarding the cause of a fire.

326.3 PROCEDURE

As soon as practicable after a line-of-duty death has occurred, the Fire Chief or the authorized designee, shall assign an investigation team to conduct an investigation into the circumstances of the event.

- (a) A Battalion Chief designated by the Fire Chief, should function as the team leader and direct the investigation of the incidents involved in the line-of-duty death. The investigation team should report to the team leader, who is responsible for the management of the investigative process.
- (b) All members of the South Placer Fire District shall give their full and complete cooperation to the investigation team.
- (c) The California Division of Occupational Safety and Health (Cal/OSHA) will conduct an investigation of the incidents involving the death of an employee. The investigation team shall provide a liaison to the Cal/OSHA investigators.
- (d) The South Placer Fire District should cooperate with all other government agencies that have a legal cause to be involved in the investigation of a line-of-duty death and should voluntarily share relevant information with other organizations working in areas of fire service occupational safety and health education and training. Participation by these agencies shall be at their own discretion, depending on the circumstances of the incident. These agencies may or may not produce their own reports of the incident with recommendations for corrective actions. These reports do not supersede the investigation team report.
- (e) The investigation team report and all related documentation shall be an internal South Placer Fire District administrative report.

Line-of-Duty Death Investigations

- (f) Any public release of the report requires the approval of the Fire Chief or the authorized designee. Such release will generally be processed in accordance with the provisions of the California Public Records Act .

326.4 INVESTIGATION TEAM

The investigation team shall consist, at a minimum, of the following team members:

- (a) Battalion Chief
- (b) Fire investigator
- (c) District Safety Officer
- (d) Employee labor representative

Additional personnel may be added as required by the specific circumstances of the incident, including an investigative representative from the appropriate law enforcement agency, when there is reasonable cause to believe a crime may be connected with the investigation.

326.4.1 DUTIES AND RESPONSIBILITIES

The duties of the investigation team include, but are not limited to, the following:

- (a) Gather and analyze all physical evidence related to the incident.
- (b) Interview all witnesses with direct or indirect knowledge of the circumstances. When interviewing members, represented employees shall have the right to have their labor representatives present, and all firefighter interviews shall comply with the Firefighter Bill of Rights.
- (c) Collect and preserve recordings and copies of radio traffic, telephone conversations, photographs, film, videotape, incident histories and other related information. The pertinent aspects of the radio and telephone recordings should be transcribed.
- (d) Consult with persons having special knowledge of the factors involved in the incident, including private sector experts and consultants.
- (e) Liaison with other agencies involved in the investigation of the incident.
- (f) Establish and maintain ongoing communication between the team leader and the legal counsel for the District.
- (g) Develop a written report of the incident, including conclusions and recommendations.
- (h) Coordinate activities with Fire Investigations to avoid interference with any criminal investigation.

326.4.2 DOCUMENTATION

The investigation team should ensure that the scene where the line-of-duty death occurred is documented, including diagrams, photographs and observations. When feasible, all witness interviews should be recorded or transcribed. When recording or transcription is not feasible,

Line-of-Duty Death Investigations

the investigator's notes of the interview should be preserved. In addition, the investigation team should:

- (a) Obtain, examine and secure all protective clothing, breathing apparatus and equipment used by the deceased employee.
 - 1. A complete physical description of the protective clothing, breathing apparatus and equipment shall be included in the report of the incident.
 - 2. A performance evaluation report conducted by a qualified professional on all safety equipment should be included in the report of the incident.
- (b) Review and comment on the application of policies and procedures to the incident, the observance of policies and procedures and their effect on the situation. Recommend changes, additions or deletions to such policies and procedures.
- (c) Attempt to obtain any photographs, videotape or other information relating to the incident from news media or other sources. Such evidence should be obtained with the agreement that it will only be used for investigative and educational purposes.

326.5 FINAL REPORT

The investigation team should present the final report to the Fire Chief. The Fire Chief should determine the schedule and method of presentation of the final report.

National Fire Incident Reporting System (NFIRS)

327.1 PURPOSE AND SCOPE

The Federal Fire Prevention and Control Act of 1974 (P.L. 93-498) authorizes the National Fire Data Center in the U.S. Fire Administration (USFA) to gather and analyze information on the magnitude of the nation's fire problem, as well as its detailed characteristics and trends. To do so, the National Fire Data Center has established the National Fire Incident Reporting System (NFIRS). The purpose of this policy is to provide guidance regarding NFIRS reporting to ensure district response information is properly reported to (NFIRS).

327.2 POLICY

The South Placer Fire District is committed to improving fire reporting and analysis capability both locally and on the national level. Therefore, it is the policy of the South Placer Fire District to participate in the NFIRS.

327.3 RESPONSIBILITIES

The USFA has developed a standard NFIRS package that includes incident and casualty forms, a coding structure for data processing, manuals, computer software and procedures, documentation and a National Fire Academy training course for utilizing the system.

The Administration Division Chief should designate a NFIRS coordinator, who should develop and maintain familiarity with NFIRS resources and reporting requirements and ensure district information is compliant with the NFIRS reporting format and is forwarded to the state Fire Marshal.

[See Policy 805 regarding NFIRS reporting criteria.](#)

Volunteer Program

328.1 PURPOSE AND SCOPE

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

328.1.1 DEFINITIONS

Definitions related to this policy include:

Volunteer - An individual who performs a service for the District without promise, expectation or receipt of compensation for services rendered. This may include unpaid chaplains, interns, persons providing administrative support and youth involved in a fire Explorer Post, among others.

328.2 POLICY

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

328.3 PROCEDURE

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

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

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

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

328.4 VOLUNTEER MANAGEMENT

328.4.1 VOLUNTEER COORDINATOR

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

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staff on an ongoing basis to assist in the development and implementation of volunteer-staffed positions.

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

328.4.2 RECRUITMENT

Volunteers should be recruited on a continuous and ongoing basis consistent with district policy on equal opportunity, non-discriminatory employment. A primary qualification for participation in the application process should be an interest in, and an ability to assist the District in serving the public.

- Be at least 18 years of age for all positions other than Explorer
- Be at least 14 years of age for an Explorer position
- Possess a valid California driver license if the position requires vehicle operation
- Be able to deal effectively and courteously with the general public
- Be willing to commit to approximately 10 hours per week
- Complete mandatory training as determined to be appropriate by the District
- Possess any other qualifications specific to the volunteer assignment

Internal requests for volunteers should be submitted in writing by interested staff to the Volunteer Coordinator through the requester's immediate supervisor. A complete position description and a requested timeframe should be included in the request. All parties should understand that the recruitment of volunteers is enhanced by creative and interesting assignments. The Volunteer Coordinator may withhold assignment of any volunteer until such time as the requesting unit is prepared to make effective use of volunteer resources.

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328.4.3 SCREENING

All prospective volunteers should complete the volunteer application form. The Volunteer Coordinator or the authorized designee should conduct a face-to-face interview with an applicant under consideration.

A documented background investigation shall be completed on each volunteer applicant and should include, but not necessarily be limited to, the following:

- (a) Fingerprints
- (b) Traffic and criminal background check
- (c) Employment history
- (d) References
- (e) Credit check

328.4.4 SELECTION AND PLACEMENT

Service as a volunteer with the District shall begin with an official notice of acceptance or appointment to a volunteer position. Notice may only be given by an authorized representative of the District, who will normally be the Volunteer Coordinator. No volunteer should begin any assignment until they have been officially accepted for that position and completed all required screening and paperwork.

At the time of final acceptance, each volunteer should complete all required enrollment paperwork and will receive a copy of their position description and agreement of service with the District. All volunteers shall receive a copy of the volunteer handbook and shall be required to sign a volunteer agreement.

Volunteers should be placed only in assignments or programs that are consistent with their knowledge, skills, abilities and the needs of the District.

328.4.5 TRAINING

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

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

Training should reinforce to volunteers that they may not intentionally represent themselves as, or by omission infer that they are firefighter or other full-time employees of the District. They shall always represent themselves as volunteers.

328.4.6 DRESS CODE

As representatives of the District, volunteers are responsible for presenting a professional image to the community. Volunteers shall dress appropriately for the conditions and performance of their duties.

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Volunteers shall conform to district-approved dress consistent with their assignment. Uniforms authorized for volunteers should be readily distinguishable from those worn by firefighters. The uniform or identifiable parts of the uniform shall not be worn while off-duty except volunteers may choose to wear the uniform while in transit to or from official district assignments or functions, provided an outer garment is worn over the uniform shirt to avoid bringing attention to the volunteer while he/she is off-duty.

Volunteers shall be required to return any issued uniform or district property at the termination of service.

328.5 SUPERVISION OF VOLUNTEERS

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

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

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

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

328.6 CONFIDENTIALITY

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

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

Volunteers shall not address public gatherings, appear on radio or television, prepare any article for publication, act as correspondents to a newspaper or other periodical, release or divulge any information concerning the activities of the District, or maintain that they represent the District in such matters without permission from the proper district personnel.

Volunteer Program

328.7 PROPERTY AND EQUIPMENT

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

Volunteer Firefighter Response

329.1 PURPOSE AND SCOPE

The intent of this policy is to give the Volunteer Firefighter clear direction when responding to emergency calls in the South Placer Fire District.

329.2 STRUCTURE FIRE RESPONSE

If not responding on a fire apparatus with a Captain, the Volunteer Firefighter may only respond to the scene of a fire in a district vehicle.

1. A District vehicle unless equipped and the Volunteer is cleared to operate vehicles Code 3 is not an emergency vehicle. Therefore, you must follow all traffic and speed laws at all times.
2. When following an apparatus en route to a call, a safe distance of at least (300) feet WILL BE KEPT between the fire apparatus and your vehicle

329.3 STRUCTURE FIRE ARRIVAL

Upon arriving at the incident, the volunteer will park in a manner so as not to block incoming fire apparatus or contribute to a traffic jam. In most cases, park a distance from the scene and walk there.

1. When arriving on scene and not assigned to a Captain; the Volunteer Firefighter will report to the Incident Command Post (ICP) and await assignment from the Incident Commander.
2. The fire ground Accountability Tracking System (FATS) will be adhered to at all times. The Volunteer Firefighter will bring his or her FATS tags with them to the ICP.

329.4 WILDLAND RESPONSE

Respond to Station #176 and report Volunteer Staffing levels to the Deputy Chief, Chief or if they are not present the Battalion Chief who will likely be the Incident Commander. Await reporting information or directions from Chief Officers.

1. Due to the unpredictable circumstances that exist on wildland incidents the Volunteer Firefighter will not respond directly to the scene without having been ordered to do so by the Incident Commander or a Chief Officer of the District.
2. In any situation a safe reporting location with the appropriate safety areas must be identified before a response is initiated by the Volunteer Firefighter.
3. Exception - Volunteer Firefighters may respond to Wildland incidents on dispatched Fire apparatus under the direction of a Captain.

* Examples: WT197 is dispatched and a Captain is present, the Volunteer may respond with WT197. BR17 is dispatched and the Volunteer is present

Volunteer Firefighter Response

329.5 NON-FIRE EMERGENCIES

When volunteering at staffed stations the Volunteer Firefighter may respond to non-fire emergencies with approval of the Captain.

1. Volunteer Firefighters will not self dispatch themselves or respond in District vehicles to non fire incidents. The Battalion Chief or Chief Officers can contact Station 16 if additional personnel are needed at his or her discretion and direct the Volunteer Firefighter to respond as needed.

Ride-Along Program

330.1 PURPOSE AND SCOPE

The Ride-Along Program allows citizens to experience fire service functions firsthand. This policy provides the requirements, approval process, and hours of operation for the Ride-Along Program. [See attachment: 2023 RIDE ALONG GUIDELINES.pdf](#)

330.2 POLICY

It is the policy of the South Placer Fire District to provide an opportunity for citizens to experience fire service functions when specific criteria are met.

330.3 PROCEDURE TO REQUEST A RIDE-ALONG

Generally, ride-along requests will be reviewed and scheduled by the [Deputy Chief](#) or the authorized designee.

The [Deputy Chief](#) or the authorized designee will schedule a date, based on availability, generally at least one week after the date of application. [See attachment: 2023 RIDE ALONG REQUEST FORM.pdf](#)

If approved, a copy will be forwarded to the respective fire captain as soon as possible for his/her scheduling considerations.

If the ride-along is denied, a representative of the District will contact the applicant and advise him/her of the denial.

Once approved, civilian ride-alongs will be allowed to ride no more than once every six months. An exception may be made for the following: students, Explorers, chaplains, Reserves, applicants, and others with approval of the [Deputy Chief](#).

An effort will be made to ensure that no more than one citizen will participate in a ride-along during any given time period. Normally, no more than one ride-along will be allowed in the fire apparatus at a given time.

330.3.1 PROGRAM REQUIREMENTS

Prior to participating in a ride-along, every participant who may come into contact with private health-related information will be required to complete HIPAA training and sign a non-disclosure agreement to keep all confidential information learned during the ride-along confidential. See attachment: HIPAA.pdf

Participants must be at least 18 years old. Prior to participating in a ride-along, every person must acknowledge the risks and sign a written waiver of claims and release of liability. See attachment: Notice of Dangerous Activity.pdf

The participant must be in good health and must not be suffering from any illness or injury, including cold, flu or respiratory infection on the day of the ride along.

Ride-Along Program

330.3.2 ELIGIBILITY

The South Placer Fire District ride-along program is offered to residents, students and those employed within the District. Every attempt will be made to accommodate interested persons; however, any applicant may be disqualified without cause.

The following factors may be considered in disqualifying an applicant and are not limited to:

- Being under 18 years of age.
- Prior criminal history.
- Pending criminal action.
- Pending lawsuit against the District.
- Denial by any supervisor.
- Poor health or other condition that cannot be reasonably accommodated.

330.3.3 AVAILABILITY

The ride-along program is available on most days of the week, with certain exceptions. The ride-along times are established by the [Deputy Chief](#). Exceptions to this schedule may be made as approved by the Fire Chief, Fire Marshal or the [Deputy Chief](#).

330.3.4 SUITABLE ATTIRE

Any person approved to ride along is required to be suitably dressed in collared shirt, blouse or jacket, slacks and shoes. Sandals, T-shirts, tank tops, shorts and ripped or torn blue jeans are not permitted. Hats and ball caps will not be worn in the fire apparatus. The [Deputy Chief](#) or fire captain may refuse a ride-along to anyone not properly dressed.

330.4 FIREFIGHTER RIDE-ALONGS

Off-duty members of this district or any other fire service agency will not be permitted to ride-along with on-duty firefighters without the express consent of the [Deputy Chief](#) or the authorized designee. In the event that such a ride-along is permitted, the off-duty member shall not be considered on-duty and shall not represent him/herself as a firefighter or participate in any fire service activity except as emergency circumstances may require.

330.5 FIRE CAPTAIN RESPONSIBILITIES

The fire captain shall advise the on-duty Battalion Chief that a ride-along is present in the fire apparatus before going into service. Fire captains shall consider the safety of the ride-along at all times. Fire Captains should use discretion when encountering a potentially dangerous situation, and if feasible, require the participant to remain in the fire apparatus.

330.6 CONTROL OF RIDE-ALONG

The fire captain shall maintain control over the ride-along at all times and instruct him/her in the conditions that necessarily limit their participation. These instructions should include:

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- (a) The ride-along will follow the lawful directions of any district member.
- (b) The ride-along will not become involved in any investigation, discussions with victims or handling any fire equipment.
- (c) Either the ride-along or the fire captain may terminate the ride at any time. Reasonable effort will be made to return the observer to his/her home or to the fire station if the ride is terminated.
- (d) Fire captains will not allow ride-alongs to be present in any residence or situation that would jeopardize their safety or cause undue stress or embarrassment to a victim or any other citizen.
- (e) Under no circumstance shall a civilian ride-along be permitted to enter a private residence with the fire crew without the express consent of the resident or other authorized person.

Grocery Shopping On-Duty

331.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the guidelines for grocery shopping on-duty.

331.2 POLICY

It is the policy of the South Placer Fire District to encourage suppression personnel to bring an adequate supply of food to work to meet their nutrition needs for the hours to be worked. When circumstances allow, companies may be permitted to shop for groceries as well.

331.3 PROCEDURE

Company grocery shopping may be permitted under the following circumstances:

- (a) All companies shopping for groceries shall remain in service.
- (b) Companies choosing to grocery shop while on-duty shall make shopping a part of the daily routine to avoid making a separate trip.
- (c) Companies shall shop within their initial response area or at the closest store approved by the Battalion Chief.
- (d) Multiple company stations shall have one unit shop for the entire station.
- (e) [All members shopping shall comply to the Districts uniform policies.](#)
- (f) ~~Daily grocery shopping for the entire station is to be accomplished in one visit to the store.~~
- (g) Members entering the store shall take a portable radio and if dispatched to a call shall leave the store immediately.
- (h) Except for groceries, under the conditions noted in this policy, personal shopping while on-duty is not permitted.
- (i) Use of a personal vehicle for grocery shopping while on-duty is not authorized.
- (j) One crew member shall remain with the unit at all times for purposes of apparatus security, response readiness and public/community outreach.
- (k) Apparatus shall not be parked in red zones, along red curbs, in zones limited exclusively to the vehicles of disabled persons or any location that will restrict pedestrian or vehicular traffic.

Chaplains

332.1 PURPOSE AND SCOPE

This policy establishes the guidelines for South Placer Fire District chaplains to provide counseling or emotional support to members of the District and their families. ~~and members of the public.~~

The Volunteer Chaplaincy program serves those who serve. The Chaplain provides spiritual guidance and other support to those in the fire service, their families and those affected by emergency crisis. Volunteer Chaplains also participate in District CISM/Peer Support programs. Chaplains serve as non-denominational ministers who are primarily intended to work with South Placer Fire District personnel. In situations involving the public's need, the local police agency should be able to provide a chaplain for family comfort.

332.2 POLICY

The South Placer Fire District shall ensure that district chaplains are properly appointed, trained and supervised to carry out their responsibilities without financial compensation. Reasonable efforts shall be made to incorporate chaplains from varying denominations reflective of the community to the best extent possible.

332.3 ELIGIBILITY

Requirements for participation as a chaplain for the District may include, but are not limited to:

- (a) Being above reproach, temperate, prudent, respectable, hospitable, able to teach, free from addiction to alcohol or other drugs, and free from excessive debt.
- (b) Managing his/her household, family and personal affairs well.
- (c) Having a good reputation in the community.
- (d) Successful completion of an appropriate-level background investigation.
- (e) A minimum of five years of successful counseling or ministry experience.
- (f) Being in good health.
- (g) Possessing a valid driver license.
- (h) Be an ordained member of the clergy in good standing and endorsed for the chaplaincy by a recognized religious denomination.
- (i) Possess sufficient experience in pastoral and parish work in order to cope with the spiritual, emotional, and social needs of the members of the district.
- (j) Be willing to conform to the district's policies, rules and regulations, which apply to the chaplaincy program.
- (k) Be willing to be involved in training that would enhance one's efficiency in meeting and dealing with the role and function of a Fire Chaplain.
- (l) Meet the minimum qualifications established by the California Fire Chaplains Association (CFCA), and have completed the following CISM/Peer Support courses:

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[Individual and Group Crisis Intervention \(GRIN\), Advanced Group Crisis Intervention \(AGRP\), Strategic Response to Crisis \(SRC\), and Suicide Prevention, Intervention, and Post-Vention \(SPIP\).](#)

The Fire Chief may allow exceptions to these eligibility requirements based on organizational and community needs and the qualifications of the individual.

332.4 RECRUITMENT, SELECTION AND APPOINTMENT

The South Placer Fire District shall endeavor to recruit and appoint only those applicants who meet the high ethical, moral and professional standards set forth by the District.

All applicants shall be required to meet and pass the same pre-employment procedures as district members before appointment with the exception of any entry level Firefighter knowledge or physical agility tests.

332.4.1 RECRUITMENT

Chaplains should be recruited on a continuous and ongoing basis consistent with district policy on equal opportunity and non-discriminatory practices. A primary qualification for participation in the application process should be an interest in and an ability to assist the District in serving the public. Chaplain candidates are encouraged to participate in ride-alongs with district members before and during the selection process.

332.4.2 SELECTION AND APPOINTMENT

Chaplain candidates shall successfully complete the following process prior to appointment as a chaplain:

- (a) Submit the appropriate written application [and turn in to District office.](#) -
- (b) [After applications have been received and reviewed, applicants will be invited to appear before an oral panel of CISM/Peer Support members.](#) ~~Include —a recommendation from employers or volunteer programs.~~
- (c) [Applicants selected from this process will be recommended to the Fire Chief for review and consideration.](#) ~~Interview with the —and the chaplain coordinator.~~
- (d) Successfully complete an appropriate-level background investigation.
- (e) Complete an appropriate probationary period as designated by the Fire Chief.

Chaplains are volunteers and serve at the discretion of the Fire Chief. Chaplains shall have no property interest in continued appointment. However, if a chaplain is removed for alleged misconduct, the chaplain will be afforded an opportunity solely to clear his/her name through a liberty interest hearing, which shall be limited to a single appearance before the South Placer Fire District or the authorized designee.

332.5 IDENTIFICATION AND UNIFORMS

As representatives of the South Placer Fire District, chaplains are responsible for presenting a professional image to the community. Chaplains shall dress appropriately for the conditions and performance of their duties. Uniforms and necessary safety equipment or personal protective

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equipment (PPE) will be provided for each chaplain. Identification symbols worn by chaplains shall be different and distinct from those worn by other members through the inclusion of "Chaplain" on the uniform and other identifying PPE. ~~Chaplain uniforms and PPE shall not reflect any religious affiliation.~~

Chaplains will be issued South Placer Fire District identification cards, which must be carried at all times while on-duty. The identification cards will be the standard South Placer Fire District identification cards, with the exception that "Chaplain" will be indicated on the cards. Chaplains shall be required to return any issued uniforms, PPE or other district property at the termination of service.

Chaplains shall conform to all uniform regulations and appearance standards of the District.

332.6 CHAPLAIN COORDINATOR

The Fire Chief may delegate certain responsibilities to a chaplain coordinator. The coordinator shall be appointed by and directly responsible to the Fire Chief or the authorized designee.

The chaplain coordinator shall serve as the liaison between the chaplains and the Fire Chief. The function of the coordinator is to provide a central coordinating point for effective chaplain management within the District, and to direct and assist efforts to jointly provide more productive chaplain services. Under the general direction of the Fire Chief or the authorized designee, chaplains shall report to the chaplain coordinator and/or Incident Commander (IC).

The chaplain coordinator may appoint a senior chaplain or other designee to assist in the coordination of chaplains and their activities.

The responsibilities of the coordinator or the authorized designee include, but are not limited to:

- (a) Recruiting, selecting and training qualified chaplains.
- (b) Conducting chaplain meetings.
- (c) Establishing and maintaining a chaplain callout roster.
- (d) Maintaining records for each chaplain.
- (e) Tracking and evaluating the contribution of chaplains.
- (f) Maintaining a record of chaplain schedules and work hours.
- (g) Completing and disseminating, as appropriate, all necessary paperwork and information.
- (h) Planning periodic recognition events.
- (i) Maintaining a liaison with other agency chaplain coordinators.

An evaluation of the overall use of chaplains will be conducted on an annual basis by the coordinator and a written report provided to the Fire Chief.

Chaplains

332.7 DUTIES AND RESPONSIBILITIES

Chaplains assist the District ~~, its members and the community~~ as needed. Assignments of chaplains will usually be to augment the Administration Division, but chaplains may be assigned to other areas within the District as needed. Chaplains should be placed only in assignments or programs that are consistent with their knowledge, skills and abilities and the needs of the District.

Some of these duties can include:

- (a) ~~All chaplains will be assigned duties by the chaplain coordinator or the authorized designee or an IC.~~ Spiritual Guidance
- (b) Assistance in Emergency Situations.
- (c) Visitation/Liaison with Hospitals and Clinics. Visiting sick or injured members in the hospital or at home.
- (d) Be available for individual and crew counseling. May be assigned within the scope of a CISM/Peer Support activation protocol following a traumatic event.
- (e) Crisis management coordinator. The coordination of the critical incident response team.
- (f) Assisting in making notification to families of members who have been seriously injured or killed and, after notification, responding to the hospital or home of the member.
- (g) Conducting/Assisting at funerals, when requested, of active or retired members.
- (h) Acting as a resource for members when dealing with the public in incidents, such as accidental deaths, suicides, suicidal subjects, serious accidents, drug and alcohol abuse and other such situations that may arise.
- (i) Providing counseling and support for members and their families.
- (j) Participate in ceremonial functions such as station and engine dedications as well as offering invocations and benedictions at ceremonies.
- (k) Chaplains are also encouraged to visit stations and build relationships with crews/personnel so they will be familiar with everyone and to facilitate better communication when the need arises.

All chaplains will be assigned duties by the chaplain coordinator or the authorized designee or an IC.

Chaplains may not proselytize or attempt to recruit members of the District[or the public into a religious affiliation while representing themselves as chaplains with this district. If there is any question as to the receiving person's intent, chaplains should verify that the person is desirous of spiritual counseling or guidance before engaging in such discussion.

Chaplains may not accept gratuities for any service, or any subsequent actions or follow-up contacts that were provided while functioning as a chaplain for the South Placer Fire District.

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332.7.1 COMPLIANCE

Chaplain are volunteer members of the District and, except as otherwise specified within this policy, are required to comply with the Volunteer Program Policy and other applicable policies.

332.7.2 OPERATIONAL GUIDELINES

- (a) Chaplain will be asked to be available for call on an as-needed basis.
- (b) Chaplain operating at emergency incidents or large-scale district events shall operate within and as part of the Incident Command System (ICS) at all times, including participating in and replying to Personal Accountability Reports (PAR) conducted as part of the incident or event.
- (c) Each chaplain should serve with the South Placer Fire District a minimum of four hours per month to maintain the necessary proficiencies and contacts necessary to be effective in their service.
- (d) At the end of each period of service or response to an incident the chaplain will complete a chaplain's report and submit it to the Fire Chief and chaplain coordinator or the authorized designee.
- (e) Chaplain shall be permitted to ride with members during any shift and observe South Placer Fire District operations or training sessions, provided the on-duty Battalion Chief has been notified and is aware of the activity.
- (f) Chaplain shall not be evaluators of members of the South Placer Fire District.
- (g) In responding to incidents, a chaplain shall never function in a hazardous area or serve as an assistant other than the chaplain's role.
- (h) When responding to in-progress calls for service, chaplain will be required to stand-by in a secure area until the situation has been deemed safe.
- (i) Chaplain shall serve only within the jurisdiction of the South Placer Fire District unless otherwise authorized by the Fire Chief or the authorized designee.
- (j) Each chaplain shall have access to current member rosters, addresses, telephone numbers, duty assignments and other information that may assist in his/her duties. Such information will be considered confidential, and each chaplain will exercise appropriate security measures to prevent unauthorized access to the data.

332.7.3 ASSISTING DISTRICT MEMBERS

The responsibilities of a chaplain related to district members include, but are not limited to:

- (a) Assisting in making notification to families of members who have been seriously injured or killed and, after notification, responding to the hospital or home of the member.
- (b) Visiting sick or injured members in the hospital or at home.
- (c) Attending and participating in funerals of active or retired members, when requested.
- (d) Serving as a resource for members who are dealing with the public during significant incidents (e.g., accidental death, suicide, suicidal subjects, serious accident, drug and alcohol abuse or a mass casualty incident (MCI)).

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- (e) Providing counseling and support for members and their families.
- (f) Being alert to the needs of members and their families.

332.7.4 ASSISTING THE DISTRICT

The responsibilities of a chaplain related to the South Placer Fire District include, but are not limited to:

- (a) Assisting members in defusing a conflict or incident, when requested.
- (b) Responding to any significant incident (e.g., natural and accidental death, suicide and attempted suicide, family disturbance or MCI) in which the IC or supervisor believes the chaplain could assist in accomplishing the mission of the District.
- (c) Responding to all major disasters, such as a natural disaster, bombing, MCI and similar critical incidents.
- (d) Being available, or if possible, on-duty during major demonstrations or any public function that requires the presence of a large number of district members.
- (e) Attending district functions such as academy graduations, ceremonies and social events and offering invocations and benedictions, as requested.
- (f) Participating in in-service training classes.
- (g) Training others to enhance the effectiveness of the District.

332.7.5 ASSISTING THE COMMUNITY

The duties of a chaplain related to the community include, but are not limited to:

- (a) Fostering familiarity with the role of fire and Emergency Medical Services (EMS) members in the community.
- (b) Providing an additional link between the community, other chaplain coordinators and the District.
- (c) Providing a liaison with various civic, business and religious organizations.
- (d) Assisting the community when they request representatives or leaders of various denominations.
- (e) Assisting the community in any other function, as needed or requested.
- (f) Making referrals in cases where specialized attention is needed or in cases that are beyond the chaplain's ability to assist.

332.7.6 CHAPLAINS MEETING

Chaplains may be required to attend scheduled meetings. Absences from such meetings should be satisfactorily explained to the chaplain coordinator.

332.8 PRIVILEGED COMMUNICATIONS

No person who provides chaplain services to members of the District may work or volunteer for the South Placer Fire District in any capacity other than that of chaplain.

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Chaplains shall be familiar with state evidentiary laws and rules pertaining to the limits of the clergy-penitent, psychotherapist-patient and other potentially applicable privileges and shall inform members when it appears reasonably likely that the member is discussing matters that are not subject to privileged communications. In such cases, the chaplain should consider referring the member to an appropriate counseling resource or available program.

No chaplain shall provide counsel to or receive confidential communications from any South Placer Fire District member concerning an incident personally witnessed by the chaplain or concerning an incident involving the chaplain.

332.9 TRAINING

[Fire Chaplains need to participate in continuing education through the California Fire Chaplains Association and the Federation of Fire Chaplains, or the International Critical Incident Stress Foundation, or through district specific CISM team training. The Chaplain may submit training requests directly to the Fire Chief .](#)

The District may establish a minimum number of training hours and standards for district chaplains. The training, as approved by the Training Officer, may include:

- Stress management
- Death notifications
- Symptoms of post-traumatic stress
- Burnout for district members and chaplains
- Legal liability and confidentiality
- Ethics
- Responding to crisis situations
- The fire and EMS family
- Substance abuse
- Member injury or death
- Sensitivity and diversity

Active Shooter and Other Violent Incidents

334.1 PURPOSE AND SCOPE

Violence committed in schools, workplaces and other locations by any individual or group of individuals who are determined to target or kill persons or to create mass casualties presents a difficult situation for Fire/Emergency Medical Services (EMS). The purpose of this policy is to identify guidelines and factors that will assist members in making decisions in these rapidly unfolding and tense situations.

334.2 POLICY

The South Placer Fire District will endeavor to plan for a rapid response to violent incidents involving an active shooter or other violent situations. The South Placer Fire District is committed to preparing and planning for rapid responses to these incidents by coordinating with law enforcement and other EMS personnel, as well as with those responsible for operating sites that may be the potential target of a violent incident.

334.3 ACTIVE SHOOTER/VIOLENT INCIDENT PLAN

The Fire Chief should designate a member who is responsible for developing and managing an active shooter/violent incident (AS/VI) plan to assist in the South Placer Fire District's response to an AS/VI.

The AS/VI plan should address:

- (a) Any applicable EMS Mass Casualty Incident (MCI) protocols.
- (b) Identification of state, local and regional agencies that are likely to respond to an AS/VI.
- (c) Procedures to facilitate interagency sharing of information related to AS/VIs.
- (d) The joint development of protocols for responding to AS/VI with fire, EMS and law enforcement personnel, including but not limited to:
 1. Identification of likely critical incident target sites and the availability of plans or schematics of such locations.
 2. Rapid entry and evacuation routes.
 3. Equipment needs.
 4. Communication interoperability.
- (e) Any mutual aid agreements that may exist.
- (f) Integrated use of the National Incident Management System and Incident Command System approach by personnel likely to respond to an AS/VI.
- (g) Any guidelines for an AS/VI that are established by the Federal Emergency Management Agency and the Interagency Board.
- (h) Common communications and terminology to be utilized by responding personnel.

Active Shooter and Other Violent Incidents

- (i) Use of readily identifiable and visible identification by responding personnel to make them easily discernible.
- (j) Identification of which personnel will need additional personal protective equipment (PPE), including ballistic gear (e.g., vests, helmets) and what training will be needed for the use of such gear.
- (k) Procedures for completion of post-incident reviews of AS/VIs.

The AS/VI plan manager should, in conjunction with appropriate law enforcement and other EMS personnel, review the South Placer Fire District's plan annually and make any necessary updates.

See Sierra Sacramento Valley EMS Policies:

[Active Shooter/Mass Violence Incidents](#)

[Multiple Casualty Incidents](#)

[MCI Checklist & Medical Branch Organizational Chart](#)

334.4 FIRST RESPONDERS

When responding to AS/VIs, members must decide, often during difficult and rapidly evolving circumstances, whether to enter the scene or to stage at a safe area. When deciding on a course of action members should:

- (a) Determine whether law enforcement has secured the scene or developed a plan for entry. If the scene has not been secured, members should work in teams with law enforcement and other EMS personnel on-scene to develop a plan for entry and contact with victims with life-threatening injuries.
 - 1. Members tasked with entry should wear PPE appropriate for the circumstances.
- (b) Coordinate with available law enforcement personnel to create a staging area for additional member resources.
- (c) Identify and prepare members for operations in areas of higher risk, if appropriate.
- (d) Decide whether individuals who are under imminent threat can be moved out of danger with reasonable safety.
- (e) Plan for rapid triage, treatment and extrication of any individuals with life-threatening injuries.
- (f) Consider the risk of fire hazards and secondary devices at any main or secondary scenes if there is a reasonable belief that improvised explosive devices have been or may be used.
- (g) Utilize Tactical EMS Support personnel or Rescue Task Forces, if available.

334.5 TRAINING

The AS/VI plan manager should coordinate with the Training Officer so that members are provided with AS/VI training. The training should include:

- (a) Review of the AS/VI plan.

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Active Shooter and Other Violent Incidents

- (b) Review of any applicable EMS MCI protocols.
- (c) Review of trauma care guidelines in high-threat pre-hospital situations and the various treatment methods available during an AS/VI.
- (d) Interagency training with law enforcement and other EMS personnel.
- (e) Reality-based training at locations that may be a potential target of a critical incident.

Apparatus Inventories and Accountability

335.1 PURPOSE AND SCOPE

To ensure officers and crew members are accountable for all equipment assigned to apparatus and personnel and to provide a process to address missing or damaged equipment.

335.2 POLICY

It is the policy of the South Placer Fire District (SPFD) to maintain an accurate inventory and accountability of all apparatus equipment and to ensure all property is well kept and serviceable.

335.3 PROCEDURES

- I. Oncoming crew members will ensure all equipment is accounted for on their assigned apparatus at the start of their shift. Equipment will be inspected to confirm that it is present, in the correct location, properly secured, clean, and in good working order.
- II. Each company shall be responsible for three (3) formal apparatus inventories, which will be documented using Vector Solution's "Check-it" application:
 1. Monthly - On the last day of the month
 2. After working structure fires - Any unit assigned to operate at a working structure fire shall perform an inventory as reasonably soon after the fire.
 3. Upon receiving AND returning an apparatus - regardless of being placed into front-line or reserve status, an inventory shall be performed whenever a crew switches on to or off of an apparatus. Additionally, when the apparatus is received at the station it is stored, the receiving crew will perform an inventory as well.
- III. Accountability - **Captain's are responsible for initiating action to correct any problems with apparatus and/or equipment.**
 1. Lost Equipment
 - (a) Whenever equipment/property is lost, the responsible Captain shall immediately contact the on-duty Battalion Chief and attempt to locate the missing equipment. If the equipment is not located by the end of the shift, the last Captain responsible for the possession of the equipment will submit a memorandum through the chain of command describing when the equipment was last seen and efforts made to recover it. A FORM will be completed, and the Battalion Chief will make recommendations to the Deputy Chief and facilitate the resupply efforts.
 2. Damaged or Defective Equipment
 - (a) The Captain or designee shall report damaged or defective equipment to the Battalion Chief, complete an SPFD-13 - Property Accountability Form, and obtain replacement equipment through the appropriate channels. The Division Chief EMS/Safety shall be notified via email of any defective equipment so trends can be identified and corrected appropriately.

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Apparatus Inventories and Accountability

3. [Servicing of Equipment](#)

- (a) [Before any apparatus is left for service, the Captain assigned to the apparatus shall see that all loose equipment is removed or secured against loss or theft.](#)

IV. [Inspection and Inventory](#)

1. [As needed, the Fire Chief or their designee will inventory and inspect all Fire District apparatus.](#)

335.4 EQUIPMENT TRANSFER

[Knox Box keys, Door Openers,
Spare Keys
Portable radios](#)

California Fire Foundation - SAVE Program

336.1 PURPOSE AND SCOPE

To provide immediate, short-term financial support for displaced victims of fire or other natural disasters. This assistance is provided through a \$250 cash card provided by the California Fire Foundation SAVE program to immediately purchase basic necessities such as food, clothing, or medicine.

336.2 POLICY

The South Placer Fire District will administer the SAVE Program (Supplying Aid to Victims of Emergencies) per the California Fire Foundation guidelines to ensure that disaster victims receive instant, direct relief before, during, and after the event.

336.3 DEFINITIONS

- A. The SAVE program defines a disaster as the following
 - 1. Fire
 - 2. Earthquake
 - 3. Flooding
 - 4. Landslide/mudslide
- B. Items defined as basic allowable necessities for this program include:
 - 1. Food /water
 - 2. Over-the-counter or prescription medication as medically necessary
 - 3. Gas
 - 4. Shelter as provided by a hotel or motel
 - 5. Clothing to replace and destroyed articles
 - 6. Basic household necessities
- C. Section 19886
 - 1. As used in this article the term "firefighter of the state" or "firefighter" shall be deemed to include a member of a fire department or fire service of the state, including the University of California, whether these members are volunteer, partly paid, or fully paid, excepting those whose principal duties are clerical, such as stenographers, telephone operators and other workers not engaged in fire-suppression or rescue operations or the protection or preservation of life or property. These firefighters shall be regularly employed, or in the case of a volunteer, shall be regularly enrolled as such.

336.4 PROCEDURE

- A. Recipients

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1. Eligible Gift Card Recipients:
 - (a) Residents impacted by fire or other natural disaster with a minimum of 25% damage to the property where they reside
 2. Ineligible Gift Card Recipients
 - (a) Businesses
 - (b) Victims of crises or emergencies not impacted by damage caused by fire or natural disaster such as car crashes, evacuees forced to flee due to pending wildfires, or those victims who do not incur 25% damage to their residential property
- B. Allocations
1. Gift Card Allocation
 - (a) Only 1 gift card will be provided per occupancy involved in the incident, regardless of whether the victim is an individual or a family. A gift card shall be provided to the individual residing full-time at the damaged occupancy, regardless of whether that individual is a renter or a homeowner.
 2. Gift Card Expiration Date
 - (a) Each card contains an expiration date of 3 years past the date of card printing. If there are SAVE cards remaining with Party B at time of expiration that are inactive, they will be canceled.

336.5 CARD DELIVERY TO DEPARTMENTS

- A. The CFF will send a portion of gift cards addressed to the primary Point of Contact (POC)
- B. The POC will receive a spreadsheet listing all the cards by admin number (each SAVE card's admin number is printed on the carrier). Upon receipt of the cards, the POC will distribute an allotment of cards to their respective participating Incident Commanders and record/file which Incident Commander receives which admin number on the spreadsheet provided. This process facilitates keeping track of all SAVE cards provided to each department. The number of cards each department and each Incident Commander receives shall be based on incident response data tied to the department and the Incident Commander.
- C. Additionally, along with the gift cards, the participating POC will separately receive SEALED personalized letters addressed to each participating respective Incident Commander that will contain the Incident Commander's unique passcode. Each POC will give the SEALED letters to their respective Incident Commander.
- D. Each passcode is 6 digits long and each participating Incident Commander will be assigned a unique one. Incident Commanders should memorize or keep the passcode with them when running calls (**Tip: Incident Commanders can keep their passcode in their mobile phone for easy access**).

California Fire Foundation - SAVE Program

336.6 SAVE ACTIVATION PROCEDURE

- A. On scene Incident Commander (IC) will be solely authorized fire personnel responsible for gift card issuance.
- B. In order to receive gift card relief assistance, there must be at least 25% damage minimum to a victim's property caused by a fire or other natural disaster responded to by a firefighter.
- C. On-scene IC will be charged as the decision maker to assess whether property damage meets the 25% minimum.
- D. On-scene IC will be designated personnel to carry through with reported information post-incident.
- E. All designated ICs, as assigned by the department, will be designated a unique passcode.
- F. If IC assesses the property damage meets the minimum 25% required to distribute the SAVE gift cards, the IC shall issue one gift card per occupancy involved in the incident. To activate a SAVE gift card, follow the below procedures:
 1. Call 800-955-7398. NOTE: Do not use the 800# printed on the card. The 800# on the card is for the victim's use.
 2. When prompted, enter your unique 6-digit activation code followed by the # key. NOTE: Each IC/BC's 6-digit activation code is listed on his/her personally addressed letter from the California Fire Foundation.
 3. When prompted, enter the card's admin number followed by the # key. The admin number is visible through the envelope window.
 4. Please allow 1 to 2 minutes for the system to validate the card's admin number.
 5. After the admin number is validated, you will hear: "Admin 1234567 was activated. The admin 1234567 balance is \$250."
 - (a) NOTE: If you cannot activate your card, press 0 to speak to customer service. Once speaking to the customer service representative, please state that you are a Fire Chief or Incident Commander participating in the SAVE Program – this will ensure that the customer service rep can diagnose your problem and provide the best possible help properly.
 6. To activate an additional card, press 1.
 7. Once activated, the IC will mark down the card admin number that was activated and follow the below steps:
 - (a) The Designee will mark down the card admin number that was activated and then provide the card to the victim, which will come attached to a piece of paper that includes SAVE program information for them.
 - (b) Then, later, the Designee will enter a SAVE-post-report.
 - (c) Upon entry of the incident report, the Designee shall visit the following SAVE link as soon as feasibly possible to complete a quick 30-second post-SAVE incident form: <https://caproff.wufoo.com/forms/save->

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[ic-reporting-form/](#) and submit the following information for the CFF: [Designee name, Designee email, Designee phone#, Unique Designee passcode, Unique activated gift card admin number, NFIRS#, Date, and any other information requested. This data will be posted and submitted by the Designees and sent to the CFF immediately following the incident.](#)

336.7 AUDITS & EVALUATIONS

A. [SAVE Audit:](#)

1. [Ten days after the program begins, the POC will check in via conference call with the CFF regarding progress to date.](#)
2. [Every 30 days from when the program begins, the CFF will audit the program to adjust the program as necessary and will hold a 15-minute conference call \(on an as-needed basis\) to discuss any relevant issues.](#)
3. [The CFF will require data from ICs via post-incident forms, as described earlier.](#)

B. [SAVE Evaluation:](#)

1. [Each gift card will be tracked by a unique IC code and activation code and will link to a report provided by the card issuer company detailing:](#)
 - (a) [Items purchased and/or establishment where the card was used](#)
 - (b) [Total amount used on the card](#)
 - (c) [Date/time the card was used](#)
2. [Each report from the IC sent to the CFF upon issuance of gift card will provide: Unique IC passcode, Unique gift card number, NFIRS#, Date, Time](#)
3. [NFIRS# will tell us property protected versus loss by giving us the amount of property content value and the amount of property content loss](#)
4. [The CFF will match the card sales report to the report received by the IC to verify the authorized use of funds and card activity](#)
5. [From these reports, we will be able to determine:](#)
 - (a) [Average number of cards used](#)
 - (b) [Type of use](#)
 - (c) [Frequency of use](#)
 - (d) [We will also be able to examine whether the 25% threshold was adhered to and whether this system is a model for rolling out a statewide program.](#)

336.8 PUBLIC RELATIONS GUIDELINES

[Should any participating firefighter, who has provided a SAVE card to a victim, be captured on scene on film by the news, the participating firefighter should always remember to discuss SAVE and how the program works.](#)

California Fire Foundation - SAVE Program

Points to remember when talking to the press/news about a recent incident that may have required a SAVE card activation: #SAVE is a program of the California Fire Foundation, a non-profit organization aiding fallen firefighter families, firefighters and the communities they serve.

- SAVE is a program funded by the California Fire Foundation that provides immediate short, term relief to victims of fire or other natural disaster.
- The SAVE program is designed to bring immediate relief to disaster victims via a \$250 gift card that they can use to purchase food, clothing or other basic necessities such as medicine.
- Victims of fire or other natural disaster do not need to fill out any questionnaires or answer any questions in order to receive their \$250 gift card; they simply must have incurred at least 25% damage to their household in order to receive a card.
- Activation of the card is instant and immediately upon activation, the card can be used anywhere MasterCard is accepted.

336.9 LARGE SCALE DISASTERS AND EMERGENCIES

The suggested SOG within this MOU may not outline the best course of action for card distribution/activation in large-scale wildfires, earthquakes, floods, or mudslides that cause mass evacuations in your community. If your department is a responding agency under these circumstances, please refer to the suggested protocol below:

If a large-scale emergency occurs, the department's SAVE designees, as appointed per the SOG, may not be able to assist during this time as they may be on the front lines. Therefore, the department shall plan ahead accordingly to appoint 'emergency designee (s)' to distribute SAVE cards.

The department should be prepared to dispatch such 'emergency designees' to activate and distribute SAVE cards to eligible victims, whether the distribution occurs at a Cal-OES coordinated Local Assistance Center or evacuation center or directly on-scene. An 'emergency designee' does not need to be an IC. The respective local bargaining unit may be a resource to assist in SAVE card distribution.

Should a large-scale disaster occur, the department shall immediately contact CFF to:

- Obtain allocated 'disaster assistance' SAVE cards.
- Obtain a special passcode to activate such 'disaster assistance' SAVE cards.
- Relay the distribution plan of the 'disaster assistance' SAVE cards.

Call the office at (916) 641-1707 or email save@cpf.org.

Station Crew and Duty Officer Movement

337.1 PURPOSE AND SCOPE

The purpose of this policy is to provide direction and guidance to ensure operational readiness and effective emergency and non-emergency response coverage within the response area of the South Placer Fire District.

337.2 POLICY

It is the Policy of the South Placer Fire District to maintain a constant state of operational readiness through the appropriate distribution of District resources.

337.3 PROCEDURE

- A. Station first in areas shall be covered as much as possible.
- B. Units will minimize "out of service" times to the extent possible.
 - 1. If a unit needs to conduct extended business (more than 15 minutes) in another station's area, arrangements shall be made to swap or at least advise the Battalion Chief and affected officer(s) of the movement to ensure adequate response times and area coverage.
- C. During routine training and general District business, the following coverage guidelines shall be utilized:
 - 1. Emergency response is the mission and priority of the District. The closest unit, regardless of training status, will respond to the incident.
 - (a) The only caveat is if a unit is closer than the time it would take to make the training unit response ready.
 - 1. For example - a unit is connected to a hydrant for training, and another unit could be to the scene faster than it would take for the unit to disconnect from the hydrant.
 - 2. Avoid vacating neighboring units at the same time.
 - 3. When training, units will agree to a "first up" unit. That unit will not be used in the training evolution, and its members shall be ready to exit the training and respond immediately.
- D. Officer Conference/Training
 - 1. Regularly, Company and Chief Officers will report for training, and Firefighters and Engineers will be utilized to keep the maximum number of units in service.
 - 2. During this training, a "first out" unit will be established, and the company officer assigned to that unit will exit training and respond to emergency responses as necessary.
- E. Duty Officer Coverage

South Placer Fire District

SPFD Policy Manual

Station Crew and Duty Officer Movement

1. During routine training and general District business, the following coverage guidelines shall be utilized.
 - (a) The Duty officer shall maintain a 15-minute response time to all areas of the District.
2. If the Duty Officer can not meet the 15-minute response time guideline, the Duty Officer is responsible for seeking coverage from administrative staff officers.
 - (a) This request requires prior approval from the Deputy Chief.

Unit and Personnel Radio Identification and Numbering System

338.1 PURPOSE

To designate radio call signs to maintain clear and professional communications while avoiding the use of informal, personal names.

338.2 POLICY

To establish designated radio call signs for use during communications with Dispatch and responding units

338.3 PROCEDURE

No unit will be referred to by the name of the person working on that unit.

The following are recognized call identifiers for South Placer Fire District:

<u>1700</u>	<u>Fire Chief</u>
<u>1701</u>	<u>Deputy Chief</u>
<u>1702</u>	<u>Division Chief - EMS/Safety</u>
<u>1711 03</u>	<u>Battalion Chief - A Shift</u>
<u>1712 04</u>	<u>Battalion Chief - B Shift</u>
<u>1713</u>	<u>Battalion Chief - C Shift</u>
<u>1720</u>	<u>Division Chief - Fire Marshall</u>
<u>1721-24</u>	<u>Fire Investigators</u>
<u>1730</u>	<u>Radio Service Technician</u>

<u>BR</u>	<u>Brush</u>	<u>Type III - Wildland Engine</u>
<u>E</u>	<u>Engine</u>	<u>Type I - Structure Engine</u>
<u>G</u>	<u>Grass</u>	<u>Type XX Grass Unit</u>
<u>M</u>	<u>Medic</u>	<u>Transporting Ambulance</u>
<u>R</u>	<u>Rescue</u>	<u>Rescue Squad</u>
<u>T</u>	<u>Truck</u>	<u>Truck or Quint</u>
<u>U</u>	<u>Utility</u>	<u>Utility or Air Unit</u>
<u>WT</u>	<u>Water Tender</u>	<u>Water Tender</u>

When two (2) identical types of units are stationed in the same location, "B" will identify the second unit after the station number. For example:

- Engine 17B
- Medic 17B

South Placer Fire District

SPFD Policy Manual

Unit and Personnel Radio Identification and Numbering System

Clear Text unit identification followed by station number will be used during normal radio traffic.

For example

- [Engine 17](#)
- [Medic 20](#)
- [Chief 1700](#)
- [Utility 17](#)
- [Brush 15](#)

338.4 PLACER COUNTY RADIO IDENTIFICATION AND NUMBERING

Agency identifiers typically correspond with the agency's main or headquarters fire station number. The following Department or District numbers and Fire Station numbers have been assigned to the the following Western Placer County Fire Agencies:

Roseville	Department 11	Stations 1-13
South Placer	District 17	Stations 14-20
Rocklin	Department 24	Stations 23-27
Loomis	District 28	Stations 28-30
Lincoln	Department 34	Stations 33-37
Penryn	District 38	Stations 38-40
Newcastle	District 41	Stations 41-44
Auburn	Department 12	Stations 45-49
Colfax	Department 13	Stations 58-60
Cal Fire/Placer County	Department 23	Stations 70-78 & 100-109 40,11, 30, 33, 70-78100-11, 130,
Placer Hills	Department 84	Stations 84-87
Foresthill	District 88	Stations 88-90
Alta	District 98	Stations 98-99
Cal Fire	Department 23	Stations 110, 111, 130, & 131
Iowa Hill		Company 131

*Bold indicates units dispatched via Grass Valley ECC

The following numbering systems have been assigned to the corresponding personnel classifications:

00	Chief of the Department or District
01-09	Administrative Chiefs
11-19	Battalion Chiefs
21-29	Fire Prevention Staff
41-49	Maintenance Staff

Clear text personnel identification followed by the department or district number followed by the above-assigned personnel numbers will be used during normal radio traffic. For example:

South Placer Fire District

SPFD Policy Manual

Unit and Personnel Radio Identification and Numbering System

- [Chief 8400 - Placer Hills Fire Chief](#)
- [Chief 1101 - Roseville Assistant Chief](#)
- [Battalion 1713 - South Placer Battalion Chief, not the on-duty BC](#)
- [Prevention 2321 - Cal Fire Prevention Personnel](#)
- [Mechanic 1741 - South Placer Maintenance Personnel](#)

Note: Battalion Chiefs and Acting Battalion Chiefs should be assigned department or district numbers to be used during normal radio traffic when they are not the On Duty Battalion Chief.

Handling of Emergencies by Fire Suppression Units

339.1 PURPOSE

To provide uniform and consistent guideline pertaining to dispatched emergencies, emergency response, and communications.

339.2 POLICY

The South Placer Fire District will respond to emergencies and communicate with dispatch and all responding units in an orderly and methodical manner.

339.3 PROCEDURE

A. Company Response

1. All responding companies and Battalion Chiefs shall acknowledge receipt of the alarm immediately upon responding to an emergency.
2. Battalion Chiefs and units in the field (AOR) will always acknowledge their "en route" status. Any special circumstances or problems shall immediately be radioed to Dispatch. This is "Management by Exception," whereby, upon receipt of the "en route" message, it is assumed units are responding as dispatched unless informed otherwise (the "exception").
3. The Dispatcher will attempt to contact a non-verified responding unit twice by radio. If, after two attempts, there still has been no contact or verification of responses, a fill-in unit will be dispatched to the incident.
4. Dispatch may reduce a responding unit from Code 3 to Code 2 due to additional information received from the calling party and/or private dispatch companies. The responding unit must acknowledge and abide by Dispatch's direction to reduce to Code 2. In rare circumstances, a deviation from this requirement will be permissible. It shall be based on the responding Company Officer's discretion due to additional knowledge known only to the Company Officer. The Company Officer shall advise Dispatch that they are continuing Code 3 and state the reason why (i.e., "We see a column of smoke in the air" or "We were at the location one hour ago and are familiar with the calling party."). Private patient information shall never be discussed over the radio.
5. A responding unit that Dispatch cancels shall be available for other incidents. If the responding unit is canceled as they arrive, the Company Officer may elect to remain on scene. The Company Officer shall advise Dispatch that they are remaining on scene. That unit will be committed to that scene until the Company Officer advises Dispatch that they are AOR. If a Company Officer elects to remain on the scene of an incident that is medical and patient contact is made, the responding unit shall ensure that patient care is appropriately transferred or ended (AMA).

South Placer Fire District

SPFD Policy Manual

Handling of Emergencies by Fire Suppression Units

6. If a unit feels like there is a dispatch error, another unit is closer, or some other concern with the response.:
 - (a) The dispatched unit will immediately respond.
 - (b) The unit may inquire with Dispatch as to why a different unit was not dispatched but under no circumstances shall delay response or argue with the Dispatcher
 - (c) Upon completion of the call, the company officer will send an email to the BC and the Deputy Chief, notifying them of
 1. The incident number
 2. date and time of the incident
 3. description of what occurred to correct or prevent future issues
- B. Emergency Radio Communications
 1. When responding to any alarm, the Company Officer or Acting Officer shall broadcast when his company is responding from other than their normal area/station (due to drills, inspecting, etc.) to alert Dispatch and other responding companies of either a delayed response or that they may be approaching the emergency scene from a direction other than normal.
 2. A Battalion Chief or Company Officer can request a tactical frequency be assigned if they deem it helpful to the operations of the incident.
 - (a) No Cal Fire tactical channel shall be utilized unless directed by Cal Fire or the Duty Chief has obtained permission from Grass Valley ECC.
 3. Premise History and additional information received shall be relayed to the responding units. In all cases where a Battalion Chief has been dispatched, especially structure or grass fires, the Battalion Chief shall verbally acknowledge receipt of such additional information from Dispatch.
- C. Size up
 1. The first arriving officer, or Acting Officer, shall make a verbal appraisal of conditions (size-up) and shall assume command of the incident until command is passed or relieved by an officer of higher rank
 2. The verbal size-up report is made to the other responding units and Dispatch and should include the following:
 - (a) Size (small, medium, large)
 - (b) Number of Stories or rate of spread
 - (c) Occupancy (residence, commercial, etc.) or type of fuels
 - (d) Operating mode - Investigation, attack, or command
 - (e) Incident priorities
 - (f) Obvious fire conditions

South Placer Fire District

SPFD Policy Manual

Handling of Emergencies by Fire Suppression Units

1. **Nothing showing** - Upon receipt of the report, other units shall reduce speed but continue Code 3 response unless directed otherwise by the chief officer. Additional verbal information shall be given immediately upon learning the actual situation or extent of the fire.
 2. **Small fire - we can handle** - The essential part of this message is that the first arriving company does not require assistance. Confirm with the Chief Officer they copied the size up. Once confirmed, all other responding units shall be placed in service by Dispatch.
 3. **Smoke showing** - All units responding shall continue Code 3 unless directed otherwise by the Chief Officer. Additional information shall be given immediately upon learning the actual situation or extent of the fire.
 4. **Fire showing** - Specify where the fire shows (i.e., roof, east side, Bravo, etc.). This message indicates that a full first-alarm assignment is needed. All apparatus will continue Code 3, and additional resources may be requested as needed.
 5. **Fully/Heavily involved** - This message indicates that fire is showing from most or all openings, and a full first-alarm assignment is necessary. Additional resources may be requested as needed.
 6. **Second alarm** - Company or Acting Officers may call for a second alarm. Any reference or terminology to suggest a second alarm will be considered a request for a second alarm. If the Battalion Chief is on scene, the request will be verified through them.
- (g) Description of actions being taken by the first-in company - Engine 17 is initiating a fire attack using the blue line.
- (h) Request for backup or additional resources as needed - Engine 18 brings a supply line.
3. The importance of a complete size-up cannot be overstated because the accurate description of fire (or emergency) conditions and the direction given to later arriving companies is essential for effective set-up. We know from experience that the initial set-up of strategic positions dictates the likelihood of the success or failure of our tactical objectives and, thus, the accomplishment of timely fire control. Example of a 15-second size-up: "Engine 17 is on scene at a medium-sized, two-story, single-family dwelling. It appears we have a fully involved bedroom on the first floor. We will attack the fire through the front door with a blue line. We'll need a supply line. We also notice wires arcing in the front yard". The incoming units now know that 1) the hydrant needs to be located, 2) a backup line should be initiated, 3) a search of two floors must be conducted, 4) there is a possible extension of fire to the second floor, 5) PG & E should be notified and the downed wire guarded, 6) a blower set-up rather than roof ventilation, 7) and there are no obvious external exposures.

South Placer Fire District

SPFD Policy Manual

Handling of Emergencies by Fire Suppression Units

4. Additional information describing the extent and nature of a major fire shall, if possible, be broadcast for the guidance of the responding Chief Officer and may be accomplished by a "recommendation" for a third or greater alarm. The incident commander (IC), captain, or chief officer may make a "Special Call" for a specific piece of additional equipment/apparatus. For example, due to a flying brand problem, the IC may request an additional brush or grass engine. A "Special Call" does not affect a subsequent greater alarm dispatch of engine companies.
 5. The BC should confirm the building address as soon as possible and relay such information to Dispatch. This will enable the Dispatcher to verify proper premise history information, locate property owners if necessary, etc.
 6. It shall be the responsibility of the Incident Commander, when conditions warrant, to make the verbal "Fire Under Control" report to Dispatch.
- D. Auto Accidents
1. When arriving on scene of an auto accident, the following information is to be given:
 - (a) Injuries
 - (b) Roadway clear or obstructed
 - (c) How many vehicles involved
 - (d) The need for additional resources
- E. Out of service
1. Mechanical or staffing
 - (a) If a unit experiences a mechanical failure or staffing shortage impacting response capabilities, the unit will be placed out of service by the BC or Duty Chief.
 - (b) Only Chief officers or those the Chief directs will phone Dispatch and move units permanently.
 2. Operations out of the First Due area
 - (a) If a unit conducts operations out of its first due area, such as a drill, inspection, or training, it will make every effort to find coverage for the area. This could include swapping districts with a neighboring unit or delaying movement until another unit is available for coverage.
 - (b) If a unit must go out of service, the unit shall use common sense. If an "out of service" unit is the closest unit or could be the first arriving unit type, it shall respond. Emergency response is the priority, and other duties should be delayed or postponed for emergency response.
 - (c) If a unit is standing in for another unit dispatched to a call, the stand-in unit will advise Dispatch, over the radio, of the change. Example: "Grass 16 is responding in place of engine 16".

South Placer Fire District

SPFD Policy Manual

Handling of Emergencies by Fire Suppression Units

3. Any change in operational status (units out of service due to mechanical, staffing, damage, etc.) shall be communicated to the Deputy Chief as soon as possible, and the efforts being made to correct the situation and the anticipated length of the impact.
- F. Radio use guidelines
1. If you make a request or statement and do not receive an acknowledgment, DO NOT ASSUME your message was received - ASK FOR and GET confirmation.
 2. Be specific and concise. Know what you are going to say before you key the microphone.
 3. Choose precise terms that are easily understood (e.g., "Lay two, 2-1/2" lines to the sprinkler connection").
 4. All assignments should indicate the objective. Radio messages should tell the company what they are to accomplish, where they are assigned, who they are to report, and the desired results. Example: "Engine 20, report with your crew to division x-ray with wildland packs."Orders should tell what to do, not how to do it!

Attachments

SPFD_Injury-ExposureReport_May22.pdf



SOUTH PLACER FIRE DISTRICT

INJURY / EXPOSURE INCIDENT REPORT
Must be completed within 24 hours

Employee's Name: _____ Type: Injury Exposure

Station: _____ Shift: _____ Job Title: _____ DOB: _____

Injury / Exposure Information

Date of Injury / Exposure: _____ / _____ / _____ Time: _____ AM PM

Date Reported: _____ / _____ / _____ Time: _____ AM PM

Was injured acting in regular line of duty? Yes No Incident #: _____

Did employee leave work? Yes No Date: _____ / _____ / _____ Time: _____ AM PM

Did employee return to work? Yes No Date: _____ / _____ / _____ Time: _____ AM PM

Was First Aid provided? Yes No By Whom? _____

Was employee seen by Physician? Yes No Dist. MD Personal MD

Name & Address of Physician: _____ Emergency Room

Address / Location where incident occurred: _____

Witnesses: _____

Describe Injury / Exposure and specific part of body affected: _____

Describe sequence of events when injury / exposure occurred: _____

What steps have been taken to prevent similar incidents:
(Rarely is an accident the result of one cause) _____

Employee's Signature: _____ Date Submitted: _____ / _____ / _____

Supervisor's Signature: _____ Date Reviewed: _____ / _____ / _____

Duty Officer's Signature: _____ Date Reviewed: _____ / _____ / _____

OFFICIAL USE ONLY

HR Administrator Initials: _____ Date Received: _____

Safety Officer's Initials: _____ Date Received: _____

SPFD Report of Accident Form.pdf



SOUTH PLACER FIRE DISTRICT REPORT OF ACCIDENT

Accident Information (attach photographs if possible):

Person(s) Responsible:

Reporting Officer:

Action Taken at Company Level:

Company Officer Signature:

Date:

I have read the above and agree \ disagree with the report and / or action
taken. Signed: {If you disagree, note reason on back}

Additional Information (if applicable):

Date:

2023 RIDE ALONG GUIDELINES.pdf



South Placer Fire District

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Terri Ryland
Tracy Randall
Michael Johnson
Ken Musso
Dan Bajtos
Fire Chief
Mark Duerr*

Providing Exceptional Service to Our Community

Guidelines for Ride-Along Program Participants

In order to maximize the ride-along experience as well as provide for safety, it is necessary that all ride-along participants shall meet the physical and age requirements outlined below.

- Participants must be able to climb aboard the apparatus and secure their own safety restraints and hearing protection.
- Have no medical condition that may be affected by loud sirens, air horns, equipment, strobe lights, or other fast-flashing colored lights.
- Must be 18 years or older.
Exceptions: Persons under the age of 18 who are enrolled in a Fire Training Program, EMT class, or otherwise pre-approved by the Fire Chief.

For the citizens of the South Placer Fire District, the District will make available a twelve (12) hour ride-along shift. Starting at 0900 and ending at 2100.

All participants shall be required to read, understand and sign the following prior to approval to participate in this program.

- The Notice of Dangerous Activity Covenant Not to Sue and Release form
- The Policy on Confidentiality and Dissemination of Patient Information and Ride Along Verification form
- A Ride-Along Request form to be submitted at least seven (7) days prior to the requested ride-along unless approved by the Fire Chief.
- Guidelines for Ride-along Program Participants forms

Guidelines:

1. All requests shall be approved through the Deputy Chief for the designated ride-along date. The Battalion Chief shall coordinate this activity with the stations on-duty company officer.
2. Ride-along participants shall not be allowed to ride more than one (1) time in a 6-month period unless otherwise approved by the Fire Chief or his appointee, in writing.
3. Ride-along participants are reminded that they are riding along **ONLY** as an **OBSERVER**. Always observe at a safe distance and stand clear of the EMS and Fire Department personnel. Also, when on a street call (a motor vehicle accident); stay out of the roadway and don a safety vest. It is very easy for Ride-along participants to get caught up in observing emergency personnel on the scene and forget that they are on the road.

4. Regardless of the level of training in any specific Fire or EMS field, no participant shall be allowed to participate in any activity other than observation unless approved in writing by the Training Division Chief or EMS Division Chief.
5. Riding assignments shall be left to the discretion of the officer-in-charge (OIC) on whose shift the participant plans to ride. R.O.P. students and members of the South Placer Fire District shall have priority for space on apparatus.
6. Ride-along participants represent the South Placer Fire District and shall wear clothing that is both dignified and presents a professional appearance. Clothing requirements: (a) Shoes: Black, closed-toe (steel-toed is strongly recommended) with a good non-slip sole (NO tennis shoes); (b) Pants: Black or dark blue (NO jeans); (c) Shirt: Solid color dark blue or gray (NO logos) Participants in an accredited fire academy or EMT school may wear their class uniform shirt. (d) Jacket: Dark color recommended (NO logos) appropriate for the weather conditions on the day of your ride.
7. The Battalion Chief or (OIC) may refuse any participant if their demeanor or appearance does not project a positive reflection of the South Placer Fire District.
8. Ride-along participants shall be at the station before their scheduled time (8:45 AM if scheduled for 9:00 AM). If the Fire Company is out of the station at an incident, please wait for their return. Do not ask for or accept a ride with a different unit.
9. Upon the start of the shift, Ride-along participants will be given a short orientation of their assigned station and an explanation of the basic rules and regulations of the South Placer Fire District.
10. The participant will be shown his/her assigned place to ride on the apparatus and an explanation of the procedures to follow during an alarm. Seatbelts and headsets or hearing protection will be worn at all times that the apparatus is in motion. At no time shall any Fire Department personnel or Ride-along participant be allowed to ride outside of the apparatus.
11. At all times, Ride-along participants will be under the control of the (OIC). Failure to follow the directions of the (OIC) will result in the removal of the privilege to participate as a Ride-along participant. If there are any problems during your assigned shift, you or the crew may request that the observation shift be terminated. At that time, the Ride-along participant must leave, and all discussions of the events will occur at a later time; there is to be no debate.
12. Due to the dangers involved while conducting a mobile attack, AT NO TIME will a Ride-Along participant respond on any grass or brush unit. If the grass or brush unit is dispatched to an incident, the Ride-along participant shall wait at the station until the on-duty crew returns.

13. Only South Placer Fire District personnel, Sierra College EMT-1 students, and employees of cooperating agencies will be allowed to ride a long on an ambulance.
14. Under no circumstances will a Ride-along participant be permitted to enter a building that is on fire until such time as the Incident Commander has declared the fire is extinguished and all smoke has been cleared from the building. The building has been determined to be safe for entry of non-operational personnel. Fire department personnel shall directly supervise such entry.
15. Ride-Along participants may bring their own prepared food items or make prior arrangements for food with the Shift Captain. Unless interrupted by an incident, lunch is from 12:00 to 1:00 PM. Dinner is after 6:00 PM.
16. Throughout the designated shift, the Ride-along participant shall remain with the assigned shift personnel and apparatus. At the discretion of the officer in charge (OIC), the participant may assist with the daily routine shift assignments.
17. If the unit you are assigned to is dispatched to an incident prior to the scheduled end of your time and you are on scene, you will be on the incident until that unit comes back to the station. In that case, you may return after the end of your scheduled ride-along period. It happens often so please plan for this type of event.
18. Do not stay at the station past your assigned time (unless you are out on an incident). Remember that the department personnel considers the station their home while on shift. Leave promptly when your scheduled time is up.
19. Cancellation of rides; to cancel a ride-along, the rider should call the assigned station at least one (1) day prior to the scheduled ride-along date. If the Ride-along participant fails to cancel and does not keep the scheduled appointment, any future scheduled and or scheduling of rides will be at the discretion of the Fire Administration.
20. The South Placer Fire District reserves the right to terminate the ride-along due to civil unrest, weather, unusual workload, noncompliance with professional conduct or dress, or other unforeseen events. Termination of the ride-along may be made by the Company Officer for violation of these guidelines.
21. Please ask any questions or get clarification before you go to the station regarding expectations. Above all, have fun observing the routine and emergency operations of the South Placer Fire District.

Signature of Participant: _____ Date: _____

Signature of Parent or Legal Guardian: _____ Date: _____

2023 RIDE ALONG REQUEST FORM.pdf



South Placer Fire District

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Fire Chief
Mark Duerr

Providing Exceptional Service to Our Community

RIDE-ALONG REQUEST

DATE: ____/____/____ **DATE OF REQUESTED RIDE-ALONG:** ____/____/____

NAME: _____ **TELEPHONE:** _(____)_____

HOME ADDRESS: _____

CITY: _____ **ZIP:** _____

DOB: ____/____/____

DESIRED STATION (CHECK ONE)

- STATION 15 (4650 E. Roseville Parkway)
- STATION 17 (6900 Eureka Road)
- STATION 16 (4410 Douglas Blvd.)
- STATION 19 (7070 Auburn Folsom Road)
- STATION 20 (3505 Auburn Folsom Road)
- STATION 18 (5840 Horseshoe Bar Road)

SHIFT (CHECK ONE)

12 HOUR (9:00 AM to 9:00 PM)

SIGNED: _____ **DATE:** ____/____/____

Signature of parent or Legal Guardian

_____ **DATE:** ____/____/____

FOR DISTRICT USE ONLY

APPROVED: _____ **DISAPPROVED:** _____

STATION ASSIGNMENT: _____ **SHIFT ASSIGNMENT:** _____

OPERATIONS SIGNATURE: _____

SPFD13.pdf

**South Placer Fire District
Property Accountability Report**

To: _____

Dept. Location: _____

From: _____

Dept. Location: _____

Subject: _____ Date _____

- Damaged Lost Other
- Destroyed Stolen
- Replace Repair

Property Description _____		
Describe the Incident _____		
Action Taken to Recover _____		
How to Prevent Future Occurrence _____		
Member Reporting Signature _____	Title _____	Date _____

Supervisor Comments/Recommendations _____		
Supervisor Signature _____	Title _____	Date _____

Battalion Chief Comments/Recommendations _____		
Battalion Chief Signature _____	Title _____	Date _____

Disposition _____		
Action Taken _____		
Responsible Chief Officer Signature _____	Title _____	Date _____

**SOUTH PLACER FIRE DISTRICT
INTEROFFICE MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: FIRE CHIEF MARK DUERR
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: WEDNESDAY, NOVEMBER 8TH, 2023
CC: BOARD SECRETARY KATHY MEDEIROS

Agenda Item: FY 2023/2024 1st Quarter Budget Report:

Action Requested: The Chief recommends a short presentation on the Fiscal Year 2023/24 budget status.

Background: Staff assembles a budget overview every quarter for information and discussion.

Impact: Informational

Attachments: 1st Quarter Budget overview sheet, September 2023 Profit and Loss Statement.

Mark Duerr
Fire Chief
South Placer Fire District

FY 2023/24 1st Quarter Budget Report (July - September)

Revenue	1st Quarter	Budgeted	Percentage
General Revenue	\$1,010,996	\$16,007,865	6.3 %
Consolidated Mitigation Revenue	\$168,790	\$306,000	55.2 %
CFAA Staffing Reimbursements	\$14,512	\$180,000	8.1 %
Total Revenue	\$1,194,298	\$16,493,865	7.2 %

Expenditures	1st Quarter	Budgeted	Percentage
Salaries/Benefits (PP 2-7) 6 PP's	\$3,426,425	\$12,652,861	27.1 %
CFAA Expenditures	\$10,105	\$180,000	5.6 %
Service and Operations	\$478,228	\$2,099,066	22.8 %
Fixed Assets	\$0	\$95,363	0.0 %
Capital Expenditures	\$33,256	\$1,116,914	0.0 %
Consolidated Mitigation Expenditures	\$0	\$784,000	0.0 %
Total Expenditures	\$3,948,014	\$16,928,204	23.3 %

Report Prepared By Kathy Medeiros October 2023

South Placer Fire District
Profit & Loss Statement
For the Three Months Ending Saturday, September 30, 2023

		YTD	BUDGET	----- REMAINING ----- VARIANCE	%
REVENUES					
Secured Property Tax General	0-000-6000-001	\$0	\$9,567,127	\$9,567,127	100.00%
Unitary & Op Non-Unitary	0-000-6000-002	0	191,854	191,854	100.00%
Current Unsecured Property Tax	0-000-6000-003	182,451	207,260	24,809	11.97%
Delinquent Secured Property Taxes	0-000-6000-004	0	836	836	100.00%
Delinquent Unsecured Property Tax	0-000-6000-005	18	2,593	2,575	99.30%
Current Supplemental Property Tax	0-000-6000-006	3,129	243,400	240,271	98.71%
Delinquent Supplemental Property Tax	0-000-6000-008	0	550	550	100.00%
SPFD Special Tax	0-000-6001-000	0	713,370	713,370	100.00%
Loomis Special Tax	0-000-6001-001	0	539,943	539,943	100.00%
Loomis Fire Protection & Response Assessment	0-000-6002-000	0	1,147,591	1,147,591	100.00%
Railroad Unitary Tax	0-000-6106-000	0	5,709	5,709	100.00%
Interest-County	0-000-6950-000	15,770	20,000	4,230	21.15%
Sect. 5151 Interest Refunded	0-000-6957-000	0	(385)	(385)	100.00%
HOPTERS Intergovernmental Revenue	0-000-7000-000	0	51,221	51,221	100.00%
Ambulance Services	0-000-8192-000	588,179	1,960,000	1,371,821	69.99%
Uniform Reimbursement	0-000-8193-001	30	100	70	70.00%
Other Miscellaneous	0-000-8193-010	13,875	130,000	116,125	89.33%
Fees For Service & Cost Recovery Charges	0-000-8193-011	159,604	310,000	150,397	48.52%
4850 Reimbursements	0-000-8193-014	6,963	30,000	23,037	76.79%
Cellular Tower Lease	0-000-8193-015	26,263	107,700	81,437	75.61%
MVA Fees	0-000-8193-016	3,425	7,500	4,075	54.33%
Local/State/Federal Grants	0-000-8193-018	11,289	771,496	760,207	98.54%
CFAA Revenues	8197	14,512	180,000	165,488	91.94%
TOTAL GENERAL REVENUES		1,025,508	16,187,865	15,162,357	93.66%
Consolidated Mitigation Fee Revenue	0-000-8267-000	158,942	300,000	141,058	47.02%
Consolidated Mitigation Interest	0-000-8264-007	9,848	6,000	(3,848)	(64.13%)
TOTAL RESTRICTED MITIGATION REVENUES		168,790	306,000	137,210	44.84%
TOTAL ALL REVENUES		1,194,298	16,493,865	15,299,566	92.76%
OPERATING EXPENSES					
SALARIES/BENEFITS					
Salaries & Wages	1002:1003	1,424,776	6,684,168	5,259,392	78.68%
Sellback/Admin. & FF's	1004	923	105,000	104,077	99.12%
Intern FF/Board/Res.App FF/PT	1005	1,800	20,000	18,200	91.00%
Callback/Overtime-Firefighter	1006	337,528	1,000,000	662,472	66.25%
Comp For Absence/Illness	1007	11,185	25,000	13,815	55.26%
Out of Grade Pay	1008	0	3,000	3,000	100.00%
Other Payroll	1015	0	10,000	10,000	100.00%
Volunteer Length of Service Award	1016	0	1,000	1,000	100.00%
PERS Retirement	1300	255,338	1,151,541	896,203	77.83%
PERS Lump Sum Payment	1302	930,786	930,800	14	0.00%
Employer 457 Def. Comp. Match	1305	5,562	30,000	24,438	81.46%
Employment Taxes (FICA/Medicare/SUI)	1301	24,872	108,649	83,777	77.11%
Workmans Comp. Insurance	1315	187,817	770,000	582,183	75.61%
Agency Share Insurance	1550	233,009	1,230,179	997,170	81.06%
COP Debt Service	1552	0	400,404	400,404	100.00%
Labor Legal	2010	11,076	60,000	48,924	81.54%
Uniform Allowance/Cell Phone	2017	1,753	117,320	115,567	98.51%
Employees Assistance Program	2019	0	5,800	5,800	100.00%
CFAA Expenditures	1997	10,105	180,000	169,895	94.39%
TOTAL SALARIES/BENEFITS/CFAA		3,436,530	12,832,861	9,396,331	73.22%
SERVICE & OPERATIONS					
Audit	2020	0	15,925	15,925	100.00%
Propane	2021	0	3,750	3,750	100.00%
Employee Physicals/DL/Wellness	2023	1,709	84,550	82,841	97.98%
ParamedicCert.EMT/CPR Classes	2024	250	6,140	5,890	95.93%
Ambulance Billing Service	2025	55,237	205,000	149,763	73.06%
Garbage	2026	1,661	12,500	10,839	86.71%
Gas & Electric	2027	13,776	50,000	36,224	72.45%
Insurance (FAIRA)	2028	147,061	147,061	0	0.00%

South Placer Fire District
Profit & Loss Statement
For the Three Months Ending Saturday, September 30, 2023

		YTD	BUDGET	----- REMAINING ----- VARIANCE	%
Memberships/Subscriptions	2030	7,270	21,183	13,913	65.68%
News Publications & Ads	2032	560	2,000	1,440	72.00%
Sewer	2035	288	7,000	6,712	95.88%
Telephone	2037	9,698	58,076	48,378	83.30%
Training Supplies	2038	0	17,500	17,500	100.00%
Business/Conference	2039	108	15,000	14,892	99.28%
Education/Training	2040	2,853	25,000	22,147	88.59%
Water	2041	4,624	16,500	11,876	71.98%
Laundry	2042	279	1,850	1,571	84.93%
Legal/Consulting Fees	2043-000	20,650	70,000	49,350	70.50%
Prevention Consulting Fees	2043-001	14,987	95,000	80,013	84.22%
Petty Cash Fund	2044	0	250	250	100.00%
Pre-Employment Testing/Background Inv.	2045	4,843	20,000	15,157	75.79%
Medical Waste Disposal	2046	608	4,500	3,892	86.49%
County Charges (Tax Collection/LAFCO/Refunds)	2050	0	203,439	203,439	100.00%
Food/Drink-Incident Supplies	2053	385	7,500	7,115	94.86%
Safety Awards	2055	1,597	7,250	5,653	77.97%
Software Subscriptions	2056	67,156	139,067	71,911	51.71%
Cleaning/Maintenance Supplies	2120	1,358	17,000	15,642	92.01%
Computer Service & Maint.	2122	1,657	12,000	10,343	86.19%
Fire Prevention Supplies	2123	2,297	10,000	7,703	77.03%
Fuel & Oil	2124	31,520	116,000	84,480	72.83%
Medical Supplies	2127	21,927	125,000	103,073	82.46%
Miscellaneous Supplies	2128	0	1,000	1,000	100.00%
Office Supplies/Computer	2129	473	8,000	7,527	94.09%
Oxygen	2130	1,410	8,250	6,840	82.90%
Postage/Shipping	2131	431	2,000	1,569	78.46%
Storage	2132	2,592	3,000	408	13.60%
Uniform Supplies	2133	1,109	14,000	12,891	92.08%
Misc. Firefighting Equip/Supplies	2135	8,188	20,000	11,812	59.06%
Radio Repair	2221	955	16,000	15,045	94.03%
Automotive Repairs/Supplies	2222	19,116	125,000	105,884	84.71%
Facilities Maintenance	2225	13,154	98,100	84,946	86.59%
SCBA Maintenance	2226	0	12,990	12,990	100.00%
Equipment Service Maintenance	2227	9,782	39,085	29,303	74.97%
Turnout Clothing Maint.	2228	6,639	9,280	2,641	28.46%
Outside Services/Printing	2523	20	1,320	1,300	98.48%
Bad Debt Expense	8510 + 4521	0	225,000	225,000	100.00%
TOTAL SERVICE & OPERATIONS		478,228	2,099,066	1,620,839	77.22%
FIXED ASSETS					
Facilities,	4456	0	19,758	19,758	100.00%
Firefighting Equipment	4462	0	32,000	32,000	100.00%
EMS Equipment	4464	0	15,000	15,000	100.00%
Office & Communication Equipment	4465	0	15,500	15,500	100.00%
Shop Equipment	4470	0	5,000	5,000	100.00%
Fitness Equipment	4474	0	8,105	8,105	100.00%
TOTAL FIXED ASSETS		0	95,363	95,363	100.00%
CAPITAL EXPENDITURES					
Water Tender	0-000-4510-031	0	426,000	426,000	100.00%
Automatic Heart Defibrillators/EKG Monitors	0-000-4511-003	0	354,814	354,814	100.00%
Mobile/Portable Radios	0-000-4511-011	0	68,000	68,000	100.00%
Med Vaults	0-000-4511-035	20,156	21,000	844	4.02%
St. 17 Generator	0-000-4512-032	7,100	160,000	152,900	95.56%
St. 15 Generator	0-000-4512-033	6,000	65,000	59,000	90.77%
Recliners	0-000-4512-047	0	5,000	5,000	100.00%
Replace/Waterproof Electric box at tower	0-000-4512-048	0	1,000	1,000	100.00%
App. Bay Heaters	0-000-4512-051	0	5,000	5,000	100.00%
Shop Heat/AC Unit	0-000-4512-052	0	11,100	11,100	100.00%
TOTAL CAPITAL EXPENDITURES		33,256	1,116,914	1,083,658	97.02%
TOTAL GENERAL OPERATING EXPENSES		3,948,014	16,144,204	12,196,191	75.55%

CONSOLIDATED MITIGATION EXPENDITURES

South Placer Fire District
Profit & Loss Statement
For the Three Months Ending Saturday, September 30, 2023

		YTD	BUDGET	----- REMAINING ----- VARIANCE	%
Type 1 Engine/PNC Equipment Finance	0-000-4523-021	0	147,000	147,000	100.00%
Tablet Command	0-000-4523-054	0	112,000	112,000	100.00%
2023 Ambulance	0-000-4523-059	0	425,000	425,000	100.00%
2023 EMS Chief Vehicle	0-000-4523-060	0	100,000	100,000	100.00%
TOTAL RESTRICTED MITIGATION EXPENDITURES		0	784,000	784,000	100.00%
 TOTAL ALL EXPENSES		3,948,014	16,928,204	12,980,191	76.68%
 EXCESS GENERAL REVENUE LESS EXPENDITURES		(2,922,506)	43,661	2,966,166	6,793.63%
EXCESS MITIGATION REVENUE LESS MITIGATION EXPENDITURES		168,790	(478,000)	(646,790)	135.31%
COMBINED EXCESS		(2,753,716)	(434,339)	2,319,375	(534.00%)
 ENDING FUND BALANCES		(2,753,716)	(434,339)	2,319,375	(534.00%)

**SOUTH PLACER FIRE DISTRICT
INTEROFFICE MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: FIRE CHIEF MARK DUERR
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: WEDNESDAY, NOVEMBER 8TH, 2023
CC: BOARD SECRETARY KATHY MEDEIROS

Agenda Item: Gann Limit Report and Resolution:

Action Requested: Staff recommends discussing and adopting the resolution setting the FY 2023/24 appropriations limit, per Article XIII B of the State Constitution (1979), and verifying compliance for 2022/23.

Background: This is standard procedure. The District sets its annual appropriations limit by computing the previous year's limit to the per capita personal income and population factors. This calculation is made each year by multiplying the District's adopted appropriations limit in the prior fiscal year by the change in the cost of living in the preceding year and the change in population within the District for the preceding fiscal year.

Impact: Procedural

Attachments: 2022/23 Gann Limit Compliance Evaluation and 2023/24 Gann Limit Report and Resolution No. 5-2023/24.

Mark Duerr
Fire Chief
South Placer Fire District

South Placer Fire Protection District 2022-23 Gann Limit Compliance Evaluation and 2023-24 Gann Limit

2022-23 Gann Limit Compliance Evaluation

The District's 2022-23 Gann Limit was calculated to be \$13,615,861. Based on 2022-23 Budget figures, it was expected that the District's appropriations subject to limitation would not exceed this figure. At the end of the 2022-23 fiscal year, after all property tax receipts and expenditures were documented, a compliance calculation demonstrated that the District's appropriations subject to limitation were in fact below the Gann Limit, as demonstrated in the following table.

2022-23 Appropriations Subject to Limitation	
Unadjusted Appropriations Subject to the Limit	
Property Tax	\$9,495,000
Special Tax	\$1,226,040
Total Unadjusted Appropriations Subject to the Limit	\$10,721,040
Adjustments for Appropriations Not Subject to the Limit	
Court Ordered Mandates - FLSA Overtime	\$0
Federal Mandates - Worker's Compensation	\$751,841
Qualified Capital Outlay	\$551,750
Qualified Debt Service	\$386,370
Total Adjustments for Appropriations Not Subject to the Limit	\$1,689,961
Adjusted Appropriations Subject to the Limit	\$9,031,079
Gann Limit	\$13,615,861
Appropriations Under/(Over) the Limit	\$4,584,782

As shown in the table, the District's appropriations were \$4,584,782 under the Limit. Since the District has demonstrated its compliance with the 2022-23 Gann Limit, no further action is required.

2023-24 Gann Limit and Estimated Compliance

For 2023-24, the District must calculate its new Gann Limit, based on both Cost of Living and Population Factors. Additionally, as part of the Budget adoption process, the District should estimate whether it will be in compliance with its 2023-24 Gann Limit by evaluating appropriations subject to limitation.

Gann Limit Calculation

The Gann Limit is calculated by first using the prior year’s Limit as a base, then applying a Cost of Living Factor and a Population Factor. The Cost of Living Factor is equal to the **greater of** the percent change in non-residential new construction or the percent change in California per capita personal income. For 2023-24, the Placer County Assessor’s Office has calculated that the District’s percent change in non-residential new construction is 2.76%. The California Department of Finance calculated the percent change in California per capita personal income to be 4.44%. Therefore, the Cost of Living Factor to be applied to the District’s 2023-24 Gann Limit is 4.44%.

The Population Factor is equal to the **greater of** the percent change in county population or the percent change in unincorporated County population, or the percent change in the District’s population. According to data provided by the California Department of Finance, the percent change in Placer County population was 0.21% and the percent change in unincorporated Placer County population was -0.79%. In order to determine the percentage change in the District’s population, a special population estimate must be specifically requested to the Department of Finance at the District’s expense. Due to the fact that there was minimal residential new construction in the District’s boundaries, this was not completed this year. Therefore, the Population factor to be applied to the District’s 2023-24 Gann Limit is 0.21%.

As shown in the following table, the District’s 2023-24 Gann Limit is calculated to be \$14,250,268.

Gann Limit Calculation				
	Prior Year Gann Limit	Cost of Living Factor	Population Factor	Current Year Gann Limit
2023-24	\$13,615,861	1.0444	1.0021	\$14,250,268

Estimated Appropriations Subject to Limitation

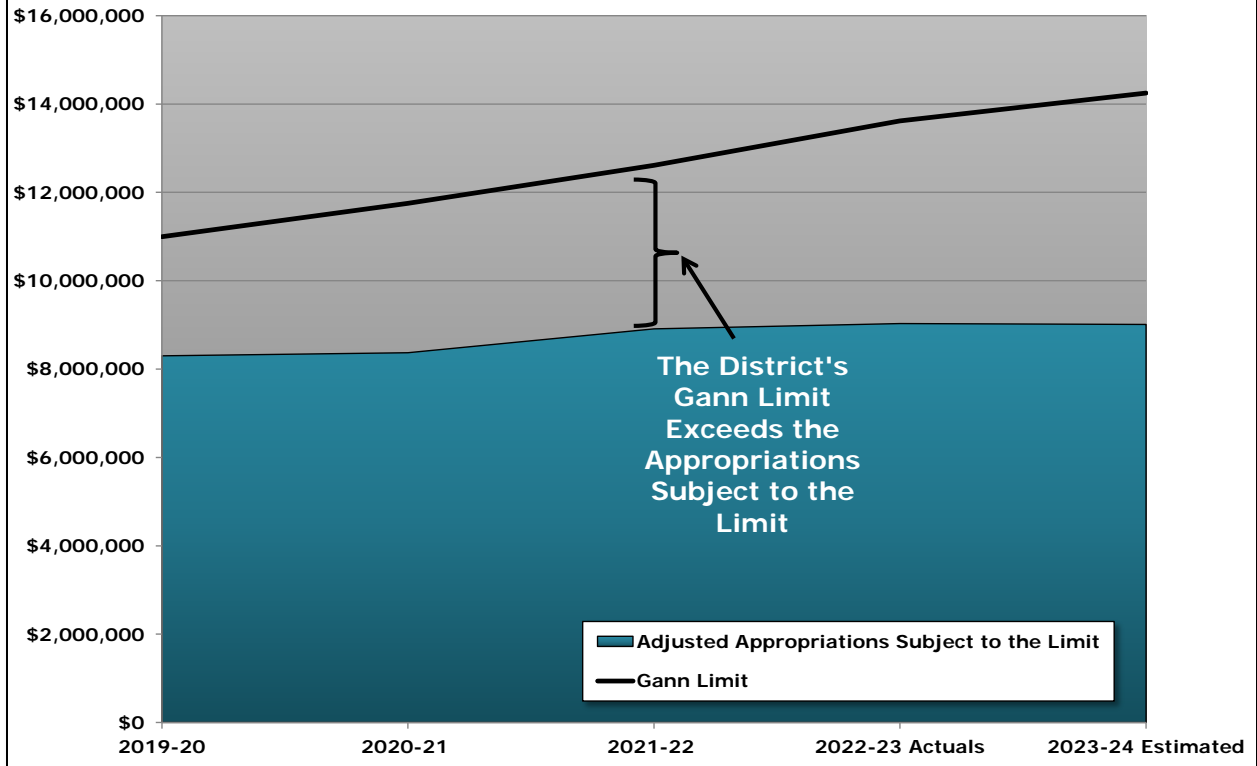
Based on the District’s 2023-24 budget, the District is estimating tax receipts of \$11,296,484 from general property taxes, the District’s Special Tax and the Loomis Parcel Tax. These tax receipts can be adjusted for appropriations that are not subject to limitation from sources such as: FLSA Overtime, Federal Mandates (Worker’s Compensation), Qualified Capital Outlay and Debt Service. Based on 2023-24 budget estimates, the District will have approximately \$2,287,318 of appropriations that are not subject to limitation. Therefore, the District’s total appropriations subject to the Gann Limit total \$9,009,166, which is \$5,241,102 below the calculated 2023-24 Gann Limit, as shown in the following table. **Therefore, we can reasonably estimate that the District will be in compliance with its Gann Limit for 2023-24.**

2023-24 Estimated Appropriations Subject to Limitation	
Unadjusted Appropriations Subject to the Limit	
Property Tax	\$10,043,171
Special Tax	\$1,253,313
Total Unadjusted Appropriations Subject to the Limit	\$11,296,484
Adjustments for Appropriations Not Subject to the Limit	
Court Ordered Mandates - FLSA Overtime	\$0
Federal Mandates - Worker's Compensation	\$770,000
Qualified Capital Outlay	\$1,116,914
Qualified Debt Service	\$400,404
Total Adjustments for Appropriations Not Subject to the Limit	\$2,287,318
Adjusted Appropriations Subject to the Limit	\$9,009,166
Gann Limit	\$14,250,268
Appropriations Under/(Over) the Limit	\$5,241,102

Summary

In summary, the District has met its Gann Limit requirements for 2022-23 and is estimated to again meet its limitations for 2023-24.

The District Has Been and Is Expected to be Under its Gann Limit



RESOLUTION NO. 5-2023/24

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SOUTH PLACER FIRE PROTECTION DISTRICT ADOPTING THE
ANNUAL APPROPRIATIONS LIMIT FOR FISCAL YEAR 2023/24
AND VERIFYING COMPLIANCE WITH ARTICLE XIII B FOR THE
2022/23 FISCAL YEAR APPROPRIATIONS LIMIT**

WHEREAS, the voters of California, on November 6, 1979, adopted Article XIII B of the State Constitution placing various limits on the appropriations of proceeds of taxes by the State and local governments, such as District. An appropriation is a legal authorization from the Board of Directors of the District to make expenditures or to incur obligations for specific purposes; and

WHEREAS, the voters adopted Proposition 111 on June 5, 1990, amending Article XIII B of the State Constitution and modifying the appropriations limit calculation formula; and

WHEREAS, Article XIII B, as amended, provides that the appropriations limit for the District for Fiscal Year 2022-23 is calculated by annually adjusting the District's base year appropriations limit in Fiscal Year 1986-87 for the annual change in the cost of living and change in population within the District each year. This calculation is made each year by multiplying the District's adopted appropriations limit in the prior fiscal year by the change in the cost of living in the preceding year and the change in population within the District for the preceding fiscal year; and

WHEREAS, the Board of Directors adopted Appropriations Limit Policies and Procedures in Fiscal Year 2011-12 providing guidance related to the calculation and implementation of the appropriations limit; and

WHEREAS, Article XIII B, as amended, and Government Code section 7901 require the District to specify the adjustment factors utilized in calculation of the cost of living and change in population adjustments to the District's appropriations limit each year by a recorded vote of the District's Board of Directors; and

WHEREAS, the calculation of the District's appropriations limit for Fiscal Year 2023-24 and the explanation for such calculations are attached hereto, marked Exhibit A, and incorporated herein by this reference;

**NOW THEREFORE, THE BOARD OF THE SOUTH PLACER FIRE DISTRICT
DOES RESOLVE AS FOLLOWS:**

Section 1. The appropriations limit for Fiscal Year 2023-24 has been calculated by utilizing the appropriate adjustment factors for cost of living and population which were

applied to the Fiscal Year 2022-23 appropriations limit, as authorized by the Board of Directors.

Section 2. The District's appropriations limit pursuant to Article XIII B for Fiscal Year 2023-24 shall be \$14,250,268. The Board expressly adopts the appropriations limit calculations for Fiscal Year 2023-24.

Section 3. The District Board of Directors hereby finds that the District has complied with all of the provisions of Article XIII B, as amended, and Government Code section 7900 et seq., in determining the District's appropriations limit for Fiscal Year 2022-23.

Section 4. The Board hereby directs staff to perform a compliance calculation as soon as possible after the completion of Fiscal Year 2023-24 to determine if appropriations subject to limitation of the proceeds of taxes subject to the appropriations limit during the Fiscal Year 2023-24 have exceeded this appropriations limit established for Fiscal Year 2023-24.

Section 5. The Board hereby finds that appropriations subject to limitation of the proceeds of taxes subject to the appropriations limit during the Fiscal Year 2022-23 have not exceeded the appropriations limit established for Fiscal Year 2022-23.

PASSED AND ADOPTED this 8th day of November, 2023, by the following roll call vote.

AYES:

NOES:

ABSENT:

President

ATTEST:

Secretary of the Board

**SOUTH PLACER FIRE DISTRICT
INTEROFFICE MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: CHIEF MARK DUERR
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: WEDNESDAY, NOVEMBER 8TH, 2023
CC: BOARD SECRETARY KATHY MEDEIROS

Agenda Item: South Placer Fire District Special Tax Reports 2022/23:

Action Requested: Staff recommends review and approval of the Fiscal Year 2022/23 Fire Suppression and Protection Special Tax Reports completed October 2023 for the South Placer Fire District-Former Loomis Fire District (Division 1) and the South Placer Fire District (Division 2).

Background: The District's Special Tax administrator, SCI Consulting Group, prepared the reports for the SPFD (Division 1, formerly Loomis Fire District) and the SPFD (Division 2) Special Taxes, which include brief histories of the special taxes and summarize the parcel tax submittals to the County, expenditures for the fiscal year 2022/23, and projections for the current fiscal year 2023/24.

Impact: The Fire District's (former Loomis Fire District) Special Tax revenues for 2022/23 were \$523,883. The South Placer Fire District's Special Tax revenues for 2022/23 were \$702,238.68.

Attachments: 2022/23 South Placer Fire District-Former Loomis Fire District Tax Report dated October 2022; 2022/23 South Placer Fire District Tax Report dated October 2022. ***The Tax Reports can be found online at <https://www.southplacerfire.org/board-documents/> as addendums to the Board Meeting Packet***

Mark Duerr
Fire Chief
South Placer Fire District

FY 2022-23

TAX REPORTS

South Placer Fire Protection District

Former Loomis Fire Protection District

Fire Suppression and Protection Special Tax

October 2023

Final Report

South Placer Fire Protection District

Measure A Special Tax

October 2023

Final Report

The Tax Reports can be found online
as addendums to the Board Meeting Packet at
<https://www.southplacerfire.org/board-documents/>

**SOUTH PLACER FIRE DISTRICT
INTEROFFICE MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: FIRE CHIEF MARK DUERR
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: WEDNESDAY, NOVEMBER 8TH, 2023
CC: BOARD SECRETARY KATHY MEDEIROS

Agenda Item: Report on Retirement:

Action Requested: The Board requested a report on future staffing regarding near-term retirement concerns.

Background: At the October Board meeting, the Board requested a report on retirement eligibility for future planning. There are two different retirement formulas for suppression personnel in the District:

- Classic employees qualify for 3% at 55, and
- Public Employees' Pension Reform Act (PEPRA) qualifies for 2.7% at 57

PEPRA, which took effect in January of 2013, changed how CalPERS retirement and health benefits applied and placed compensation limits on members. As this change is a decade old, few, if any, PEPRA members have reached retirement eligibility.

Classic members receive the benefit factor of the percentage of pay to which the employee is entitled for each year of service. It is determined by the employee's age at retirement and the formula that applies to their classification, which for the most part is 3% at 55; however, members vest after 5 years of service and are eligible for retirement once they reach 50 years of age. Suppose a member chooses to retire before 55 years of age. In that case, their benefit factor is reduced, starting at 2.4% at age 50 and increasing incrementally over the five years until they reach the maximum formula.

The difficulty in calculating retirement eligibility rests in the number of variables. For instance, a member may have reached the retirement age of 50 but only have 5 years of service. Or they may have 23 years of service but are choosing to maximize their formula and will stay the five more years to increase the age factor. These numbers are merely projections based solely on age eligibility and no other factors.

Year	55	50
2023	5	13
2024	6	14
2025	8	14
2026	9	16
2027	10	19

Impact: Future planning

Attachments: None

Mark Duerr
Fire Chief
South Placer Fire District

**SOUTH PLACER FIRE DISTRICT
INTEROFFICE MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: FIRE CHIEF MARK DUERR
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: WEDNESDAY, NOVEMBER 8TH, 2023
CC: BOARD SECRETARY KATHY MEDEIROS

Agenda Item: Loomis Benefit Assessment Oversight Committee Membership:

Action Requested: Staff recommends discussion and action on the composition of the Loomis Benefit Assessment Oversight Committee.

Background: Due to the unfortunate and untimely passing of the Town of Loomis Treasurer and Loomis Benefit Assessment Oversight Committee (BAOC) member Roger Carroll, the South Placer Fire District must appoint a replacement member to the BAOC. The Citizens' Oversight Committee is a requirement of the benefit assessment. The Committee shall review potential projects that may be funded by the Assessment and shall make recommendations about the expenditure of the assessment funds. Members of the Committee must own land within the assessment District and shall not have conflicts of interest with the Assessment District or the Services funded by the Assessment. The South Placer Fire District Board shall nominate and approve the members of the BAOC.

Staff recommends nominations for the open seat on the BAOC with District Board approval to follow at a future meeting.

Impact: Maintain appropriate representation for the Loomis BAOC

Attachments: None

**Mark Duerr
Fire Chief
South Placer Fire District**

**SOUTH PLACER FIRE DISTRICT
INTEROFFICE MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: FIRE CHIEF MARK DUERR
SUBJECT: BOARD MEETING AGENDA STAFF RECOMMENDATIONS
DATE: WEDNESDAY, NOVEMBER 8TH, 2023
CC: BOARD SECRETARY KATHY MEDEIROS

Agenda Item: **Authorization to Enter into an Agreement with Specialized Legal Counsel:**

Action Requested: Staff recommends discussion and authorization to enter into a contract with legal counsel specializing in Emergency Medical Services issues.

Background: The District consolidated operations between the South Placer Fire District and the Loomis Fire Protection District in 2017 to provide a consistent service to all constituents of the newly consolidated District. In the process, a disparate service level was created. Retaining a specialized council familiar with the subject material is the first step in understanding the current situation and possible future options.

Impact: Unification of service delivery in the South Placer Fire District. The financial burden at this time is unclear due to the number of variables. Still, the initial consultation and fact-finding should remain within the District allocated line-item legal budget. If there is an expectation of exceeding that item, Staff will consult the Board for direction.

Attachments: Engagement letter

Mark Duerr
Fire Chief
South Placer Fire District

William D. Ross
David P. Schwarz
Kypros G. Hostetter
Christina M. Bellardo

Law Offices of
William D. Ross
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Palo Alto, California 94306
Telephone: (650) 843-8080
Lawross.com

Los Angeles Office:

11420 Santa Monica Blvd
#25532
Los Angeles, CA 90025

File No. 19/70

August 29, 2023

VIA E-MAIL

Terri Ryland, President
of the Board of Directors
South Placer Fire District
Station 17
6900 Eureka Road
Granite Bay, CA 95746

Re: Proposal for Legal Services; South Placer Fire District

Dear Chair Ryland:

This communication presents a proposal for legal services by the Law Offices of William D. Ross (“Firm”) to the South Placer Fire District (“District”) for advice and representation with respect to 201 Rights, the Change of Organization before the Placer County Local Agency Formation Commission and related matters, as well as matters associated with the Loomis area and continuing emergency medical services transport services by American Medical Response, Inc. (the “Matter”).

1. Scope of Services

The District and Firm acknowledge and understand that this agreement does not involve or extend to representation or advice by the Firm on any matter other than that specifically described above.

2. Fees

The Firm provides discounted hourly rates for its local government clients which are \$350.00 per hour for partners, \$220.00 per hour for associate attorneys, and \$110.00 per hour for paralegals.

These hourly rates are subject to an annual increase on July 1st of the calendar year following the year in which this legal services agreement becomes effective.

Terry Ryland, President
of the Board of Directors
South Placer Fire District
August 29, 2023
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All time spent in connection with the Matter by legal personnel of the Firm will be billed, including without limitation, time spent in office conferences between or among the legal personnel assigned the Matter and time in personal telephonic conference with your representatives. Legal personnel will be assigned to the Matter solely in the Firm's judgment. The Firm does not charge for travel time.

The Firm's statements are in a detailed diary format in minimum increments of one-quarter of an hour and are payable within thirty (30) days of receipt. Any amounts outstanding more than thirty (30) days will incur interest at 1% per month.

2. Costs and Expenses

Any cost incurred in connection with the representation and advice to District, such as messenger services, filing fees and other out-of-pocket expenses, will be separately billed and reflected on the monthly statement. The District will be expected to directly pay the amount of any charges over \$200.00 for services performed by third parties.

Firm's costs include, but are not limited to, the following and are computed in the following manner:

Mileage	\$.655 per mile (or current IRS Rules)
Document Preparation	\$ 60.00 per hour
Access Charges for Legal Databases	Cost varies on amount of monthly use

3. Termination of Services

The District will have the right at any time to terminate the Firm's services upon written notice to the Firm, and the Firm will immediately, after receiving such notice, cease to render additional services. Such termination will not, however, relieve the District of the obligation to pay the fees due for services rendered and costs incurred prior to such termination.

If the District fails to meet any of its obligations under this Agreement, including but not limited to, fully cooperating and assisting the Firm in its representation advice with respect to the Matter, the Firm will have the right to terminate this Agreement, and the District will take all steps necessary to free the Firm of any obligation to perform further, including without limitation, the execution of any documents necessary to complete the Firm's discharge or withdrawal. The rights of the Firm hereunder are in addition to those created by statute or recognized by Rules of Professional Conduct.

4. Maintenance of Malpractice Insurance

Consistent with California Business and Professions Code section 6148(a), the Firm maintains legal malpractice insurance with Citizens Insurance Company of America/Westport Insurance Corporation with present policy limits of \$1,000,000.00 per claim and \$1,000,000.00 in the aggregate. Additionally, Firm maintains commercial general liability limits of \$2,000,000.00 per occurrence, automobile liability limits of \$1,000,000.00 per occurrence and workers compensation liability limits of \$1,000,000.00, with a separate endorsement for cyber coverage through Lloyds of London. These amounts may change annually. A Certificate of Liability of Insurance showing the Firm's insurance policies is available upon request.

5. Document Retention

The District agrees that it will be responsible for providing us with all documents pertinent to this matter. Even if the District has in effect document retention policies that may result in the scheduled destruction or discarding of documents that may be relevant to this Matter, please do not destroy or discard any possibly relevant documents until the District speaks with us further.

6. Our Document Retention

It is our policy and practice to destroy our files five (5) years after the file is first closed unless the District requests a shorter or longer retention period in writing. Files are generally closed at the conclusion of a lawsuit or completion of a transaction or matter.

7. No Warranties

The Law Offices of William D. Ross has made no guarantees to the District concerning the outcome of the Matter, and nothing in this letter agreement will be construed as such a guarantee. The District acknowledges that we have not made any representations, promises, warranties or guarantees to them, express or implied, regarding the outcome of the Matter.

8. Binding Arbitration

Any dispute concerning our fees or charges shall, if the District so elects, be submitted to arbitration under rules of the California State Bar and shall be binding if: (i) it is mutually agreed to after any such dispute arises; or, (ii) such arbitration becomes binding under such rules. Any dispute concerning our fees or charges not so submitted to binding arbitration under the rules of the California State Bar, or that remains unresolved after non-binding arbitration under such rules, and any other dispute between the District and this Firm or any of our attorneys and agents,

Terry Ryland, President
of the Board of Directors
South Placer Fire District
August 29, 2023
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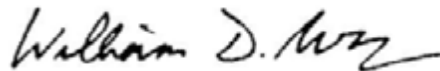
including but not limited to claims of malpractice, errors or omissions, or any other claim of any kind regardless of the facts or the legal theories, shall be finally settled by mandatory binding arbitration in Palo Alto, California, conducted in accordance with California Code of Civil Procedure §§ 1282 *et seq.*, including, but not limited to, section 1283.05, with each party to bear its own costs and attorneys' fees and disbursements. Such arbitration shall be conducted before a single arbitrator. Judgment on a binding arbitration award may be entered in any court of competent jurisdiction. *We mutually acknowledge that, by this Agreement to arbitrate, each of us irrevocably waives our rights to court or jury trial. The District have the right to consult separate legal counsel at any time as to any matter, including whether to enter into this Agreement for legal services and consent to the foregoing agreement to arbitrate.*

9. Acceptance of Services

If the terms and conditions of the legal services described herein are acceptable to you, please indicate acceptance by executing the copy of this proposal and returning the same to our office by e-mail.

We appreciate the opportunity to assist the District in the Matter.

Very truly yours,



William D. Ross

WDR:jf

cc: Mark Duerr, Fire Chief
South Placer Fire District

I, Terry Ryland, on behalf of District, agrees to the terms and conditions for legal services of the Law Offices of William D. Ross, a Professional Corporation, described in this letter as authorized by District for execution.

Dated: _____, 2023

By: _____
Terri Ryland, President
Board of Directors
South Placer Fire District

**SOUTH PLAZER FIRE PROTECTION DISTRICT
PARS OPEB Trust Program**

**Account Report for the Period
01/2023 to 03/2023**

Mark Owen
Fire Chief
South Plazer Fire Protection District
1900 Florida Rd.
Oceanside, CA 92078

Account Summary							
Source	Beginning Balance as of 1/1/2023	Contributions	Earnings	Expenses	Withdrawals	Transfers	Ending Balance as of 3/31/2023
OPEB	55,514	5,000	5,000	5,000	5,000	5,000	55,514
Totals	55,514	5,000	5,000	5,000	5,000	5,000	55,514

Investment Selection

Source	
OPEB	Moderate HighMark PLUS

Investment Objective

Source	
OPEB	The dual goals of the Moderate Strategy are growth of principal and income. It is expected that dividend and interest income will comprise a significant portion of total return, although growth through capital appreciation is equally important. The portfolio will be allocated between equity and fixed income investments.

Investment Return

Source	1-Month	3-Months	1-Year	Annualized Return			Plan's Inception Date
				3-Years	5-Years	10-Years	
OPEB							

Information as provided by US Bank, Trustee for PARS; Not FDIC Insured; No Bank Guarantee; May Lose Value

Past performance does not guarantee future results. Performance returns may not reflect the deduction of applicable fees, which could reduce returns. Information is deemed reliable but may be subject to change.
 Investment Return: Annualized rate of return is the return on an investment over a period other than one year multiplied or divided to give a comparable one-year return.
 Account balances are inclusive of Trust Administration, Trustee and Investment Management fees



SOUTH PLACER FIRE DISTRICT
PARS Post-Employment Benefits Trust

Account Report for the Period
9/1/2023 to 9/30/2023

Mark Daerr
 Fire Chief
 South Placer Fire District
 6900 Eureka Rd.
 Granite Bay, CA 95745

Account Summary

Source	Balance as of 9/1/2023	Contributions	Earnings	Expenses	Distributions	Transfers	Balance as of 9/30/2023
OPEB	\$1,456,446.65	\$0.00	-\$48,201.44	\$715.20	\$0.00	-\$46.66	\$1,407,483.35
Totals	\$1,456,446.65	\$0.00	-\$48,201.44	\$715.20	\$0.00	-\$46.66	\$1,407,483.35

Investment Selection

Source	
OPEB	Moderate HighMark PLUS

Investment Objective

The dual goals of the Moderate Strategy are growth of principal and income. It is expected that dividend and interest income will comprise a significant portion of total return, although growth through capital appreciation is equally important. The portfolio will be allocated between equity and fixed income investments.

Investment Return

Source	1-Month	3-Months	1-Year	Annualized Return			Plan's Inception Date
				3-Years	5-Years	10-Years	
OPEB	-3.31%	-2.96%	9.28%	2.15%	3.87%	4.95%	5/31/2012

Information as provided by US Bank, Trustee for PARS; Not FDIC Insured; No Bank Guarantee; May Lose Value

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 Investment Return: Annualized rate of return is the return on an investment over a period other than one year multiplied or divided to give a comparable one-year return.
 Account balances are inclusive of Trust Administration, Trustee and Investment Management fees

Headquarters - 4350 Von Karman Ave., Suite 100, Newport Beach, CA 92660 800.540.6369 Fax 949.250.1250 www.pars.org

Dear Jeff, Katrina + South
Placer Fire,

YOU ARE APPRECIATED!

Thank you so much for
your help + support of our
Homecoming festivities! It
was amazing to have a Bonfire

again + we appreciate
all you do to make
that happen + keep the
community safe! We had
2 great nights of fire
+ fireworks Thanks to
you! Cheers!

Jamara + GBHS
Student Government

